







SECSIME NO. MTP-01. ACTION TO DOCUMENTS

Description: This process is made to (e.g. This Certification is made upon request of DENR personnel, official or external party of No Records/Appeal/Motion for Reconsideration, etc. being filed in the DENR. The purpose for the request is included in the Certification.)

| Office or Division: | Office of the PENR Office DENR PENRO Mt. Province, Region CAR | | | |
|--|---|------------------------|-----------------|--|
| Classification: | Simple | | | |
| Type of Transaction: | G2B - Government to Business G2C - Government to Citizen G2G - Government to Government | | | |
| Who may avail: | Internal: Regular Employee of DENR, including its Bureaus and Attached Agencies External: LGU and other government agencies or instrumentalities and private individuals | | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| 1. Document to submit with attachment according to type of communication | | Requesting Party | | |
| Additional if from the Government Sector | | | | |
| | | | | |
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSONS RESPONSIBLE |
| 1. Submit communications/reports for signature of the PENR Officer | 1. Receives, records and forward to the PENR Officer | None | 5 min. |  APPLE JOY GUIDANGEN <i>Admin. Aide IV</i> <i>Receiving/Releasing Clerk</i> |



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|--|---|-------------|---------------|--|
| 2.None | 2. Review and sign document | None | 5 mins |  JOEL T. BEHIS <i>OIC PENR OFFICER</i> |
| 3.None | 3. Forward to the Records Officer | None | 3 mins |  APPLE JOY GUIDANGEN <i>Admin. Aide IV</i> <i>Receiving/Releasing Clerk</i> |
| 4. Received documents by the Clerks of concerned offices | 4. Receive and scan all communications/ reports that will be sent through e-mail Fill up all the blanks that requires information specifically; e-mail of the receiver and the subject; attached scanned/e-copy of communications/ reports; and send to the receiver | None | 5 mins |  MYRIL F. NGINA <i>Administrative Officer/</i> <i>Records Officer</i> |
| TOTAL: | | None | Simple | 18 minutes |