








SECSIME NO. RO-11. ACTION TO DOCUMENTS




Description: This action is made upon request for data/information and/or reports.

Office or Division:	Surveys and Mapping Division, Technical Services DENR Region CAR			
Classification:	Simple to Complex			
Type of Transaction:	G2B - Government to Business G2C – Government to Citizen G2G – Government to Government			
Who may avail:	External: Contract of Service Personnel, LGU and other government agencies or instrumentalities and private individuals			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Duly accomplished customer request form (1 original)			Public Assistance Desk, Receiving Area or Records Management Section	
2. Identification Card (1 original)			Requesting Party	
Additional if from the Government Sector				
3. Official Letter Request (1 original)			Requesting Party	
Additional if requesting party is a representative				
4. SPA for representative (1 original, notarized)			Requesting Party, Private Lawyer or Notary Public	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Accomplish request form and submit to receiving/releasing clerk	1.1. Receive and check the completeness of submitted requirements, stamp the date and time on documents and forward to the action officer	None	5 mins.	<p><i>Receiving Clerks at Record Station</i></p>  <p>Roxane Cuaresma Administrative Aide VI</p>






				 Jennifer Rubillos
	1.2. Preparation of Technical Description in V-37 Form	None	15-20 mins.	 J. John Estonilo Mathematician Aide I  Ruben Mendoza Engineering Aide  Jared Aboy Cartographer I






	<p>1.3. Concerned Section/Unit Chief acts on the instruction and assign their staff for appropriate action</p>	<p>None</p>	<p>15-20 mins.</p>	<p> J. John Estonilo Mathematician Aide I</p> <p> Ruben Mendoza Engineering Aide</p> <p> Jared Aboy Cartographer I</p>
--	---	-------------	--------------------	---



<p>2. Pay the necessary fees</p>	<p>2.1. Prepare and issue and Order of Payment</p>	<p>None</p>	<p>2 mins</p>	<p>Survey and Control Section</p>  <p>Dave Salvador</p>  <p>Jenny Fe Pastor Administrative Aide VI</p>
<p>2.2. None</p>	<p>2.3. Receive payment and issue official receipt</p>	<p>None</p>	<p>5 mins</p>	 <p>Roxanne Sabado Cashier I</p>



	<p>2.4. Check and review technical accuracy and computation, conformity with the maps/plans and signature</p>	None	5 mins	<p>Chief, Original and Other Surveys Section</p>  <p>Christopher Degay Engineer III (Geodetic Engineer)</p>
<p>3. Receive the requested Technical Description in V-37 Form</p>	<p>Release the certified Technical Description with Sketch (V-37)</p>	None	3 mins	<p>Survey and Control Section</p>  <p>Dave Salvador</p>  <p>Jenny Fe Pastor Administrative Aide VI</p>
TOTAL:			Simple	
			Complex	