



## SECSIME NO. RO-01. OFFICE OF THE REGIONAL EXECUTIVE DIRECTOR'S ACTION ON COMMUNICATION DOCUMENTS



The process of receiving and releasing of communication documents submitted to the office of the Regional Executive Director by internal and external customers of the DENR-CAR.

<b>Office or Division:</b>	Office of the Regional Executive Director, DENR-CAR	
<b>Classification:</b>	Simple	
	Complex	
<b>Type of Transaction:</b>	G2B - Government to Business G2C - Government to Citizen G2G - Government to Government	
<b>Who may avail:</b>	Internal: Regular Employee of DENR, including its Bureaus and Attached Agencies External: Contract of Service Personnel, LGU and other government agencies or instrumentalities and private individuals	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
1. Original and signed request letter, memorandum or any communication documents addressed to the Regional Executive Director with the customer's address or contact number		Requesting Party
2. (if necessary) attachments required dependent on the kind of communication documents submitted		Requesting Party
<b>Additional if from the Government Sector</b>		
3. NONE		N/A
<b>Additional if Requesting Party is a representative</b>		
4. SPA for representative to be attached in the letter		Requesting Party





CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
<p>1. Submission of letter of requests, MEMOs, indorsements, invitation of meetings / representations, reports and all other communication documents for the Regional Executive Director's action and/or signature</p>	<p>1.1. Check and validate if communication documents are addressed to the Regional Executive Director (RED) and/or DENR-CAR concerned communication documents.</p>	<p>NONE</p>	<p>2 minutes</p>	<div data-bbox="1625 326 1780 480" data-label="Image"> </div> <p><i>Mariza A. Basali</i>  Receiving Clerk  Office of the  Regional Executive  Director</p>
<p>2.1. Receive inapplicable / wrongly addressed communication document</p> <p>2.2. Obtain a "receiving file" of the submitted communication document, stamped with ORED receiving stamp with date and time of receipt and receiving clerk's initial / signature</p>	<p>2.1. Invalid communication documents are returned to customers / releasing personnel.</p> <p>2.2. Valid communication documents are received, stamped with Office of the Regional Executive Director (ORED) receiving stamp with indicated date &amp; time of receipt and receiving clerk's initial / signature.</p>	<p>NONE</p>	<p>1 minute</p>	<div data-bbox="1625 878 1780 1032" data-label="Image"> </div> <p><i>Mariza A. Basali</i>  Receiving Clerk  Office of the  Regional Executive  Director</p>





<p>3. None</p>	<p>3. Sort / categorize and identify where to log the communication documents received. In the identified logbook (e.g. LPDD, PMD, Admin, Email, FAX, etc.). Date of receipt, subject / content of the document, signatory / requestee and the designated tracking control number are logged.</p>	<p>NONE</p>	<p>5 minutes</p>	<p> <i>Mariza A. Basali</i> Receiving Clerk Office of the Regional Executive Director</p>
<p>4. None</p>	<p>4. Information of the logged documents addressed to the RED, along with the time of receipt, are also entered into the “Document Action Tracking System” (DATS) form placed as a cover paper for the communication document. And, submitted to the secretary of the RED for scanning and review. Whereas,</p>	<p>NONE</p>	<p>5 minutes</p>	<p> <i>Mariza A. Basali</i> Receiving Clerk Office of the Regional Executive Director</p>



	communication documents for the RED's signature are submitted directly to the secretary of the RED for scanning and review.			
5. None	5. Scan the contents of the communication document and submit to the RED for his remarks and/or action.	NONE	2 minutes	 <i>Frelyn B. Dangos</i> Admin. Assistant III Office of the Regional Executive Director
6.1. None	6.1. Review the document and notes down instruction / remarks on the space provided in the DATS of the communication document. The director includes his initial or signature and date.	NONE	5 minutes (simple)  1 hour (complex)	 <i>Engr. Ralph C. Pablo</i> Regional Executive Director Regional Office



6.2. None	6.2. Releases the document to the secretary.			
7.1. None	7.1. Note RED's instruction for the communication document and encode in the excel file for recording purposes.	NONE	5 minutes	 <i>Frelyn B. Dangos</i> Admin. Assistant III Office of the Regional Executive Director
7.2. None	7.2. Release the document to the receiving / releasing clerk.			
8.1. None	8.1. Add RED's instruction in the logged details in the designated logbook.	NONE	5 minutes	 <i>Mariza A. Basali</i> Receiving Clerk Office of the Regional Executive Director
8.2. None	8.2. Release document to: Technical Services / Management Services / Divisions / Line Bureaus / Focal Persons as per RD's instruction			
<b>TOTAL:</b>		<b>(None)</b>	<b>Simple</b>	<b>30 min.</b>
			<b>Complex</b>	<b>1 hour &amp; 25 min.</b>