







SECSIME NO. RO-02. ACTION TO DOCUMENTS




Description: Receiving and releasing of communication documents submitted by clients and employees to be acted upon by the Regional Executive Director.

Office or Division:	Office of the Assistant Regional Executive Director, DENR-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: Contract of Service Personnel, LGU and other government agencies or instrumentalities and private individuals			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Request letter, memorandum or any communication documents addressed to the Regional Executive Director along with its attachments if necessary		Requesting Party		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
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	1.1 Check and validate if communication documents are addressed to the Assistant Regional Executive Director (ARED) and/or DENR-CAR concerned communication documents.	NONE	5 minutes	 Merica Wrenn V. Estolero <i>Receiving Clerk</i>



<p>2.1. Receive inapplicable / wrongly addressed communication document</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) received stamp with indicated date & time of receipt and receiving clerk's initial / signature.</p>	<p>NONE</p>	<p>5 minute</p>	 <p>Edlyn Shine G.Milo <i>Receiving Clerk</i></p>
<p>2.3. None</p>	<p>3. Important information in the communications/ documents addressed to the ARD are entered into the logbook. Then, the communications/ documents are given directly to the ARD for review, action and signature/initial.</p>	<p>NONE</p>	<p>5 minutes</p>	 <p>Merica Wrenn V. Estolero <i>Receiving Clerk</i></p>  <p>Edlyn Shine G.Milo <i>Receiving Clerk</i></p>



<p>3.1. None</p>	<p>4. Review the communications/documents and note down further instructions/remarks on the space provided in the Data Action Tracking System (DATS) of the communications/documents. Release the communications/documents to the Clerk.</p>	<p>NONE</p>	<p>20 minutes</p>	 <p>Atty. Cleo d. Sabado-Andrada Assistant Regional Executive Director</p>
<p>5. ORD/Line Bureaus/ Technical Services/ Divisions/Focal Persons receive the communications/documents with ARD's instructions/remarks/signature/initials</p>	<p>5.1. Note ARD's instructions for the communications/documents and add instructions in the logged details in the designated logbook. Release communications/documents to: ORD for RD's signature/Line Bureau's, Technical Service's, Division's, Focal Person's compliance or reference</p>		<p>10 mins.</p>	 <p>Merica Wrenn V. Estolero Releasing Clerk</p>  <p>Edlyn Shine G. Milo Receiving Clerk</p>



TOTAL:	NONE
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45 Minutes
