








## SECSIME NO. RO-03. ACTION TO DOCUMENTS




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

<b>Office or Division:</b>	Office of the Assistant Regional Executive Director DENR Region CAR			
<b>Classification:</b>	Simple			
<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. Request letter, memorandum or any communication documents addressed to the Regional Executive Director along with its attachments if necessary			Requesting Party	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSONS RESPONSIBLE</b>
1. Submission of Technical related communications for action	<p><b>1.1.</b> Receives and records communications/documents addressed to the Assistant Regional Executive Director (ARED) Technical Services.</p> <p><b>1.2.</b> Sort documents as to subject</p>	NONE	13 minutes	 Alma I. Pis-oy <i>Receiving Clerk (CDD)</i>




	<p><b>1.3.</b> Assess and prioritized the requested action</p> <p><b>1.4.</b> Forward documents to the ARED</p>			 <p>Melanie M. Dajoya Receiving Clerk (LPDD)</p>  <p>Bernabela B. Castro Receiving Clerk (SMD)</p>  <p>Ericson S. Ubay Receiving Clerk (ED)</p>
	<p><b>1.5.</b> 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.</p>	NONE	5 minutes	



	<b>1.6.</b> Release the communications/documents to the Clerk.			For. Augusto D. Lagon Assistant Regional Executive Director for Technical Services
<b>2. ORED/ARED Management Services/Line Bureaus/ Divisions/Focal Persons receive the communications/documents with ARD's instructions/remarks/signature/initial</b>	<b>2.1.</b> Note ARD's instructions for the communications/documents and add instructions in the logged details in the designated logbook.  <b>2.2.</b> Release communications/documents to concerned office		5 mins.	 Alma I. Pis-oy <i>Receiving Clerk (CDD)</i>   Melanie M. Dajoya <i>Receiving Clerk (LPDD)</i>   Bernabela B. Castro <i>Receiving Clerk (SMD)</i>



				
				Ericson S. Ubay Receiving Clerk (ED)
<b>TOTAL:</b>		NONE	23 Minutes	