ADMINISTRATIVE RECORDS CITIZEN'S CHARTER

RECORDS PROCESS

Schedule of Availabilty of Service

Days : Monday to Friday
Hours : 8:00 am to 5 pm

Who may avail of the Service : Concerned Personnel , Department Heads , Division and Section Chiefs

Documentary Requirements Log book , Distribution List

Processing Period : 1 hr and 65 minutes

How to Avail of the Service

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY	PERSON IN CHARGE	FEES	FORMS
1		Received and Stamp the communication recorded in the Log book	5 min.	Records Officer III Records Officer I Clerk II	None	Log book
2		Course through to the Administrative Officer V for Notation / Action	10 min.	Administrative Officer V	None	Transmittal Slip
3		Transmit to the Directors Office for action / notation and approval	10 min.	Director's Office staff	None	Log book
1		Records and released communication / memoranda to hospital personnel concerned Department Heads , Division and Section Chiefs	40 min.	Clerk II Records Officer I Records Officer III	None	Log book / clear book /Distribution List
2		Recorded in the clear book (log book) index and filed	1 hr.	Recordds Officer I Records Officer III Clerk II	None	ERecords , Log Book
END OF TRANSACTION						