

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 :

[illegible]