



QUEZON CITY GOVERNMENT
Quezon City General Hospital
Administrative Records
CITIZEN'S CHARTER



SAFEKEEPING AND DEPOSITORY OF RECORDS

Schedule of Availabilty of Service

- Days : Monday to Friday
- Hours : 8:00 am to 5:00 pm
- Who may avail of the Service : Concerned Personnel, Department Heads, Division and Section Chiefs
- Documentary Requirements : Log book, Distribution List form and E-data Recording
- Processing Period : 1 hr. and 65 minutes
- How to Avail of the Service :

STEP	APPLICANT/CLIENT	SERVICE PROCESS	DURATION OF ACTIVITY	PERSON IN CHARGE	FEES	FORMS
1	Present the letter of communication to be received	Received and stamp the communication letter/documents, record in the Incoming Communication Logbook	5 min.	Records Officer III Records Officer I Clerk III	None	Log book
2		Course through to the Chief Administrative Officer for Notation / Action	10 min.	Chief Administrative Officer	None	Transmittal Slip/Routing Slip
3		Transmit to the Directors Office for action / notation and approval and signature of the Hospital Director	10 min.	Hospital Director	None	Receiving Logbook
1	Hospital Personnel concerned, Department Heads, Division and Section Chiefs	Records and released communication / memoranda to hospital personnel concerned Department Heads, Division Heads and Section Chiefs	40 min.	Records Officer I Clerk II/Office. Aide	None	Log book and Distribution List Form
2		Record through e-data with hard copy filed in a clear book and stored to a secured steel cabinet for safekeeping	1 hr.	Records Officer I Records Officer III Clerk II/Office. Aide	None	E- Data Records, Clear books
END OF TRANSACTION						

