

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



SAFEKEEPING AND DEPOSITORY OF RECORDS

Schedule of Availability 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 : Logbook, Distribution List form and E-data Recording

Processing Period

How to Avail of the Service

: 2 hrs. and 5 minutes

| 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 I Clerk III Clerk II | None | Log book |
| 2 | | Course through to the Chief Administrative Officer for Notation / Action | 10 min. | Chief Administrative Officer | None | Logbook |
| 3 | | Transmit to the Directors Office for action / notation and approval and signature of the Hospital Director | 10 min. | Medical Center Chief II | 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 III Clerk II | None | Logbook and Distribution List Form |
| 2 | | Record through e-data the Memorandum Orders and Policies with hard copy filed in folders and stored to a secured steel cabinet for safekeeping | 1 hr. | Records Officer I Clerk III Clerk II | None | E- Data Records, Folders |
| END OF TRANSACTION | | | | | | |