



## 7. POSTING OF NOTICES, ADVISORIES & BULLETINS & ISSUANCE OF CERTIFICATE OF POSTING

A certificate of Posting serves as proof that the department has posted an approved request/s in conspicuous area inside the QC Hall compound (e.g. High Rise Building East and West Wing bulletin boards). The same shall be issued after the posting date thru pick-up or by mail. A request that needs Mayors Certification with Seal will be forwarded to the Office of the City Mayor.

<b>Office or Division:</b>	<b>RECORDS MANAGEMENT AND CONTROL DIVISION(RMCD)</b>			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G – Government to Government			
<b>Who may avail:</b>	Any Government Agency			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Letter Request (1 original and 2 photocopies)		Local and National Government Agencies		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submits request letter  • Personal (submit at receiving area of Records Management & Control Division)  E-mail (send to <a href="mailto:gsd@quezoncity.gov.ph">gsd@quezoncity.gov.ph</a> )	1.1. Receives request	None	5 Minutes	Receiving Staff Records Management and Control Division (RMCD)
2. Wait for action taken / issuance and release of certificate of posting	2.1. Approves requests	None	5 minutes	Division Chief RMCD
	2.2. Posts requests	None	15 minutes	Clerical Staff RMCD
	2.3. Encodes Certification	None	15 minutes	Clerical Staff RMCD



	2.4. Initials Certificate of Posting	None	5 minutes	Division Chief RMCD
	2.5. Signs Certificate of posting	None	5 minutes	City Govt. Dept. Head III / Asst. Govt. Dept. Head
	2.6. Forwards to the Office of the City Mayor for Mayor's Certification with Seal (as per request only)	None	15 minutes	Clerical Staff RMCD
	2.7. Records Certification	None	5 minutes	Clerical Staff RMCD
3. Receives the approved certificate of posting	3.1. Issuance & Release of Certification to RMCD	None	5 minutes	Clerical Staff RMCD
	<b>TOTAL</b>	<b>None</b>	<b>1 hour and 15 minutes</b> <b>(approximately 3 days with City Mayor's Certification)</b>	