5. 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.

Office or Division:	RECORDS MANAGEMENT AND CONTROL DIVISION(RMCD)			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government			
Who may avail:	Any Government Agency			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter Request (1 original and 2 photocopies) with attached copy of document to be posted		Local and National Government Agencies		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits request letter ● Personal (submit at receiving area of Records Management & Control Division) E-mail (send to gsd@quezoncity.gov.ph)	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
	TOTAL	**None**	**1 hour and 15 minutes** **(approximately 3 days with City Mayor's Certification)**	