



# **ADMINISTRATIVE AND FINANCE DEPARTMENT—Bacolod City**

## **EXTERNAL SERVICES**



## 7.1.a. Processing of Request for Release of Records (other agencies)

To facilitate the preparation and releasing of the documents upon request.

<b>Office or Division</b>		RECORDS UNIT / GENERAL ADMINISTRATIVE DIVISION		
<b>Classification</b>		SIMPLE		
<b>Type of Transaction</b>		G2G - Government to Government		
<b>Who may avail:</b>		Other agencies and stakeholders		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1 ORIGINAL COPY OF REQUEST FORM (Properly filled-up)		Records Unit		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submits request form to Records Unit.	1.1. Receives and checks request form and retrieves documents	None	3 minutes	Records Officer III/OIC,HR and Records Section
	1.2. Submits request form with the retrieved documents to the Office of the Administrator	None	2 minutes	Office of the Administrator
	1.3. Prepares the requested document/s for releasing.	None	1 minute	Records Officer III/OIC,HR and Records Section
	1.4. Releasing of documents to requesting client/s.	None	1 minute	Records Officer III/OIC,HR and Records Section
2. Receives the requested document/s. from the releasing officer/ Records Officer III/OIC	2. Files request form and retrieved document/s for future reference.	None	1 minute	Records Officer III/OIC,HR and Records Section
<b>TOTAL:</b>		None	8 minutes	

### 7.1.b. Process of Photocopying of Documents (other agencies)

To facilitate the photocopy of document/s upon the request of the end-user.

<b>Office or Division</b>		RECORDS UNIT / GENERAL ADMINISTRATIVE DIVISION		
<b>Classification</b>		SIMPLE		
<b>Type of Transaction</b>		G2G - Government to Government		
<b>Who may avail:</b>		Other Agencies concerned (sugar traders and stakeholders/visitors)		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Document/s to be photocopied		Client		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Requests for photocopy of document/s with the number of sets	1.1. Receives the document/s for reproduction	None	1 minute	Records Officer / Reproduction Machine Operator II, HR and Records Section
	1.2. Photocopies the document/s	None	1 minute	Records Officer / Reproduction Machine Operator II, HR and Records Section
2. Pays for the photocopying fee to Records Officer/ RMO II	2. Issues photocopy/ acknowledgement receipt	P2.00/copy	1 minute	Records Officer / Reproduction Machine Operator II, HR and Records Section
3. Receives the photocopied document/s	3. Records the number of photocopies to logbook	None	1 minute	Records Officer / Reproduction Machine Operator II, HR and Records Section
TOTAL:		P2.00/copy	4 minutes	