

ADMINISTRATIVE DIVISION
Records Unit

Service Title : Receiving of Documents
 Location : Ground Floor, Teacher Development Center
 Requirements : Basic communication with attachments/requirements
 Schedule of Processing : Daily, Monday to Friday from 8:00 AM to 5:00 PM, *No noon break*

Steps	Applicant/Customer	Activity	Duration	Person Responsible
Check completeness of the documents	Clients from the different division offices, agencies, private sectors	Receiving / Checking	2 Minutes	Ms. Menchie L. Salang
Receive and record the documents; return the document if found incomplete.	-do-	Receiving / Checking	2 Minutes	Ms. Menchie L. Salang
Record the documents received	-do-	Recording	5 Minutes	Ms. Menchie L. Salang
Deliver the received documents to the Functional Divisions/Units concerned.	-do-	Delivering	10 Minutes	Ms. Menchie L. Salang
Let the Functional Division/Unit In-charge for receiving the documents sign in the Daily Communication Report and Tracer.	-do-		5 Minutes	Ms. Menchie L. Salang