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| Records Section |
| TYPE OF FRONTLINE SERVICE | FORMS NEEDED | PROCESS | PROCESSING TIME | PERSON-IN-CHARGE |
| 1 | Certification/ Authentication/Verification | * Original Copies
 | * Checks and Received Requirement
 | 2mins | RECORD OFFICER |
| 2 | Receives Various documents/ Communications/ Issuances | * Signed and Complete documents
 | * Checks the documents
* Records to the log book
* Forward documents to concerned person / section
 | 1min2mins2mins | RECORD OFFICERADMIN. AIDE VIADMIN.AIDE VI |
| 3  | Issuance of requested document on file  | * Request Form
* Valid IDs
* Authorization letter (if not the Concerned person)
 | * Fill-up request Form
* Photocopies duly certified
* Release the documents
 | 2mins1min1min | ADMIN. AIDE VIADMIN. AIDE VIADMIN. AIDE VI |
| 4 | Release of various documents/communications/issuances | * Authorization letter from the PSDS/Principal and Valid IDs in case Bookkeeper/DO Liaison Officer is absent
 | * Records Various documents to the log book
* Release the complete documents and sign the log book
 | 2mins2mins | ADMIN. AIDE VIADMIN. AIDE VI |