

4. Receiving of Communications

This refers to the receiving of documents in general.

Office or Division:		Records Section		
Classification:		Simple		
Type of Transaction:		Government to Business (G2B) Government to Government (G2G) Government to Citizen (G2C)		
Who may avail:		General Public		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Communications addressed to the Regional Director		Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit communications (letters, mail, endorsement, legal cases etc.) addressed to the Regional Director. If communication is hand carried, client receives the receiving copy	1.1 Hard copy - Stamp received communications submitted	None	20 minutes	Records Section staff
	1.2 Input in the tracking system	None	10 minutes	Records Section staff
	1.3 Forward communications to the ORD	None	15 minutes	Records Section staff
	1.4 Route the communications	None	30 minutes	ORD
	1.5 Acknowledge communications	None	2 days, 6 hours, 45 minutes	Concerned Office/Division/ Section/ Unit
TOTAL:		None	2 days	