










SECSIME NO. RO-ORD-01. Internal Routing of Written Communications

Office or Division:	Mines and Geosciences Bureau Regional Office No. V/ Office of the Regional Director (ORD)			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizen			
Who may avail:	Internal: Officials and Employees of MGB Regional Office			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Additional if from the Government Sector				
Additional if Requesting Party is a representative				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Division/Unit Chief/Personnel Concerned	1. Receives draft communications from Division/Unit Chief/Personnel Concerned. 2. Records the communications 3. Forwards communications to the Regional Director for editing/signature	None	10 min.	MA. PURISIMA L. LAUD Receiving/Releasing Clerk (Office of the RD) 






1.1. None	1.1. Acts on the communications. Routes communications to concerned Division/Unit Chief/Personnel with comments/corrections	None	30 min.	<p><i>GUILLERMO A. MOLINA, JR. IV</i> <i>Regional Director</i></p> 
1.2. None	1.2. Takes-out communications acted upon. Records RD's notation. Releases communications to concerned Divisions/Personnel	None	10 min.	<p><i>MA. PURISIMA L. LAUD</i> <i>Receiving/Releasing Clerk</i> <i>(Office of the RD)</i></p> 
1.3. None	1.3. Receives edited communications and refers to respective Division/Unit Chief/Personnel concerned	None	10 min.	<p><i>JO-ANN N. MONREAL</i> <i>Admin. Assistant I</i></p> 
1.4. None	1.4. Finalizes communications for RD's signature			<p><i>OLIVIA E. MARAVILLA</i> <i>Admin. Assistant III</i></p>




1.5. None	1.5. Releases the finalized communication to ORD			 <p><i>BERNADETTE B. SABASA</i> <i>Receiving Clerk/MSESDD</i></p>  <p><i>KLEO ELIZABETH L. LOFAMIA</i> <i>Admin. Assistant II</i></p> 
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1.6. None	1.6. Receives finalized communications from Division/Unit Chief/Personnel Concerned. Forwards finalized communications to the Regional Director for signature	None	10 min	<p><i>MA. PURISIMA L. LAUD</i> Receiving/Releasing Clerk (Office of the RD)</p> 
1.7. None	1.7. Signs the final communication	None	10 min.	<p><i>GUILLERMO A. MOLINA, JR. IV</i> Regional Director</p> 
1.8. None	1.8. Takes signed communications from RD. Barcodes signed communications. Forwards barcoded communications to the Records Section	None	10 min.	<p><i>MA. PURISIMA L. LAUD</i> Receiving/Releasing Clerk (Office of the RD)</p> 



1.9. None	1.9. Receives the barcoded communications for recording and releasing	None	10 min.	<i>DONNA N. MACINAS</i> <i>Administrative Officer III</i> <i>(Records Unit)</i> 
TOTAL:		None	Simple	1 hour & 40 min.