

#### 4. Receiving Communications and Generating Referral Slip thru AccSys

<b>Office or Division:</b>	Provincial Administrator's Office – Administrative Division			
<b>Classification:</b>	Simple/Complex			
<b>Type of Transaction:</b>	G2C, G2G			
<b>Who may avail:</b>	All (Government Employees; Clients and Stakeholders)			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Request Letter (1 Original Copy)		Requesting Party		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit Request Letter to the Receiving Area / Personnel	1.1 Personnel receives the letter	None	1 Minute	ASRMS
2. Secures a received copy wherein it is stamped by the receiving personnel	2.1 Stamps the request letter and its received copy	None	1 Minute	ASRMS
	2.2 Encodes the details of the request to the Automated Communication Control System (AccSys)	None	5 Minutes	ASRMS
	2.3 Print the Communication Referral Slips and forward to the action officer	None	1 Minute	ASRMS
	2.4 Scrutinize the documents and notes actions to be taken	None	10 Minutes	Action Officer
	2.5 Encode the actions and forward to concerned office	None	1 day to 1 week	Concerned Office
<b>TOTAL:</b>		<b>None</b>	<b>1 Day to 1 Week</b>	