



<b>2. Dispatching and Management of Outgoing Communications</b>				
Process of release and dispatch of written communications, important documents to the different departments, Local Government Units and National Government Agencies for information and necessary action.				
<b>Office or Division:</b>	Office of the Provincial Administrator			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G- Government to Government , G2C- Government to Citizen			
<b>Who may avail:</b>	ALL			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Written communication, documents like reports, requests, information, etc.		Clients (Internal: Provincial Government Departments, External: Other LGUs, NGAs, Citizens)		
<b>CLIENTS STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Requests release of outgoing documents (documents acted upon)	1.1 Checks the notes and remarks of the Provincial Administrator in the system with indicated departments to where the letter will be forwarded	None	3 minutes	<i>Frontdesk Officer Provincial Administrator's Office</i>
	1.2 Attaches a routing slip to the outgoing documents and indicates action to be taken based on the comments of the Provincial Administrator in the system	None	3 minutes	<i>Frontdesk Officer Provincial Administrator's Office</i>
	1.3 Releases the outgoing report generated by the system with the letter and routing slip from the Front Desk	None	5 minutes	<i>Frontdesk Officer Provincial Administrator's Office</i>
	1.4 Forward or dispatch documents to concerned individual/offices/ departments.	None	1 hour	<i>Messenger Provincial Administrator's Office</i>
2. Accepts receiving copy and signs in the transmittal once document has been received	2. Messenger gives the receiving copy of the outgoing document and lets the receiver signs in the transmittal for proper recording	None	5 minutes	<i>Messenger Provincial Administrator's Office</i>
<b>TOTAL:</b>		<b>None</b>	<b>1 hour, 16 minutes</b>	