



4. Tracking and Monitoring of the Provincial Administrator's "For Signature"

Process of tracking and monitoring of documents for the Provincial Administrator's signature from the different departments and agencies

Office or Division:	Office of the Provincial Administrator
Classification:	Simple
Type of Transaction:	G2G- Government to Government , G2C- Government to Citizen
Who may avail:	ALL

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Written communication, documents like reports, requests, information, etc.	Clients (Internal: Provincial Government Departments, External: Other LGUs, NGAs, Citizens)



CLIENTS STEPS	AGENCY ACTION	FEEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Presents document to the Frontdesk Officer for the Provincial Administrator's signature	1.1 Receives the document from the department or agency	None	3 minutes	<i>Frontdesk Officer</i> Provincial Administrator's Office
	1.2 Records and encodes in the Google Spreadsheet (GCL Signature) for tracking and monitoring of status of the document	None	5 minutes	<i>Frontdesk Officer</i> Provincial Administrator's Office
	1.3 Forwards to Provincial Administrator for checking and signature	None	5 minutes	<i>Frontdesk Officer</i> Provincial Administrator's Office
	1.4 Once document is signed, updates the Google Spreadsheet with the date and time signed	None	5 minutes	<i>Frontdesk Officer</i> Provincial Administrator's Office
	1.5 Scans signed document and upload in the Google Spreadsheet for monitoring	None	5 minutes	<i>Frontdesk Officer</i> Provincial Administrator's Office
	1.6 Notifies concerned / requesting department that document has been signed	None	10 minutes	<i>Frontdesk Officer</i> Provincial Administrator's Office
2. Requesting department receives the signed document	2. Updates the Google Spreadsheet with date received and time received (from Front desk Officer to Requesting Department)	None	5 minutes	<i>Frontdesk Officer</i> Provincial Administrator's Office
TOTAL:		None	38 minutes	