



### 3. Tracking and Monitoring of the Provincial Governor's "For Signature"

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

<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

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	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Presents document to the Frontdesk Officer for the Provincial Governor's signature	1.1 Receives the document from the department or agency	None	3 minutes	<i>Frontdesk Officer Provincial Administrator's Office</i>
	1.2 Records and encodes in the Google Spreadsheet (ASG Signature) for tracking and monitoring of status of the document	None	5 minutes	<i>Frontdesk Officer Provincial Administrator's Office</i>
	1.3 Attaches a transmittal / routing slip in the document	None	3 minutes	<i>Frontdesk Officer Provincial Administrator's Office</i>
	1.4 Forwards to Ma'am Hellen or Sir Geoff for checking	None	3 minutes	<i>Frontdesk Officer Provincial Administrator's Office</i>
	1.5 Forwards to Site Secretary for recording and signature of the Governor	None	1 hour	<i>Messenger Provincial Administrator's Office</i>
	1.6 Updates the Google Spreadsheet with date received and time received (from Front Desk Officer to Site Secretary)	None	5 minutes	<i>Site Secretary</i>
	1.7 Once document is signed, update the Google Spreadsheet with the date and time signed	None	5 minutes	<i>Site Secretary</i>
	1.8 Forwards signed document to Front Desk Officer	None	1 hour	<i>Site Secretary</i>



	1.9 Updates the Google Spreadsheet with date received and time received (from Site Secretary to Front Desk Officer)	None	5 minutes	<i>Frontdesk Officer</i> Provincial Administrator's Office
	1.10 Scans signed document and upload in the Google Spreadsheet for monitoring	None	5 minutes	<i>Frontdesk Officer</i> Provincial Administrator's Office
	1.11 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
<b>TOTAL:</b>		<b>None</b>	<b>2 hours, 49 minutes</b>	