



Internal/External

1. SERVICE NAME: DOCUMENT REQUEST

Description of the Service: Manage LGU Data and Information

Office or Division:	City Information and Community Relations Office			
Classification:	Simple			
Type of Transaction:	G2G, G2C, G2B			
Who may avail:	City Government offices, partners, and stakeholders			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Request Letter		N/A		
Service Request Form		City Information and Community Relations Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Lodging of Request	The client submits a request for the needed documents for record purposes	N/A	3 minutes	Admin Aide
2. Processing of Request	Clients fill-up service request form	N/A	10 minutes	Admin Aide
3. Issuance of Documents	requested documents are released to the client	N/A	30 minutes	Admin Aide
TOTAL			43 minutes	