

B. Receipt of Incoming Documents				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit incoming documents (Handed at the office, email and courier)	1. Receipt of incoming documents from external and internal customers	None	5 minutes	Administrative Assistant III (Secretary)
	2. Issuance of Certificate of Appearance, if requested			Clerk
	3. Review of/acting on documents		5 minutes	Regional Director Officer-in-Charge
	4. Endorsement of documents to Finance and Administrative Services (FAS) and/or Technical Services (TS)		2 minutes	Administrative Assistant III (Secretary) Clerk
	5. Receipt of acted documents		1 minute	Clerk for Finance and Administrative Services Clerk for Technical Services