

## OSDS -Proper

### RECEIVES/ROUTES OF INCOMING AND OUTGOING COMMUNICATIONS TO DIFFERENT OFFICES/DIVISIONS/SECTIONS

To ensure that all documents received by the Office of the Schools Division Superintendent are given appropriate action such as approval or disapproval and release of documents to appropriate/concerned offices/divisions/sections.

<b>Office or Division:</b>		<b>OSDS-Proper</b>		
<b>Classification:</b>		<b>Simple</b>		
<b>Types of transaction:</b>		G2B - Government To Business		
<b>Who May Avail:</b>		SDO Personnel		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Online Document Tracking System 2. Official Communication		Office of the Schools Division Superintendent		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Receives incoming documents from the Records Officer	1.1 Receives, reads, sorts, logs by using ODTS as logbook & routes communication to the Head of Office for notation (Incoming hard & electronic copy)	None	1 minute	OSDS Proper Administrative Assistant III
	1.2 Analyzing of documents and Routing to Different Offices for appropriate actions	None	5 minutes	Schools Division Superintendent
	1.3 Releasing of document/s to concerned division/s and/or section heads. Scanned and sent to designated email address of units	None	5 minutes	OSDS Proper Administrative Assistant III
<b>TOTAL:</b>			11 minutes	

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