4. Receiving and Releasing of Incoming and Outgoing Communication
    The procedure for proper receiving and releasing of communications

Office or Division:	Records Unit
Classification:	Simple
Types of transaction:	G2C – Government to Citizen G2P – Government to Private G2G – Government to Government
Who May Avail:	DepEd Employee
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Official Communication	Records Unit

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit official communication/s to the Records Receiving Area	1.1 Receives, reads, sorts, stamps RECEIVED with date, time, initial & ctrl no., logs & routes communication to the Head of Office for notation (Incoming hard & electronic copy)	None	3 minutes	Receiving Personnel Records Officer IV
	1.2 Notates on the communication and routes communication to the Action Unit/individual for action	None	4 minutes	SDS
	1.3 Acts on the communication & forwards to SDS for approval	None	5 minutes	Action Individual
	1.4 Approves communication and forwards approved communication to the Records Section for release	None	4 minutes	SDS

	1.5 Receives, reads, stamps released with date time, initial & ctrl no., logs, scans, renames, saves & emails to all recipients (outgoing)	None	3 minutes	Releasing Personnel Records Officer IV
	TOTAL:	**None**	**19 minutes**	