

Citizen’s Charter No. \_\_\_\_




**Name of Office** : **Office of the Assistant Regional Director for Management Services  
DENR Region III**

**Frontline Service** : **Signing and Action of Documents**

**Schedule of Availability of Service** : **Monday – Friday, 8:00 AM – 5:00 PM**

**Who May Avail of the Service** : **Officials and Employees of DENR Central Office, Bureaus, Attached Agencies, Regional Offices, PENROs and CENROs**

**How to Avail of the Service** :

No. [A]	CUSTOMER ACTIVITY [B]	DENR ACTION [C]	OFFICE/PERSON RESPONSIBLE/ LOCATION [D]	DURATION [E]	DOCUMENTARY REQUIREMENTS [F]	AMOUNT OF FEES [G]
Total Duration:14 minutes						
1	Submit documents for action and signature of the ARD for Management Services	Receive documents from various divisions / sections. Accept through Document Tracking System	<div></div> <div>Karmela M. Herrera Princess Diane C. Sunga Receiving Clerk</div>	1 minute		
		Review the content of documents prior to ARD’s action / signature	<div></div> <div>Angelita Cabrera Secretary</div>	2 minutes		

		<div>Review, act, and sign on documents</div> <div>↓</div>	<div></div> <div>Tirso P. Parian, Jr. ARD for MS</div>	3 minutes		
		<div>Review documents prior to releasing</div> <div>↓</div>	<div></div> <div>Angelita Cabrera Secretary</div>	2 minutes		
		<div>Release through Document Tracking System</div> <div>↓</div>	<div></div> <div>Angelita Cabrera Secretary</div>	1 minute		
	<div>↙</div>	<div>Record documents in the logbook and release to concerned divisions and sections.</div>	<div></div> <div>Karmela M. Herrera Princess Diane C. Sunga Releasing Clerk</div>	5 minutes		
2	Receive signed documents with action					