









Citizen’s Charter No. ____

Name of Office : **Office of the Asst. Regional Director for Technical 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 : 12 minutes						
1	Submit documents for action and signature of the ARD for Technical Services 	Receive documents from the Office of the Regional Director, Management Services and various divisions /sections (Conservation and Development Division , Enforcement Division, Regional National Greening Program, Regional Special Project Office). Accept through DATS. Review the content of documents prior to ARD’s action/ signature.	 Elvira Carbungco Receiving Clerk/ Secretary	2 minutes		

		<p>Receive and review travel orders, disbursement vouchers, purchase requests, trip tickets, leave applications and clearances prior to ARD's approval/ signature.</p> <p>↓</p>		2 minutes		
		<p>Receive documents from Office of the Regional Director, Management Services and various divisions / sections (Surveys and Mapping Division and Licenses, Patents and Deeds Division). Accept through DATS. Review the contents of documents prior to ARD's action/ signature.</p> <p>↓</p>	 <p>Josie Flores Receiving Clerk/ Secretary</p>	2 minutes		
		<p>Receive plans for approval of the ARD.</p> <p>↓</p>	 <p>Jimmy Santiago Receiving Clerk/ Laborer</p>	1 minute		

		<p>Review, act and sign on all communications/documents and plans.</p> <p>↓</p>	 <p>Arthur Salazar ARD for Technical Services</p>	<p>3 minutes</p>		
		<p>Review received communications/ documents from Office of the Regional Director, Management Service and various divisions/sections of the Technical Services prior to releasing through Document Tracking System.</p> <p>↓</p>	 <p>Elvira Carbungco Releasing Clerk/ Secretary</p>	<p>2 minutes</p>		
		<p>Review received communications/ documents from Office of the Regional Director, Management Service and various divisions/sections of the Technical Services prior to releasing through Document Tracking System.</p> <p>↓</p>	 <p>Josie Flores Releasing Clerk/ Secretary</p>	<p>2 minutes</p>		

		<div>Record approved plans in the logbook and release to the Surveys and Mapping Division.</div> <div></div>	<div></div> <div>Jimmy Santiago</div> <div>Releasing Clerk/ Laborer</div>	<div>2 minutes</div>		
	<div></div>	<div>Record documents in the logbook and release to concerned divisions and sections.</div>	<div></div> <div>Elvira Carbungco</div> <div>Releasing Clerk/ Secretary</div>	<div>1 minute</div>		
2	Receive signed documents with action					