



2. Document Search

This service is rendered to any patron who may search documents in the Archives Office.

Office or Division	Office of the Secretary to the Sangguniang Bayan – Library / Archives Services Section			
Classification	Simple			
Type of Transaction	G2C- Government to Citizen			
Who may avail	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Clients Logbook		Municipal Archives		
Request Form		Municipal Archives		
Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible
1. Register your name and address in the form provided at the information desk.	1. Receive and review documents needed.	None	3 Minutes	<i>Administrative Assistant I</i> Office of the Secretary to the Sangguniang Bayan
2. Submission of Filled up Forms at the information desk.	2.1 Assist in the materials needed.	None	30 Minutes	<i>Administrative Assistant I</i> Office of the Secretary to the Sangguniang Bayan <i>Librarian I</i> Office of the Secretary to the Sangguniang Bayan
	2.2 Record the document retrieved	None	2 Minute	<i>Administrative Assistant I</i> Office of the Secretary to the Sangguniang Bayan
TOTAL		None	35 Minutes	