



## 5. Photocopying of Documents

This service is rendered to any person who may avail photo services in the archives office in any documents available.

<b>Office or Division</b>	Office of the Secretary to the Sangguniang Bayan - Midsayap Municipal Archives			
<b>Classification</b>	Simple			
<b>Type of Transaction</b>	G2C- Government to Citizen			
<b>Who may avail</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
Any Valid Identification Card			Client	
Request Form			Municipal Library	
<b>Client Steps</b>	<b>Agency Action</b>	<b>Fees to be paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. Submit the filled-up forms at the information desk.	1. Receive the filled-up forms.	None	1 Minute	<i>Administrative Assistant I</i> Office of the Secretary to the Sangguniang Bayan
	1.1 Review and count the pages for photocopy	None	5 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
	1.2 Record the document needed for photocopy.	None	3 Minutes	<i>Administrative Assistant I</i> Office of the Secretary to the Sangguniang Bayan
	1.3 Approve the request form for photocopy.	None	1 Minute	<i>Librarian I</i> Office of the Secretary to the Sangguniang Bayan  <i>Secretary to the SB</i> Office of the Secretary to the Sangguniang Bayan



2. Pay the corresponding fees at the Office of the Municipal Treasurer (Windows 1-6)	2. Issuance of Official Receipt	PHP 15.00 per document		<i>Revenue Collection Clerk II</i> Office of the Municipal Treasurer
	2.1 Photocopy of documents	None	15 Minutes	<i>Administrative Assistant I</i> Office of the Secretary to the Sangguniang Bayan
3. Receive the documents	3. Release the documents	None	2 Minutes	<i>Librarian I</i> Office of the Secretary to the Sangguniang Bayan
	<b>TOTAL:</b>	<b>PHP 15.00 per document</b>	<b>27 Minutes</b>	