













SECSIME NO. R4A-FAD-11. DOCUMENT AUTHENTICATION

Office or Division:	FINANCE AND ADMINISTRATIVE DIVISION (Records Section)			
Classification:	Simple Transaction			
Type of Transaction:	G2B - Government to Business G2C - Government to Citizen G2G - Government to Government			
Who may Avail:	External Customers (Government and Private) Internal Customers (DENR Employees and Contractual Personnel)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. 1. Duly accomplished FOI request form	EMB CALABARZON Website (Downloadable)			
2. 2. Letter request indicating purpose of authentication	to be prepared by Requesting Party			
3. 3. Government issued ID	to be prepared by Requesting Party			
4. 4. SPA for representative (Private)	to be prepared by Requesting Party			
5. 5. Official Receipt	EMB – CALABARZON Cashier’s Unit (Regional Office)			
Additional if from the Government Sector				
6. N/A	N/A			
Additional if Requesting Party is a representative				
7. N/A	N/A			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. 1. Client fills up the prescribed form after showing any government issued ID and satisfying specific requirements	1.1 Receives and checks the completeness of submitted requirements. Verify all requirements and indicate amount to be paid in the Request Form or indicate if		30 minutes	 Rolly Bacsarpa Records Staff








	request pertains to restricted documents			 Reynaldo Bain Jr. Records Staff
	1.2 Approves and signs Request Form for General Circulation documents and prepares Order of Payment for approval		1 day	 Marife G. Penano Records Head
	<i>Forwards request to the Decision Maker for approval if request pertains to documents for Limited Circulation or Restricted Documents.</i> <i>Forwards request to the DENR Secretary through the Regional Director for approval of Confidential and Top Secret Documents.</i>			 Laila Tomaro ORD Staff
2. Client proceeds to the Cashiering Unit for the payment of applicable fees	Accept payments and issue Official Receipt	Php 200 – ECC PhP 50.00 other official record/documents	10 minutes	 Grace G. Gargoles OIC, Cashier Section



				 Linda Medina Cashier Staff
3. Client proceeds to the Records Management Unit	3.1 Checks the Official Receipt and prepares the requested Authentication		5 minutes	 Rolly Bacsarpa Records Staff  Reynaldo Bain Jr. Records Staff
	3.2 Reproduces and stamps certified copy on requested documents		a. 1 – 20 pages: 30 minutes b. 21 – 50 pages: 1 hour c. 51 – 100 pages: 2 hours	 Rolly Bacsarpa Records Staff  Reynaldo Bain Jr. Records Staff



	3.3 Determines accuracy of Authentication approves document for release		1 hour	 Marife G. Penano Records Head
	3.4 Releases the approved Authentication to the customer and forwards the received Customer Request Form to Action Officer		30 minutes	 Rolly Bacsarpa Records Staff  Reynaldo Bain Jr. Records Staff
4. Client receives the authenticated document.	Files the Customer Request Form		15 minutes	 Rolly Bacsarpa Records Staff  Reynaldo Bain Jr. Records Staff
TOTAL:		N/A	2 days	Simple Transaction