

4. Issuance of Requested Documents – Walk-In

This service provides walk-in clients with certified true copies or photocopies of documents in custody of the Records Unit, upon receipt of a valid request, subject to verification in accordance with applicable guidelines on access to records and disclosure of information.

Office or Division:	Office of the Schools Division Superintendent – Records Unit			
Classification:	Simple			
Type of Transaction:	G2B (Government to Business) G2C (Government to Citizen) G2G (Government to Government)			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Standard Requirement				
Requisition Slip - One (1) original copy		Records Unit		
Identification Card - One (1) original copy and one (1) photocopy of any government-issued valid ID of the requesting person , which may include, but is not limited to, the following: <ul style="list-style-type: none"> • Philippine Identification System PhilSys ID/ ePhilID • Passport • Driver's License • Professional Regulation Commission (PRC) ID • Philippine Postal ID • PhilHealth ID • TIN ID 		Client		
For an authorized representative				
Authorization Letter – One (1) original copy		Client		
Identification Card - One (1) photocopy of any government-issued valid ID of the requesting person , which may include, but is not limited to the following: <ul style="list-style-type: none"> • Philippine Identification System PhilSys ID/ ePhilID • Passport • Driver's License • Professional Regulation Commission (PRC) ID • Philippine Postal ID • PhilHealth ID • TIN ID 		Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit required documents along	1.1 Receive and assign control number	None	10 minutes	Administrative Aide VI,

with the accomplished Requisition Slip				OSDS-Records Unit
	1.2 Search for the document being requested and print or photocopy the requested document <i>Note: Inform the Client in case the document being requested is not available.</i>	None	4 hours	Administrative Aide VI OSDS-Records Unit
	1.3 Forward to Administrative Officer IV or Administrative Officer V for certification or authentication	None	10 minutes	Administrative Aide VI, OSDS-Records Unit
	1.4 Certify or authenticate the requested document	None	1 hour	Administrative Officer IV OSDS-Records Unit/ Administrative Officer V
	1.5 Release the document to the Client	None	10 minutes	Administrative Aide VI OSDS-Records Unit
TOTAL:		None	5 hours and 30 minutes	