



## 5. Incoming Communications & Correspondence

Incoming communication means any telephonic, written, or in-person contact to the department that is received by or ultimately directed to this office

|                                      |   |                        |                        |   |
|--------------------------------------|---|------------------------|------------------------|---|
| <b>Office or Division:</b>           | Office of the Municipal Mayor   |                        |                        |   |
| <b>Classification:</b>               | Simple  |                        |                        |   |
| <b>Type of Transaction:</b>          | G2G-Government to Government  |                        |                        |   |
| <b>Who may avail:</b>                |   |                        |                        |   |
| <b>CHECKLIST OF REQUIREMENTS</b>     |   | <b>WHERE TO SECURE</b> |                        |   |
|                                      |   |                        |                        |   |
| <b>CLIENT STEPS</b>                  | <b>AGENCY ACTIONS</b>   | <b>FEES TO BE PAID</b> | <b>PROCESSING TIME</b> | <b>PERSON RESPONSIBLE</b>   |
| 1, Delivery of various communication | 1.1.Receive the communications presented and mark receiving copy with date and signature<br>1.2.communication letter will be forwarded to the Secretary to the Mayor for review and appropriate actions | None                   | 3minutes               | <b>Gellie B. Marquez</b><br>OMM- Staff<br><b>Ashley G. Oganía</b><br>Clerk<br><b>Crizaline O. Enriquez</b><br>Clerk |
|                                      | 1.3.contact clients and issues responses  | None                   | 1-5 days               | <b>Jocelyn M. Valencia</b><br>AdA 1/Sec to the Mayor  |
| <b>TOTAL</b>                         |   | NONE                   | 5 days & 3 minutes     |   |