

**GABAY NG MAMAMAYAN BLG. CO-AF-01.  
PAG-IISYU NG CERTIFICATION OF NO RECORDS/APPEAL/MOTION FOR RECONSIDERATION, ATBP.**

**(CITIZEN'S CHARTER NO. CO-AF-01. ISSUANCE OF CERTIFICATION OF NO  
RECORDS/APPEAL/MOTION FOR RECONSIDERATION, ETC.)**

Ang Serbisyong ito ay ginagawa ayon sa kahilingan ng mga kawani ng Kagawaran ng Kapaligiran at Likas na Yaman, opisyal o panlabas na kliyente para sa isang Certification of No Records/ Appeal/ Motion for Reconsideration, atbp. na inihain sa Sentral na Opisina ng DENR. Ang layunin para sa kahilingan ay kasama sa Sertipikasyon.

(This Service is made upon request of DENR personnel, official or external party for a Certification of No Records/ Appeal/ Motion for Reconsideration, etc. being filed in the DENR. The purpose for the request is included in the Certification.)

<b>Opisina o Dibisyon:</b>	Dibisyon ng Pamamahala ng mga Rekord, Sentral na Opisina
<b>(Office or Division):</b>	(Records Management Division (RMD), DENR Central Office)
<b>Klasipikasyon:</b>	Simple
<b>(Classification):</b>	(Simple)
<b>Uri ng Transaksiyon:</b>	G2C – Gobyerno sa Mamamayan G2G – Gobyerno sa Gobyerno
<b>(Type of Transaction):</b>	(G2C - Government to Citizen) (G2G - Government to Government)

<p><b>Sino ang maaaring makakuha:</b></p> <p><b>(Who may avail):</b></p>	<p><b>Internal:</b> Mga Permanenteng Kawani ng Sentral, Panrehiyon, Mga PENRO at CENRO, Mga Kawanihan (kabilang ang Sentral at mga Rehiyon), at Mga Ahensiyang Kaugnay  <b>Eksternal:</b> Mga Eksternal na Kliyente na awtorisado ng partido o kinatawan</p> <p>(Internal: Permanent Employees of DENR Central, Regional, PENR and CENR Offices, Bureaus (including Central and Regional Offices), and Attached Agencies  External: External Clientele who are authorized party or representative)</p>
<p><b>TSEKLIST NG MGA KAHINGIAN</b></p> <p><b>(CHECKLIST OF REQUIREMENTS)</b></p>	<p><b>SAAN KUKUNIN</b></p> <p><b>(WHERE TO SECURE)</b></p>
<p>1. Nasagutan na request form ng kliyente (1 orihinal)</p> <p>(Duly accomplished customer request form) (1 original)</p>	<p>Receiving Area, RMD, Basement</p> <p>(Receiving Area, RMD, Basement)</p>
<p>2. ID na mula sa gobyerno (ipakita ang 1 orihinal)</p> <p>(Government issued ID) (present 1 original)</p>	<p>Humihiling</p> <p>(Requesting Party)</p>
<p><b>Karagdagang dokumento kung nasa Gobyerno</b></p> <p><b>(Additional if from the Government Sector)</b></p>	
<p>3. Opisyal na Liham Kahilingan (1 orihinal)</p> <p>(Official Letter Request) (1 original)</p>	<p>Humihiling</p> <p>(Requesting Party)</p>
<p><b>Karagdagang dokumento kung ang aplikante ay isang kinatawan</b></p> <p><b>(Additional if applicant is a representative)</b></p>	
<p>4. SPA para sa kinatawan (1 orihinal, notaryado)</p> <p>(SPA for representative) (1 original, notarized)</p>	<p>Humihiling, Pribadong Abogado o Notaryo Publiko</p> <p>(Requesting Party, Private Lawyer or Notary Public)</p>

<b>MGA GAGAWIN NG KLIYENTE</b>  <b>(CLIENT STEPS)</b>	<b>MGA AKSIYON NG AHENSIYA</b>  <b>(AGENCY ACTION)</b>	<b>MGA BABAYARAN</b>  <b>(FEES TO BE PAID)</b>	<b>PANAHOON NG PAGPROSESO</b>  <b>(PROCESSING TIME)</b>	<b>NAKATALAGANG TAUHAN</b>  <b>(PERSONS RESPONSIBLE)</b>
1. Sagutan ang request form at iforward sa nakatalagang kawani.  (Accomplish request form and forward to Receiving/Releasing Clerk.)	1. Susuriin kung kompleto ang mga isinumiteng kahingian, tatatakan ng petsa at oras ang dokumento at ipo-forward sa Nakatalagang Kawani.  (Check the completeness of submitted requirements, stamp the date and time on documents and forward all documents to action officer.)	Wala  (None)	5 minuto  (5 minutes)	Nakatalagang Kawani RMD  (Receiving/Releasing Clerk RMD)
1.1 Wala  (None)	1.1. Beberipikahin ang lahat ng kahingian, isusulat ang kaukulang babayaran sa Request Form at beberipikahin kung available ang hinihiling na dokumento.  (Verify all requirements, indicate amount to be paid in the Request Form, and verify	Wala  (None)	20 minuto  (20 minutes)	(Nakatalagang Kawani RMD)  (Action Officer/ Administrative Officer RMD)

MGA GAGAWIN NG KLIYENTE (CLIENT STEPS)	MGA AKSIYON NG AHENSIYA (AGENCY ACTION)	MGA BABAYARAN (FEES TO BE PAID)	PANAHOON NG PAGPROSESO (PROCESSING TIME)	NAKATALAGANG TAUHAN (PERSONS RESPONSIBLE)
	availability of the requested document.)			
1.2 Wala  (None)	1.2. Aaprobahan at lalagdaan ang Request Form.  (Approve and sign Request Form.)	Wala  (None)	5 minuto  (5 minutes)	Hepe ng Dibisyon  RMD  Chief Administrative Officer RMD
1.3 Wala  (None)	1.4 Ihahanda/Aaprobahan ang Order of Payment, at ipo-forward sa humihiling na kliyente.  (Prepare/Approve Order of Payment, and forward the same to requesting party.)	Wala  (None)	5 minuto  (5 minutes)	Nakatalagang Kawani  RMD  (Action Officer/ Administrative Officer RMD)
2. Magbayad sa Cashier at tanggapin ang Official Receipt.	2. Tatanggapin ang bayad at magbibigay ng Official Receipt.	Php 25.00 <b>Bayad sa Sertipikasyon*</b>	5 minuto	Nakatalagang Kawani Seksiyon ng Cashier

<b>MGA GAGAWIN NG KLIYENTE</b> <b>(CLIENT STEPS)</b>	<b>MGA AKSIYON NG AHENSIYA</b> <b>(AGENCY ACTION)</b>	<b>MGA BABAYARAN</b> <b>(FEES TO BE PAID)</b>	<b>PANAHOON NG PAGPROSESO</b> <b>(PROCESSING TIME)</b>	<b>NAKATALAGANG TAUHAN</b> <b>(PERSONS RESPONSIBLE)</b>
(Pay to the Cashier the Certification Fee, and receive Official Receipt.)	(Accept payment and issue Official Receipt.)	Php 25.00 <b>(Certification Fee)*</b>	(5 minutes)	(Action Officer/ Administrative Officer Cashier Section)
3. I-forward ang Official Receipt sa Dibisyon ng Pamamahala ng Rekords.  (Forward Official Receipt to RMD.)	3. Susuriin ang Official Receipt at ihahanda ang hinihiling na Sertipikasyon.  (Check the Official Receipt and prepare the requested Certification)	Wala  (None)	15 minuto  (15 minutes)	Nakatalagang Kawani  RMD  (Action Officer/ Administrative Officer RMD)
3.1 Wala  (None)	3.1 Titiyakin kung wasto at lalagyan ng inisyal ang Sertipikasyon.  (Determine accuracy and initial the Certification.)	Wala  (None)	2 minuto  (2 minutes)	Nakatalagang Kawani  RMD  (Action Officer/ Administrative Officer RMD)
3.2 Wala	3.2 Titiyakin kung wasto at lalagdaan ang Sertipikasyon.	Wala	5 minuto	Hepe ng Dibisyon  RMD

<b>MGA GAGAWIN NG KLIYENTE</b> <b>(CLIENT STEPS)</b>	<b>MGA AKSIYON NG AHENSIYA</b> <b>(AGENCY ACTION)</b>	<b>MGA BABAYARAN</b> <b>(FEES TO BE PAID)</b>	<b>PANAHOON NG PAGPROSESO</b> <b>(PROCESSING TIME)</b>	<b>NAKATALAGANG TAUHAN</b> <b>(PERSONS RESPONSIBLE)</b>
(None)	(Determine accuracy of the Certification and affix signature.)	(None)	(5 minutes)	Chief Administrative Officer RMD
3.3 Wala           ( (None) )	3.3 Ire-release sa kliyente ang aprobadong Sertipikasyon.  Ipo-forward ang natanggap na Request Form sa Nakatalagang Kawani para i-file.  (Release the approved Certification to the customer.)  (Forward the received Request Form to Action Officer for filing.)	Wala        ( (None) )	5 minuto      ( (5 minutes) )	Nakatalagang Kawani  RMD     (Receiving/Releasing Clerk RMD)
4. Tanggapin ang kopya ng aprobadong Sertipikasyon.	4. Ipa-file ang Request Form.	Wala	5 minuto	Nakatalagang Kawani RMD

<b>MGA GAGAWIN NG KLIYENTE</b> <b>(CLIENT STEPS)</b>	<b>MGA AKSIYON NG AHENSIYA</b> <b>(AGENCY ACTION)</b>	<b>MGA BABAYARAN</b> <b>(FEES TO BE PAID)</b>	<b>PANAHOON NG PAGPROSESO</b> <b>(PROCESSING TIME)</b>	<b>NAKATALAGANG TAUHAN</b> <b>(PERSONS RESPONSIBLE)</b>
(Receive the copy of the approved Certification.)	(File the Request Form.)	(None)	(5 minutes)	(Action Officer/ Administrative Officer RMD)
<b>KABUOAN:</b>		<b>Php 25.00</b> <b>Bayad sa</b> <b>Sertipikasyon</b>	<b>1 oras at 12 minuto</b>	
<b>TOTAL:</b>		<b>Php 25.00</b> <b>Certification</b> <b>Fee</b>	<b>1 hour &amp; 12 minutes</b>	

\* *Maliban kung may kalakip na Opisyal na Liham Kahilingan*

\* *(Except when covered by Official Letter Request)*

**GABAY NG MAMAMAYAN BLG. CO-AF-02.  
AWTENTIKASYON NG/NG MGA REKORD\***

**(CITIZEN'S CHARTER NO. CO-AF-02. AUTHENTICATION OF RECORD/S\***

Ginagawa ang awtentikasyon ng/ng mga rekord ayon sa kahilingan ng mga kliyente (mga kawani ng DENR, opisyal o eksternal na kliyente) para sa isang sertipikadong tunay na kopya ng/ng mga rekord na inisyu ng DENR at naka-file sa Dibisyon ng Pamamahala ng mga Rekord. Ang layunin ng kahilingan ay kasama rin sa Request Form.

(Authentication of record/s is made upon request of a requesting party (DENR personnel, official or external clientele) for a certified true copy of a record/ records issued by the DENR and being filed in the Records Management Division. The purpose for the request is included in the Request Form.)

<b>Opisina o Dibisyon:</b> <b>(Office or Division):</b>	Dibisyon ng Pamamahala ng mga Rekord, Sentral na Opisina  (Records Management Division (RMD), DENR Central Office)
<b>Klasipikasyon:</b> <b>(Classification):</b>	Simple  (Simple)
<b>Uri ng Transaksiyon:</b> <b>(Type of Transaction):</b>	G2B – Gobyerno sa Negosyo o Sektor ng Negosyo G2C – Gobyerno sa Mamamayan G2G – Gobyerno sa Gobyerno  (G2B - Government to Business) (G2C - Government to Citizen) (G2G - Government to Government)



<p><b>Sino ang maaaring makakuha:</b></p> <p><b>(Who may avail):</b></p>	<p>Mga Permanente, Kaswal at Kontraktuwal na Kawani at mga Opisyal ng Sentral, Panrehiyon, Mga PENRO at CENRO, Mga Kawanihan (kabilang ang Sentral at mga Rehiyon), at Pinuno ng mga Ahensiyang Kaugnay; at Mga Eksternal na kliyente.</p> <p>(All Permanent, Casual and Contractual Personnel and Officials of DENR Central, Regional, PENR and CENR Offices, Bureaus (including Central and Regional Offices), and Head of Attached Agencies; and External Clientele)</p>	
<p><b>TSEKLIST NG MGA KAHINGIAN</b></p> <p><b>(CHECKLIST OF REQUIREMENTS)</b></p>	<p><b>SAAN KUKUNIN</b></p> <p><b>(WHERE TO SECURE)</b></p>	
<p>1. Liham kahilingan o Request Form (1 orihinal)</p> <p>(Letter Request or Request Form) (1 original)</p>	<p>Receiving Area, RMD</p> <p>(Receiving Area, RMD)</p>	
<p>2. ID na inisyu ng gobyerno (ipakita ang 1 orihinal)</p> <p>(Government issued ID) (present 1 original)</p>	<p>Humihiling</p> <p>(Requesting Party)</p>	
<p><b>Karagdagang dokumento kung mula sa Sektor ng Gobyerno</b></p> <p><b>(Additional if from the Government Sector)</b></p>		
<p>3. Opisyal na Liham Kahilingan (1 orihinal)</p> <p>Official Letter Request (1 original)</p>	<p>Humihiling</p> <p>Requesting Party</p>	

<b>MGA GAGAWIN NG KLIYENTE</b>  <b>(CLIENT STEPS)</b>	<b>AKSIYON NG AHENSIYA</b>  <b>(AGENCY ACTION)</b>	<b>MGA BABAYARAN</b>  <b>(FEES TO BE PAID)</b>	<b>PANAHOON NG PAGPROSESO</b>  <b>(PROCESSING TIME)</b>	<b>NAKATALAGANG TAUHAN</b>  <b>(PERSONS RESPONSIBLE)</b>
<p>1. Sagutan ang Request Form at iforward sa nakatalagang kawani</p> <p>Accomplish request form and forward to Receiving/Releasing Clerk.</p>	<p>1. Tatanggapin, susuriin at, pagtatakda ng petsa at oras sa dokumento.</p> <p>(Receive, check, and stamp date and time on document.)</p>	<p>Wala</p> <p>(None)</p>	<p>5 minuto</p> <p>(5 minutes)</p>	<p>Nakatalagang Kawani</p> <p>(Receiving/Releasing Clerk RMD)</p>
<p>1.1. Wala</p> <p>(None)</p>	<p>1.1. Ie-encode ang dokumento sa Document Tracking System.</p> <p>Upload the document to Document Tracking System.</p>	<p>Wala</p> <p>(None)</p>	<p>5 minuto</p> <p>5 minutes</p>	<p>Nakatalagang Kawani</p> <p>Receiving/Releasing Clerk RMD</p>

<b>MGA GAGAWIN NG KLIYENTE</b>  <b>(CLIENT STEPS)</b>	<b>AKSIYON NG AHENSIYA</b>  <b>(AGENCY ACTION)</b>	<b>MGA BABAYARAN</b>  <b>(FEES TO BE PAID)</b>	<b>PANAHOON NG PAGPROSESO</b>  <b>(PROCESSING TIME)</b>	<b>NAKATALAGANG TAUHAN</b>  <b>(PERSONS RESPONSIBLE)</b>
1.2. Wala  (None)	1.2. Ipo-forward ang dokumento sa nakatalagang kawani  (Forward document to the concerned Action Officer.)	Wala  (None)	5 minuto  (5 minutes)	Nakatalagang Kawani  (Receiving/Releasing Clerk RMD)
1.3. Wala  (None)	1.3. Titiyakin kung available ang hinihiling na mga rekord, ipoproseso ang kahilingan at ilalagay ang halaga ng dapat bayaran sa Request Form.  (Check the availability of records, process the request, indicate amount to be paid in the Request Form.)	Wala  (None)	15 minuto  (15 minutes)	Nakatalagang Kawani  (Action Officer/ Administrative Officer RMD)

<b>MGA GAGAWIN NG KLIYENTE</b>  <b>(CLIENT STEPS)</b>	<b>AKSIYON NG AHENSIYA</b>  <b>(AGENCY ACTION)</b>	<b>MGA BABAYARAN</b>  <b>(FEES TO BE PAID)</b>	<b>PANAHOON NG PAGPROSESO</b>  <b>(PROCESSING TIME)</b>	<b>NAKATALAGANG TAUHAN</b>  <b>(PERSONS RESPONSIBLE)</b>
1.4. Wala  (None)	1.4. Aprobahan at lalagdaan ang Request Form.  (Approve and affix signature on the Request Form.)	Wala  (None)	5 minuto  (5 minutes)	Nakatalagang Kawani  Hepe ng Dibisyon  (Action Officer/ Administrative Officer)  (Chief Administrative Officer RMD)
1.5. Wala  (None)	1.5. Ihahanda ang Order of Payment at ibibigay sa kliyente.  (Prepare Order of Payment and forward the same to requesting party.)	Wala  (None)	5 minuto  (5 minutes)	Nakatalagang Kawani  (Receiving/Releasing Clerk RMD)

<b>MGA GAGAWIN NG KLIYENTE</b>  <b>(CLIENT STEPS)</b>	<b>AKSIYON NG AHENSIYA</b>  <b>(AGENCY ACTION)</b>	<b>MGA BABAYARAN</b>  <b>(FEES TO BE PAID)</b>	<b>PANAHOON NG PAGPROSESO</b>  <b>(PROCESSING TIME)</b>	<b>NAKATALAGANG TAUHAN</b>  <b>(PERSONS RESPONSIBLE)</b>
<p>2. Tanggapin ang Order of Payment at bayaran sa Cashier ang bayad para sa Awtentikasyon.</p> <p>(Receive the Order of Payment, and pay to the Cashier the Authentication Fee.)</p>	<p>2. Tatanggapin ang bayad at mag-iisyu ng Official Receipt.</p> <p>(Accept payment and issue Official Receipt.)</p>	<p>Php 50.00 <b>Bayad sa Awtentikasyon</b> **</p> <p>bawat set + Php 5.00 bawat pahina</p> <p>Php 50.00 <b>(Authentication Fee**</b> per set + Php 5.00 per page)</p>	<p>5 minuto</p> <p>(5 minutes)</p>	<p>Cashier</p> <p>Seksyon ng Cashier</p> <p>(Cashier Staff Cashier Section)</p>
<p>2.1. Wala</p>	<p>2.1. Susuriin ang Official Receipt and ipo-photocopy para i-file.</p> <p>Ipo-photocopy ang mga hiniling na dokumento,</p>	<p>Wala</p>	<p>20 minuto</p>	<p>Nakatalagang Kawani</p> <p>RMD</p>

<b>MGA GAGAWIN NG KLIYENTE</b>  <b>(CLIENT STEPS)</b>	<b>AKSIYON NG AHENSIYA</b>  <b>(AGENCY ACTION)</b>	<b>MGA BABAYARAN</b>  <b>(FEES TO BE PAID)</b>	<b>PANAHOON NG PAGPROSESO</b>  <b>(PROCESSING TIME)</b>		<b>NAKATALAGANG TAUHAN</b>  <b>(PERSONS RESPONSIBLE)</b>										
(None)	tatatagan ng <i>“Certified True Copy”</i> , lalagyan ng inisyal, at ipo-forward sa Hepe ng RMD  (Check the Official Receipt and photocopy for filing.)  (Photocopy the requested documents, stamp <i>“Certified True Copy”</i> and affix initial on the stamp, and forward to Chief, RMD.)	(None)	(20 minutes)		(Action Officer/ Administrative Officer RMD)										
2.2. Wala	2.2. Lalagda sa itinatak na <i>“Certified True Copy”</i> .  (Sign in the stamped certified documents.)	Wala  (None)	<table border="1"> <thead> <tr> <th data-bbox="1285 1043 1469 1150" style="text-align: center;">Oras</th> <th data-bbox="1469 1043 1630 1150" style="text-align: center;">Bilang ng Pahina</th> </tr> </thead> <tbody> <tr> <td data-bbox="1285 1150 1469 1190" style="text-align: center;">30 minuto</td> <td data-bbox="1469 1150 1630 1190" style="text-align: center;">1-20</td> </tr> <tr> <td data-bbox="1285 1190 1469 1230" style="text-align: center;">1 oras</td> <td data-bbox="1469 1190 1630 1230" style="text-align: center;">21-50</td> </tr> <tr> <td data-bbox="1285 1230 1469 1270" style="text-align: center;">2 oras</td> <td data-bbox="1469 1230 1630 1270" style="text-align: center;">51-100</td> </tr> <tr> <td data-bbox="1285 1270 1469 1326" style="text-align: center;">4 oras</td> <td data-bbox="1469 1270 1630 1326" style="text-align: center;">101-200</td> </tr> </tbody> </table>	Oras	Bilang ng Pahina	30 minuto	1-20	1 oras	21-50	2 oras	51-100	4 oras	101-200		Hepe ng Dibisyon  (Chief Administrative Officer)
Oras	Bilang ng Pahina														
30 minuto	1-20														
1 oras	21-50														
2 oras	51-100														
4 oras	101-200														

MGA GAGAWIN NG KLIYENTE (CLIENT STEPS)	AKSIYON NG AHENSIYA (AGENCY ACTION)	MGA BABAYARAN (FEES TO BE PAID)	PANAHOON NG PAGPROSESO (PROCESSING TIME)		NAKATALAGANG TAUHAN (PERSONS RESPONSIBLE)
			Time	No. of Pages	
(None)			1 araw	200 pataas	
			30 min.	1-20	
			1 hrs.	21-50	
			2 hr.	51-100	
			4 hrs.	101-200	
			1 day	200+	
			2.3. Wala	2.3 Ire-release sa kliyente ang aprobadong Awtentikasyon at ipo-forward sa Nakatalagang Kawani ang tinanggap na Request Form.	
2.3 (None)	2.3 (Release the approved Authentication to the customer and forward the received Customer	(None)	(5 min)		Receiving/Releasing Clerk RMD

MGA GAGAWIN NG KLIYENTE (CLIENT STEPS)	AKSIYON NG AHENSIYA (AGENCY ACTION)	MGA BABAYARAN (FEES TO BE PAID)	PANAHOON NG PAGPROSESO (PROCESSING TIME)		NAKATALAGANG TAUHAN (PERSONS RESPONSIBLE)
	Request Form to Action Officer.)				
3. Tanggapin ang hiniling na awtentikadong rekord.  3. Receive the authenticated documents/records.	3. Ipa-file ang Customer Request Form at mga lakip ng Awtentikasyon.  3. (File the Customer Request Form and attachments.)	Wala  None	5 minuto  5 min.		Nakatalagang Kawani  (Action Officer/ Administrative Officer RMD)
<b>KABUOAN:</b>		<b>Php 50.00</b> <b>Bayad para sa</b> <b>Awtentikasyon</b> <b>**</b> <b>bawat set +</b>  <b>Php 5.00 bawat</b> <b>pahina</b>	<b>Oras</b>	<b>Bilang ng Pahina</b>	
			<b>150 minuto</b>	<b>1-20</b>	
			<b>3 oras</b>	<b>21-50</b>	
			<b>4 oras</b>	<b>51-100</b>	
			<b>6 oras</b>	<b>101-200</b>	



<b>MGA GAGAWIN NG KLIYENTE</b>  <b>(CLIENT STEPS)</b>	<b>AKSIYON NG AHENSIYA</b>  <b>(AGENCY ACTION)</b>	<b>MGA BABAYARAN</b>  <b>(FEES TO BE PAID)</b>	<b>PANAHOON NG PAGPROSESO</b>  <b>(PROCESSING TIME)</b>		<b>NAKATALAGANG TAUHAN</b>  <b>(PERSONS RESPONSIBLE)</b>
			<b>1 araw</b>	<b>200 pataas</b>	
<b>TOTAL:</b>	<b>Php 50.00 Authentication Fee** per set +</b>  <b>Php 5.00 per page</b>		<b>Time</b>	<b>No. of Pages</b>	
			<b>150 min.</b>	<b>1-20</b>	
			<b>3 hr.</b>	<b>21-50</b>	
			<b>4 hr.</b>	<b>51-100</b>	
			<b>6 hr.</b>	<b>101-200</b>	
			<b>1 day</b>	<b>200+</b>	

<b>MGA GAGAWIN NG KLIYENTE</b> <b>(CLIENT STEPS)</b>	<b>AKSIYON NG AHENSIYA</b> <b>(AGENCY ACTION)</b>	<b>MGA BABAYARAN</b> <b>(FEES TO BE PAID)</b>	<b>PANAHOON NG PAGPROSESO</b> <b>(PROCESSING TIME)</b>		<b>NAKATALAGANG TAUHAN</b> <b>(PERSONS RESPONSIBLE)</b>

\*Confidential and Top Secret Documents are subject for approval of the Secretary.

\*\*Except those with Official Letter Request

\*Kumpidensiyal at Top Secret na Dokumento ay kailangan ng aprobasyon ng Kalihim ng Kagawaran.

\*\*Maliban ang mga may lakip na Opisyal na Liham Kahilingan