

Issuance of Minutes of PNOC Board Meetings on a yearly basis

Schedule of Availability of Service

Monday to Friday
8:00 A.M. to 5:00 P.M.

Who may avail of the service

Commission on Audit ("COA")

Requirements

Formal official request, stating the purpose of the request

Duration

6 days, 4 hours and 15 minutes

Step	Applicant/ Client	Activity	Duration of Activity (under normal circumstances)	Person in Charge	Fees	Forms
1	COA (send the request for issuance of Minutes of PNOC Board meetings)	Receive the request, record the request in the logbook, and forward to the Corporate Secretary for approval.	15 minutes	Secretary		
2		Upon approval by the Corporate Secretary, assign the request to the Agenda/Minutes Officer.	1 day	Corporate Secretary		
3		Review the request, assign to the Secretary the reproduction of records.	2 hours	Agenda/ Minutes Officer		
4		Reproduction of records	3 days	Secretary		
5		Upon completion of the reproduction, prepare/draft the transmittal letter	1 day	Agenda/ Minutes Officer		
6		Examine the completeness of records, affix signature to the transmittal letter, and forward the same to the Secretary for release.	1 day	Corporate Secretary		
7	COA	Send the records to the requesting party.	2 hours	Secretary		

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