



PROCESS MANUAL
BUREAU OF LOCAL GOVERNMENT
FINANCE

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Section: **RECORDS INCOMING AND OUTGOING**

Effectivity Date: 01-19-2018

Subject: **WORK INSTRUCTIONS: INCOMING DOCUMENTS**

1. Person Responsible:

Administrative Aide

2. Steps:

- a. Receives incoming documents (from external sources)
- b. Affix barcode on incoming documents
- c. Classify documents according to subject matter
- d. Encode details (reference number, date of receipt, sender, recipient Service/Division, LGU, stakeholders) into DMAS (Document Management and Archiving System)
- e. Print copy of List of Received Documents
- f. Deliver physical documents to recipient Division/Service
- g. Recipient affix signature for acknowledgement on the List of Received Documents.

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