



# MABALACAT CITY COLLEGE

## RECORDS OFFICE

### Stamp of RECORDS (ONSITE)

As per National Archives of the Philippines Act of 2007 R.A. 9470, and in compliance to the Data Privacy Act of 2012 a.k.a R.A. 10173, all documents (memos, correspondences, etc) must pass thru the Records Office for stamping and collection of a duplicate copy for safekeeping and preservation.

<b>Office or Division:</b>	Records Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	Government to Clients			
<b>Who may avail:</b>	Students, Employees, Stakeholders,			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Document to be stamped (at least two (2))				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present at least two (2) copies of the document to be stamped.	1.1 Reviews the document/s. (Documents seeking approval must be approved first.)	None	20 seconds	Anthony Anunciacion Records Officer
	1.2 Marking of Records Office stamp.	None	3 seconds (per document copy)	
	1.3 Stamping of current date	None	3 seconds (per document copy)	
	1.4 Imprinting of Document Number	None	3 seconds (per document copy)	
	1.5 Input time	None	3 seconds (per document copy)	
	1.6 Signing of Records Officer	None	3 seconds (per document copy)	
2. Retrieval of 'stamped' document/s	2.1 Scanning of 'stamped' document	None	1 minute	Anthony Anunciacion Records Officer
	2.2 Input of document details to ledger	None	1 minute	





Republic of the Philippines  
Province of Pampanga  
Mabalacat City



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	2.2 Filing of Records Office's copy of document	None	1 minute	
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# MABALACAT CITY COLLEGE

## Stamp of RECORDS (OFFSITE/ONLINE)

As per National Archives of the Philippines Act of 2007 R.A. 9470, and in compliance to the Data Privacy Act of 2012 a.k.a R.A. 10173, all documents (memos, correspondences, etc) must pass thru the Records Office for stamping and collection of a duplicate copy for safekeeping and preservation.

<b>Office or Division:</b>	Records Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	Government to Clients			
<b>Who may avail:</b>	Students, Employees, Stakeholders,			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
Document to be stamped (at least two (2))				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Send copy of the document (word, PDF, PNG, JPG) to be stamped, either by email ( <a href="mailto:records@mcc.edu.ph">records@mcc.edu.ph</a> , <a href="mailto:anthony.anunciacion@mcc.edu.ph">anthony.anunciacion@mcc.edu.ph</a> , <a href="mailto:dino.arenillo@mcc.edu.ph">dino.arenillo@mcc.edu.ph</a> ); thru FaceBook (MCC Records and Archives); or viber (0928-503-9858)	1.1 Reviews the document/s. (Documents seeking approval must be approved first.)	None	20 seconds	Anthony Anunciacion Records Officer
	1.2 Marking of Records Office stamp.	None	4 minutes	
	1.3 Stamping of current date	None	2 minutes	
	1.4 Imprinting of Document Number	None	2 minutes	
	1.5 Input time	None	2 minutes	
	1.6 Affixing of digital signature of Records Officer	None	2 minutes	
2. Retrieval of 'stamped' document/s	Sending of 'stamped' document through platform used in sending	None	1 minute	Anthony Anunciacion Records Officer

