



MABALACAT CITY COLLEGE

RECORDS OFFICE

2. Retrieval of RECORDS Document

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.

Office or Division:	Records Office			
Classification:	Simple			
Type of Transaction:	Government to Clients			
Who may avail:	Students, Employees, Stakeholders,			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Request letter				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.1 Secure Request Form (Records Form No. 01) from Records Office 1.2 Submit fully accomplished Request Form	1.1 Provide Request Form (Records Form No. 01)	None	10 seconds	Dino FP Arenillo Records Officer IV
	1.2 Receive and check completeness of form	None	10 seconds	
	1.3 Retrieval of scanned 'Records document'	None	5 minutes	
	1.4 Printing of scanned 'Records document'	None	3 minutes	
	1.5 Imprinting of "Scanned Copy of Original" to the document	None	3 minutes	
2. Retrieval of request	Filing of Request Form (attach Letter of Request)	None		Dino FP Arenillo Records Officer IV

