

9. ISSUANCE OF REQUESTED RECORDS TO CLIENT AGENCIES IN CONNECTION WITH THEIR EXISTING CASES

Office or Division:	Docket Management Service, Legal Division, Secretariat, Human Resources and Administrative Service			
Classification:	Simple			
Type of Transaction:	Government to Government			
Who may avail:	National Government Agencies and their Instrumentalities			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter Request with the following information: 1. Case title; 2. Court where case is docketed; 3. Docket number; 4. Client agency's involvement in the case; 5. Email address; and 6. Contact number				
Authorization letter from the requesting party (for Representative Who Will Pick Up Requested Records)				
Photocopy of the office ID of the signatory of the authorization letter (for Representative Who Will Pick Up Requested Records)				
Representative's office ID (for Representative Who Will Pick Up Requested Records)				
Paper to be used in printing the requested copies (for Representative Who Will Pick Up Requested Records)				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE

<p>1. Client agency to send the OSG a letter-request for record of existing cases.</p>	<p>The Docket Management Service (DMS), through the receiving officer, to receive and stamp the date of receipt on the letter-request.</p> <p>The receiving officer to check the eCMT for the division handling the case.</p> <p>Receiving officer to then telephone the Legal Secretary of the Handling Lawyer concerned to give notice of the OSG's receipt of the letter-request.</p> <p>The receiving officer to then follow the OSG procedure for the barcoding and scanning of the letter-request.</p>	<p>None</p>	<p>20 minutes</p>	<p>Aurelia Bertodes V. Padrinao (Supervising Administrative Officer) or Xylan Uje S. Sycayco (ADAS 1)</p>
<p>2. Upon receipt of the notification, the Legal Secretary shall secure a copy of the scanned letter-request.</p>	<p>Legal Secretary to immediately secure a copy of the scanned letter-request from the eCMT or DMS and examine the same.</p>	<p>None</p>	<p>1 Hour</p>	<p>Legal Secretary</p>

<p>3. Legal Secretary to email the requesting party the confirmation of its request.</p>	<p>Legal Secretary's email to the requesting party shall indicate the following:</p> <p>1) Authorized representative of the requesting party may proceed to the office of the Legal Secretary on the next working day to secure a copy of the documents;</p> <p>2) Representative must bear an authorization letter from the requesting party;</p> <p>3) Representative must bring a photocopy of the office ID of the signatory of the authorization letter and his own office ID; and</p> <p>4) Requesting party must provide the paper to be used in printing the requested copies.</p>	<p>None</p>	<p>1 Hour</p>	<p>Legal Secretary</p>
<p>4. Legal Secretary to notify the HRMAS-General Services, Reproduction Division, of the request for records.</p>	<p>Legal Secretary to notify the HRMAS-General Services, Reproduction Division, of the request for records through telephone.</p>	<p>None</p>	<p>1 Hour</p>	<p>Legal Secretary</p>
<p>5. Legal Secretary shall prepare the case folder.</p>	<p>Legal Secretary shall prepare the appropriate case folder, verifying that the same is complete.</p>	<p>None</p>	<p>1 Hour</p>	<p>Legal Secretary</p>

<p>6. On the next working day, the requesting party's authorized representative to proceed to the office of the Legal Secretary concerned and present the requirements.</p>	<p>Legal Secretary to assess the requirements brought by the representative and if the same is satisfactory, accompany the representative and bring the case record to the HRMAS-General Services, Reproduction Division.</p>	<p>None</p>	<p>30 Minutes</p>	<p>Legal Secretary</p>
<p>7. Legal Secretary shall endorse the matter and the case record to the Reproduction Officer.</p>	<p>Legal Secretary shall endorse the matter and the case record to the Reproduction Officer.</p>	<p>None</p>	<p>20 Minutes</p>	<p>Legal Secretary</p>
<p>8. Under the supervision and assistance of the Reproduction Officer, the representative of the requesting party shall cause copies of the case record to be printed.</p>	<p>Under the supervision and assistance of the Reproduction officer, the requesting party's representative shall cause copies of the case record to be printed.</p>	<p>None</p>	<p>2 Days</p>	<p>Jayson C. Palabrica or Linley S. Taneo (HRMAS-General Services)</p>