

## 42. Document Preparation of Processed Documents from Annotation Archives

<b>Office or Division:</b>	Civil Register Management Division			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	Government-to-Government (G2G)			
<b>Who may avail:</b>	Local Government Units (LGU)			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
<b>ANNOTATION ARCHIVES (Court Decree Unit, Legal Instruments Unit and RA 9048/RA10172 and Supp. Unit)</b>				
	1. Receipt and Control of documents from Annotation Unit	None	10 minutes per batch of 15 sets of documents	Uncon/MV Controller, Annotation Archives
	2. "Scan In" the documents using Uncon/MV Processing and tag the document as Completed in the system	None	5 per batch of 15 sets of documents	Supervisors Annotation Archives  <i>Chief</i> CRMD 8 <sup>th</sup> Floor, CRS Building
	3. Forward the documents to the designated Document Preparation personnel	None	5 minutes per batch of 15 sets of documents	
	4. Cleaning of the set of documents 4.1. Remove unnecessary notes and tags from the set of documents 4.2. Insertion of Separator for the corresponding unit	None	5 minutes per batch of 15 sets of documents to be cleaned and inserted with separator	Associates, Annotation Archives  Supervisors Annotation Archives
	5. Encoding and printing of Transmittal and Forward to Data Capture Center for Scanning (refer to page 237 of Data	None	10 minutes per batch of 15 sets of documents	<i>Chief</i> CRMD 8 <sup>th</sup> Floor, CRS Building

	Conversion of CDLI documents)			COSW and Associates
	6. Hauling and transmission of documents to the Central Archives	None	8 hrs per 300 batch of folders	
<b>TOTAL ESTIMATED PROCESSING TIME FOR SERVICE: 7 DAYS UPON RECEIPT OF THE DOCUMENTS</b>				