

## 5. Dissemination of Submitted Office Issuances, Memorandums and Advisories through the EASyDocs

Uploading in the EASyDocs Office Issuances, Memorandum and Advisories for information dissemination purposes.

<b>Office or Division:</b>	<b>General Services Division, Records Management Section</b>
<b>Classification:</b>	<b>Simple</b>
<b>Type of Transaction:</b>	<b>G2G - Government to Government</b>
<b>Who may avail:</b>	<b>PSA officials, employees, and Contract of Service Workers</b>
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
Approved Office Issuances, Memorandums and Advisories	Records Management Section, 11 <sup>th</sup> Floor Cyberpod One Eton Centris

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Office Issuances, Memorandum, Advisories Records Management Section to	1.1 Receive and control submitted documents	None	5 minutes	Administrative Officer I
	1.2 Encode documents	None	10 minutes	Administrative Officer I
	1.3 Scan and upload submitted documents to Electronic Access System for PSA Documents (EASyDocs).	None	35 minutes	Administrative Officer I
	1.4 File the submitted documents	None	10 minutes	Administrative Officer I
<b>TOTAL:</b>		<b>None</b>	<b>1 hour</b>	