



Title of Frontline Service: **REQUEST FOR DATA**

Schedule of Availability of Service	Who May Avail of the Service	What are the Requirements	Duration
Monday to Friday 8:00 a.m. - 5:00 p.m.	NGO, LGU and other agencies/organizations or individual	* Letter request addressed to SDS stating purpose	1 day

How to Avail of the Service?

Step	Applicant/Client	Service Provider	Duration of Activity (under normal condition)	Person in-Charge	Fees	Form
1	Submits letter request with required documents to: records.cebucity@deped.gov.ph	Receives, checks, prints and transmits letter request with required documents to SDS Office	2 hours	Mary Antoniette Torrejos/ Ritchell Camino	None	None
2		Approves request	2 hours	SDS Rhea Mar Angtud	None	None
3		Prepares data or report	1-3 days (simple data) 7 days (complex data)	Feloiza Catingub	None	None
4		Transmits the report/data to Records Office for releasing	1 hour	Antonette Sta. Iglesia	None	None
5	Receives data requested	Receives, records and releases/emails approved letter with attached documents to the client	1 hour	Ritchell Camino/ Andy Bonnin Opone	None	None

END OF TRANSACTION