



Step	Applicant/Client	Service Provider	Duration of Activity	Office/Person Responsible	Fees	Required Documents
1	Submit a letter-request	Receive letter-request and draft Memorandum for the Director/OIC of Regulation Office for approval	5 minutes	ICT Division	None	Memorandum
2		Approve/Deny request	1-2 days	Regulations Office	None	Memorandum
3		If approved, prepare the requested data. If denied, inform the client	15 minutes - 2 hours	ICT Division	None	Order of Payment
4		Prepare the order of payment		ICT Division	None	
5		Fill out order of payment;	3 minutes	Regulations Office	None	Order of Payment
6		Advise the client to pay fee	3 minutes	ICT Division	None	
7	Prepare payment and proceed to ICT Division for the issuance of Order of Payment	Issue Order of Payment	1 minute	ICT Division	None	Order of Payment
8	Pay the amount assessed on the Order of Payment	Receive payment, fill-out the Order of Payment and issue Official Receipt / Order of Payment;	5 minutes	Cashier	1st Page - ₱ 75.00 Succeeding pages - ₱ 4.00	Official Receipt
9	Present any valid ID, Official Receipt, Order of Payment and receive requested data. Sign on the Releasing Log Sheet	Issue the data requested and instruct the requestor to sign on the Releasing Log Sheet;	5 minutes	ICT Division	None	Releasing Log Sheet

END OF TRANSACTION