





**Citizen's Charter No. SSB/AD-07**

**Name of Office** : **Property and Supply Management Section, Administrative Division, Support Services Branch**  
**Frontline Service** : **Issuance of Copy of Property Acknowledgement Receipt**  
**Schedule of Availability of Service** : **Monday – Friday, 10:00 AM – 11:00 AM, 3:00PM – 4:00PM**  
**Who May Avail of the Service** : **Internal Clients**  
**How to Avail of the Service** : **Online/Walk-in**

No. [A]	CUSTOMER ACTIVITY [B]	ACTION [C]	OFFICE/PERSON RESPONSIBLE/ LOCATION [D]	DURATION [E]	DOCUMENTARY REQUIREMENTS [F]	AMOUNT OF FEES [G]	
1	Request a copy of PAR or ICS personally or through phone and fill-out Client Report Form/CRMS 	Receive the filled-out request form and verify the requestee's name in the logbook of controlled PAR	 <b>PAUL B. CRUCIS</b> Data Processor III	1 minute	Client Request Form/CRMS	None	
		Access the files of the requestee and the availability of the requested PAR 			3 minutes		
		Release the Copy to the requestee and return the CRF for feedback			1 minute		

2	Receive the copy of PAR or ICS and fill-out the Client's Acceptance portion of the CRF					
				<b>Total Duration:</b> <b>5 minutes</b>		