

HOW TO REQUEST FOR COPIES OF A CASE DOCUMENT

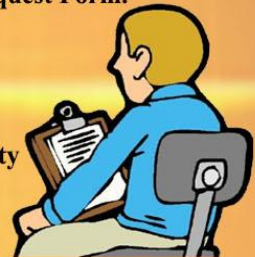


ANY PARTY OF THE CASE, OR AUTHORIZED REPRESENTATIVE OR COUNSEL ON RECORD (the Requester) shall proceed to the OMB-MOLEO PUBLIC ASSISTANCE AND COMMUNITY COORDINATION BUREAU submits his letter or accomplishes a Letter Request Form.

PACCB Officer of the day, upon receiving the Letter Request Form:

- a. Checks the purpose of the request and if Requester is a party to a case
- b. Inquires with the OMB-MOLEO Records Section regarding the availability of the requested document.

** OMB-MOLEO Records Officer transmits approved payment slip to the Requester*



Requester proceeds to the OMB-MOLEO Cashier Section to:

- a. Pay the amount stated on the Payment Slip
- b. Receives an Official Receipt



Requester leaves after:

- a. OMB-MOLEO Records Officer releases the documents
- b. Presenting Visitor's slip signed by the OMB-MOLEO Records Section or OMB-MOLEO Public Assistance and Community Coordination Bureau Officer to the 1st Floor Lobby Guard and claiming his ID
- c. Dropping his Feedback Form on the appropriate box at the 1st Floor Lobby.



PLAIN PHOTO COPIES	P5.00/page
CERTIFIED PHOTOCOPIES	P10.00/page+
CERTIFICATION FEE per TYPE OF DOCUMENT	P100.00