

INTERNAL SERVICES

Management of Information System Department

1. Posting of Files and/or Content



APO PRODUCTION UNIT, INC.

Who may avail?

APO Production Unit, Inc. Employees

Describes the procedure for posting data, files, document, and content on APO-PUI's official website.

Office in-charge

Management Information System Department

Type of transaction

G2G - Government to Government (Simple Transaction)

Checklist of requirements

1) Requisition and Issuance Slip - 1 original copy and 2 duplicate copies (to be secured from MIS Department)

Total time duration

1 hour and 20 minutes

CITIZEN'S CHARTER

Posting of Files/Content

Steps	Action Taken	Fees to be Paid	Processing Time	Person/Office Responsible
1) Submit the accomplished posting request form to the MIS Department	1.1) Receive the accomplished Posting Request Form	None	5 minutes	Programmer – MIS Department
	1.2) Approval of the posting request	None	15 minutes	Manager - MIS Department
	1.3) Post the data, files, document, content on APO-PUI's website	None	1 hour	Programmer – MIS Department
	- END OF TRANSACTION -			