

Receiving Of Documents

The Chief of Medical Professional Staff is one of the support units of the institution. All documents, communications, hospital issuances and processing regarding the Medical Service Department starts in this office for review, recommendation before it is being forwarded to the office of the Medical Center Chief II.

Office or Division:	Office of The Chief Medical Professional Staff			
Classification:	Simple			
Type of Transaction:	G2G-Government to Government			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None		None		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit documents to CMPS staff	1. Received the documents	None	2 minutes	CMPS Clerk Office of the SAO
	2. Record the document in the logbook	None	5 minutes	CMPS Clerk Office of the SAO
	3. Forward document to CMPS for review and action	None	3 minutes	CMPS Clerk Office of the SAO
	4. CMPS will review and act on the documents.	None	1 day	CMPS Office of the SAO
	4. Forward to MCC II for approval	None	5 minutes	CMPS Office of the SAO
	Total:	None	1 day 15 minutes	