

Carrascal, Ato ini!



Citizen's Charter

Office of the Secretary to the SB

**Quick Quality Services
to all Carrascalanons!**

Municipal Hall,
8318 Carrascal, Surigao del Sur

For more information
Please Contact:
MR. CELSO P. AZARCON
Municipal Secretary



www.carrascal.gov.ph

AVAILING INFORMATION SERVICES

SERVICE DESCRIPTION:

REQUIREMENTS:

1. Submit Formal Request
2. Sign in the logbook the date of Request and Enumerate the requested Legislative documents/issuance with complete details.

FEES:

• PROCEDURES TO AVAIL THE SERVICE •

Follow these steps	It will take you	Please Approach
1. Submit formal request	10 minutes	<i>Delia R. Guiral</i> Administrative Aide - VI <i>Adela L. Ortega</i> Administrative Aide – III <i>Emelyn B. Millan</i> Administrative Aide - I
2. Received the Final Documents	10 minutes	

SKETCH MAP

Office of the SB Secretary

SECOND FLOOR

