

**RECORDS OFFICE**

**SERVICES**

- 1. Letter Request**
- 2. Research Assistance**

**Schedule:**

Day : Monday to Friday  
Time: 8:00am to 5:00pm

**Who may avail:**

- 1. PSC recognized National Sports Associations (NSAs)
- 2. Philippine Olympic Committee
- 3. Other Government and Non-Government Entities
- 4. General Public

**What are the Requirements:**

- 1. Request Letter with contact number
- 2. Photocopy of valid Identification Card

**Duration:** 8 minutes

**How to avail the services:**

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY	PERSON-IN-CHARGE	FEEES	FORMS
1	Proceeds to Records Section and present the documents/ letters to the receiver for barcoding, logging, scanning and photocopying.	Screens the documents before receiveing.	5 minutes	Records Office Staff	None	None
		Forward the documents to the respective action unit.	3 minutes	Records Office Staff	None	None
<b>END OF TRANSACTION</b>						