

3. Transmission of Fax Messages

Radio communication unit has Fax machine to provide an easy and smooth flow of communication system. This is to deliver and receive fax messages from and to different agencies and LGUs

Office or Division:	PADO, PDRRMD, Radio Communication unit.			
Classification:	Simple			
Type of Transaction:	G2B - Government to business G2G - Government to Government			
Who may avail:	all			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Copy of the message to be faxed. (1 Original)		Sender		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Verify if the message to be faxed is official 2. Dial 655-9407, inform the receiver that He/She has message to be fax, tell the number of pages and ask for a fax tone	1. Read the message and marked it received and have it logged. 2. A copy is filed for office reference. 3. Send it immediately and inform the agency or the sender on the status of the message.	None	2 minutes.	<i>Radio operator on duty</i> PADO-PDRRMD
TOTAL:		NONE	2 minutes	