Uploading of Information at Naga City Website

ABOUT THE SERVICE

The City is responsible to update the needed information on the website. Naga City website provides the public access to government documents that will be more convenient to people and for them to easily locate their needs.

Department / Office:	i-GOVERNANCE OFFICE			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizens G2G - Government to Government			
Who may avail	Any Resident			
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE			
• Document/s for uploading				
CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Submit the document/s.	2. The person-in-charge will receive the document/s.		1 minute	REEXA EMERALD R. VILLAREYES Office Staff (Job Order)
	3. The document is reviewed and approved for uploading.		2 minutes	HUBERTO I. URSUA Program Director
	4. Scanning of document/s. Once approved, person-in-charge will scan the document/s to the computer.		3 minutes	REEXA EMERALD R. VILLAREYES Office Staff (Job Order)
	5. Uploading and checking of links. The document/s will be uploaded on the website.		3 minutes	
TOTAL		None	9 minutes	

i-GOVERNANCE OFFICE
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