

## V. Processing Flow

Step No.	Client Step	Office/Person Responsible	Time Frame	Location of Office
1	<u>Submit duly accomplished application with required documents to the (Evaluator) Licensing Unit for initial screening and secure Order of Payment</u>	<p style="text-align: center;"><b>NTC7 Evaluator(s)</b>            Bill L. Peralta; Dennis C. Rocamora;            Felipe A. Gumalo Jr.;Ma. Myrna C. Cagasan;            Mitchel Mari D. Seno;Jennylyn E. Juntar;            Ma. Christine S. Yeban;Juan G. Tabañag;            Romeo G. Formentera, Jr.;Rindley C. Reginio</p>	<b>20 mins.</b>	NTC7 Ground Floor
2	<u>Submit duly accomplished application with required documents and the initialled Order of payment for approval to Regional Director/CEO</u>	<b>NTC 7 Regional Director - Jesus M. Laureno</b> <b>Chief of Operation - Bobby N. Bautista</b>	<b>5 mins.</b>	NTC7 Ground Floor
3	<u>Submit to Cashier all document and duly accomplished application with required documents and the approved Order of payment for payment of prescribed fees.</u>	<b>NTC7 Cashier - Mary Antonette T. Lacustales</b>	<b>10 mins.</b>	NTC7 Ground Floor
4	Submit duly accomplished application with required documents to the NTC7 Receiving Section.	<b><u>NTC7 Receiving</u></b> Catrina Abella; Charewin M. Baraba	<b>10 mins.</b>	NTC7 Ground Floor
5	Claim your permit/license as scheduled at the Releasing Section.	<b><u>Records Section/Releasing Unit:</u></b> Evelyn D. Miguel	<b>10 mins.</b>	NTC7 Ground Floor