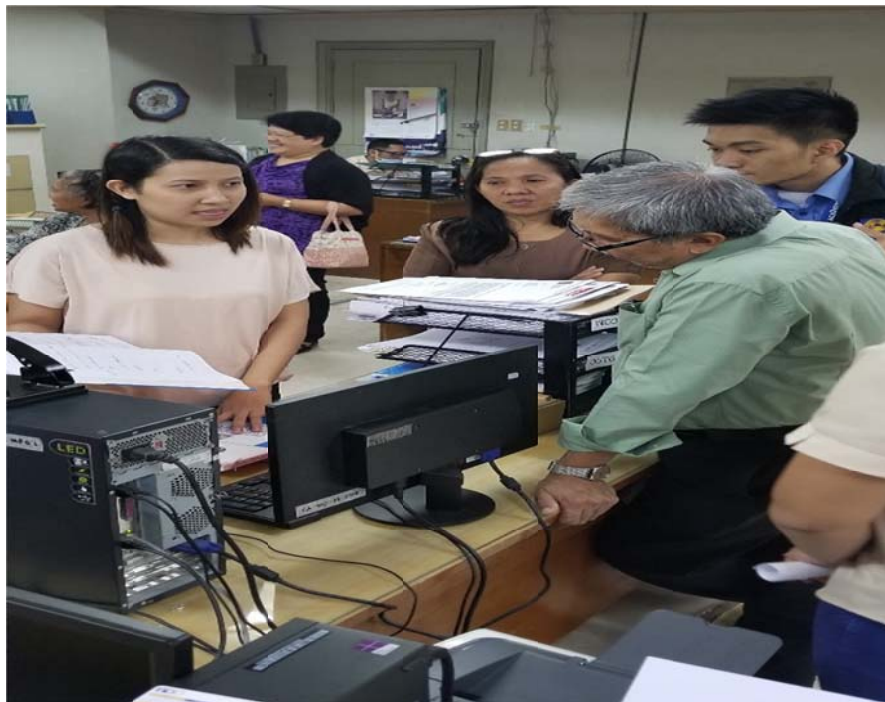


PROCESS WALKTHROUGH

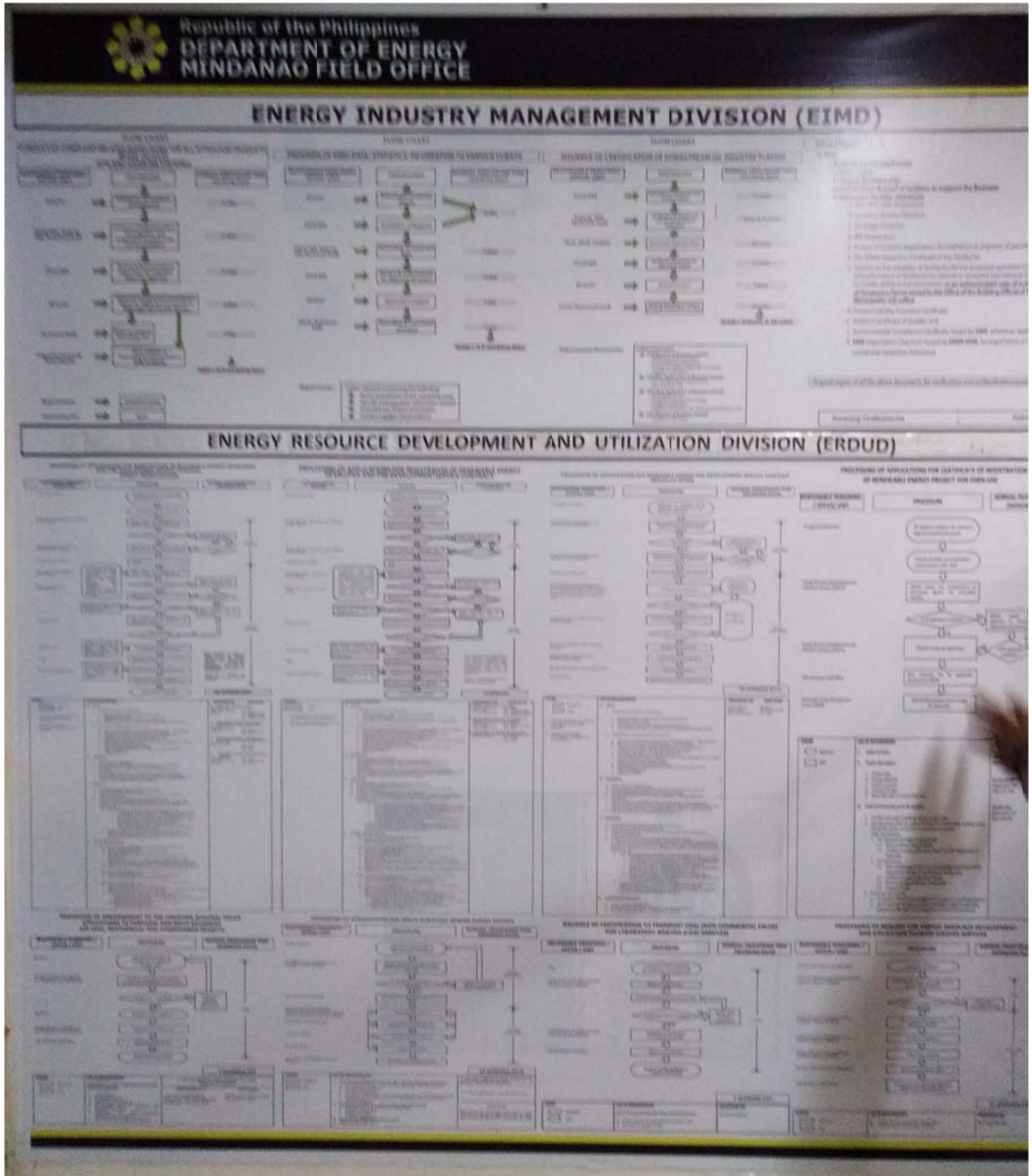


VFO staff explaining the content of their approved process that is included in the Citizens Charter



Mr. Alcon clarifying on the steps in processing of application, particularly in the tracking system of documents received from walk-in applicants and mailed applications for process

MFO CITIZEN CHARTER



Citizens Charter needs to be updated







Screening and validation of documents being processed



Ast. Director Bariso asking the impact of the approved documents by former MFO Dir. Llana. It was suggested to change the document and to be signed by the existing OIC Director to provide the appropriate accountabilities of officials.

5S GOOD HOUSEKEEPING APPRAISAL





Need proper wire management of equipment



Walls need refurbishment and painting. Tarpaulins used to hide the cracks and worn-out walls

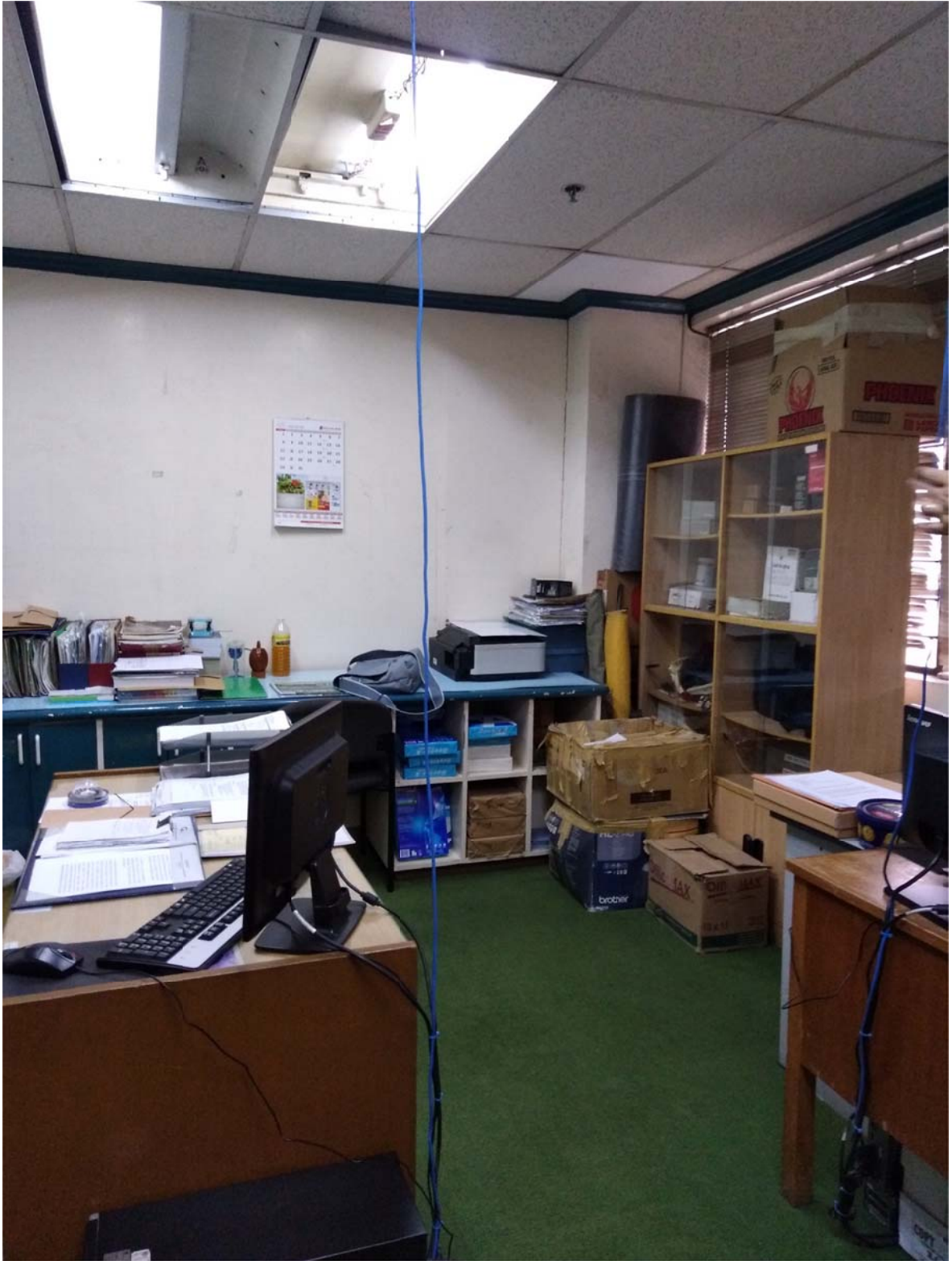


Need proper IT wire management of internet connection



Wall cracks and big holes in the conference was hidden with a big banner. The conference hall need to be improved since it also serves as storage of other office equipment





Room needs improvement based on 5S



Files were properly labelled



Junked equipment in the storage area need for disposal



Piles of documents needs sorting and piling