School documents, letters, send and receive workflow

Lantan campus General Office
official car arrived
AM 10：00
PM 15：00

Receive letters

Category letters

General letters and documents

Limit in person sign documents

Important document

Registered mail

Distributed to each department

Phone call to each department

Marked box in each department

Marked box in each department

Recipient name announced on the website

Receipt to the counter to receive