

1. SERVICE NAME : **REQUEST FOR THE USE OF TENTS , TABLES AND CHAIRS**

Service Information : Through the City General Services Office, the City extends assistance to all individuals, agencies, groups or organizations who wish to request for borrowing tents, tables and chairs for their occasions/activities.

OFFICE	: CITY GENERAL SERVICES OFFICE
CLASSIFICATION	: SIMPLE
TYPE OF TRANSACTION	: Government to Citizen / Government to Government
WHO MAY AVAIL	: Any individual, agency, group or organization

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Request form	City General Services Office
2. Approved Request form	City Mayor’s Office
3. Noted request	City General Services Office

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill out request form.	Make an assessment	None	2 minutes	Lester Gadiano
	Approve the request	None	1 minute	Reynaldo P. Querubin
2. Proceed to the Mayor's Office for notation.	Receive request form.	None	1 minute	CMO Personnel
	Approve Request form.	None	2 minutes	City Mayor Ericson G. Singson, MD
3. Show the noted request duly signed by the Mayor.	Schedule delivery	None	2 minutes	Efren Acance

2. SERVICE NAME : **REQUEST FOR THE USE OF FUNCTION ROOMS AND OTHER FACILITIES**

Service Information : Likewise, the CGSO extends assistance to agencies, groups or organizations who wish to request for the use of function rooms and other facilities.

OFFICE	: CITY GENERAL SERVICES OFFICE
CLASSIFICATION	: SIMPLE
TYPE OF TRANSACTION	: Government to Citizen / Government to Government
WHO MAY AVAIL	: Any agency, group or organization

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Letter of request duly approved by the City Mayor	Borrowing individual, agency, organization
2. Official Receipt	City Treasurer’s Office

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCES- SING TIME	PERSON RESPONSIBLE
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1. Present Letter of Request to City Mayor.	Approve Letter of Request	None	2 minutes	CMO Staff, City Mayor Ericson G. Singson, MD
2. Proceed to the Treasury Office for payment.	Issue receipt	<b>Civic Center</b> <b>A. Rental:</b> 1. Fund Raising Activities- P3,000.00/day 2. Entertainment Shows- P3,000.00/day <b>B. Electrical Power Consumption:</b> 1. Daytime or Night Time a) Use of Aircon Units: - 20 Toner -P200.00/unit/hr. - 10 Toner -P100.00/unit/hr. - 3 Toner -P50.00/unit/hr. b) Use of Power Outlets & Lights - 1st hr.-P300.00 - Succeeding hrs. – P250.00 <b>C. Ammenities:</b> 1. Chairs-P2.00/chair 2. Sound System-P500.00/day	2 minutes	CTO Personnel
2. Present Approved Letter of Request and Official Receipt.	Schedule availability of venue and coordinate for physical arrangement	None	2 minutes	Winnie Feraldo, Lester Gadiano