

# Development of Open Spaces Intended for Parks and Playground and Rehabilitation of Existing Parks and Playground

Office or Division	Parks Development and Administration Department		
Category	External Service		
Classification	Highly Technical		
Type of transaction	G2C (Government to Citizen), G2G (Government to Government)		
Who may avail	Barangay officials, Homeowners Associations, Public or City Owned Schools and Other Government Agencies		
Operating Hours	7:00 AM – 5:00 PM		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
STANDARD REQUIREMENTS:			
1. Letter of Request (1) Original Copy		Applicant /Client  <b>Remarks:</b> Submit letter of request addressed to Ar. Baltazar C. Avelino, uap, City Government Department Head III, Parks Development and Administration Department  Please indicate list of contact person/s and contact number/s.	
2. Deed of Donation (1) Photo Copy		<b>Agency – Division:</b> City General Services Department – Fixed Assets Management Division  <b>Remarks:</b> Secure a copy	
3. Barangay Resolution / HOA Board Resolution (1) Photo Copy		Applicant / Client  <b>Remarks:</b> Secure a copy of Barangay Resolution from the Barangay / HOA Board Resolution from HOA	
4. Location map / Sketch of Site (1) Original Copy or (1) Photo Copy		Applicant / Client  <b>Remarks:</b> Provide a location map or sketch plan of the proposed open space for development/rehabilitation	
UPON ISSUANCE OF PROJECT VALIDATION REPORT INFRA FORM B2 (STEP 1.4)			
A. B2 Project Validation Report Infra Form B2 (1) Original Copy or (1) Photo Copy		<b>Agency – Division:</b> City Planning Development Department (CPDD) – Land Use and Infrastructure Development Division	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit a letter requesting for the development / rehabilitation / improvement of parks/open spaces	1.1 For recording and tagging of control number	None	20 min/s	<ul style="list-style-type: none"> <li>Administrative Aide III; Parks Development and Administration Department</li> </ul>

<b>Location:</b> Parks Development and Administration Department, 11 <sup>th</sup> Floor High Rise Building, QC Hall Compound  <b>Email:</b> <a href="mailto:pdad@quezoncity.gov.ph">pdad@quezoncity.gov.ph</a>	<b>1.2</b> Department Head / Assistant Department Head routes/assigns to Planning Division	None	2 day/s 7 hour/s 40 min/s	<ul style="list-style-type: none"> <li>Department Head, Parks Development and Administration Department</li> <li>Assistant Department Head; Parks Development and Administration Department</li> </ul>
	<b>1.3</b> Upon receipt of Planning Division, the Research and Verification Section will verify and validate if concerned park is donated. If not, the Parks Development and Administration Department (PDAD) will send a reply letter to the requesting party informing them that the concerned open space/park should be donated first to the city government to be recommended for funding. If the owner intends to donate the open space, he can write letter of intent to the City General Services Department (CGSD). Checklist of requirements shall be provided by said department.	None	4 days	<ul style="list-style-type: none"> <li>Planning and Programming Division Head; Parks Development and Administration Department</li> <li>Engineer II (Geodetic Engineer); Parks Development and Administration Department</li> </ul>
	<b>1.4.</b> For donated open spaces, the letter will be forwarded to the assigned technical staff for inspection. The assigned team will prepare the Inspection Report and Project Validation Report Infra Form B-1 to be submitted to City Planning Development Department (CPDD) thru the Infracom Secretariat for the preparation of Project Validation Report Infra Form B-2.	None	13 day/s	<ul style="list-style-type: none"> <li>Architect; Parks Development and Administration Department</li> <li>Engineer-in-charge; Parks Development and Administration Department</li> </ul>
<b>TOTAL PROCESSING TIME</b>			<b>20 day/s</b>	

Repair and Maintenance of Parks and Playground

Office or Division	Parks Development and Administration Department	
Category	External Service	
Classification	Highly Technical	
Type of transaction	G2C (Government to Citizen), G2G (Government to Government)	
Who may avail	Barangay officials, Homeowners Associations, Public or City Owned Schools and Other Government Agencies	
Operating Hours	7:00 AM – 5:00 PM	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Letter request and sketch of site (1) Original Copy		Applicant /Client  <b>Remarks:</b> 1.Submit letter of request addressed to Ar. Baltazar C. Avelino, uap, City Government Department Head III, Parks Development and Administration Department  Please indicate name/s of contact person and contact number/s
2. Deed of Donation (2) Photo Copy		<b>Agency – Division:</b> City General Services Department – Fixed Assets Management Division  <b>Remarks:</b> Secure a copy

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit a letter requesting for the repair and maintenance of existing parks and playgrounds  <b>Location:</b> Parks Development and Administration Department (PDAD), 11 <sup>th</sup> Floor High Rise Building, QC Hall Compound  <b>Email:</b> <a href="mailto:pdad@quezoncity.gov.ph">pdad@quezoncity.gov.ph</a>	<b>1.1</b> For recording and tagging of control number	None	20 mins	<ul style="list-style-type: none"><li>Administrative Aide III; Parks Development and Administration Department</li></ul>
	<b>1.2</b> Department Head/ Assistant Head routes/ assigns to Construction and Maintenance Division	None	2 Day/s 7 hour/s 40 min/s	<ul style="list-style-type: none"><li>Assistant Department Head; Parks Development and Administration Department</li><li>Department Head; Parks Development and Administration Department</li></ul>
	<b>1.3</b> Technical Staff-In-Charge will verify from the Research and Verification Section of the Planning and Programming Division if the concerned park is already donated to the city government. If not, PDAD will send a letter to the requesting party that the open space must be donated first to the city government before we	None	5 days	<ul style="list-style-type: none"><li>Engineer II (Geodetic Engineer); Parks Development and Administration Department</li><li>Engineer I; Parks Development and Administration Department</li><li>Draftsman III; Parks Development and Administration Department</li><li>Construction and Maintenance Foreman; Parks</li></ul>

	can take appropriate action.			Development and Administration Department
	1.4. If the subject park is already donated to the city government, Technical Staff-In-Charge inspects, coordinates, prepares report and detailed cost estimate for the requested repair.	None	9 days	<ul style="list-style-type: none"> <li>Engineer I; Parks Development and Administration Department</li> <li>Draftsman III; Parks Development and Administration Department</li> <li>Construction and Maintenance Foreman; Parks Development and Administration Department</li> </ul>
	1.5. Preparation of reply letter to the requesting party.	None	3 days	<ul style="list-style-type: none"> <li>Draftsman III; Parks Development and Administration Department</li> </ul>
TOTAL PROCESSING TIME			20 day/s	

**TREE CUTTING/BALLING OF TREES**

Office or Division	Parks Development and Administration Department		
Category	External Service		
Classification	Highly Technical		
Type of transaction	G2C (Government to Citizen), G2G (Government to Government)		
Who may avail	Barangays, Homeowners Associations, City-owned Schools/Universities		
Operating Hours	7:00 AM – 5:00 PM		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
STANDARD REQUIREMENTS:			
5. Letter of Request (1) Original Copy		Applicant /Client  <b>Remarks:</b> Submit letter of request addressed to Ar. Baltazar C. Avelino, uap, City Government Department Head III, Parks Development and Administration Department  Please indicate the name of contact person/s and contact number/s	
6. Tree Cutting/Balling out Permit issued by DENR or PCA (1) Photocopy		<b>Remarks:</b> After the Certificate of No Objection (CNO) was issued, acquire a cutting permit.  For Coconut Trees, acquire Cutting permit from Philippine Coconut Authority (PCA). Go to this link for complete requirements and steps: <a href="https://www.pca.gov.ph/pdf/disclosure/permitcut.pdf">https://www.pca.gov.ph/pdf/disclosure/permitcut.pdf</a>  For all other trees, acquire Cutting permit from Department of Environment and Natural Resources (DENR) Apply permit thru their online application: <a href="http://www.denrnrcsys.online">www.denrnrcsys.online</a>	

1. Consent of affected neighbors (if any) (1) Photocopy	Applicant / Client
2. Pictures of affected trees to be cut/ball-out (1) Original Copy	Applicant / Client
3. Location Map or Sketch of Site (1) Original Copy	Applicant / Client
4. Endorsement Letter from the Barangay (1) Original Copy or 1 Photocopy	Applicant / Client

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
2. Submit request letter for Tree Cutting /Balling of trees  <b>Location:</b> Parks Development and Administration Department, 11 <sup>th</sup> Floor High Rise Building, QC Hall Compound  <b>Email:</b> <a href="mailto:pdad@quezoncity.gov.ph">pdad@quezoncity.gov.ph</a>	<b>1.1</b> For recording and tagging of control number	None	20 min/s	<ul style="list-style-type: none"> <li>Administrative Aide III; Parks Development and Administration Department</li> </ul>
	<b>1.2</b> The Department Head / Assistant Department Head routes/assigns the request to Greening Division	None	2 day/s 7 hour/s 40 min/s	<ul style="list-style-type: none"> <li>Assistant Department Head; Parks Development and Administration Department</li> <li>Department Head; Parks Development and Administration Department</li> </ul>
	<b>1.3</b> Verification, inspection and validation of the site for tree cutting / balling requests.	None	12 day/s	<ul style="list-style-type: none"> <li>Clerk I; Parks Development and Administration Department</li> <li>Laborer II; Parks Development and Administration Department</li> <li>Storekeeper I; Parks Development and Administration Department</li> </ul>
3. Acquire Cutting/Balling Permit from DENR or PCA  <b>Location:</b> For Coconut Trees, acquire Cutting permit from Philippine Coconut Authority (PCA). Go to this link for complete requirements and steps: <a href="https://www.pca.gov.ph/pdf/disclosure/permitcut.pdf">https://www.pca.gov.ph/pdf/disclosure/permitcut.pdf</a>  For all other trees, acquire Cutting permit from Department of Environment and Natural Resources (DENR) Apply permit thru their online application: <a href="http://www.denrncrsys.online">www.denrncrsys.online</a>	2.1. An inspection report will be submitted to the Department Head for information and approval.	None	4 day/s	<ul style="list-style-type: none"> <li>Department Head; Parks Development and Administration Department</li> <li>Special Operations Officer III; Parks Development and Administration Department</li> </ul>
	2.2. If approved, a Certificate of No Objection (CNO) will be issued. Said Certificate is one of the requirements for a Cutting Permit.  All requests with a Cutting/Balling Permit from DENR or PCA that will be done by admin will be forwarded to the	None	1 day/s	<ul style="list-style-type: none"> <li>Clerk I; Parks Development and Administration Department</li> <li>Laborer II; Parks Development and Administration Department</li> </ul>

	Operations Group for scheduling.			
TOTAL PROCESSING TIME			20 day/s	

TREE TRIMMING/PRUNING

Office or Division	Parks Development and Administration Department		
Category	External Service		
Classification	Highly Technical		
Type of transaction	G2C (Government to Citizen), G2G (Government to Government)		
Who may avail	Barangays, Homeowners Associations, City-owned Schools/Universities		
Operating Hours	7:00 AM – 5:00 PM		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
STANDARD REQUIREMENTS:			
1. Letter of Request (1) Original Copy		Applicant /Client  <b>Remarks:</b> Submit letter of request addressed to Ar. Baltazar C. Avelino, uap, City Government Department Head III, Parks Development and Administration Department  Please indicate name of contact person/s and contact number/s	
2. Endorsement from the Barangay (1) Original Copy or 1 Photocopy		Applicant / Client	
3. Consent of affected neighbors (if any) (1) Photocopy		Applicant / Client	
4. Pictures of affected trees to be trimmed/pruned (1) Original Copy		Applicant / Client	
5. Location Map or Sketch of Site (1) Photocopy or (1) Electronic Copy		Applicant / Client	
For Trimming/Pruning of more than 10 trees			
1.Tree Trimming/Pruning Permit issued by DENR (1) Photo Copy		<b>Agency - Division:</b> Department of Environment and Natural Resources - DENR-NCR	
<b>Remarks:</b> Apply permit thru online application <a href="http://www.denrnrcsys.online">www.denrnrcsys.online</a>			

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit request letter for Tree Trimming/Pruning.  <b>Location:</b> Parks Development and Administration Department, 11 <sup>th</sup> Floor High Rise Building, QC Hall Compound  <b>Email:</b> <a href="mailto:pdad@quezoncity.gov.ph">pdad@quezoncity.gov.ph</a>	<b>1.1</b> For recording and tagging of control number	None	20 min/s	<ul style="list-style-type: none"> <li>Administrative Aide III; Parks Development and Administration Department</li> </ul>
	<b>1.2</b> The Department Head/Assistant Department Head routes/assigns the request to Nursery and Arboretum Division	None	2 day/s 7 hour/s 40 min/s	<ul style="list-style-type: none"> <li>Assistant Department Head; Parks Development and Administration Department</li> <li>Department Head, Parks Development and Administration Department</li> </ul>

	1.3 Verification, inspection and validation of the site for tree trimming/pruning requests.	None	6 day/s	<ul style="list-style-type: none"> <li>• Clerk I; Parks Development and Administration Department</li> <li>• Laborer II; Parks Development and Administration Department</li> <li>• Storekeeper I; Parks Development and Administration Department</li> </ul>
	1.4. After verification, all feasible requests will be forwarded to the Operation’s Group for scheduling of tree trimming/ pruning.	None	1 day/s	<ul style="list-style-type: none"> <li>• Special Operations Officer IV; Parks Development and Administration Department</li> </ul>
	1.5. Tree trimming/pruning operation	None	10 day/s	<ul style="list-style-type: none"> <li>• Special Operations Officer III; Parks Development and Administration Department</li> <li>• Laborer II; Parks Development and Administration Department</li> </ul>
TOTAL PROCESSING TIME			20 day/s	

**GRASS CUTTING FOR PARKS, PLAYGROUNDS, CENTER AND DIRECTIONAL ISLANDS, AND SIDEWALKS**

Office or Division	Parks Development and Administration Department		
Category	External Service		
Classification	Complex		
Type of transaction	G2G (Government to Government)		
Who may avail	Barangays, Homeowners Associations, City-owned Schools/Universities		
Operating Hours	7:00 AM – 5:00 PM		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
STANDARD REQUIREMENTS:			
1. Letter of Request (1) Original Copy		Applicant /Client  <b>Remarks:</b> Submit letter of request addressed to Ar. Baltazar C. Avelino, uap, City Government Department Head III, Parks Development and Administrations Department  Please indicate the name of contact person/s and contact number/s	
2. 2.Deed of Donation (1) Photo Copy		<b>Agency - Division:</b> City General Services Department - Fixed Assets Management Division  <b>Remarks:</b> For parks and playground, secure a copy of Deed of Donation.	
3. Picture of the affected Center Island, Directional Island or Sidewalk (1) Original Copy		Applicant / Client	

CLIENT STEPS	AGENCY ACTIONS	FEE TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
<div>1. Submit the letter of request for grass cutting of park/open space, center islands, directional islands, and sidewalks</div> <div>Location: Parks Development and Administration Department, 11<sup>th</sup> Floor High Rise Building, QC Hall Compound</div> <div>Email: <a href="mailto:pdad@quezoncity.gov.ph">pdad@quezoncity.gov.ph</a></div>	<b>1.1</b> For recording and tagging of control number	None	20 min/s	<ul style="list-style-type: none"><li>Administrative Aide III; Parks Development and Administration Department</li></ul>
	<b>1.2</b> The Department Head / Assistant Department Head routes/assigns the request to Greening Division	None	2 day/s 7hour/s 40 min/s	<ul style="list-style-type: none"><li>Assistant Department Head; Parks Development and Administration Department</li><li>Department Head; Parks Development and Administration Department</li></ul>
	<b>1.3</b> Request will be forwarded to Operations Group for scheduling of grass cutting	None	1 day/s	<ul style="list-style-type: none"><li>Special Operations Officer III; Parks Development and Administration Department</li></ul>
	<b>1.5.</b> Grass Cutting Operation	None	3 day/s	<ul style="list-style-type: none"><li>Farm Foreman; Parks Development and Administration Department</li></ul>
TOTAL PROCESSING TIME			7 day/s	