



Republic of the Philippines
Quezon City

CLIMATE CHANGE AND ENVIRONMENTAL SUSTAINABILITY DEPARTMENT

GENERAL INQUIRIES, REQUEST FOR ORIENTATIONS, PARTNERSHIP AND OTHER COMMUNICATIONS (SIMPLE - PHYSICAL COMMUNICATION)

Office or Division:	CLIMATE CHANGE AND ENVIRONMENTAL SUSTAINABILITY DEPARTMENT
Category:	External Service
Classification:	Simple
Type of Transaction:	Government to Citizen (G2C), Government to Government (G2G)
Operating Hours:	7:00AM to 5:00PM
Who may avail:	ALL

CHECKLIST OF REQUIREMENTS

WHERE TO SECURE

For physical receiving of Letter Request, Communications:
2 copies - 1 for CCESD (Original),
1 for client (Photocopy)

Letters and Communications to be
provided by the requesting party

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
For Physical receiving at the Office: 1. File request at the Receiving Desk of the Department	1. Receiving Clerk to stamp receive the document and give feedback as to when they can follow-up	None	1 Minute	Receiving Clerk
	2. Receiving Clerk to route the document to the Office of the Head for instructions		5 Minutes	Receiving Clerk
	3. Office of the Head to give instructions to the concerned Division/Section		1 Day	City Government Department Head III City Government Assistant Department Head III
	4. Division/Section to coordinate with the requesting party		Not more than 2 days	Division / Section Chief
	Total		Not more than 3 days	

TYPES OF TRANSACTIONS

SIMPLE	All transactions that are not classified as complex and highly technical
COMPLEX TRANSACTIONS	Evaluation of proposal, comments on proposed bills, ordinances/resolutions, drafting of PPAs, Technical data and information and other similar documents
HIGHLY TECHNICAL	Formulation of Plans, Conduct of Feasibility Studies and other similar undertakings

ADDRESS:

6th Floor Civic Center D (BRO Bldg.),
Quezon City Hall Compound,
Quezon City

TEL. NO.:

8988-4242 local
8348 to 49, 8359 to 60

E-MAIL:

climatechange@quezoncity.gov.ph

FACEBOOK:

[@qc.climatechangedepartment](https://www.facebook.com/qc.climatechangedepartment)

YOUR FEEDBACK MATTERS!



SCAN HERE



Republic of the Philippines
Quezon City

CLIMATE CHANGE AND ENVIRONMENTAL SUSTAINABILITY DEPARTMENT

GENERAL INQUIRIES, REQUEST FOR ORIENTATIONS, PARTNERSHIP AND OTHER COMMUNICATIONS (COMPLEX - PHYSICAL COMMUNICATION)

Office or Division:	CLIMATE CHANGE AND ENVIRONMENTAL SUSTAINABILITY DEPARTMENT
Category:	External Service
Classification:	Complex
Type of Transaction:	Government to Citizen (G2C), Government to Government (G2G)
Operating Hours:	7:00AM to 5:00PM
Who may avail:	ALL

CHECKLIST OF REQUIREMENTS

WHERE TO SECURE

For physical receiving of Letter Request, Communications:
2 copies - 1 for CCESD (Original),
1 for client (Photocopy)

Letters and Communications to be
provided by the requesting party

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
For Physical receiving at the Office: 1. File request at the Receiving Desk of the Department	1. Receiving Clerk to stamp receive the document and give feedback as to when they can follow-up	None	1 Minute	Receiving Clerk
	2. Receiving Clerk to route the document to the Office of the Head for instructions		5 Minutes	Receiving Clerk
	3. Office of the Head to give instructions to the concerned Division/Section		1 Day	City Government Department Head III City Government Assistant Department Head III
	4. Division/Section to coordinate with the requesting party		Not more than 6 days	Division / Section Chief
	Total		Not more than 7 days	

TYPES OF TRANSACTIONS

SIMPLE	All transactions that are not classified as complex and highly technical
COMPLEX TRANSACTIONS	Evaluation of proposal, comments on proposed bills, ordinances/resolutions, drafting of PPAs, Technical data and information and other similar documents
HIGHLY TECHNICAL	Formulation of Plans, Conduct of Feasibility Studies and other similar undertakings

ADDRESS:

6th Floor Civic Center D (BRO Bldg.),
Quezon City Hall Compound,
Quezon City

TEL. NO.:

8988-4242 local
8348 to 49, 8359 to 60

E-MAIL:

climatechange@quezoncity.gov.ph

FACEBOOK:

@qc.climatechangedepartment

YOUR FEEDBACK MATTERS!



SCAN HERE



Republic of the Philippines
Quezon City

CLIMATE CHANGE AND ENVIRONMENTAL SUSTAINABILITY DEPARTMENT

GENERAL INQUIRIES, REQUEST FOR ORIENTATIONS, PARTNERSHIP AND OTHER COMMUNICATIONS (HIGHLY TECHNICAL - PHYSICAL COMMUNICATION)

Office or Division:	CLIMATE CHANGE AND ENVIRONMENTAL SUSTAINABILITY DEPARTMENT
Category:	External Service
Classification:	Highly Technical
Type of Transaction:	Government to Citizen (G2C), Government to Government (G2G)
Operating Hours:	7:00AM to 5:00PM
Who may avail:	ALL

CHECKLIST OF REQUIREMENTS

WHERE TO SECURE

For physical receiving of Letter Request, Communications:
2 copies - 1 for CCESD (Original),
1 for client (Photocopy)

Letters and Communications to be
provided by the requesting party

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
For Physical receiving at the Office: 1. File request at the Receiving Desk of the Department	1. Receiving Clerk to stamp receive the document and give feedback as to when they can follow-up	None	1 Minute	Receiving Clerk
	2. Receiving Clerk to route the document to the Office of the Head for instructions		5 Minutes	Receiving Clerk
	3. Office of the Head to give instructions to the concerned Division/Section		1 Day	City Government Department Head III City Government Assistant Department Head III
	4. Division/Section to coordinate with the requesting party		Not more than 19 days	Division / Section Chief
	Total		Not more than 20 days	

TYPES OF TRANSACTIONS

SIMPLE	All transactions that are not classified as complex and highly technical
COMPLEX TRANSACTIONS	Evaluation of proposal, comments on proposed bills, ordinances/resolutions, drafting of PPAs, Technical data and information and other similar documents
HIGHLY TECHNICAL	Formulation of Plans, Conduct of Feasibility Studies and other similar undertakings

ADDRESS:

6th Floor Civic Center D (BRO Bldg.),
Quezon City Hall Compound,
Quezon City

TEL. NO.:

8988-4242 local
8348 to 49, 8359 to 60

E-MAIL:

climatechange@quezoncity.gov.ph

FACEBOOK:

[@qc.climatechangedepartment](https://www.facebook.com/qc.climatechangedepartment)

YOUR FEEDBACK MATTERS!



SCAN HERE



Republic of the Philippines
Quezon City

CLIMATE CHANGE AND ENVIRONMENTAL SUSTAINABILITY DEPARTMENT

GENERAL INQUIRIES, REQUEST FOR ORIENTATIONS, PARTNERSHIP AND OTHER COMMUNICATIONS (SIMPLE - EMAIL)

Office or Division:	CLIMATE CHANGE AND ENVIRONMENTAL SUSTAINABILITY DEPARTMENT
Category:	External Service
Classification:	Simple
Type of Transaction:	Government to Citizen (G2C), Government to Government (G2G)
Operating Hours:	7:00AM to 5:00PM
Who may avail:	ALL

CHECKLIST OF REQUIREMENTS

WHERE TO SECURE

For emails, please send to:
climatechange@quezoncity.gov.ph

Letters and Communications to be
provided by the requesting party

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
For Physical receiving at the Office: 1. Client will send letter or communication through email climatechange@quezoncity.gov.ph	1. Office of the Head will acknowledge receipt of email and provide feedback as to whom the task has been assigned to 2. Office of the Head will give instructions to the concerned Division/Section via email 3. Division/Section to coordinate with the requesting party Total	None	1 Day 1 Day 1 Day 3 Days	City Government Department Head III Admin Officer II (Receiving Clerk) City Government Department Head III Division / Section Chief

TYPES OF TRANSACTIONS

SIMPLE	All transactions that are not classified as complex and highly technical
COMPLEX TRANSACTIONS	Evaluation of proposal, comments on proposed bills, ordinances/resolutions, drafting of PPAs, Technical data and information and other similar documents
HIGHLY TECHNICAL	Formulation of Plans, Conduct of Feasibility Studies and other similar undertakings

ADDRESS:

6th Floor Civic Center D (BRO Bldg.),
Quezon City Hall Compound,
Quezon City

TEL. NO.:

8988-4242 local
8348 to 49, 8359 to 60

E-MAIL:

climatechange@quezoncity.gov.ph

FACEBOOK:

[@qc.climatechangedepartment](https://www.facebook.com/qc.climatechangedepartment)

YOUR FEEDBACK MATTERS!



SCAN HERE



Republic of the Philippines
Quezon City

CLIMATE CHANGE AND ENVIRONMENTAL SUSTAINABILITY DEPARTMENT

GENERAL INQUIRIES, REQUEST FOR ORIENTATIONS, PARTNERSHIP AND OTHER COMMUNICATIONS (COMPLEX - EMAIL)

Office or Division:	CLIMATE CHANGE AND ENVIRONMENTAL SUSTAINABILITY DEPARTMENT
Category:	External Service
Classification:	Complex
Type of Transaction:	Government to Citizen (G2C), Government to Government (G2G)
Operating Hours:	7:00AM to 5:00PM
Who may avail:	ALL

CHECKLIST OF REQUIREMENTS

WHERE TO SECURE

For emails, please send to:
climatechange@quezoncity.gov.ph

Letters and Communications to be
provided by the requesting party

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
For Physical receiving at the Office: 1. Client will send letter or communication through email climatechange@quezoncity.gov.ph	1. Office of the Head will acknowledge receipt of email and provide feedback as to whom the task has been assigned to 2. Office of the Head will give instructions to the concerned Division/Section via email 3. Division/Section to coordinate with the requesting party Total	None	1 Day 1 Day 5 Days 7 Days	City Government Department Head III Admin Officer II (Receiving Clerk) City Government Department Head III Division / Section Chief

TYPES OF TRANSACTIONS

SIMPLE	All transactions that are not classified as complex and highly technical
COMPLEX TRANSACTIONS	Evaluation of proposal, comments on proposed bills, ordinances/resolutions, drafting of PPAs, Technical data and information and other similar documents
HIGHLY TECHNICAL	Formulation of Plans, Conduct of Feasibility Studies and other similar undertakings

ADDRESS:

6th Floor Civic Center D (BRO Bldg.),
Quezon City Hall Compound,
Quezon City

TEL. NO.:

8988-4242 local
8348 to 49, 8359 to 60

E-MAIL:

climatechange@quezoncity.gov.ph

FACEBOOK:

[@qc.climatechangedepartment](https://www.facebook.com/qc.climatechangedepartment)

YOUR FEEDBACK MATTERS!



SCAN HERE



Republic of the Philippines
Quezon City

CLIMATE CHANGE AND ENVIRONMENTAL SUSTAINABILITY DEPARTMENT

**GENERAL INQUIRIES, REQUEST FOR ORIENTATIONS, PARTNERSHIP AND OTHER COMMUNICATIONS
(HIGHLY TECHNICAL - EMAIL)**

Office or Division:	CLIMATE CHANGE AND ENVIRONMENTAL SUSTAINABILITY DEPARTMENT
Category:	External Service
Classification:	Highly Technical
Type of Transaction:	Government to Citizen (G2C), Government to Government (G2G)
Operating Hours:	7:00AM to 5:00PM
Who may avail:	ALL

CHECKLIST OF REQUIREMENTS

WHERE TO SECURE

For emails, please send to:
climatechange@quezoncity.gov.ph

Letters and Communications to be
provided by the requesting party

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
For Physical receiving at the Office: 1. Client will send letter or communication through email climatechange@quezoncity.gov.ph	1. Office of the Head will acknowledge receipt of email and provide feedback as to whom the task has been assigned to	None	1 Day	City Government Department Head III Admin Officer II (Receiving Clerk)
	2. Office of the Head will give instructions to the concerned Division/Section via email		1 Day	City Government Department Head III
	3. Division/Section to coordinate with the requesting party		18 Days	Division / Section Chief
	Total		20 Days	

TYPES OF TRANSACTIONS

SIMPLE	All transactions that are not classified as complex and highly technical
COMPLEX TRANSACTIONS	Evaluation of proposal, comments on proposed bills, ordinances/resolutions, drafting of PPAs, Technical data and information and other similar documents
HIGHLY TECHNICAL	Formulation of Plans, Conduct of Feasibility Studies and other similar undertakings

ADDRESS:

6th Floor Civic Center D (BRO Bldg.),
Quezon City Hall Compound,
Quezon City

TEL. NO.:

8988-4242 local
8348 to 49, 8359 to 60

E-MAIL:

climatechange@quezoncity.gov.ph

FACEBOOK:

[@qc.climatechangedepartment](https://www.facebook.com/qc.climatechangedepartment)

YOUR FEEDBACK MATTERS!



SCAN HERE