



Parks Development and Administration Department

1.0 Legal Mandate : **City Ordinance No. NC 134, S. 90**

2.0 VISION

Catalyst in transforming QC into a clean Garden City.

3.0 MISSION

A discipline and dedicated government service that provides Quezon City constituents quality living with safer and healthy environment by developing and maintaining open spaces.

4.0 FRONTLINE SERVICE

4.1 **NAME OF SERVICE PROVIDED: REPAIR AND MAINTENANCE OF PARKS AND PLAYGROUND**

Schedule of Availability of Service:

Days: Monday-Friday

Hours: 8:00 am to 5:00 pm without noon break

Who May Avail of the Service:

Barangay officials, Homeowners Associations, Schools & Constituents

What are the Requirements:

- Letter of Request
- Sketch of site
- Name of contact person and contact number

Duration: 6 working days and 10 minutes

How to Avail of the Service:

Step	Applicant/Client	Service Provider	Duration of Activity	Person in Charge	Fees	Form
1	Present a letter requesting for the repair and maintenance of existing parks and playground in QC.	Receiving clerk records details of the request.	10 minutes	Receiving clerk	None	None
2		Dept. Head/Asst. Head routes/assigns it to engineer in charge on said area.	1 day	Dept. Head/Asst. Dept. Head	None	None
3		Engineer-in-charge inspects, coordinates, makes report and detailed cost estimate	5 days	Engineer in charge	None	None

4		For recommendation for inclusion in the Dept.'s priority for repair and maintenance. *	Varies	Division Head	None	None
5		If approved and funded, actual repair or improvement shall be scheduled for implementation	* Note: with approved budget and available materials * duration of actual repair varies depending on the scope of work	Maintenance Operation's Group	None	None
END OF TRANSACTION						

4.2 **NAME OF SERVICE PROVIDED:** **Development of Open Spaces intended for Parks and Playground/Rehabilitation of Existing Parks and Playground.**

Schedule of Availability of Service:

Days: Monday-Friday

Hours: 8:00 am to 5:00 pm without noon break

Who May Avail of the Service:

Barangay officials, Homeowners Associations, Schools & Constituents

What are the Requirements:

- Letter of Request, copy of TCT and Deed of Donation
- Location map/Sketch of site
- Name of contact person and contact number

Duration: 27 working days and 10 minutes

How to Avail of the Service:

Step	Applicant/Client	Service Provider	Duration of Activity	Person in Charge	Fees	Form
1	Submit letter requesting development/ rehabilitation of parks/ open spaces.	For recording and tagging of control number.	10 minutes	Receiving Clerk	None	None
2		Dept. Head/Asst. Head routes/assigns to Research and Verification Section	2 days	Dept. Head/Asst. Dept. Head	None	None
3		If the concerned open space/park is not donated, the letter will be returned to requesting party with information that the open space must be donated first to the city government for proper documentation and planning.	2 days	Research and Verification Section	None	None
4		If concerned open space/park is donated, it will be forwarded to planning group assigned per district for inspection, preparation of plans and cost estimate.	20 working days	Architect/Engineers in-charge	None	None

5		After the preparation of plans and cost estimate, it will be forwarded to persons concerned for their signatures.	1 day	Division Chief/Asst. Dept. Head/Dept. Head	None	None
6		When all the documents are properly signed by all concerned with corresponding indorsement/reply letter, it will be forwarded to releasing/receiving section for documentation and release to requesting parties.	2 days	Releasing/Liason officer	None	None
END OF TRANSACTION						

4.3 NAME OF SERVICE PROVIDED:

Greening Services

- * **Issuance of Certificate of No Objection for Tree Cutting**
- * **Tree Planting**
- * **Tree Cutting/trimming and balling of trees**
- * **Grasscutting**
- * **Landscaping**

Schedule of Availability of Service:

Days: Monday-Friday

Hours: 8:00 am to 5:00 pm without noon break

Who May Avail of the Service:

QC constituents/Establishments/Institutions/Schools/Universities

What are the Requirements:

Basic Requirement: Letter of Request

Supporting Documents (For cutting of trees)

1. For Lot Owners
 - a. Photocopy of TCT
 - b. Consent of affected neighbors (if any)
 - c. Certificate of Residency of the owner issued by the Barangay/HOA
 - d. Pictures of affected trees to be cut

2. For Private and Government Contractor
 - a. Photocopy of the contract
(specifically including the scope of work and cost estimate)
 - b. Photocopy of the site development plan showing the affected trees.
 - c. Certificate of Residency of the owner issued by the Barangay/HOA
 - d. Pictures of affected trees to be cut

Processing Period: Varies depending on the nature of request

How to Avail of the Service:

Step	Applicant/Client	Service Provider	Duration of Activity	Person in Charge	Fees	Form
1	Submit a letter request for: <ul style="list-style-type: none"> • Tree cutting / trimming / grass cutting / balling • Tree planting • Tree cutting / balling permit • Landscaping 	Receiving section will receive the letter for recording and control number purposes.	10 mins.	Receiving Clerk	None	None
2		The Dept. Head will route the letter to corresponding person in charge.	1 day	Dept. Head / Asst. Dept. Head	None	None
3		a) Verification and inspection of the site for tree cutting/tree trimming/balling and grass cutting requests. a.1) After verification, request will be forwarded to the Operation's Group for scheduling of tree cutting/balling/trimming/ grass cutting.	3 days * varies depending on the size of the tree and actual situation (min. of 3 days)	Nursery Division Nursery Operation's Group	None None	None None
		b) Coordination with the HOA or the requesting party to verify if the project is feasible for tree planting. b.1) After site verification, the requesting party will coordinate with the Operation's Group for scheduling of actual tree planting.	3 days 1 day	Nursery Division Nursery Operation's Group	None None	None None
		c) Inspection and verification of the condition of the subject tree for cutting/trimming/balling. c.1) Submission of Inspection Report to Dept. Head c.2) Issuance of Certificate of No Objection	1 day 1 day 5 days	Nursery Division Nursery Division Head Dept. Head	None None Compliance/ Replacement for every tree to be trimmed/cut/ balled	None None None
		d) Inspection and preparation of landscaping plan & estimate d.1) For submission and approval of landscaping plan and cost estimate to the Dept. Head d.2) If funded, for implementation of landscaping works	7 days 1 day 7 days	Landscape Architect Nursery Division Head Nursery Operation Group	None None None	None None None