

## # Service Name **1. Repair and Maintenance of Parks and Playground**

Service Information **Provides repair and maintenance of existing parks and playgrounds within Quezon City**

<b>Office or Division:</b>	<b>Parks Development and Administration Department</b>			
<b>Classification:</b>	<b>Complex</b>			
<b>Type of Transaction:</b>	<b>Government-to-Citizens (G2C) / Government-to-Government (G2G)</b>			
<b>Who may avail:</b>	<b>Barangay officials, Homeowners Associations, Schools and Constituents</b>			
<b>CHECKLIST OF REQUIREMENTS (2 copies each)</b>		<b>WHERE TO SECURE</b>		
Letter Request		To be provided by the requesting party		
Sketch of Site		To be provided by the requesting party		
Name of Contact person and contact number		To be provided by the requesting party		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Present a letter requesting for the repair and maintenance of existing parks and playgrounds in QC.	1.1 Receiving clerk records details of the request.	None	10 minutes	Receiving Clerk
	1.2 Dept. Head/ Asst. Head routes/ assigns it to engineer in charge on said area.	None	1 day	Dept. Head/Asst. Dept. Head
	1.3 Engineer-in-charge inspects, coordinates, makes report an detailed cost estimate.	None	5 days	Engineer in charge
	1.4 For recommendation for inclusion in the Dept.'s priority for repair and maintenance.	None	Varies	Division Head
	1.5 If approved and funded, actual repair or improvement shall be scheduled for implementation.	None	*Note: with approved budget and available materials * duration of actual repair varies depending on the scope of work	Maintenance Operations Group

*Note: Client Steps and Agency Actions could be done either on-site or thru on-line process at [gcpdad@gmail.com](mailto:gcpdad@gmail.com) or landline 8988-4242 loc. 8461/8452 provided that all the requirements are complete.*

**# Service Name    2. Development of Open Spaces intended for Parks and Playground/Rehabilitation of Existing Parks and Playground**

Service Information To develop city-owned open spaces intended for parks and playgrounds and to rehabilitate existing parks and playgrounds

<b>Office or Division:</b>	<b>Parks Development and Administration Department</b>			
<b>Classification:</b>	<b>Highly Technical</b>			
<b>Type of Transaction:</b>	<b>Government-to-Citizens (G2C) / Government-to-Government (G2G)</b>			
<b>Who may avail:</b>	<b>Barangay officials, Homeowners Associations, Schools and Constituents</b>			
<b>CHECKLIST OF REQUIREMENTS (2 copies each)</b>		<b>WHERE TO SECURE</b>		
Letter Request		Requesting Party		
Copy of TCT		Register of Deeds		
Deed of Donation		QC General Services Department		
Location map/Sketch of Site		Requesting Party		
Name of contact person and contact number		Requesting Party		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit letter requesting development/ rehabilitation of parks/open spaces.	1.1 For recording and tagging of control number.	None	10 minutes	Receiving Clerk
	1.2 Dept. Head/Asst. Head routes/assigns to Research and Verification Section.	None	2 days	Dept. Head/Asst. Dept. Head
	1.3 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.	None	2 days	Research and Verification Section
	1.4 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.	None	Varies depending on the nature of request/scope of work	Architect/Engineer-in-charge

	1.5 After the preparation of plans and cost estimate, it will be forwarded to persons concerned for their signatures.	None	1 day	Division Chief/Asst. Dept. Head/ Dept. Head
	1.6 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.	None	2 days	Releasing/Liaison Officer

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### # Service Name    **3. Greening Services**

Service Information    **Provision of greening services such as:**

- a) Issuance of Certificate of No Objection for Tree Cutting
- b) Tree Planting
- c) Tree Cutting/trimming and balling of trees
- d) Grasscutting
- e) Landscaping

<b>Office or Division:</b>	<b>Parks Development and Administration Department</b>	
<b>Classification:</b>	<b>Complex</b>	
<b>Type of Transaction:</b>	<b>Government-to-Citizens (G2C) / Government-to-Government (G2G)</b>	
<b>Who may avail:</b>	<b>QC constituents/Establishments/Institutions/Schools/Universities</b>	
<b>CHECKLIST OF REQUIREMENTS (2 copies each)</b>		<b>WHERE TO SECURE</b>
Letter of Request		To be provided by the requesting party

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		a. To be provided by requesting party b. To be provided by requesting party c. Barangay Hall or HOA Office d. To be provided by requesting party  a. To be provided by requesting party b. To be provided by requesting party c. Barangay Hall or HOA Office d. To be provided by requesting party		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit a letter request for: <ul style="list-style-type: none"> <li>• Tree cutting / trimming / grass cutting / balling</li> <li>• Tree planting</li> <li>• Tree cutting / balling permit</li> <li>• Landscaping</li> </ul>	1.1 Receiving section will receive the letter for recording and control number purposes.	None	10 minutes	Receiving clerk
	1.2 The Dept. Head will route the letter to corresponding person in charge.	None	1 day	Dept. Head/Asst. Dept. Head
	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.	None	3 days  *varies depending on the size of the tree and actual situation (min. of 3 days)	Nursery Division  Nursery Operations Group
	b) Coordination with the HOA or the requesting party to verify if the site is feasible for tree planting.	None	3 days	Nursery Division

	b.1) After site verification, the requesting party will coordinate with the Operation's Group for scheduling of actual tree planting.	None	1 day	Nursery Operations Group
	c) Inspection and verification of the condition of the subject tree for cutting/trimming/balling.	None	1 day	Nursery Division
	c.1) Submission of Inspection Report to Dept. Head	None	1 day	Nursery Division Head
	c.2) Issuance of Certificate of No Objection	Compliance/Replacement for every tree to be trimmed/cut/balled	5 days	Dept. Head
	d) Inspection and preparation of landscaping plan & estimate	None	7 days	Landscape Architect
	d.1) For submission and approval of landscaping plan and cost estimate to the Dept. Head	None	1 day	Nursery Division Head
	d.2) If funded, for implementation of landscaping works	None	7 days	Nursery Operations Group

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