

3.2 Request for Deputation Seminar

The conduct of Deputation Seminar aims to continuously strengthen the enforcement capability of all relevant City Personnel in the implementation of City's existing sanitation and environmental laws and ordinances.

Office or Division:	Permits and Compliance Division			
Classification:	Simple			
Type of Transaction:	G2G–Government to Government			
Who may avail:	All relevant City Personnel			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter of Request for Deputation Seminar		Department of Sanitation and Cleanup Works of Quezon City (DSQC)		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceed to the receiving area of DSQC for the filling of the request letter	1. The letter will be routed to the Permits and Compliance Division to accommodate the request and to identify the date of the conduct of the seminar	None	Within 1 day	DSQC Permits and Compliance Division (Permits and Compliance Division)
2. Confirm attendance to the specified date and time of the actual seminar once informed by personnel-in-charge.	2. Inform the requesting party of the date and time of the deputation seminar.	None	Within 1 day	DSQC Permits and Compliance Division (Permits and Compliance Division)
3. Participate and complete the eight (8) hour conduct of deputation seminar	3. Provide an appropriate speaker with vast knowledge and experience in lieu with the City's Environment Code, and national environmental management laws,	None	Within 1 day	DSQC Permits and Compliance Division (Permits and Compliance Division)

	<p>together with the Department's Standard Operating Procedure (SOP) on inspection and apprehension, that will lead the deputation seminar.</p> <p>Issue a written examination at the latter part of the deputation seminar.</p>			
4. Receive the Official Deputation Order issued by the Honorable Mayor, and the Official EVR and ID for Newly Deputized Personnel	4.1 Coordination to those personnel who have passed the written examination for the issuance of Deputation Order, EVR, and ID.	None	Within 1 day	DSQC Permits and Compliance Division (Permits and Compliance Division)
	TOTAL	None	4 days	As mentioned above