



14. PERMIT FOR LEAFLETING / DISTRIBUTION OF FLIERS

The permit for the distribution of leaflets and fliers is to provide public and private entities the opportunity to market / promote their product and services within the Quezon City Hall Compound to the employees and transacting public.

Office or Division:	BUILDINGS AND GROUNDS MANAGEMENT DIVISION (BGMD)			
Classification:	Simple			
Type of Transaction:	G2B – Government to Business, G2G – Government to Government			
Who may avail:	Employees / Agents of Real Estate Company			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> Letter Request (1 original copy and 2 photocopies) Duly filled-up Request Form for Distribution of Leaflets (2 original copies) Sample Leaflet (2 original copies) photocopy of company ID (2 photocopies) 		<ul style="list-style-type: none"> Client Security and Housekeeping Services Section, BGMD Client Client 		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits request permit for Leafletting	1.1 Receives and logs letter request / Forwards letter request to the Department Head	None	10 Minutes	Receiving Staff RMCD
	1.2. Releases letter request with instruction of the Department Head to the BGMD BGMD Head gives instruction	None	5 minutes	City Gov't. Dep't. Head III Chief / Clerical Staff / BGMD
2. Clients accomplish the form and submit requirements	2.1. Explains the Guidelines and Requirements	None	5 Minutes	Chief Security and Housekeeping Services Section



	2.2. Approves / Signs the Request	None	5 Minutes	Division Head BGMD
3. Receives approved permit	3.1. Issues approved Permit to client	None	5 Minutes	Clerical Staff BGMD
	TOTAL	None	30 minutes	