



17. REQUEST FOR VENUE (MEETINGS / SEMINAR / EVENTS)

The Department provides venue for meeting, seminars, assembly etc. at the lobby, plaza, covered walks and other open spaces within the Quezon City Hall Compound, giving priority to government sponsored and approved activities. NGO and private groups can also be accommodated upon the approval of the management and availability of the requested venue.

Office or Division:	BUILDINGS AND GROUNDS MANAGEMENT DIVISION (BGMD)			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen, G2B – Government to Business, G2G – Government to Government			
Who may avail:	Any individual, groups, company			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> Letter Request (1 original copy and 2 photocopies) 		Client / Requesting Party		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits request letter through: <ul style="list-style-type: none"> Personal (submit at Records Management & Control Division) E-mail (send to gsd@quezoncity.gov.ph) 	1.1 Receives and logs letter request / Forwards letter request to the Department Head	None	10 Minutes	Receiving Staff Records Management & Control Division (RMCD)
2. Wait for action taken or release of reply	2.1. Releases letter request to the concerned division with instruction of the Department Head	None	5 minutes	City Government Department Head III
	2.2. Receives letter request / Forwards to BGMD Head for instruction / Verifies	None	5 Minutes	Clerical Staff BGMD



	the availability of the requested venue			
	2.3. Prepares reply letter either approved or disapproved If approved, issues guidelines	None	30 minutes	Clerical Staff BGMD
	2.4. Reviews and Initials reply letter	None	5 minutes	Section Chief / Division Chief/ BGMD Assistant Department Head
	2.5. Approves and signs reply letter	None	5 minutes	City Government Department Head III
3. Receives reply letter	3.1 Scans, logs, and releases reply letter to client through: <ul style="list-style-type: none"> • Personal / Mail • E-mail 	None	15 minutes	Releasing Staff RMCD
	TOTAL	None	1 hour and 15 minutes	