



19. REQUEST FOR CLOSE CIRCUIT TELEVISION (CCTV) FOOTAGE

There are two (2) CCTV service providers in QC Hall compound, the DRRMO and Lockheed Security and Investigation Agency, the service provider of QC Hall compound. Other CCTV cameras in some offices are owned by respective users. CCTV cameras installed within the buildings, path walks, perimeter gates and other facilities within the QC Hall premises were provided by the Lockheed in compliance with the technical requirement set forth in the Terms of Reference (TOR). The Lockheed CCTV operation is being handled by Lockheed security guard's certified CCTV operators and being monitored by the CGSD-BGMD Security Unit.

Office or Division:	BUILDINGS AND GROUNDS MANAGEMENT DIVISION (BGMD)			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen, 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) CCTV Request Form (2 original copies) Verbal or phone request 		<ul style="list-style-type: none"> Client Security and Housekeeping Services Section, BGMD 		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits CCTV Request Form or letter request	1.1. Receives and logs request	None	10 Minutes	Clerical Staff RMCD & BGMD
2. Wait for action taken or release of request / response	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 / Evaluates the nature and	None	5 Minutes	Staff Security Unit BGMD



	information of the request			
	2.3. Records the request at the CCTV request logbook.	None	3 minutes	Clerical Staff Security Unit BGMD
	2.4 Evaluates / Recommends approval / Approves the CCTV Request Form	None	5 minutes	Security Unit/ Division Chief BGMD and Asst. Dep't. Head
3. Receives request	3.1. Releases request upon approval of the request.	None	3 minutes	Clerical Staff Security Unit BGMD
	TOTAL	None	26 minutes	