



2. IMPLEMENTATION OF PROGRAMS / ACTIVITIES / PROJECTS

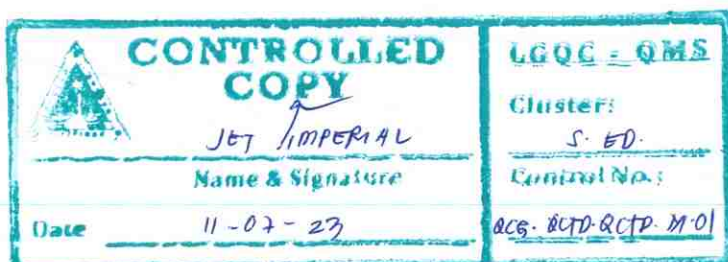
IMPLENTASYON NG MGA PROGRAMA/GAWAIN/PROYEKTO

The Quezon City Tourism Department implements/coordinates tourism, historical, culture and arts programs, activities and projects.

Ang Kagawaran ng Turismo ng Lungsod Quezon ay nagpapatupad/nag-uugnay ng mga programa, gawain, at proyekto sa turismo, kasaysayan, kultura, at sining.

Office/Department: Opisina/Departamento	Q.C. Tourism Department Kagawaran ng Turismo ng Lungsod Quezon
Classification: Klasipikasyon:	Complex
Type of Transaction: Uri ng Transaksiyon:	G2C – Government to Citizen G2B – Government to Business Entity G2G - Government to Government G2C – Gobyerno sa Mamamayan G2B – Gobyerno sa Entidad Pangnegosyo G2B – Gobyerno sa Gobyerno
Who May Avail: Sino ang maaaring makakuha:	Government Agencies/Organizations Non-Government Organization/Associations Civic Organizations All Mga Ahensiya/Organisasyon ng Pamahalaan Mga Organisasyon/Samahang Di-Pamahalaan Organisasyong Sibiko Lahat

CHECKLIST OF REQUIREMENTS TSEKLIST NG MGA KAHINGIAN	WHERE TO SECURE SAAN MAKUKUHA
Communication/Letter from concerned Party (1 original copy/ ecopy) (letter/Transmittal/ Endorsement/Referral) Komunikasyon/Liham mula sa kinauukulang partido (1 orihinal na kopya/ecopy) (liham/Transmittal/Endoso/Referral)	Written by concerned party/ requesting party Isinulat ng kinauukulang partido/humihiling





CLIENT STEPS MGA GAGAWIN NG KLIYENTE	AGENCY ACTION MGA AKSIYON NG AHENSIYA	FEES TO BE PAID MGA BABAYARAN	PROCESSING TIME PANAHON NG PAGPROSESO	PERSON RESPONSIBLE NAKATALAGANG TAUHAN
1. Forward/email the letter/ communication/ endorsement/ referral/ request/ transmittal to Receiving Desk/ qctd@quezoncity.gov.ph Iforward/i-email ang liham/ komunikasyon/ endoso/referral/ transmittal sa Receiving Desk/ qctd@quezoncity.gov.ph	Welcome the client and receives/ evaluates communication/ endorsement/ referral/request/ transmittal Acknowledge the Email Haharapin ang kliyente at tatanggapin/ susuriin ang komunikasyon/ endorsement/ referral/transmittal. Tumugon sa email.	None Wala	1 minute 1 minuto	Receiving Clerk Administrative Support Group Receiving Clerk Administrative Support Group
2. Leave the Office/ Wait for the action on the request Lisanin ang Opisina/ Hintayin ang magiging tugon sa hiling	Forward the endorsement/ referral/ request to the Head of Office/Action Officer Ipo-forward ang endorsement/ hiling sa Puno ng Opisina/Action Officer	None Wala	1 minute 1 minuto	Receiving Clerk Administrative Support Group Receiving Clerk Administrative Support Group
3. None Wala	Refer the matter to the concerned division head/s Ipadadala ang komunikasyon/ endorsement/ referral/transmittal sa kinauukulang puno/mga puno ng dibisyon	None Wala	1 day 1 araw	Head of Office/ Action Officer Pinuno ng Opisina/Action Officer

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	<p>Date: 11-07-23</p> <p>QCG.QCTD.QCTD.M.01</p>



<p>4. Attend to the queries or coordination meetings.</p> <p>Sagutin ang mga tanong o dumalo sa mga pulong para sa koordinasyon</p>	<p>Process the request/ referral etc. (which may include communicating with the requesting party)</p> <p>Ipoproseso ang hiling/referral, atbp (maaaring kabilang ang pakikipag-usap sa humihiling)</p> <p>Give evaluation/ recommendation to the Head of Office</p> <p>Magbibigay ng ebalwasyon/ rekomendasyon sa Pinuno ng Opisina</p>	<p>None Wala</p>	<p>4 days 4 na araw</p>	<p>Concerned Division Heads Mga Kinauukulang Puno ng Dibisyon</p>
<p>5. None Wala</p>	<p>Head of Office/Action Officer act on the recommendation and inform the concerned division head</p> <p>Aaksiyunan ng Pinuno ng Opisina/ Action Officer ang rekomendasyon at ipababatid sa mga kinauukulang puno ng dibisyon</p>	<p>None Wala</p>	<p>2 days 2 araw</p>	<p>Head of Office/Action Officer</p> <p>Pinuno ng Opisina/ Action Officer</p>
<p>6. Wait for coordination/ feedback Maghintay para sa koordinasyon/ feedback</p>	<p>Inform the requesting party of the action taken</p> <p>Ipababatid sa</p>	<p>None Wala</p>		<p>Concerned Division Head Kinauukulang Puno ng Dibisyon</p>

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	humihiling ang naging aksiyon		
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CLIENT STEPS MGA GAGAWIN NG KLIYENTE	AGENCY ACTION MGA AKSIYON NG AHENSIYA	FEES TO BE PAID MGA BABA YARAN	PROCESsing TIME PANAHON NG PAGPROSESO	PERSON RESPONSIBLE NAKATALAGANG TAUHAN
7. Participate in Preparation of Event/ Activity/ Projects Lumahok sa Paghahanda ng Event/Aktibidad/ Proyekto	Start preparation of event/ activity Coordinate with concerned agencies/offices/ individuals Holds Meetings Conducts Dry-Runs/ Rehearsals, etc. Sisimulan ang paghahanda ng event/aktibidad Makikipag-ugnay sa mga kinauukulang ahensiya/opisina/ indibidwal Magdaraos ng mga pulong Magsasagawa ng mga Dry Run/ Rehearsal, atbp.	None Wala	60 days 60 araw	Concerned Division Head Kinauukulang Puno ng Dibisyon
8. Participates / implements event Lumahok/isagawa ang event	Implementation / Execution of Event/Activity /Project Ipatutupad/ Isasagawa ang event/gawain/ proyekto	None Wala	2 days 2 araw	Concerned Division Head Kinauukulang Puno ng Dibisyon
9. None Wala	Post-event task Isasagawa ang mga gawaing post-event	None Wala	1 day 1 araw	Concerned Division Head Kinauukulang Puno ng Dibisyon
TOTAL KABUOAN		None Wala	70 days 70 araw	

(Implementation of Program/Activity/Project) qualified for multi-stage processing.
Total days dependent on date, type and magnitude of program/activity/project and the requesting party

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(Implementasyon ng Programa/Aktibidad/Proyekto) kwalipikado para sa multi-stage na pagpoproseso. Ang Kabuoang araw ay depende sa petsa, uri at laki/saklaw ng programa/aktibidad/proyekto, at humihiling

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Date 11-07-23	