



22. PERMIT FOR DISTRIBUTION OF LEAFLETS/ 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/ Fliers (2 original copies) • Sample Leaflet/ Fliers (2 original copies) • Photocopy of company ID (2 copies) 		<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 of permit for distribution of leaflets and fliers	1.1 Receives and logs letter request / Forwards letter request to the Department Head	None	10 minutes	Receiving Staff RMCD
	1.2. Forwards letter request with instruction to the BGMD BGMD Head gives instruction	None	5 minutes	City Govt. Dept. Head III Division Head / Clerical Staff BGMD
2. Clients accomplish the form and submit requirements	2.1. Explains the guidelines and requirements	None	5 minutes	Clerical Staff BGMD
	2.2. Evaluates and recommends approval of request	None	5 minutes	Section Chief Security and Housekeeping Services Section



	2.3. 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	35 minutes	