



25. REQUEST FOR VENUE, MANPOWER ASSISTANCE AND LOGISTICS (SOUND SYSTEM/ TABLES/ CHAIRS/ ROSTRUM/ BACKDROP, EXTENSION OUTLETS, etc.)

The Department provides logistics such as tables, chairs, rostrum, backdrop, extension outlets and sound system etc, as well as venue and manpower assistance to government sponsored and approved activities within Quezon City.

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:	Departments/ Offices, National Government Agencies, Government activities organizers			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> Letter Request (1 original copy and 2 photocopies) Verbal or phone request 		<ul style="list-style-type: none"> Client 		
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	10 minutes	City Government Department Head III
	2.2. Receives letter request / Forwards to BGMD Head for instruction / Verifies the availability of the requested logistics	None	10 minutes	Clerical Staff / Division Chief / Section Chief BGMD



	2.3. Prepares reply letter either approved or disapproved If approved, issues guidelines	None	30 minutes	Staff Security and Housekeeping Services Section BGMD
	2.4 Reviews and Initials reply letter	None	5 minutes	Section Chief / Division Head/ Asst. Dept. Head
	2.5. Approves and Signs reply letter	None	5 minutes	City Govt. Dept. 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	1 hour	Releasing Staff RMCD
	TOTAL	None	2 hours and 10 minutes	