



## **26. REQUEST FOR CLOSE CIRCUIT TELEVISION (CCTV) FOOTAGE**

There are two (2) CCTV service providers in QC Hall compound, the QCDRRMO and security agency of Quezon City 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 public facilities within the QC Hall premises were provided by the security agency in compliance with the technical requirements set forth in the Terms of Reference (TOR). The CCTV operation is being handled by the agency's security guard's certified CCTV operators and being monitored by the CGSD-BGMD Security Unit.

<b>Office or Division:</b>	<b>BUILDINGS AND GROUNDS MANAGEMENT DIVISION (BGMD)</b>			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen G2G – Government to Government			
<b>Who may avail:</b>	Any individual, groups, company, offices/ departments			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<ul style="list-style-type: none"> <li>Letter request (1 original copy and 2 photocopies)</li> <li>CCTV Request Form (2 original copies)</li> </ul>		<ul style="list-style-type: none"> <li>Client</li> <li>Security and Housekeeping Services Section, BGMD</li> </ul>		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
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	15 minutes	City Government Department Head III
	2.2. Receives letter request / Forwards to BGMD Head for instruction / Evaluates the nature and information of the request	None	15 Minutes	Staff Security Unit BGMD
	2.3. Records the request at the CCTV request logbook.	None	5 minutes	Clerical Staff Security Unit BGMD
	2.4 Evaluates / Recommends	None	5 minutes	Security Unit/ Division Chief



	approval / Approves the CCTV Request Form			BGMD and Asst. Dept. Head - Operations
3. Receives request for assistance in the CCTV room	3.1. Releases request upon approval of the request.	None	5 minutes	Clerical Staff Security Unit BGMD
	<b>TOTAL</b>	<b>None</b>	<b>55 minutes</b>	