



2.2. SERVICE NAME: ROAD SAFETY AWARENESS (Students and Guardians)

Office or Division:	Education and Training Section			
Classification:	Simple			
Type of Transaction:	Government to Citizen (G2C)			
Who May Avail:	Road Users (Students and Guardians)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Enrolled in School		School Division/Institutions		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.1. Letter Request offers Services on Road Safety Awareness to conduct seminar of Road Users (Students) to School Institutions from Head, TTMD.	None	30 Minutes	Head, TTMD/ Educ. Secretariat
1. Receives letter request from Head, TTMD	1.2. Coordinates/Schedules as per Program of Instructions.	None	30 Minutes	Educ. Secretariat
	1.3. Gives instructions to conduct seminars on Road Safety Awareness to Road Users (Students).	None	30 Minutes	Head, TTMD/OIC, Education & Training Section
	1.4. Conducts ocular inspection for venues on Road Safety Awareness seminar to Road Users (Students).	None	1 Hour	Educ. Secretariat
2 .Attends seminar on Road Safety Awareness.	1.5. Conduct seminar on Road Safety Awareness to Road Users (Students).	None	3 Hours	Educ. Secretariat
	1.6. Prepares and Submit After Activity Report on Road Safety Awareness Road Users (Students) to Head, TTMD.	None	30 Minutes	Educ. Secretariat
Total:		None	6 Hours	