

EXTERNAL SERVICES

1. Processing of Permit for the Use of Venues/ Facilities

Clients who intend to secure a permit to utilize venues/facilities in the park premises.

Office/ Department:			Quezon Memorial Circle Administration Office		
Classification:			Complex		
Type of Transaction:			G2C – Government to Citizen; G2B – Government to Business; G2G – Government to Government		
Who may avail:			Persons/Groups/Organizations who are interested in using venues/facilities in QMC		
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE		
1. Letter of Intent			Client		
2. Application Form			Reservation Desk, QMC Administration Office		
NO.	CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	Submit a letter of intent to QMC	Receive the intent letter and check the availability of venue/facilities; If available, this will be endorsed to QMC Administrator for review and approval	None	3 minutes	Reservation Desk Officer, QMC Administrator
2	Wait for the approval of request thru phone call or email	Notifies the client on the status of request thru phone call or email.	None	1 - 3 working days <i>(varies depending on the scope of request)</i>	Reservation Desk Officer
3	Receive a notification regarding the status of request. If approved, proceed to QMC Reservation Desk.	Issues an application form to the client once the request is approved.	None	3 minutes	Reservation Desk Officer
4	Receives and fill-up the Application Form and submit it to QMC Reservation Desk	Receive and check the submitted Application Form. If completed, refer the client to Finance & Collection Unit for processing of payment (if applicable)	None	10 minutes	Reservation Desk Officer
5	Proceed to Finance & Collection Unit to pay the corresponding fee (if applicable)	Receives payment and prepares Order of Payment. Requests Official Receipt to City Treasurer's Office	Varies depending on the requested venue	10 minutes	Finance & Collection Unit

		Prepares Official Receipt to be issued to the client (if applicable)	None	5 minutes	City Treasurer's Office Personnel
6	Claims permit/ official receipt	Discuss the park's rules and regulations in using a venue	None	10 minutes	Finance & Collection Unit, Reservation Desk Officer
7	Proceed to the requested venue on the given schedule	Monitors the conduct of event	None	Varies depending on the requested schedule of event	Event's Monitoring Team
		TOTAL		Maximum of 3 Working Days and 36 minutes	
	END OF TRANSACTION				