

**1. SERVICE NAME: Inquiry/ Request for Information**

**Description of the Service:** The City Tourism Office accepts inquiry regarding tourism matter especially coming from visitor/tourists

Office or Divisions:	CITY TOURISM OFFICE			
Classification:	Simple			
Type of Transactions:	G2C Government to Client			
Who may avail:	All			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
None		N/A		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Register to the visitors/ client logbook and state the inquiry ( in case of personal appearance)	Provide client with needed information	None	10 minutes	Princess L. Padua- Receiving clerk  Carla Suzette Vargas-City Tourism information and assistance Center  Ma. Cristina R. Simon- City Tourism Officer
Send Letter	Receive letter Respond to the letter Send response	None	15 minutes	Princess L. Padua- Receiving clerk  Ma. Cristina R. Simon-City Tourism Officer
Inquire through E-mail	Respond to the Email	None	15 minutes	Jamela Maltu- IT Administrator  Carla Suzette Vargas-City Tourism Information and assistance center  Ma. Cristina R. Simon-City Tourism Officer
<b>TOTAL:</b>		40 minutes		

