

3. SERVICE NAME: Delivering Information Education Campaign (IEC) on Ecological Solid Waste Management and Forest Conservation.

Description of the Service: Enhance Stakeholder's awareness on Ecological Solid Waste Management and Forest Conservation.

Office or Division:	City Environment and Natural Resources			
Classifications:	Simple			
Type of Transactions:	Government to Citizen			
Who may avail:	People of Ilagan			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Request Letter		People of Ilagan		
CLIENT STEP	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Request Letter	Preparations of Presentation Materials	None	50 minutes	<u>FRANCISCO A. CARMONA</u> <i>Supervising Admin. Officer</i>
	Conduct service and issuance of training certificate	None	1 day	<u>JOMEL C. BACANI</u> <i>Administrative Aide - II</i>
				<u>PABLO V. CABACCAN, JR</u> <i>OIC- City ENRO</i>
				<u>ELVIS B. BAYAD</u> <i>SEMS</i>
				<u>RAYMAN MARAMAG</u> <i>Administrative Aide- III</i>
TOTAL			1 day & 50 minutes	