

**5. SERVICE NAME: Museum Tour**

**Description of the Service:** The City Museum is under the City Tourism Office providing information on history, culture and heritage of the city of Ilagan.

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		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
Register to the Visitors/ client logbook	Museum Staff will tour the visitors providing information on culture, history and heritage of the city of Ilagan	None	20 minutes	Mary grace Cadiz- Focal Person
TOTAL			20 minutes	

Prepared By:

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**City Tourism Officer**