

1. **SERVICE NAME: Tour Services**

**Description of the Service:** The City Tourism Office coordinates tour for clients who seeks special privilege from the City mayor

|   |  |                        |                        |  |
|---|--|------------------------|------------------------|--|
| 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> |                        |  |
| Letter request approved by the City Mayor   |  | Client                 |                        |  |
| <b>CLIENT STEPS</b>                         | <b>AGENCY ACTION</b>   | <b>FEES TO BE PAID</b> | <b>PROCESSING TIME</b> | <b>PERSON RESPONSIBLE</b>  |
| Send letter to the Office of the City Mayor | If approved, letter will be forwarded to the City Tourism Office.<br><br>Coordinate with concern staff for the tour requested. | None                   | 20 Minutes             | Princess L. Padua – Receiving Clerk<br><br>Suzette Vargas – City Tourism Information and Assistance Center |
| <b>TOTAL:</b>                               |  | <b>None</b>            | 20 minutes             |  |