

3. SERVICE NAME: Availment of Technical Data/Information

Description of the Service: Data /Information gathering for business and educational purposes.

Office or Divisions:	City Planning & Development Office			
Classification:	Simple			
Type of transactions:	G2C, G2G, G2B			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE			
Valid ID School ID Driver's License, Passport, Postal ID, GSIS ID, SSS ID, TIN, Voter's ID	School LTO, DFA, Post Office, GSIS, SSS, BIR, COMELEC			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in Logbook	Give Logbook	None	5 mins	Nanette B. Ramos <i>Statistician IV</i>
2. Undergo brief background interview (if needed)	Conduct brief interview(if needed) - Accept Payment	None	10 mins	Nanette B. Ramos <i>Statistician IV</i>
3. Pay the required fees (for non-student) at City Treasurer's Office	Issue OR	P100	10 mins	Window 3 Albert M. Maddara RCC III Window 4 Ricardo A. Agtarap RCC III

				Window 5 Ruben S. Calimag RCC III
4. Get Requested data	Check OR Give Data requested	none	10 mins.	Nanette B. Ramos <i>Statistician</i>
TOTAL:			35 mins	