

3. MOTORCYCLE ESCORTS AND/OR TRAFFIC MANPOWER ASSISTANCE

The POSMO provides these allied services to VIPs, guest of the city government, motorcades, parades, funeral,processions, weddings and other special events

POFFICE OR DIVISION	PUBLIC ORDER AND SAFETY MANAGEMENT OFFICE			
CLASSIFICATION	SIMPLE			
TYPE OF TRANSACTION	G2C- Government to Citizens;			
WHO MAY AVAIL THE SERVICE	Any office of the city government, NGO, barangay officials, church leaders. Business establishment and private citizens			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Written request containing the nature of the event and other relevant details		Prepared by the requesting party		
Permit issued by the office of the city of mayor		Issued by the office of the city mayor		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1 submit written request to the office of the city mayor	1 Asses the feasibility of the request against the availability of the motorcycle escort/s; request proponent secure the permit	none	5 minutes	Officer in charge
2 Submit written request to the office of the mayor	2 . Issues Permit after proponent paid the applicable charge/s	none	8 minutes	Officer in charge
Submit request with the permit to POSMO admin Office	3 Process request and assign motorcycle escort as applicable	None	5 minutes	Officer in charge
TOTAL		Based on assessment	18 MINUTES	