



Internal/External

3. SERVICENAME: DELIVERING INFORMATION EDUCATION CAMPAIGN (IEC) ON ECOLOGICAL SOLID WASTE MANAGEMENT AND FOREST CONSERVATION.

Description of the Service: Information, Education, and Communication (IEC) service is tailored to raise awareness and promote sustainable practices in solid waste management and forest conservation. We engage communities, organizations, and local stakeholders through dynamic and informative programs that inspire action and long-term commitment to environmental stewardship

Office or Division:	City Environment and Natural Resources
Classification:	Simple
Type of Transaction:	Government to Citizen
Who may avail:	People of Ilagan

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
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1. Request Letter	People of Ilagan
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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Request Letter	Preparations of Presentation Materials	None	50 minutes	<u>JOMEL C. BACANI</u> <i>Administrative Assistant-V</i>
	Conduct service and issuance of training certificate	None	1 day	<u>RAYMAN S. MARAMAG</u> <i>Administrative Aide- III</i>
				<u>ARVIN A. PEREZ, LPT, MBA</u> <i>OIC- City ENRO</i>



					<p><u>PABLO V. CABACCAN, JR</u> <i>SEMS</i></p> <p><u>ELVIS B. BAYAD</u> <i>SEMS</i></p> <p><u>GERALD JOHN CARLO M.TORIBIO</u> <i>Administrative Aide - I</i></p>
				1 hour & 50 minutes	
			TOTAL		