



Internal/External

3. SERVICENAME: AVAILMENT OF TECHNICAL DATA/INFORMATION

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

Office or Division:	City Planning & Development Office
Classification:	Simple
Type of Transaction:	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)	None	10 mins	Nanette B. Ramos <i>Statistician IV</i>
3. Pay the required fees (for non-student) at City Treasurer's Office	Accept Payment Issue OR	P100	10 mins	<u>Window 3</u> Albert M. Maddara RCC III



4. Get Requested data	Check OR Give Data Requested	None	10 mins.	Nanette B. Ramos <i>Statistician IV</i>
TOTAL			35 mins	