



Internal/External

5. SERVICENAME: SECURITY SERVICES (PROCESS FOR THE ENTRY OF VISITORS)

Description of the Service: Ensure visitors’ safety and well being during their time within the facility or premises.

Office or Division:	City General Services Office			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Legal Documents (if any)		Other Local and National Agencies (if applicable)		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Logbook	The Public Assistance Desk shall log in the security visitor’s logbook upon entering the City Hall premises.	None	2 minutes	Guard on duty
2. Inspection	The Security Guard shall conduct the following security methods <ul style="list-style-type: none"> • Frisking Inspection of Bag	None	1 minute to 2 minutes	Guard on duty



	TOTAL	None	Approximately 4 minutes	
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