



Internal/External

6. SERVICE NAME: LENDING OF AMBULANCE AND OTHER LGU VEHICLES

Description of the Service: The City Government of Ilagan lends ambulances for patient transport (e.g., hospital transfer, discharge) and other LGU vehicles for official or justified purposes. Requests are subject to availability, approval, and compliance with LGU policies.

Office or Division:	Office of the City Mayor			
Classification:	Simple Transaction			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	All Ilagueño citizens (subject to approval and priority rules)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Request Letter (indicating purpose, date, and destination)		➤ Prepared by the client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit request	Receive and assess	None	3 minutes	Claire Tamano / <i>Admin Asst. II</i>
2. Endorsement to IMAC	Approve request and endorse to Ilagan Mayor's Action Center (IMAC) for release and delivery of burial assistance	None	2 minutes	Hon. Josemarie L. Diaz, <i>City Mayor</i>



3. Proceed to IMAC to sign Vehicle Usage Agreement	Present agreement for client signature and coordinate release of ambulance / LGU vehicle	None	5 minutes	Leandro Balingao, <i>IMAC Focal Person</i>
TOTAL		10 minutes		