



Internal/External

2. SERVICENAME: RECEIVE AND PROCESS REQUEST LETTERS FOR TRAFFIC CONTROL, VIP ESCORT, AND CROWD MANAGEMENT ASSISTANCE

Description of the Service: Receives and processes request letters for traffic management, VIP escort, or crowd control assistance during official events and authorized activities within the city.

Office or Division:	Public Order and Safety Management Office
Classification:	Simple
Type of Transaction:	Government to Government Government to Business
Who may avail:	City Government Offices, Barangays, and authorized organizations

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Request Letter Event Permit – Motorcade (if applicable)		Requesting Office/Organization Business Permits and Licensing Office (BPLO), City of Ilagan		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Log in to the visitor's record book	Provide a visitor logbook and monitor entry	None	2 minutes	POSMO Staff
2. Submit a request letter and permit (if required)	Evaluate the request and schedule personnel	None	10 minutes, depending on the activity	POSMO Head/POSMO Deputy
3.	Deploy POSMO personnel to the event area.	None	Event Duration	POSMO Personnel/POSMO Riders



TOTAL		12 minutes (Excluding event Duration)	
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