



Internal/External

2. SERVICENAME: TOUR SERVICES

Description of the Service: The City Tourism Office coordinates tour for clients who seeks special privilege from the City mayor

Office or Division:	CITY TOURISM OFFICE			
Classification:	Simple			
Type of Transaction:	G2C Government to Client			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter request approved by the City Mayor		Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Send letter to the Office of the City Mayor	If approved, letter will be forwarded to the City Tourism Office. Coordinate with concern staff for the tour requested.	None	20 minutes	Maria Katherine B. Ramos – Receiving Clerk Carla Suzette Vargas – City Tourism Information and Assistance Center
TOTAL		None	20 minutes	