

#### 4. Request for Closed-Circuit Television's (CCTV) Footages as requested by other agencies / offices within Local Government Unit of Tagoloan, Misamis Oriental

This service provides transparency, accountability, and public safety. It enables authorized agencies or offices within the Local Government Unit to request access to Closed-Circuit Television (CCTV) footage for investigative, monitoring, or security purposes.

<b>Office or Division:</b>	Municipal Disaster Risk Reduction and Management Office			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2C - Government to Citizen G2B -Government to Business G2G - Government to Government			
<b>Who may avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Letter Request to be addressed to the Municipal Mayor, Attn: Municipal Government Department Head – I (Local Disaster Risk Reduction and Management Officer) (1 original, 2 photocopy) If case is theft, secure Police Blotter report from Municipal Philippine National Police – 1 original, 2 photocopy		Client		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit Letter Request (1 original, 2 photocopy) and if case is theft, secure Police Blotter Report from Municipal Philippine National Police – 1 original, 2 photocopy	1.Receive the letter for Mayor's approval	None	1 day	<i>Chief of Staff</i> Mayor's Office
	1.2 Forward to the Local Disaster Risk Reduction and Management Officer for appropriate action	None	10 minutes	<i>Chief of Staff</i> Mayor's Office

	1.3 Local Disaster Risk Reduction and Management Officer receives the letter request and registers in the log book	None	2 minutes	<i>Local Disaster Risk Reduction &amp; Management Officer Municipal Disaster Risk Reduction and Management Office</i>
	1.4 Verification of the Closed-Circuit Television (CCTV) Cameras	None	5 hours	<i>Local Disaster Risk Reduction &amp; Management Officer Municipal Disaster Risk Reduction and Management Office</i>
	1.5 Inform the requestor with the status of the requests as verified by the Closed-Circuit Television (CCTV)	None	3 minutes	<i>Local Disaster Risk Reduction &amp; Management Officer Municipal Disaster Risk Reduction and Management Office</i>
	1.6 Indicate the status of the request in the logbook if the copy of the Closed-Circuit Television (CCTV) Footage is available or not.	None	2 minutes	<i>Local Disaster Risk Reduction &amp; Management Officer Municipal Disaster Risk Reduction and Management Office</i>
2. Accomplish Client Satisfaction Survey via link	2.1 Request Client to accomplish the client's satisfaction via link 2.2 Request Client to accomplish the client's complaint form via link	None	5 minutes	<i>Local Disaster Risk Reduction &amp; Management Officer Municipal Disaster Risk Reduction and Management Office</i>
<b>TOTAL:</b>		None	1 day and 5 hours 22 minutes	