

1. Request for Reservation of Conference and Tagoloan Dome

This service offers to request for reservation of conference and Tagoloan Dome for Public Sector.

Office or Division:	Municipal Tourism Office			
Classification:	Simple			
Type of Transaction:	G2G-Government to Government			
Who may avail:	Public Sector			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Request Letter (1 copy)			Tourism Office	
Application Form (1copy)			Tourism Office	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Step1. Submit the completely filled out Reservation form.	.1 Receive the required documents for assessment, approval 2 Issue of Reservation Slip.	None	25 Minutes	<i>Administrative Aide-I Municipal Tourism Office</i>
Step. 2 Proceed to the GSO and Engineering Office	1 approval of reservation slip 2 Issue of approval reservation slip 3 request client to accomplish CSS and drop to feedback box.	None	20 minutes	<i>Administrative Aide I GSO and Engineering Office</i>
			TOTAL:	45 minutes