

2. Request for Reservation of Tagoloan Dome

Office or Division:	Municipal Tourism Office			
Classification:	Simple			
Type of Transaction:	G2C-Government to Citizen			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Request Letter to the Municipal Mayor (1 original and 1 photocopy)			None	
Reservation Form (2 copies)			Tourism Office	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the completely filled out Reservation form.	1.1 Receive the required documents for assessment, approval 1.2 Issue of Reservation Slip.	None	25 Minutes	<i>Administrative Aide-1</i> Municipal Tourism Office
2. Pay the Rental Fee at the MTO.	1 Issue of Official Receipt.	(See Table Below)	15 Minutes	<i>Revenue Collectors</i> Municipal Treasurer's Office
3. Proceed to Negosyo Center for Issuance of Special Permit.	1 Issue Special Permit 2 Request Client to Accomplish the CSS and drop to feedback box.	None	20 Minutes	
TOTAL:			1 Hour	