

3. Resource Person Speaking Engagement

This service provides technical service through speaking engagement with the opportunity to serve as experienced experts, professionals, or specialists to speak at conferences, seminars, workshops, panels, or other events on specific topics of interest or relevance to environmental concerns.

Office or Division:	Municipal Environment and Natural Resources Office			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen; G2G – Government to Government			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Request Letter (1 Original Copy)		Client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit a letter of request addressed to the Mayor.	1.1 Receive letter of request.	None	5 minutes	<i>Administrative Aide - 1</i> Municipal Environment and Natural Resource Office
	1.2 Endorse letter request to Mayor.	None	20 minutes	<i>Municipal Environment and Natural Resource Officer</i> Municipal Environment and Natural Resource Office
	1.3 Secure approval and directive.	None	1 day	<i>Municipal Mayor</i> Mayor's Office
2. Conduct Seminar/Training	2. Act as Resource Speaker in the conduct Seminar/Training	None	2 hours	<i>Municipal Environment and Natural Resource Officer</i> Municipal Environment and Natural Resource Office

3. Accomplish the CSS form and drop it in the feedback box.	3. Request Client to accomplish the Client's Satisfaction Survey (CSS)	None	10 minutes	Client will drop the Client's Satisfaction Survey (CSS) to the feedback box.
TOTAL:		None	1 day, 2 hours & 35 minutes	