

# 1. PAGPAPA-RESERVE NG GUIGUINTO MUNICIPAL ATHLETIC AND CULTURAL CENTER (GMACC)

Pagpapa-reserve ng Guiguinto Municipal Athletic and Cultural Center (GMACC). Ito ay pwedeng magamit ng mga mamamayang sakop ng Bayan ng Guiguinto, mga kalapit bayan at business owner.

<b>Office:</b>	General Services Office			
<b>Classification:</b>	Simple Transaction			
<b>Type of Transaction:</b>	Government to Citizen, Government to Government, Government to Business			
<b>Who may avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Request Letter (nakasulat kung anong araw at ilang oras gagamitin ang Guiguinto Municipal Athletic and Cultural Center) (1 original copy)		Client		
<b>CLIENTS STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Dalin ang request letter sa Tanggapan ng General Services.	1. Tanggapin at suriin ang request letter.	Wala	1 minuto	<i>Clerk I</i> General Services Office or <i>Administrative Officer I</i> General Services Office
	1.1 Tignan ang availability of schedule ng Guiguinto Municipal Athletic and Cultural Center (GMACC)	Wala	1 minuto	<i>Clerk I</i> General Services Office or <i>Administrative Officer I</i> General Services Office
	1.2 Kung ang araw na napili ay bakante, itala ito sa schedule of calendar. Kung hindi bakante ang napiling araw ay sasabihan ang klivente.	Wala	1 minuto	<i>Clerk I</i> General Services Office or <i>Administrative Officer I</i> General Services Office
2. Kunin ang Order of Payment	2. Ibigay ang Order of Payment	Wala	1 minuto	<i>Clerk I</i> General Services Office or <i>Administrative Officer I</i> General Services Office
3. Kumuha ng queuing number sa Waiting Area at hintaying lumabas ang number sa TV Screen bago pumunta sa Window 4.	3. Pindutin ang queuing system para lumabas sa TV screen ang number	Wala	1 minuto	<i>Revenue Collection Clerk</i> Treasurer's Office
4. Pumunta sa cashier upang bayaran ang order of payment	4. Tanggapin ang bayad at bigyan ng official receipt	Order of Payment - halagang nakasaad	1 minuto	<i>Cashier</i> Municipal Treasurer's Office
5. Bumalik sa Tanggapan ng General Services (ipa-photocopy ng 1 kopya ang official receipt	5. Kunin ang 1 photocopy ng official receipt	Wala	1 minuto	<i>Clerk I</i> General Services Office or <i>Administrative Officer I</i> General Services Office
<b>TOTAL</b>		Order of Payment - halagang nakasaad	7 minuto	

## 2. PAGPAPAHIRAM NG TENT

Pagpapahiram ng tent sa mga mamamayang sakop ng Bayan ng Guiguinto.

<b>Office:</b>	General Services Office			
<b>Classification:</b>	Simple Transaction			
<b>Type of Transaction:</b>	Government to Citizen, Government to Government, Government to Business			
<b>Who may avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Request Letter( nakasulat kung anong araw at kung saan dadalin ang tent) (1 original copy)		Client		
<b>CLIENTS STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Dalin ang request letter sa Tanggapan ng General Services	1. Tanggapin at suriin ang request letter.	Wala	1 minuto	<i>Motorpool Supervisor</i> General Services Office
	1.1 Tignan ang availability of schedule	Wala	1 minuto	<i>Motorpool Supervisor</i> General Services Office
	1.2 Kung ang araw na napili ng kliyente ay bakante, itala ito sa schedule of calendar. Kung hindi bakante ang napiling araw ay sasabihan ang kliyente.	Wala	1 minuto	<i>Motorpool Supervisor</i> General Services Office
2. Sagutan at ipasa ang Tent Request Form	2. Tanggapin ang Tent Request Form	Wala	1 minuto	<i>Motorpool Supervisor</i> General Services Office
	2.1 Itala sa schedule of calendar.	Wala	1 minuto	Motorpool Supervisor General Services Office
	2.2 Ihatid ang tent ayon sa ibinigay na lugar at petsa (sa hapon bago ang araw na ipinatala)	Wala	30 minuto	<i>Driver</i> General Services Office  <i>Helper</i> General Services Office
<b>TOTAL</b>		Wala	35 minuto	

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