

**REQUEST FOR THE USE OF THE IMELDA CULTURAL CENTER/CITY BASKETBALL COURT, CITY TOURIST BUSES, KALIPI TRAINING CENTER, AND CITY EQUIPMENT**

**ABOUT THE SERVICE:**

The public may avail of the use of equipment and facilities of the City Government.

**WHO MAY AVAIL OF THE SERVICE:**

Anyone who wishes to use the city's facilities.

**WHAT ARE THE REQUIREMENTS:**

- Submission of letter-request addressed to the City Mayor, at least one (1) week before the desired schedule of use of a particular equipment/facility
- The purpose and the desired schedule of use of a particular equipment/facility should be included in the letter; the requestee's contact number should also be indicated, if available, in order for the service provider to get in touch with the requestee as regards the feedback of his/her request
- Full payment of fees at the Office of the City Treasurer at least three (3) days before the use of equipment/facility

**FEES/CHARGES:**

**IMELDA CULTURAL CENTER AND CITY BASKETBALL COURT**

- DAYTIME (6:00AM-6:00 PM) - P2,000.00
- IF USED DURING NIGHT (6:01PM-12:00MN) P3,000.00
- IF USED BEYOND MIDNIGHT (00:01MN)- additional 800.00/hour

**CITY TOURIST BUS (rental – excluding gasoline)**

- P12,000.00 – rental for one day (from any town in Ilocos Norte to La Union/Manila)
- Fuel/Oil and Toll Fees – to be borne by the client

**KALIPI TRAINING CENTER**

- P6,000.00 – maximum of four (4) hours (daytime)
- P8,500.00 – maximum of four (4) hours (night time)
- P1,500.00 /hr (Extension)

**SCHEDULE OF THE AVAILABILITY OF THE SERVICE:**

- Mondays to Fridays
- 8:00 am to 5:00 pm

**HOW TO AVAIL OF THE SERVICE:**

STEP S	APPLICANT/ CLIENT	SERVICE PROVIDER	PROCESSING TIME	Person(s) responsible	FEES/ CHARGES	FORM S
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1.	Submit a letter-request to the Office of the City Mayor	Receives the letter-request and instructs the client to wait for feedback within 2 days or to follow-up request after two days at the Office of the Mayor.	5 minutes	CRISMA C. CLADERON ERNEST JEONE PARBO		
		Receives and records the letter-request; checks the availability of the equipment /facility then forwards the letter to the City Mayor for review and approval.	10 minutes	CRISMA C. CALDERON ERNEST JEONE C. PARBO		
		Reads the letter-request and writes marginal notes in the letter.	10 minutes, or upon availability of the Mayor	MAYOR ALBERT D. CHUA		
		Coordinates with concerned office(s) and give the office(s) a copy of the letter-request; coordinates with the requestee as regards the Mayor's action on the request.	10 minutes	CRISMA C. CALDERON ERNEST JEONE PARBO		
2.	Follow-up the request at the Office of the Mayor	Gives a copy of the letter-request with the marginal notes of the Mayor; gives instructions to the requestee.	5 minutes	CRISMA C. CALDERON ERNEST JEONE PARBO		
3.	Pay at the Office of the City Treasurer	Collects Payment and issues Official Receipt	5 minutes	VANNY C. GAMET LERRYBETH B. JUAREZ		
4.	Present receipt to the Office of the Mayor	Records payment and the Official Receipt Number	5 minutes	CRISMA C. CALDERON ERNEST JEONE C. PARBO		
5.	Finalize all the details of the request	Records then coordinates the final details of the request with the concerned office(s)	15 minutes	CRISMA C. CALDERON ERNEST JEONE C. PARBO		

**x-x--x-x-x-x- END OF TRANSACTION -x-x-x-x-x-x-x**