

ARRANGE TOURS FOR CITY VISITORS AND GUESTS

ABOUT THE SERVICE:

Assistance may be given to group of people who request for the arrangement and coordination of its benchmarking activities in the City of Batac.

WHO MAY AVAIL OF THE SERVICE:

Local Government Units, National Agencies, Civil Society Organization, Students, and other private institutions

WHAT ARE THE REQUIREMENTS:

Approved Letter Request addressed to the City Mayor
Itinerary of Travel
Contact details for proper coordination

FEES/CHARGES : None

SCHEDULE OF AVAILABILITY OF THE SERVICE:

Mondays – Fridays
Saturdays – Sundays (if needed)
8:00AM – 5:00PM

HOW TO AVAIL OF THE SERVICE

STEPS	APPLICANT/CLIENT	SERVICE PROVIDER	PROCESSING TIME	PERSON IN CHARGE / RESPONSIBLE	FEES/CHARGES	FORMS
1.	Submits approved letter request to benchmark.	Receives, records, confirms, and coordinates tours itinerary.	20 minutes	MERLYN T. GOROSPE MARK KHEY P. GERMAN MARTINA ISABELA CLARISSE M. DAGUIO	None	None
2.	Shows up on the day requested	Presents requested best practices of the city. Accompanies and acts as the tour guide/ coordinator.	Depends on the itinerary	MERLYN T. GOROSPE MARK KHEY P. GERMAN		
X-X-X-X- END OF TRANSACTION -X-X-X-X						