



1. PAGPAPA-RESERVE NG GUIGUINTO MUNICIPAL ATHLETIC AND CULTURAL CENTER (GMACC) AT GUIGUINTO MUNICIPAL ARENA AND BOTANICAL CENTER (OVAL)

Ito ay pwedeng magamit ng mga mamamayang sakop ng Bayan ng Guiguinto, mga kalapit bayan at business owner.

Office or Division:	General Services Office			
Classification:	Simple Transaction			
Type of Transaction:	Government to Citizen, Government to Government, Government to Business			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Request Letter (nakasulat kung anong araw at ilang oras)		Client		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Dalin ang request letter sa Tanggapan ng General Services.	1.1 Tanggapin at suriin ang request letter.	Wala	2 minuto	<i>Administrative Assistant V</i> General Services Office or <i>Records Officer I</i> General Services Office
	1.2 Tignan ang availability of schedule ng Guiguinto Municipal Athletic and Cultural Center (GMACC) o Oval	Wala	2 minuto	<i>Administrative Assistant V</i> General Services Office or <i>Records Officer I</i> General Services Office
	1.3 Kung ang araw na napili ay bakante, bibigyan ng facility request form. *Kung hindi bakante ang napiling araw ay sasabihan agad ang kliyente.	Wala	2 minuto	<i>Administrative Assistant V</i> General Services Office or <i>Records Officer I</i> General Services Office
2. Sagutan ang Facility Request Form	2.1 Aprubahan ng pinuno ng tanggapan ang request at itala sa schedule of calendar	Wala	2 minuto	<i>Engineer II</i> General Services Office or <i>GSO Head</i> General Services Office
2. Kunin ang Order of Payment	2. Ibigay ang Order of Payment	Wala	2 minuto	<i>Administrative Assistant V</i> General Services Office or <i>Records 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	2 minuto	<i>Clerk</i> Information Desk





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4. Pumunta sa cashier (window 4) upang bayaran ang order of payment	4. Tanggapin ang bayad at bigyan ng official receipt	Order of Payment - halagang nakasaad	2 minuto	Cashier 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	2 minuto	Administrative Assistant V General Services Office or Records Officer I General Services Office
TOTAL		Order of Payment - halagang nakasaad	16 minuto	

Prepared by:

MAYLYN A. MERCED

Records Officer I

Noted by:

ENGR. ARCADIO LEOVER P. SULIT

MGDH I / GSO-OIC

Approved by:

ATTY. AGATHA PAULA A. CRUZ

Municipal Mayor

