



1. CCTV REVIEW

Pag-review sa mga pangyayaring nakunan ng CCTV

Office or Division:	Management Information System			
Classification:	Simple			
Type of Transaction:	Government to Citizen, Government to Business, Government to Government			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Identification Card (1 photocopy)			Client	
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Kumuha at sagutan ang CCTV Playback Request Form (FORM NO. MIS-005-Ø)	1. Ibigay ang request form	Wala	1 minuto	<i>Data Controller II</i> Management Information Office or <i>Computer Maintenance Tech I</i> Management Information Office or <i>Computer Maintenance Tech II</i> Management Information Office or <i>Administrative Aide VI</i> Management Information Office
	1.1 Suriin, pirmahan at ibalik ang request form sa kliyente	Wala	2 minuto	<i>Data Controller II</i> Management Information Office or <i>Computer Maintenance Tech I</i> Management Information Office or <i>Computer Maintenance Tech II</i> Management Information Office or <i>Administrative Aide VI</i> Management Information Office
2. Pumunta sa opisina ng Municipal Administrator upang papirmahan ang request form.	3. Pirmahan ang request form.	Wala	3 minuto	<i>Municipal Administrator</i> Office of the Municipal Administrator





4. Bumalik sa opisina ng Management Information System upang ipasa ang pirmedong form.	4. Kunin ang papel at simulan i-review ang pangyayari sa CCTV.	Wala	30 minuto	<i>Data Controller II</i> Management Information Office or <i>Computer Maintenance Tech I</i> Management Information Office or <i>Computer Maintenance Tech II</i> Management Information Office or <i>Administrative Aide VI</i> Management Information Office
TOTAL		Wala	36 minuto	

Prepared by:

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Noted by:

ELMER C. ALCANAR
Municipal Administrator

Approved by:

ATTY. AGATHA PAULA A. CRUZ
Municipal Mayor

