

## 2. Pinaglabanan Memorial Shrine – Park Management – Processing for Authority to use of the shrine

The City Tourism and Cultural Affairs Office manages the use of Pinaglabanan Shrine in coordination with the National Historical Commission of the Philippines.

<b>Office or Division:</b>	City Tourism and Cultural Affairs Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	Government to local and foreign tourists			
<b>Who may avail:</b>	Foreign and local tourists			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Accomplished application form for permit to use the Pinaglabanan Shrine.		CTCAO / Administrative Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Ask availability of venue.	1. Check availability of venue.	None	5 minutes	Administrative Staff
2. Submit letter of request	2.1. Receive letter of request	None	5 minutes	Administrative Staff
	2.2. Forward request to the City Administrator for approval and assessment of fees		30 minutes	Tourism Officer/ City Administrator
3. Accomplish request form	3. Receive accomplished request form	None	5 minutes	Administrative Staff
4. Assess request based on the nature of use of the park	4. Assess request if it is with payment or not	None	5 minutes	Administrative Staff
5. Payment of corresponding fees	5. If applicable, pay corresponding fee to the Treasury Department	Fees are assessed based on the nature of use of the park	5 minutes	Cashier
6. Receipt of permit to requesting party	6.1 If no payment needed, approve and issue permit to requesting party	None	5 minutes	Tourism Officer / City Administrator

	6.2 Issue permit to requesting party.			
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**END OF TRANSACTION; Transaction time: 1 hour**