

95. USE OF GOVERNMENT FACILITIES AND OTHER PROPERTIES***DESCRIPTION of the SERVICE:***

The city government offers the use of the following facilities for seminars, conferences, gatherings, sports and other activities:

1. Audio-Visual Room
2. Lipa City Plaza Independencia
3. Lipa City Youth and Cultural Center
4. Community Park (swimming pool, cottages, basketball court, volleyball court, tennis court)
5. Ambulance
6. Audio System

REQUIREMENTS :

- * Letter request addressed to City Mayor or to concerned agency specifying the government facilities to be used, date, time and purpose
- * Barangay Resolution for request of audio system

FEE:

* Audio Visual Room	No Fee
* Lipa City Plaza Independencia	No Fee
* Audio System	No Fee
* Ambulance	No Fee
* Lipa City Youth and Cultural Center	
1. National Government/ Barangay Affairs	P 2,500.00
2. Barangay Fund Raising	P 2,500.00
3. NGOs-Religious/Civic/Professional Groups	P 5,000.00
4. Shows with tickets (concert)	P 20,000.00

5. Conventions/Seminars	P 10,000.00
6. Sports Activities	P 5,000.00
* Community Park	
1. Swimming Pool	P 50.00 (adult)
	P 20.00 (children and students)
2. Cottages	P 50.00
3. Basketball/volleyball/tennis courts	P 50.00/hour only whenever lights/electricity are necessary
4. Parking fee	P 10.00 for first 3 hours and P5.00 for every succeeding hours
<i>All government sponsored activities and Lipa City athletes representing the city in the swimming competition are exempted in paying fees for the use of swimming pool.</i>	

PROCEDURE :

STEPS	PROCESSING/ RESPONSE TIME	PERSON-IN- CHARGE
AUDIO VISUAL ROOM (City Administrator's Office)		
1. Receives letter request	2 minutes	AURORA ALMA LIPAT <i>Administrative Asst. II</i>
2. Endorses letter request to Administrative Officer and then forwards to City Administrator for appropriate action	3 minutes	
3. Approves the request (if the venue is still available)	5 minutes	GLENN MENDOZA <i>City administrator</i>

STEPS	PROCESSING/ RESPONSE TIME	PERSON-IN-CHARGE
4. Notifies client about approval/disapproval of the request	2 minutes	WILMA BANDOCHAN <i>Administrative Officer IV</i>
LIPA CITY PLAZA INDEPENDENCIA (City Community Affairs Office)		
1. Submits letter request to the City Community Affairs Office		Requesting Party
2. Receives and forwards letter request to the Assistant CCAO for Operation	2 minutes	DANILO DG TOBIAS <i>City Community affairs Officer</i>
3. Checks availability of venue on the appointed schedule	2 minutes	ESTELITA SALUDO <i>Venue Coordinator Asst. City Community Affairs Officer</i>
4. If the venue is available, Informs the requesting party	4 minutes	
5. Prepares Permit to Use	2 minutes	MERCEDITA DE LEON <i>Admin. Assistant</i>
6. Signs the permit and issues it to the client	5 minutes	ESTELITA SALUDO <i>Venue Coordinator Asst. City Community Affairs Officer</i>
LIPA CITY YOUTH AND CULTURAL CENTER (City Community Affairs Office)		
1. Submits letter request to the City Community Affairs Office		Requesting Party

STEPS	PROCESSING/ RESPONSE TIME	PERSON-IN- CHARGE
2. Receives and forwards letter request to the Assistant CCAO for Administration	2 minutes	DANILO DG. TOBIAS <i>City Community Affairs Officer</i>
3. Checks availability of venue on the appointed schedule	1 minute	JOCELYN DIMACULANGAN <i>Venue Coordinator Asst. City Community Affairs Officer</i>
4. If the venue is available, Informs the requesting party	2 minutes	
5. Client pays the prescribed fees at the CTO		
6. Prepares the permit Upon receipt of the OR	2 minutes	MERCEDITA DE LEON <i>Bookbinder III</i>
7. Signs the permit and releases it to the client	2 minutes	JOCELYN DIMACULANGAN <i>Venue Coordinator Asst. City Community Affairs Officer</i>
COMMUNITY PARK (swimming pool, cottages, basketball court, volleyball court, tennis court) - City Engineer's Office		
1. Receives letter request at the City Administrator's Office and prepares endorsement to CEO	5 minutes	AURORA ALMA LIPAT <i>Administrative Asst. II</i>
2. Signs endorsement	5 minutes	ATTY. GLENN P. MENDOZA <i>City Administrator</i>

STEPS	PROCESSING/ RESPONSE TIME	PERSON-IN- CHARGE
3. Receives endorsement letter and checks availability of the facility requested	30 minutes	RENANTE BANAG <i>Engineer III</i>
4. If available, client pays the prescribed fees at the CTO		
5. Prepares the permit and releases it to the client		RENANTE BANAG <i>Engineer III</i>
Request for AMBULANCE (City Health Office)		
1. Receives letter request	1 minute	ADELIA LAT <i>Detailed-Midwife II</i>
2. Conducts interview to confirm the details of patient transport	2 minutes	ADELIA LAT <i>Detailed-Midwife II</i>
3. Processes the request and Travel Order Form	5 minutes	ADELIA LAT <i>Detailed-Midwife II</i> MERCY FRAGO <i>Administrative Officer</i>
4. Validates the request and signs the request for approval together with the Travel Order of the driver	2 minutes	LEONARDO RICERO <i>City Health Officer</i> ARIEL LESCANO <i>Asst. City Health Officer</i>
5. Advises the client to go to City Administrator's Office for final approval of request	3 minutes	MERCY FRAGO <i>Administrative Officer</i> ADELIA LAT <i>Detailed-Midwife II</i>

STEPS	PROCESSING/ RESPONSE TIME	PERSON-IN- CHARGE
6. Client coordinates with the driver about the travel after the City Administrator approves the request		
Request for AUDIO SYSTEM (City Engineer's office)		
1. Receives barangay resolution/ letter request	15 minutes	DENNIS LLAGA MAXIMO HERNANDEZ <i>Electrician/ Technician</i>
2. Conducts site inspection (if necessary)	30 minutes	
3. Prepares and submits inspection report	3 minutes	
4. Installs audio system at the site	2 hours	
5. Monitors/supervises the installation of Audio System	2 hours	VIRGILIO ACEPCION <i>Engineer IV</i>