

# **CAGSAWA RUINS PARK AND RESORT**

## 1. ASSISTANCE TO RESEARCHERS

<b>Office of Division:</b>	Cagsawa Ruins Park and Resort			
<b>Classification:</b>	Simple			
<b>Type of Transaction</b>	G2C (Government to Citizen)			
<b>Who may Avail</b>	ALL			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
Letter of Communication				
I.D.				
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Sign log book	1.1. Give the log book to the client	NONE	5 minutes	Michael Ll. Rodriguez/ Julius J. Martinez
2. Present communication letter	2.2 Identify data needed 2.3 Provide print outs soft/hard copy upon request			
	Total			
<b>End of transaction</b>				

## 2. ASSISTANCE TO TOURISTS, GUESTS & VISITORS

<b>Office of Division:</b>	Cagsawa Ruins Park and Resort			
<b>Classification:</b>	Simple			
<b>Type of Transaction</b>	G2C (Government to Citizen)			
<b>Who may Avail</b>	ALL			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
Letter of Communication				
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Sign log book	1.1. Provide Brochures and needed informations	NONE	5 minutes within the day	Julius J. Martinez/Lilibeth Mesias
2. Letter of Communication	2.2 Provide tour guide services for free upon Coordinate/booking for use of Cagsawa Function halls, resort and accommodation	NONE	5 minutes	Julius J. Martinez/ Lilibeth Mesias/ Myla Osial
	Total			

<b>End of transaction</b>			
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### 3. COORDINATION W/ EVENT ORGANIZERS/COORDINATORS FOR CONVENTION, SEMINARS, CONFERENCES & MEETINGS AND THE LIKE

<b>Office of Division:</b>	Cagsawa Ruins Park and Resort			
<b>Classification:</b>	Simple			
<b>Type of Transaction</b>	G2C (Government to Citizen)			
<b>Who may Avail</b>	ALL			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Letter of Communication				
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Sign guest log book	1.1. Coordinate/booking for use of Cagsawa Function halls, resort and accommodation.  1.2 Coordinate with ATV services upon request Pay 50% down payment upon reservation of event hall.	NONE	15 minutes	Julius J. Martinez/Lilibeth Mesias
2. Letter of Communication	2.1 Issue Official Receipt  2.2 50% full payment 1 week before the event cause preparation of tarpaulins, programs & needed paraphernalia	NONE	5 minutes	Julius J. Martinez/ Lilibeth Mesiasas/
	Total			
<b>End of transaction</b>				

### 4. ESTABLISHMENT OF TOUR ASSISTANCE CENTERS

<b>Office of Division:</b>	Cagsawa Ruins Park and Resort
<b>Classification:</b>	Simple
<b>Type of Transaction</b>	G2C (Government to Citizen)
<b>Who may Avail</b>	ALL

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter of Communication				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Sign at the log book	Provide tourism services at Cagsawa Ruins Park & Resort	NONE	8:00AM – 5:00PM	Julius J. Martinez
	Provide brochures to tourists & guests			
	Assist tourist guests & visitors with for regulated transport			
	Total			
<b>End of transaction</b>				

## 5. RECEIVING OF INCOMING COMMUNICATIONS

<b>Office of Division:</b>	Cagsawa Ruins Park and Resort			
<b>Classification:</b>	Simple			
<b>Type of Transaction</b>	G2C (Government to Citizen)			
<b>Who may Avail</b>	ALL			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter of Communication				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Sign guest log book  Submit letter of Communication/ documents	Receive and record incoming letters/communication requests and queries	NONE	2 minutes	Michael LI. Rodriueza/ Julius J. Martinez
	Forward and receive documents to concerned officer for appropriate actions			
	Total			
<b>End of transaction</b>				

## 6. RELEASING OF OUTGOING COMMUNICATION

<b>Office of Division:</b>	Cagsawa Ruins Park and Resort
<b>Classification:</b>	Simple
<b>Type of Transaction</b>	G2C (Government to Citizen)

<b>Who may Avail</b>		ALL		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Communication Letter/Documents				
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
Submit letter of Communication/ documents	Record & release duly acred upon incoming letter/communications requests & queries there by encoding the same to concerned offices, organization, institution and concerned person	NONE	5 minutes	Michael LI. Rodrigueza Julius J. Martinez
	Total			
<b>End of transaction</b>				