

CITY GENERAL SERVICES OFFICE

Iligan City Hall, Buhanginan Hill, Pala-o, 9200 IliganCity
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Frontline Service : GRANTING OF PERMIT TO USE GOVERNMENT FACILITIES, PARKS & PLAZAS

- Schedule of Availability of Service :** 8:00AM-5:00PM Daily (No noon break) excluding Saturdays, Sundays and Holidays.
 On Mondays provision of services start after flag raising
- Who May Avail of the Service :** All citizens/individuals/groups; all private offices/industries; all LGU/Barangay/National offices; all civic/military/church organizations
- What are the Requirements:**
- Letter Request (2 copies) specifying date and time of facility use
 - Note: **For use of Rizal Park (Public Plaza)**, letter request must bear the notation of a Brgy. Poblacion official/staff

Duration : 15 minutes



How to Avail the Service:

Step	Applicant/Client	Service Provider	Duration of Activity Under Normal Circumstances	Person in Charge	Fees	Form				
1	Submit written request in two (2) copies.	Receive letter request & check availability of facility for use during the indicated date & time	3 minutes	Admin. Staff	None	None				
		➤ If facility is not available on the date requested, may consider options					➤ If facility is not available on the date requested, inform client and advice of dates when facility is available			
		Forward letter request to the CGSO Head for notation & approval					2 minutes	Admin. Division Head	None	None
		Note action to be taken on the request					2 minutes	Carla O. Baño	None	None
		Prepare permit to use facility					3 minutes	Admin. Division Head	None	Permit to Use Facility
2	Receive permit to use facility	Sign permit to use facility	2 minutes	Carla O. Baño	None	Permit to Use Facility				
		Release permit to use facility	3 minutes	Admin. Staff	None	Permit to Use Facility				
END OF TRANSACTION										

