

CITY ENVIRONMENT MANAGEMENT OFFICE

Seminary Road, Brgy. Building E, City Engineer's Office Compound, Del Carmen, Iligan City, 9200
 Tel.: (063) 222-8211 / 223-3301 email : cemoiligan@gmail.com

Frontline Service : PROVISION OF ENVIRONMENTAL INFORMATION /DATA ENVIRONMENTAL LAWS

Schedule of Availability of Service : 8:00AM-5:00 PM Daily (No noon break) excluding Saturdays, Sundays and Holidays.
 On Mondays provision of services starts after flag raising

Who may avail of service :

- Private Institutions
- Students
- Government Sectors
- Researchers

What are the Basic Requirements : Letter Request

Duration : 3 hours



How to Avail of the Service :

Step	Applicant / Client	Service Provider	Duration of Activity	Person in Charge	Fees	Form
1	Present Letter Request	Receive request and address needs to concern division.	3 minutes	Admin Staff- action officer		
2	Submit self for interview	Assess the request. Interview the client as to the purpose of the research.	60 minutes	Research, Planning, Information Monitoring, Education Campaign		
3	Made necessary explanations in relation to the request made	Clarify the data being asked.	1 hour			
4	Wait while data is being reproduced.	Advice client to wait while requested data is being reproduced.	1 hour			
5	Receive requested data.	Release the requested data.	5 minutes			
END OF TRANSACTION						

