Arranging a Group Tour at the Bicol Science and Technology Centrum

ABOUT THE SERVICES

THE BICOL SCIENCE and Technology Centrum (BSTC) accommodate educational group tours, especially for visiting students anytime Mondays thru Friday, 8:00 am – 12:00 noon / 1:00PM – 5:00PM. Weekend educational tour may be arranged.

Department / Office:		**BICOL SCIENCE AND TECHNOLOGY CENTRUM**		
Classification:		Simple		
Type of Transaction:		G2C - Government to Citizens G2B - Government to Businesses G2G - Government to Government		
Who may avail		Any Client		
CHECKLIST OF REQUIREMENTS		**WHERE TO SECURE**		
• Booking Form for Tours / Visits (BSTC Form 01) – 2 copies		• Bicol Science Technology Centrum		
CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Booking / Schedule Inquiry Inquire about the availability of a tour schedule.			2 minutes	ROSANNA M. FANTE Administrative Aide II
2. File Request for Tour Fill-up the BSTC Form 01.			5 minutes	ROSANNA M. FANTE Administrative Aide II
	3. Approval of Request BSTC Administrator verifies and approves the request and schedule.		2 minutes	FEDERICO J. VINLUAN Librarian IV Officer-in-Charge
	4. Scheduling: After approval BSTC staff actually schedules and writes down on the group tours reservation logbook and bulletin board date and time of tour.		2 minutes	ROSANNA M. FANTE Administrative Aide II
A. Actual Conduct of Educational Tour –> On arrival - BSTC staff requests			15 minutes	FEDERICO J. VINLUAN

vehicles/buses to be properly parked in designated parking areas				Librarian IV Officer-in-Charge
–> Tour coordinator coordinates with BSTC staff. Re Name of School, number of students, etc.			3 minutes	
–> Students/visitors are requested to line up outside the BSTC for actual head count, proper and systematic flow			5-10 minutes	
–> Tour Coordinator/Teacher pays the entrance fees at the counter – BSTC staff issues official receipt.		- Students P20 - Adults / Non Students P25 - Teachers – Free - Disabled – Free - Out of school youth - Free	5 minutes	
B. Orientation Students/visitors are gathered in an area and given an orientation re: BSTC profile and house rules.			5 - 10 minutes	FEDERICO J. VINLUAN Librarian IV Officer-in-Charge
C. Tour of Science Galleries After orientation, students/ visitors are asked to tour various galleries and actually manipulate and interact with science exhibits.			15 - 30 minutes	ALL BSTC Staff are assigned with specific gallery to watch over and man
D. Conclusion of Tour: Students / teachers / visitors are for warned of their time, actually informed of the end of their period and guided out of the BSTC			10 minutes	ROSANNA M. FANTE Administrative Aide II
	TOTAL	P	1 hour and 34 minutes	

BICOL SCIENCE AND TECHNOLOGY CENTRUM
City Hall Complex, J. Miranda Ave., Concepcion Pequeña, Naga City
For more information, please contact:
Federico J. Vinluan, Librarian IV / Officer-in-Charge
Tel No. (054) 205-2980 loc 3240
E-mail: