



## Arranging a Group Tour at the Bicol Science and Technology Centrum

### ABOUT THE SERVICES

The Bicol Science and Technology Centrum (BSTC) accommodates educational group tours, especially for visiting students and teachers anytime Mondays thru Fridays, 8:00 am – 12:00 noon / 1:00 pm. – 5:00 pm. Weekend educational group tour/s may be arranged.

<b>Department / Office:</b>		<b>BICOL SCIENCE AND TECHNOLOGY CENTRUM</b>		
<b>Classification:</b>		Simple		
<b>Type of Transaction:</b>		G2C - Government to Citizens G2B - Government to Businesses G2G - Government to Government		
<b>Who may avail</b>		Any Client		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<ul style="list-style-type: none"> <li>Booking Form for Tours / Visits (BSTC Form 01) – 2 copies</li> </ul>		<ul style="list-style-type: none"> <li>Bicol Science Technology Centrum</li> </ul>		
<ul style="list-style-type: none"> <li>Other important requirement/s that may be required in compliance with the minimum and/or standard health and safety protocols currently implemented</li> </ul>		<ul style="list-style-type: none"> <li>Bicol Science and Technology Centrum (BSTC)</li> <li>From the visiting group/school and from concerned offices/agencies</li> </ul>		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Booking/ Schedule Inquiry.  Inquire about the availability of a tour schedule.	2. BSTC staff releases the form after confirming available date/s for the tour.	None	2 minutes	RAQUEL B. AREVALO Administrative Aide  HENRY P. DEMATERA Administrative Aide I (UW I)
3. File Request for Tour.  Fill up the BSTC Form 01.	4. BSTC staff assist the requesting party in the filing of its request.	None	5 minutes	RAQUEL B. AREVALO Administrative Aide  HENRY P. DEMATERA Administrative Aide I (UW
	5. Approval of Request.  BSTC Administrator verifies and approves the request and schedule.	None	2 minutes	ERNANI B. SURON CGDH I Acting Head
	6. Scheduling.  After approval, BSTC staff schedules and writes down on the group tours reservation logbook and	None	2 minutes	RAQUEL B. AREVALO Administrative Aide  HENRY P. DEMATERA Administrative Aide I (UW I)



	bulletin board the date and time of the tour.			
7. Arrival of the Group scheduled for Educational Tour.	8. During arrival – BSTC staff requests vehicles/buses to be properly parked in designated parking areas.	None	15 minutes	ERNANI B. SURON CGDH I Acting Head  RAQUEL B. AREVALO Administrative Aide
	9. Tour coordinator coordinates with the BSTC staff re: name of the school, number of students, etc.	None	3 minutes	HENRY P. DEMATERA Administrative Aide I (UW I)
	10. Students/visitors are requested to line up outside the BSTC for actual headcount and proper and systematic flow.	None	5 – 10 minutes	
	11. Tour coordinator/teacher pays the entrance fees at the counter and BSTC staff issues official receipt.	Student (P20.00) Adult & Non-Student (P25.00) Teacher (Free) PWD & OSY (Free)	5 – 10 minutes	
12. Orientation and Tour of BSTC Science Galleries.	13. Students and visitors are gathered in an area and given an orientation re: BSTC features and house rules.	None	5 – 10 minutes	ERNANI B. SURON CGDH I Acting Head or assigned BSTC staff
	14. After orientation, students and visitors are asked to tour various galleries and operate and interact with science	None	15 – 30 minutes	RAQUEL B. AREVALO Administrative Aide  HENRY P. DEMATERA Administrative Aide I (UW I)



	exhibits.			
	15. Students and teachers are forewarned of their time and informed of the end of their visit and guided out of the BSTC.	None	10 minutes	
<b>TOTAL</b>		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:

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