



## Sound System Service

### ABOUT THE SERVICE

The City Government of Naga assist government agencies and community organizations with events in need for sound system setup.

<b>Department / Office:</b>		<b>CITY EVENTS, PROTOCOL AND PUBLIC INFORMATION OFFICE (CEPIO)</b>		
<b>Classification:</b>		Simple		
<b>Type of Transaction:</b>		G2C - Government to Citizens G2G - Government to Government		
<b>Who may avail</b>		Government Agencies Community Organizations		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
• Client letter-request duly endorsed by the City Mayor's Office		• City Mayor's Office		
• Duly accomplished service request form		• City Events, Protocol and Public Information Office (CEPIO)		
• Provision for food and service vehicle to sound system personnel		• Client		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit requirements.	2. Check completeness of requirements and equipment availability.		15 minutes	JOAN SD. VALENCIA Data Encode (Job Order)
	3. Approve or deny request.		5 minutes	ALLEN L. REONDANGA CGDH I
	4. If approved, motor sound equipment and team from CEPIO to event venue.		20 minutes	Assigned sound system personnel
	5. Sound system team proceed to venue and install equipment as scheduled.		Within 2 hours upon reaching event venue for simple set up and within 6 hours for complex set up	Assigned sound system personnel
<b>TOTAL</b>			2 hours and 40 minutes	

### CITY EVENTS, PROTOCOL AND PUBLIC INFORMATION OFFICE

G/F Raul S. Roco Library Bldg., City Hall Complex, Juan Q. Miranda Ave., Concepcion Pequeña, Naga City

For more information, please contact:

Allen L. Reondanga, City Government Department Head I

Tel No. (054) 2052980 local 2020

Email address: [cepio@naga.gov.ph](mailto:cepio@naga.gov.ph)