



Partnership / Sponsorship of Tourism, Arts, and Culture Project

ABOUT THE SERVICE

To meet the needs of both visitors and citizens, this office provides accurate, timely, and up-to-date information and prompt assistance in organizing and conducting tourism or arts and culture-related activities in Naga.

Department / Office:		ARTS, CULTURE, AND TOURISM OFFICE		
Classification:		Highly Technical		
Type of Transaction:		G2C - Government to Citizens		
Who may avail		Visitors and citizens		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<u>CITY TOURS</u>				
<ul style="list-style-type: none"> Request letter detailing the date, time, location, number of participants, and brief profile of the activity and participants Duly-accomplished job order form 		<ul style="list-style-type: none"> City Mayor's Office (CMO) 		
<u>ARTS AND CULTURE ACTIVITIES</u>				
<ul style="list-style-type: none"> Request letter duly approved or endorsed by the City Mayor, attachment detailing the nature of the request, date, time, location, number of participants, and brief profile of the activity and participants Duly-accomplished job order form 		<ul style="list-style-type: none"> City Mayor's Office (CMO) 		
<u>ACADEMIC / BUSINESS RESEARCH</u>				
<ul style="list-style-type: none"> Request letter detailing information or data required Duly-accomplished job order form 		<ul style="list-style-type: none"> City Mayor's Office (CMO) 		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of request letter and supporting documents.	2. Receive letter of request and conduct initial interview.	P	10 – 15 minutes	ROSAL A. CLIDORO Office Staff (Job Order) ALBERT F. CECILIO Parking Attendant II (Casual) ALEC FRANCIS A. SANTOS Supervising Tourism Operations Officer
	3. Assessment and evaluation of the alignment of the proposal with approved ACTO programs and budget.		1 day	JILL MARIONNE T. ARCHE Administrative Assistant II (Casual) ALBERT F. CECILIO



				Parking Attendant II (Casual)
	4. Coordination with proponent and preparation of documents.		3 days	ALBERT F. CECILIO Parking Attendant II (Casual)
	5. Procurement process, if applicable.		Within 5 days of project design approval	JILL MARIONNE T. ARCHE Administrative Assistant II (Casual) LUDIVINA V. ASENC Administrative Aide III (Casual) ROSAL A. CLIDORO Office Staff (Job Order)
TOTAL		P	9 days and 15 minutes	

ARTS, CULTURE AND TOURISM OFFICE

Room 113 – Multi-Purpose Bldg., Naga City Hall Complex, Juan Q. Miranda Ave., Concepcion Pequeña, Naga City

For more information, please contact:

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