



PROVINCIAL TOURISM AND CULTURAL AFFAIRS DEPARTMENT

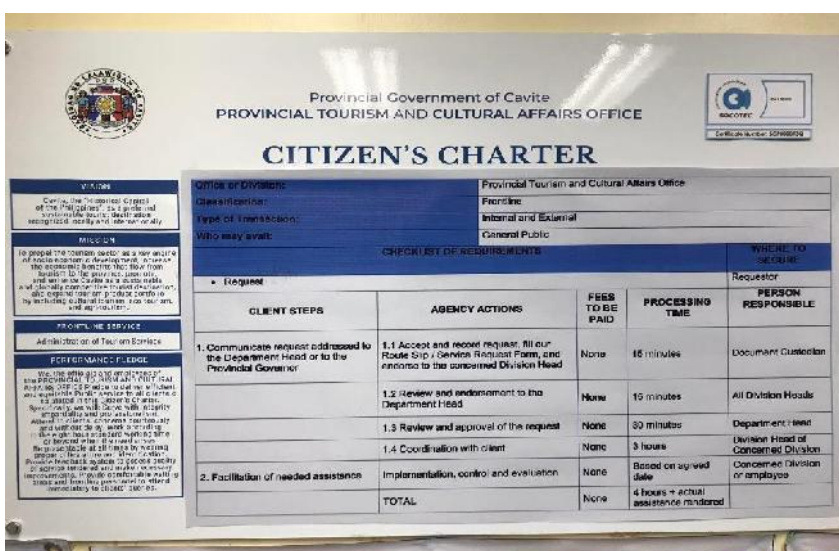
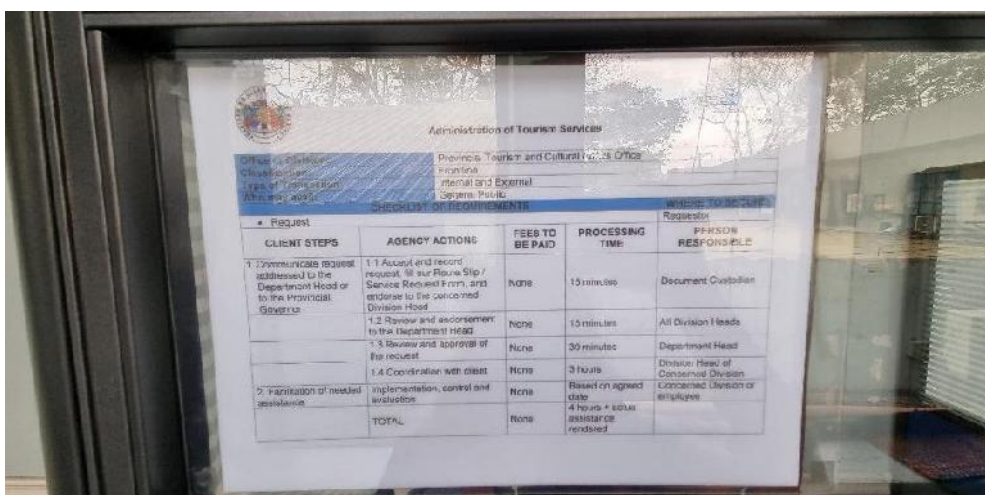


Administration of Tourism Services

Office or Division:	Provincial Tourism and Cultural Affairs Department			
Classification:	Simple			
Type of Transaction:	Government to Citizens; Government to Government			
Who may avail:	General Public			
CHECKLIST OF REQUIREMENTS				WHERE TO SECURE
<ul style="list-style-type: none"> Request Letter 				Requestor
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Communicate request addressed to the Department Head or to the Provincial Governor	1.1 Accept and record request, fill our Route Slip / Service Request Form, and endorse to the concerned Division Head	None	15 minutes	Document Custodian
	1.2 Review and endorsement to the Department Head	None	15 minutes	All Division Heads
	1.3 Review and approval of the request	None	30 minutes	Department Head
	1.4 Coordination with client	None	3 hours	Division Head of Concerned Division
2. Facilitation of needed assistance	Implementation, control and evaluation	None	Based on agreed date	Concerned Division or employee
	TOTAL	None	4 hours + actual assistance rendered	



PROOF OF POSTING





COMMUNICATION PLAN

Aside from the Citizen's Charter posted in the office premises, PTCAO has also planned to post its Citizen's Charter on its official Facebook page, Cavite Tourism and on Province's website dedicated to PTCAO (<http://cavite.gov.ph/home/tourism/>). An additional poster and leaflets will also be displayed outside, by the office's entrance, to familiarize the public even when the office premises are closed.

CONTACT INFORMATION

Provide the following information of your respective Offices:

OFFICE	COMPLETE ADDRESS	CONTACT INFORMATION
Provincial Tourism and Cultural Affairs Office (PTCAO)	2F Cavite Provincial Capitol Building, Capitol Road, Brgy. San Agustin, Trece Martires City, Cavite 4109	(046) 419-4357 / 09285511775 Email Address: cavitetourism@gmail.com