



CAVITE QUALITY MANAGEMENT OFFICE

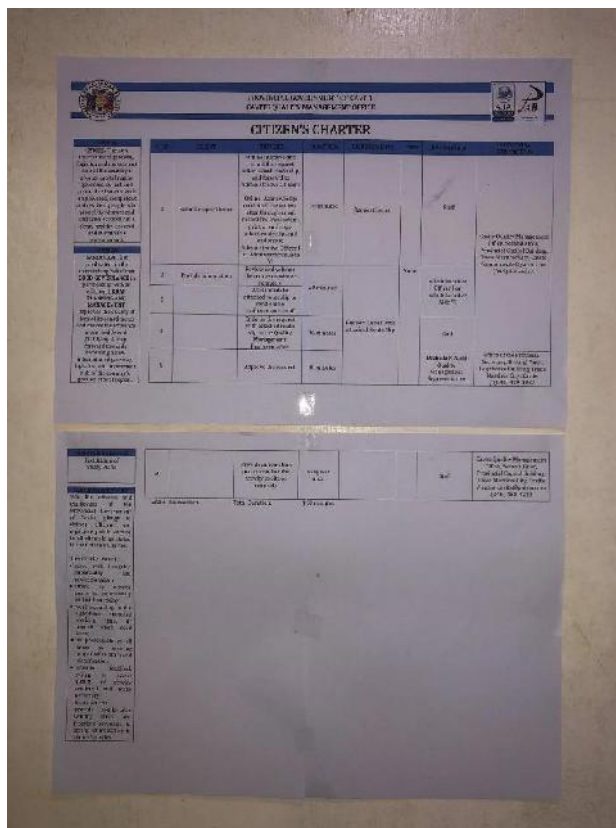
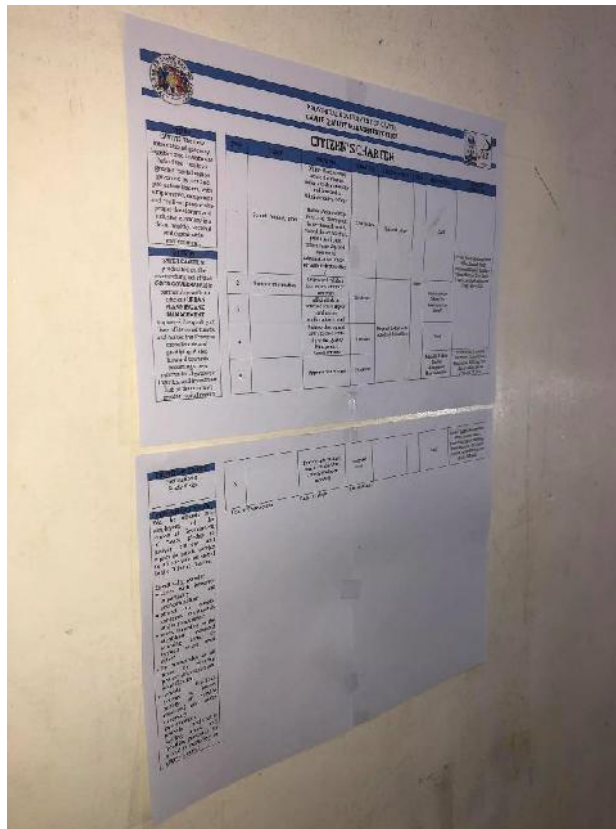


Facilitation of Study Visits

Office or Division:		Cavite Quality Management Office		
Classification:		Simple		
Type of Transaction:		Government to Citizens; Government to Government		
Who may avail:		General Public		
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Request Letter			Client	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client submits request letter	1.1 Offline: receive and record the request letter, attach route slip and forward to Administrative Officer I 1.2 Online: Acknowledge receipt of the request letter through email, record the transaction, print a hard copy, attach route slip and endorse to Administrative Office I or Administrative Aide VI	None	20 minutes	Staff
2. Provide information	2.1 Review and validate the request onsite or remotely	None	20 minutes	Administrative Officer I Admin Aide VI
	2.2 Affix initials to attached route slip or send online confirmation to staff	None		
	2.3 Endorse the request with attached route slip to the Quality Management Representative	None	30 minutes	Staff
	2.4 Approve the request	None	30 minutes	Michelle F. Alcid Quality Management Representative Staff
	2.5 Provide information and/or conduct the activity onsite or remotely	None		
	TOTAL	None	1 hour and 40 minutes	



PROOF OF POSTING



Cavite Quality Management Office Citizen's Charter Posted at the Office Entrance.



COMMUNICATION PLAN

Though work environments have changed, our commitment to deliver public service with honesty, transparency, and accountability and to promote efficient management operations remains the same. As we continue to navigate the shifting tides posed by the Corona Virus Disease-2019 (COVID-19) pandemic, we have taken to technology to communicate clearly with our clientele on how we can effectively provide them with our services. This is why aside from displaying the Citizen's Charter on the conspicuous places in the premises of the Cavite Quality Management Office, the same is also planned to be posted on the website of the Provincial Government and or in our social media page through the assistance of the Provincial Information and Communications Technology Office (PICTO).

It will be emphasized that requests for study visits can also be facilitated remotely through phone call or through the use of video conferencing tools like Microsoft Teams, Google Meet, or Zoom while the province is still in quarantine and gatherings are still not permitted.

CONTACT INFORMATION

Provide the following information of your respective Offices:

OFFICE	COMPLETE ADDRESS	CONTACT INFORMATION
Cavite Quality Management Office	2F Provincial Capitol Building, Barangay San Agustin, Trece Martires City, Cavite	Telephone: 460-4223 Telefax: None Email Address: cqmo_cavite@yahoo.com