

BANTAY BAYAN

Social Action Center, Jacamar St. Sta. Elena
DEPARTMENT HEAD/OIC: ABNER PEDROZA
Tel.No.: 491-5512

SERVICES OFFERED:

1.	Act as vehicle in promoting volunteerism in the community
2.	Promote civic consciousness among local residences
3.	Assist in the prevention of crime and preservation of public safety in the community
4.	Mobilization/Manpower in every events/activities
5.	Local Anti-Smoking Ordinances and its implementing Rules and Regulations are being implemented in the City.

NEW BUSINESS APPLICATION:

	Client Step	Office/Person Responsible	Location of Office	Processing Time
1	Request for office supplies	Ryan Salvador/ GSO Offices	B/Bayan Office	15 working days
2	Team Building Seminar-B/B	Hon. Mayor Del R. De Guzman	B/Bayan Office	15 working days
3	Death Benefit of B/B Volunteer	Ricardo Domingo City Coordinator	B/Bayan Office	15 working days
4	Request for B/B Uniform	Ricardo Domingo B/Bayan	B/Bayan Office	15 working days
5	Honorarium B/B Chairman	Hon. Mayor City Admin	B/Bayan Office	15 working days
6	Financial Assistance B/Bayan Chairman	Hon. Mayor City Admin	B/Bayan Office	15 working days

Requirements:

- 1 Approved Budget for the Contract
- 2 Obligation Request
- 3 Voucher
- 4 Request Letter
- 5 Project Proposal
- 6 Other important documents
- 7 Valid ID's

For recommendations, suggestions and complaints, contact the department head concerned or the City Personnel Office.