



3. Request for Conduct of Guided Library Tour and other Educational Activities

The City Public Library facilitates request for guided library tour and other educational activities including, but not limited to, library orientation, basic to advanced research instruction, and storytelling session.

Office or Division:	General Santos City Public Library			
Classification:	Simple			
Type of Transaction:	G2B, G2G			
Who may avail:	All private and public institutions within and outside the city			
CHECKLIST OF REQUIREMENT/S			WHERE TO SECURE	
1. Letter request (2 copies)			1. Requesting institution	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit a letter request addressed to the City Mayor through the City Librarian, via the City Public Library or official email address.	1. Document receipt, and endorse to the City Librarian.	None	10 Minutes	<i>Records Officer III/Records Officer II/ Administrative Aide IV</i>
None	1.1. Review the request, discuss the necessary preparations or adjustments with the requesting institution, and endorse the request to the City Mayor for approval.	None	1 Hour	<i>Librarian IV/ City Librarian</i>
2. Attend the requested educational activity	2. Conduct the requested educational activity.	None	1 Day	<i>Assigned Librarians and staff</i>
	TOTAL	None	1 Day, 1 Hour and 10 Minutes	
END OF TRANSACTION				