



**City Mayor's Office**  
**Integrated Barangay Affairs Division**  
**External Services**



## 1. Pre-Membership Seminar

<b>OFFICE OR DIVISION:</b>	CMO-Integrated Barangay Affairs			
<b>CLASSIFICATION:</b>	Simple			
<b>TYPE OF TRANSACTION:</b>	G2C- Government to Client			
<b>WHO MAY AVAIL:</b>	Board of Directors of RWSA			
<b>CHECLIST OF REQUIREMENTS:</b>		<b>WHERE TO SECURE</b>		
1. 2 copies of the request letter to conduct Pre-membership seminar		1. Requesting Party(ies)		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Approach R&P Front desk and endorse the request letter	1. Attend to walk –in client/s.	NONE	2 minutes	<i>Administrative Aide I</i>
	1.1 Receive the request letter.	NONE	3 minutes	<i>Administrative Aide I</i>
	1.2 Endorse the request letter to the RWSA Focal Person.	NONE	3 minutes	<i>Administrative Aide I</i>
	1.3 Receive and check the information stated in the request letter.	NONE	5 minutes	<i>Administrative Aide III RWSA Focal</i>
	1.4 Contact CHO & CEO through phone call/s for confirmation of the availability of the representatives/guest speaker of the respective offices.	NONE	10 minutes	<i>Administrative Aide III RWSA Focal</i>
	1.5 Endorsed the PMS request letter to the Division Chief for approval and scheduling.	NONE	5 minutes	<i>Administrative Aide III RWSA Focal</i>
2. Get the PMS Acknowledgement form.	2. Conduct pre-orientation to the RWSA representative/request	NONE	15 minutes	<i>CMO-IBA Division Chief</i>



	ster about the conduct of PMS			
	<b>TOTAL</b>	None	43 minutes	
<b>END OF TRANSACTION</b>				