



2. Provision of Technical Assistance

It is any form of professional help, guidance or support to be more effective in the performance of their functions.

Office or Division:	Capitol Security and Intelligence Unit
Classification:	Simple
Type of Transaction:	G2G - Government to Government, G2B - Government to Business , G2C - Government to Citizen
Who may avail:	All citizen, All PGB employees

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter request to the conduct of activities approved by PGO/Address to Gov (1 original copy)		PGO		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits letter of request to conduct activity	1.1 Receives letter request	None	5 minutes	<i>Admin-Watchman I, Admin. Aide IV</i> Capitol Security and Intelligence Unit Division
	1.2 Attends meeting prior to the conduct of activity	None	3 hours	<i>Operation Officer/OIC</i> Capitol Security and Intelligence Unit Division
	1.3 Conducts meeting with CSIU personnel who will be incharge in the activity	None	1 hour	<i>Operation Officer/OIC</i> Capitol Security and Intelligence Unit Division
2. Request traffic route and designated parking areas	2.1 Provides traffice route and designated parking areas	None	30 minutes	<i>Admin-Watchman I, Admin. Aide IV. Operation Officer-Sec.Agent I</i> Capitol Security and Intelligence Unit Division
	2.2 Deploy and secures the area where the activity is being conducted	None	8 hours	<i>Operation Officer-Sec.Agent I, OIC-Watchman III, Watchman/SIC</i> Capitol Security and
TOTAL:		None	12 hours, 35 minutes	