



## 1. Technical Assistance for Bataan's Cultural Heritage Research /Data

Assistance given to clients, private individuals, organizations and LGU's who are requesting for Bataan's Cultural Heritage research/data

**Office or Division:** PGO- Culture and Heritage Preservation Division

**Classification:** Simple

**Type of Transaction:** G2C- Government to Citizen

**Who may avail:** ALL

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter of Request addressed to the Governor or the Division Head (1 original or 1 electronic copy)		CHPD		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits request for assistance	1. Receives the letter of request	None	3 minutes	<i>Community Development Officer II Culture and Heritage Preservation Division</i>
2. Receives a copy of the timestamped document	2.1 Gives timestamped document to the client	None	3 minutes	<i>Community Development Officer II Culture and Heritage Preservation Division</i>
	2.2 Evaluates details of the request	None	10 minutes	<i>Community Development Officer II Culture and Heritage Preservation Division</i>



	2.3 Approves the request	None	8 minutes	<i>Project Development Officer IV Culture and Heritage Preservation Division</i>
	2.4 Prepares and prints out of the requested documents / data	None	2 hours	<i>Community Development Officer II Culture and Heritage Preservation Division</i>
	2.5 Approves and signs requested documents	None	10 minutes	<i>Project Development Officer IV Culture and Heritage Preservation Division</i>
3. Claims the documents	3. Contacts client for the release of document	None	2 minutes	<i>Community Development Officer II Culture and Heritage Preservation Division</i>
<b>TOTAL:</b>		<b>None</b>	<b>2 hours, 36 minutes</b>	