



OFFICE OF THE CITY CIVIL SECURITY UNIT

EXTERNAL SERVICES



1. INFORMATION AND PUBLIC ASSISTANCE

Office or Division:		Civil Security Unit			
Classification:		Simple			
Type of Transaction:		G2C-Government to Client			
Who may avail:		All			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE		
NONE			NONE		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	LE
1. Sign Logbook for the office	1. Building Guard Give the logbook to the client	None	1 minute	Building Guards (Civil Security Unit Office)	
2. Request/ask for the assistance	2. Assist the client by courting to the proper office	None	5 minutes	Building Guards (Civil Security Unit Office)	
TOTAL		None	6 Minutes		



2. FURNISHING OF MAYOR'S PERMIT

Furnishing Mayor's Permit in the Civil Security Unit (CSU) is mandatory. The Civil Unit Security Traffic Enforcers secure the traffic and the public safety and assistance along major streets of the city. The Office of the Civil Security Unit shall be informed in advance of any occasions within the city.

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Classification:		Simple		
Type of Transaction:		G2C-Government to Client		
Who may avail:		All		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Copy of Mayor' Permit		Office of the City Mayor		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Client Log Book in the office	1. Give the logbook to the client	None	1 minute	Administrative Officer V Administrative Officer III CSU Staff (Civil Security Unit Office)
2. Submit the Mayor's Permit	2. Verify the Mayor's Permit and Received	None	3 minutes	Administrative Officer V Administrative Officer III CSU Staff (Civil Security Unit Office)
TOTAL		None	4 minutes	



3. PUBLIC SAFETY TO THE MOTORIST AND PEDESTRIANS

Motorists and pedestrians shall be safe and secured while on the road and on the pedestrians, respectively, the City streets. The Civil Security Unit Traffic Enforcers are always ready to help.

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CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None		None		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Go to traffic enforcer	1. Traffic Enforcer received the problem	None	5 minutes	<i>Traffic Enforcer</i> (Civil Security Unit Office)
2. Inform the enforcer of the problem	2. Traffic Enforcer pay attention of problem received	None	10 minutes	<i>Traffic Enforcer</i> (Civil Security Unit Office)
3. Wait for the resolution of the problem	3. Traffic Enforcer resolved the problem	None		
TOTAL		None	15 minutes	