

3. Utilization of Governor’s Office Conference Hall

Governors’ Office Conference Hall is open for utilization for any meetings, conference or other purposes of the different sectors, offices or individual subject to its availability.

Office or Division:	Provincial Governor’s Office			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen; G2B – Government to Business; G2G – Government to Government			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Request letter address to the Governor (1 Original copy)			1. Provincial Governor’s Office	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit request letter to PG Offices	Check calendar logbook of availability	None	2 minutes	<i>PGO Staff In-charge</i>
TOTAL:			2 minutes	