

4. Utilization of Government Bus

Provincial Government have 2 Busses donated by the Private company under the supervision and controlled by the Governors' Office. The busses will be open to utilize for 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) Note: Request letter shall be submitted at least 1 week before the event		1. Requesting Party		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit request letter to PGO	Check calendar logbook of availability	None	2 minutes	<i>PGO Staff In-charge</i>
TOTAL:			2 minutes	