

- **PROVIDE A QUALITY SAFETY AND SECURITY SERVICES TO CLIENTS FACILITIES**

Office or Division:		City Security Office / Operations Division		
Classification:		Simple		
Type of Transaction:		G2C – Government to Citizen		
Who may avail:		Muntinlupa Residents (General Public)		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Logbook/Blotter/Gate Pass		Respective CSO Post assignments		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Proceed to the Main Gate of Public Schools (students, visitors, staff & constituents)	The designated Security Officer approaches and secure ID and/or document evidencing his/her transaction	n/a	1 minute – 2 minutes	Security Officer
	The Security Officer checks/verifies the ID and/or Document of the visitor, instructs the visitor to log in the Book and issues Numbered Visitor's Pass	n/a	1 minute – 2 minutes	Security Officer
	The Security Officer instructs the visitor the way in/to the visitor's destination	n/a	1 minute – 2 minutes	Security Officer
	The Security Officer gets back the Visitor's Pass and ask the visitor to log out.	n/a	1 minute – 2 minutes	Security Officer
	The Security Officer also roves in the assigned area or post.			

• **SECURITY ASSISTANCE TO ANY EVENTS/OCCASIONS OF THE CITY GOVERNMENT OF MUNTINLUPA**

The City Security Office provides the schools/offices maximum security and safety. It protects the students from illegal drugs, alcohol, gambling and other forms of vices.

Office or Division:		City Security Office / Operations Division		
Classification:		Simple		
Type of Transaction:		G2C – Government to Government		
Who may avail:		LGU Muntinlupa Offices and General Public		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter of Request		Respective Offices, Mayors Office and City Security Office		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit Letter of Request to Mayors Office and City Security Office	The Security Officers are deployed in strategic places during the event/occasion to monitor the safety of the participants and secure the place of event.	n/a	The whole schedule of event	Security Officer
	The Security Officer informs immediately the Supervising Security Officer any potential cause of accident or untoward incident.	n/a	1 minute – 2 minutes	Security Officer/ Supervisor
	The Supervising Security Officer responds without delay to reports of assigned Security Officer to any potential cause of accident or untoward incident.	n/a	1 minute – 2 minutes	Security Officer
	The Supervising Security Officer roves, inspects and records/reports the situation to the Head of Office per instruction.	n/a	3-5minutes	Security Officer
	The Security Officers are deployed in strategic places during the event/occasion to monitor the safety of the participants and secure the place of event.	n/a	The whole schedule of event	Security Officer