



## **Ceramics Display Center & Traveller's Toilet**



# 1.Selling of Ceramics Products

Sale of Ceramic products

<b>Office or Division:</b>		Ceramics Display Center & Traveller's Toilet		
<b>Classifications:</b>		Simple		
<b>Type of Transactions:</b>		G2G G2C – Government to Government, Government to Citizen		
<b>Who may avail:</b>		All clients (public & private)		
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
Actual customers			Ceramis Display Center & Traveller's Toilet	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSONS RESPONSIBLE</b>
1. Proceed to the officer of the day for inquiry	1. Entertain and provide customer necessary information	None	1 Minute	Letecia Catigbe Administrative Aide I Lucena Inojales Administrative Aide I Emelia Pedrosa Administrative Aide I
2. Release sold product	2. Issue official receipt	Flower Pots prices from P15.00 to P500.00	3 Minutes	Letecia Catigbe Administrative Aide I Lucena Inojales Administrative Aide I Emelia Pedrosa Administrative Aide I Eduardo dela Cruz Farm Superintendent I
3. Release cash ticket	3. Issue cash ticket	5.00	1Minutes	Letecia Catigbe Administrative Aide I Lucena Inojales Administrative Aide I  Emelia Pedrosa Administrative Aide I
<b>TOTAL:</b>		<b>P520.00</b>	<b>5Minutes</b>	



## **Provincial Ceramics Center**



# 1. Production of Ceramics Product

Produce Ceramics Product

<b>Office or Division:</b>	Provincial Ceramics Center			
<b>Classifications:</b>	Simple			
<b>Type of Transactions:</b>	G2G & G2C – Government to Government & Client			
<b>Who may avail:</b>	All Clients (Public & Private)			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
Actual customers			Provincial Ceramics Center	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSONS RESPONSIBLE</b>
1. Proceeds to the officer of the day for inquiry	1. Provides customer necessary information	None	30 Minutes	Roger Borgonia Administrative Aide I Elizer Dañas Administrative Aide I Elvistalen Juntilla Administrative Aide I
2. Registers in the logbook and fill up order form	2. Takes order of the client	None	5Minutes	Roger Borgonia Administrative Aide I Elizer Dañas Administrative Aide I Elvistalen Juntilla Administrative Aide I
3. Picks up ordered items	3. Issue official receipt	Flower Pots prices from P 15.00 to P 500.00	3 Minutes	Eduardo dela Cruz Farm Superintendent I
<b>TOTAL:</b>		<b>P15.00 to P500.00</b>	<b>38 Minutes</b>	