



Provincial Civil Security Unit



1. Assistance to Client Inquiries of PGLDN

Issuance of visitor's pass, visitors interviewed instructed to assisted visitors.

Office or Division:	Provincial Civil Security Unit			
Classifications:	Simple			
Type of Transactions:	G2C – Government to Citizen			
Who may avail:	General Public and Client Inquiries			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Valid ID			Private Individual/Client	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Answers the Interview	1. Interviews Clients	None	1 Minute	Jonathan A. Sarip Watchman I
	1.1 Issues Visitor's Id	None	1 Minute	Jimmy Alfeche Wathcman I
	1.2 Guides the client on his concern office	None	1 Minute	Junmar Sahulga Watchnman I Aldin Balansag Watchman I Renante Balderama Watchman I
TOTAL:		None	3 Minutes	



2. Preparation of Incident Report/ Investigation Report

Preparation of report detailing the incident that transpired at the post, losses and damages for government properties prepared and finalized.

Office or Division:	Provincial Civil Security Unit			
Classifications:	Simple			
Type of Transactions:	G2G – Government to Government			
Who may avail:	All Government Offices of PGLDN			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Letter Request(1 copy only)			Requesting Client	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Submits request	1. Receive letter request	None	2 Minutes	Timotea C. Baricuatro Security Agent I April Ann C. Pintac Watchman I
	1.1Conduct Investigation	None	16 Minutes	2LT Ben-al A Pangilinan(Ret) PA Sammy C. Ohagan Security Guard I
	1.2Prepares report	None	6 Minutes	Sammy C. Ohagan Security Guard I
TOTAL:		None	24 Minutes	



3. Transmitting radio messages

Transmitting of radio messages to the concerned office or individual

Office or Division:	Provincial Civil Security Unit			
Classifications:	Simple			
Type of Transactions:	G2G – Government to Government, G2C- Government to Citizen			
Who may avail:	General Public and All Government Offices of PGLDN			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Text for messages to be transmitted			PGLDN Department concern	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Submits texts for radio message	1. Receives text for radio message	None	2Minutes	Reynaldo Ponce Security Guard I
	1.1Transmits radio message	None	3 Minutes	Danilo Baes Security Guard I Elmer Alviso Watchman I
TOTAL:		None	5 Minutes	



4. Assistance to Vehicle Parking

Assistance extended to drivers for appropriate parking of vehicles.

Office or Division:	Provincial Civil Security Unit			
Classifications:	Simple			
Type of Transactions:	G2C – Government to Citizen and G2G- Government to Government			
Who may avail:	General Public and All Government Officials			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Direct permission to the assigned guard			PCSU	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Ask assistance for parking	1. Assist client for vehicle parking	None	3 Minutes	Omar S. Garangan Watchman II
TOTAL:		None	3 Minutes	