

1. Monitoring and Security Checkpoint and Providing ID Tags

The Contracted Security Guards under the Public Order and Safety Office shall provide security checkpoint and provides ID tags for the clients while in the premises of the City Hall Building.

Office or Division:		PUBLIC ORDER AND SAFETY OFFICE		
Classification:		Simple		
Type of Transaction:		Government to citizens		
Who may avail:		City officials, employees and general public		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Valid ID		n/a		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Enters the lobby entrance, passing through the Walk-Through Metal Detector/Security Checkpoint	*Allow unhampered entry of city officials and employees; *Monitor that all persons pass through the checkpoint and be subjected to security check.	None	1 minute	Contracted Security guards manning the security checkpoint
2. Allow himself to be frisk	Frisk/advise to deposit FAs		1 minute	Contracted Security Guards
3. Provide ID to be swapped with Visitor Tag	Issue Color-coded Visitor Tag <ul style="list-style-type: none"> • White –LG/UG • Green – 2F • Yellow – 3F • Red – 4F 		2 minutes	Contracted Security Guards
4. Proceed to the atrium for information inquiry or to the office to be visited	Monitor movement of subject while within the security check point			Contracted Security Guards
5. For exiting visitor passing through the lobby exit - Return the visitor tag and retrieve personal ID	Get the visitor tag and return the appropriate ID		1 minute	Contracted Security Guards

END OF TRANSACTION; Transaction time: 5 minutes