

External Services

1. Receiving Tourists and Other Visitors

Office or Division:	Museo de Legazpi			
Classification:	Simple			
Type of Transaction:	G2C, G2B			
Who may avail:	Clients, Students, Tourists and Other Visitors			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None		None		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Approach Officer of the Day and register in the Logbook	1.1. Receives the client and gives a short overview on the rules to follow inside the museum	None	30 minutes.	<i>Community Affairs Assistant II</i>
TOTAL		None	30 minutes	

External Services

2. Technical Assistance to Researchers

Assistance is provided to assist researchers in the completion of academic requirements.

Office or Division:	Museo de Legazpi			
Classification:	Simple			
Type of Transaction:	G2C, G2B, G2G			
Who may avail:	Clients, Students, Tourists and Other Visitors			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None		None		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Request for interview/ data	Grants request/ schedules interview and provides data needed.	None	Two (2) hours	<i>Museum Curator</i>
TOTAL		None	2 hours	