



CITIZEN'S CHARTER

MARILAO MULTIPURPOSE COMPLEX

Reservation for Convention Center

SCHEDULE
Monday–Friday
8 am – 5 pm
(No Noon Break)

DURATION
17 minutes

REQUIREMENTS
Accomplished Request Form

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION	PERSON IN CHARGE	FEES/ CHARGES	FORMS
1	SUBMIT requirements.	Assess for the availability of schedule.	2 minutes	Convention Staff	None	Request Form
		Approve the request.	5 minutes	Municipal Mayor	None	
2	PAY to the Treasurer's Office.	Process payment and issue official receipt.	5 minutes	Cashier (Treasurer's Office)	Pavillion – P10,000 Conference Room – P3,500	Official Receipt
3	CLAIM a copy of the contract.	Issue a copy of the reservation contract.	5 minutes	Convention Staff	None	Reservation Contract

END OF TRANSACTION



Contact Person: ELOISA DE GUZMAN

Nicanor V. Guillermo Convention Center, Poblacion II, Marilao, Bulacan

Reservation for Covered Court/ Tennis Court

SCHEDULE
Monday–Friday
8 am – 5 pm
(No Noon Break)

DURATION
17 minutes

REQUIREMENTS
Accomplished Request Form

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION	PERSON IN CHARGE	FEES/ CHARGES	FORMS
1	SUBMIT requirements.	Assess for the availability of schedule.	2 minutes	Covered Court Staff	None	Request Form
		Approve the request.	5 minutes	Municipal Mayor	None	
2	PAY to the Treasurer's Office.	Process payment and issue official receipt.	5 minutes	Cashier (Treasurer's Office)	As per Order of Payment	Official Receipt
3	CLAIM a copy of the contract.	Issue a copy of the reservation contract.	5 minutes	Covered Court Staff	None	Reservation Contract

END OF TRANSACTION



Contact Person: REYMOND ALLAN SANTOS

Marilao Covered Court, Poblacion II, Marilao, Bulacan