

**ADMINISTRATION DEPARTMENT
CAAP Central Office**

**APPROVAL OF REQUEST TO CONDUCT PRODUCT PRESENTATION /
DEMONSTRATION**

Schedule of Availability of Service:

Monday – Friday (8:00 AM to 5:00 PM)

No Noonbreak

Who may avail of this Service:

Private Companies or other Government Agencies / Stakeholders

What are the requirements:


1. Letter request (3 copies) stating the following:
 - Intent/Purpose
 - Date and Time of activity
 - Subject/scope of activity (eg. demo/booth/giving out flyers etc.)
 - Number and name/s of employees or participants
 - Specific Service / Facility / Place where the activity will be conducted
2. Photocopy of Identification Card/s (IDs) of employees/participants

HOW TO AVAIL OF THE SERVICE:


Step	Client	Activity	Fees	Forms	Duration of Activity	Person in Charge
1	Submit letter request to Admin Department	1. Receive and record in the incoming logbook; forward to Admin Officer			5 min	Office Assistant
		2. Review request; check availability of venue; prepare endorsement letter to CAAP CSIS			30 min	Admin Officer
2	Proceed to CAAP CSIS for the issuance of security clearance	1. Receive request and endorsement			5 min	CAAP CSIS Officer In-Charge


		2. Conduct security verification			30 min	CAAP CSIS Officer In-Charge
		3. Issue security clearance			3 min	CAAP CSIS Officer In-Charge
3	Receive security clearance					
TOTAL DURATION OF ACTIVITY					1 hour 13 mins	

Prepared by:


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 Administrative Officer II

Approved by:


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 Chief, Admin Department


Ms. Jocelyn L. Ching
 Officer In-Charge
 Admin and Finance Service