

**CITY GENERAL SERVICES
OFFICE**

External Services

1. Request for Grass Cutting and Tree Trimming

All citizens of Cavite City may request for Grass Cutting and Tree Trimming and will be assisted if their request is approved by the City Mayor.

Office or Division:	General Services Office			
Classification:	Simple			
Type of Transaction:	G2G - Government to Government			
Who may avail:	Employees			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Approved Request Letter from City Mayor's Office			City Mayor's Office	
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Submit Approved Request Letter from City Mayor's Office	1.Receive Approved Request Letter from City Mayor's Office	None	5 minutes	Metro Aide II GSO Labor Foreman GSO
	2. Approval of Request	None	5 minutes	General Services Officer GSO
	3. Check the Availability of Personnel Concerned	None	5 minutes	Utility Foreman GSO
	4. Scheduling of Personnel Concerned (Special Request)	None	15 minutes	Utility Foreman GSO
TOTAL:		None	30 minutes	