

## Request to view and/ or copy of CCTV footage

<b>Office or Division:</b>	Municipal Mayor - Municipal Disaster Risk Reduction Management Office				
<b>Classification:</b>	Simple				
<b>Type of Transaction:</b>	G2C - Government to Citizens G2G - Government to Government				
<b>Who may avail:</b>	All				
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>				
Official Copy of Police report or blotter for documentation and proof of legal purpose	PNP Office Burgos				
Minimum of 8GB USB to save a copy of the footage upon approval and completion of requirement	Client				
PNP / Barangay Official assistance for CCTV review on Saturday and Sunday	Police personnel or barangay personnel				
Photocopy of Valid Government Issued I.D. / Barangay Clearance	Client				
<b>NO.</b>	<b>CLIENT STEPS</b>	<b>OFFICE ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1.	1.Register on the logbook	1.Request clients to register on the logbook	None	2 Minutes	<i>LDRRMO II Admin Aide IV</i>

					<i>MDRRM Office</i>
2.	2.Fill up forms with complete signatories	2. Validate the forms and confirm CCTV footage.	None	3 Minutes	<i>LDRRMO II Admin Aide IV MDRRM Office</i>
3.	3.Provide 8 GB USB and required documents to process securing of footage	3.Verify police report and provide footage if available	None	10 Minutes	<i>LDRRMO II Admin Aide IV MDRRM Office</i>
4.	4.Receive footage	4. Release footage upon completion of necessary requirements.	None	5 Minutes	<i>LDRRMO II Admin Aide IV MDRRM Office</i>
TOTAL:				20 Minutes	

- All footage provided are **NOT** for sale, duplicate, uploading in any sites and/or shown to the general public.