

## PARKS ADMINISTRATION OFFICE

### VISION

Committed to provide the best parks and recreation services to enhance the quality of life and nurture the health and well-being of the community.

### MISSION

1. To embark the development by landscaping open spaces into parks and maintaining and enhancing the existing playgrounds and its facilities.
2. To provide quality facilities and services that are responsive to various community activities.
3. To improve and develop parks and playgrounds in every barangay.
4. To lessen the impact of pollution through greening and tree planting activities for the sake of the next generation.

<b>FRONTLINE SERVICE</b>	<b>VEGETABLE SEED DISTRIBUTION</b>
<b>STEP 1</b>	Receive request letter.
<b>SERVICE PROVIDER/S</b>	DOLORES GIRON YVONNE SHIMIE G. TEJERO
<b>TIME FRAME</b>	2 minutes
<b>STEP 2</b>	Provide vegetable seeds to recipient.
<b>SERVICE PROVIDER/S</b>	DOLORES GIRON YVONNE SHIMIE G. TEJERO
<b>TIME FRAME</b>	2 minutes
<b>REQUIRED DOCUMENT/S</b>	None
<b>REQUIRED FEES</b>	None

<b>FRONTLINE SERVICE</b>	<b>USE OF GLORIETTA PARK PLAZA AT TALA, NORTH CALOOCAN</b>
<b>STEP 1</b>	Receive request letter by the Chief of Office.
<b>SERVICE PROVIDER/S</b>	JESSE V. ACENAS
<b>TIME FRAME</b>	2 minutes
<b>STEP 2</b>	Identify venue and date requested.
<b>SERVICE PROVIDER/S</b>	JESSE V. ACENAS
<b>TIME FRAME</b>	1 - 5 days
<b>REQUIRED DOCUMENT/S</b>	None
<b>REQUIRED FEES</b>	PhP 100.00 per hour

<b>FRONTLINE SERVICE</b>	– URBAN GARDENING DEMONSTRATION – LIVESTOCK AND AQUACULTURE DEMONSTRATION
<b>STEP 1</b>	Receive request letter.
<b>SERVICE PROVIDER/S</b>	DOLORES GIRON YVONNE SHIMIE G. TEJERO
<b>TIME FRAME</b>	2 minutes
<b>STEP 2</b>	Assign date for demonstration.
<b>SERVICE PROVIDER/S</b>	DOLORES GIRON YVONNE SHIMIE G. TEJERO
<b>TIME FRAME</b>	5 days
<b>REQUIRED DOCUMENT/S</b>	None
<b>REQUIRED FEES</b>	None

**FEEDBACK AND COMPLAINTS MECHANISM:**

Accomplish the Feedback Form available in the office and drop in the designated Comment and Suggestion Box located at the Front Desk or send queries through any of the following form of correspondence:

**Email Address:**                    ***parksouth793@yahoo.com***

**Telephone Numbers:**    **(02) 288 – 8811 to 21 loc. 2216**