

III. PADC CITIZEN'S CHARTER ON HANGARAGE/LEASE OF OFFICE SPACE

			Contact Nos.
1. Letter of intent to be submitted by prospective client addressed to PADC President.	1 day	Office of the President	853-7756
2. Marketing prepares proposal on preferred area.	1 day	A. Bersamira	852-3471
3. If accepted by client, Marketing prepares the draft contract for review of OGCC.	2 hours	A. Bersamira	852-3471
4. Draft contract reviewed by OGCC presented to client for their approval.	No definite Time	OGCC / A. Bersamira	852-3471
5. Finalization of contract and signing of both parties.	1 day	OP/Client	853-7756
6. Implementation of the contract.	1 day	A. Bersamira	852-3471
PADC Customer Care Center:		Contact Numbers	
Contact Persons:			
Antonio M. Suba - Director, Treasury Dept/ OIC, M & E		851-9204	
Annie N. Bersamira - OIC, Marketing Department		852-3471	