

SECURITY PLANT COMPLEX (SPC) GALLERY TOURS

Description : Guided gallery tours of SPC showcasing currency production, minting, and gold refining
Clients : General public
Documents Required : Letter of request for a gallery tour
Schedule of Service Availability : Banking days, starting at 9:00 AM; by appointment
Contact Information : Department of General Services, Rm. 405, 4/F Bldg. A, Security Plant Complex, East Avenue, Diliman, Quezon City. Tel. No. 988-4561 to 63
Total Processing Time : Tour Clearance will be released seven banking days from receipt of formal letter of request
Total fees : None

STEP NO.	CLIENT STEP	BSP ACTION	OFFICE RESPONSIBLE/ LOCATION	DOCUMENT(S) REQUIRED	DOCUMENT(S) GENERATED
1	Call or e-mail BSP to make a tentative booking (subject to availability of desired tour schedule)	Confirm availability of date and inform client of requirements	DGS, Rm. 405, 4/F Bldg. A, SPC		
2	Submit letter of request within seven calendar days from Step 1	Send acknowledgement letter/e-mail to client	DGS, Rm. 405, 4/F Bldg. A, SPC	Letter	Acknowledgement letter/e-mail
3	Receive acknowledgement letter				
		Process request and send client the confirmation letter/e-mail together with tour clearance and regulations	DGS, Rm. 405, 4/F Bldg. A, SPC	Tour clearance and regulations	Confirmation letter/e-mail, Tour clearance, Tour regulations

4	Receive confirmation letter/e-mail with tour clearance and regulations		DGS, Rm. 405, 4/F Bldg. A, SPC		
5	Proceed to SPC per appointment, and present tour clearance	Conduct guided gallery tour	DGS, Rm. 405, 4/F Bldg. A, SPC	Tour clearance	
END OF TRANSACTION					