



2. CCTV footage review and request for PNP copy				
CCTV footage review and or request for pnp copy of incident by the requester and the accompanying pnp officer from command center				
Office or Division:	Metro Bataan Development Authority / Public Safety Division			
Classification:	Simple			
Type of Transaction:	G2G=Government to Government, G2C=Government to Citizen and G2B=Government to Business entity			
Who may avail:	PNP and All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Request letter from pnp chief of police office (2 copies)		Pnp headquarters nearest to the place of incident		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits cctv footage review request letter from pnp (2 copies)	1. Receives and checks request letter from pnp and forwards to mbda administrative staff for stamping	None	5 minutes	<i>Admin Assistant III (EOC Supervisor)</i> Public Safety Division
2. Accepts stamped request letter from admin as receiving copy	2. Stamps request letter from client. "one copy for pnp and one copy for admin"	None	5 minutes	<i>Senior Admin Assistant II (Admin Staff) General Administrative Service Division</i>
3. Proceeds to emergency operation center for the review of the request. If the request includes a copy for pnp, records the video of incident via cellphone. (pnp officer only)	3. Playbacks cctv for review by pnp and requester. If the request includes a copy of the video, allows the pnp officer to capture the video via cellphone recording	None	20 minutes	<i>Admin Assistant I (CCTV Supervisor)</i> Public Safety Division
TOTAL:		None	30 minutes	