Cultural Affairs Division

External

Cultural Outreach / Performances / Training & Other Related Cultural Activities

The Cultural Affairs Division under the Mayor's Office is tasked to train potential artist in the field of performance art, especially in music and visual arts. And to provide platforms to artists to showcase their talents. Providing financial assistance to members of Kabataang Silay Ensemble Rondalla which represent the city on various international and local performances, thus maintaining Silay Cultural/Musical Heritage.

Should the Inter-Agency Task Force approves the holding of cultural presentations and mass gatherings, practices and performances of the Rondalla members should always have social distancing and performers should wear their masks.

Office or Division:	Cultural Affairs Division
Classification:	Simple
Type of Transaction:	G2C / G2G
Who may avail:	Residents of Silay City / Audience from different parts of the country

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Invitational Letter Request Letter	Clients
Formal invitational letter of the requesting agency (G2G)	Concerned Agency

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of the invitational letter	1. Preparation of the performance / logistic	None	2 minutes	Cultural Staff
2. Approval of the City Mayor	2. Endorsement from City Administrator to Cultural Office	None	2 minutes	City Administrator
3. Release of Endorsement to Cultural Office	3. Advice concerned agency/client of the approved request.	None	2 minutes	Cultural Staff
4. Preparation of performance / logistics	4. Request for service vehicles and other logistics	None	2 minutes	Cultural Staff
5. Processing of request of logistics for the	5. Processed documents	None	24 days	City Administrator City Budget Office,

performing groups (EG, Tickets, meal allowance by the cultural staff)	routed to different concerned offices			City Accounting Office, City Treasurer's Office, City Mayor's Office
6. Releasing of needed logistics	6. City Treasurer's Office release the check / cash to cultural office for disbursement	None	5 minutes	City Treasurer's Office Cultural Office
	TOTAL	None	1 day and 13 minutes	