Step 1

- The NGO /PO shall submit resolution/application to the Province addressed to the Provincial Governor.

Step 2

- The documents will be forwarded to the Committee for evaluation of applications. The result of the evaluation shall be forwarded office/department concerned(Office of the Provincial Veterinarian, the Office of the Provincial Agriculturist, the Office of the Provincial Social Welfare Development Officer, the PGO-Cooperative Section)

Step 3

- The office concerned will review the technical, financial and completion of the submitted requirements/documents which in turn will submit to the Committee for final evaluation, accreditation and recommendation.

Step 4

- Upon recommendation of the Committee, the documents of the accredited NGO/PO shall then be forwarded to the Provincial Governor for approval or disapproval of the loan application. For this purpose, the Provincial Governor, upon authority of SP to sign /enter into a Memorandum of Agreement/Contract with the borrower/s under the terms and conditions reflecting therein.

Step 5

- The department/office concerned shall conduct an orientation for the NGO/PO regarding the MOA and other important matters pertaining to the implementing guidelines of the Livelihood Assistance program. The MOA shall be prepared by office concerned thru the assistance of the Committee/office representative.

Step 6

- Processing of the approved loan application until the release of the fund shall pass thru proper legal process.

Step 7

- The release of check from the Provincial Treasury Office shall be received by the duly authorized officers, the president and the treasurer, or any officer authorized by the NGO/PO accompanied by the representative from the validating team from the committee.

Step 8

- The Committee shall periodically report to the Governor of the status of the granted livelihood assistance and to recommend appropriate action in cases where the beneficiary defaults or fail short of the agreed mode of payment and/or in cases of deviation from approved project proposals and/or MOA.

Step 9

- The concerned offices/departments shall assist the provincial treasury office in the collection of amortization payment.

Step 10

- There shall be four (4) sets of MOA and other documents/attachments to be prepared: for vouches, beneficiary, MLGU, and the Provincial Government of the Benguet for file records.