

PROVISION OF DEMOGRAPHIC DATA, PHYSICAL AND SOCIO ECONOMIC DATA, REPORT SUCH AS SEMESTRAL AND ANNUAL PROJECT STATUS AND OTHER REPORTS. PROVISION OF AVAILABLE MAPS

Schedule of Service Availability: Monday to Friday (8:00 AM – 5:00 PM) NO NOON BREAK

Requirements: Pertinent documents relating to the request

STEPS	CLIENT	SERVICE PROVIDER	DOCUMENTS NEEDED	RESPONSE TIME	CHARGES/ FEES	RESPONSIBLE PERSON/S	LOCATION
1	Present Letter-Request of requesting office, Agency/ School and/ or verbal requests	1. Receive request and refer requesting client to concerned office personnel	Agency ID or School ID	2 minutes	-	Administrative Staff, Project Development Officers IV, III, II & I, Economist II, Project Development Assistant.	Provincial Planning and Development Office 3 <sup>rd</sup> Floor Main Building, Capitol
		2. Provide available documents/ maps/ reports needed	-	5 minutes	-		
2	If client wishes to buy documents or maps	3. Issue order of payment	-	2 minutes	-	PTO- Land Tax Division Personnel	PTO- Land Tax Division 1st Floor, Left Wing, Capitol Building I

Presents official receipt to office personnel

4. Retrieve requested documents/ maps/ reports

Official receipt of payment of charges

5 minutes

Office Personnel

Receive requested document

5. Release copy of client and return office file copy.

2 minutes

Provincial Planning and Development Office 3<sup>rd</sup> Floor Main Building, Capitol

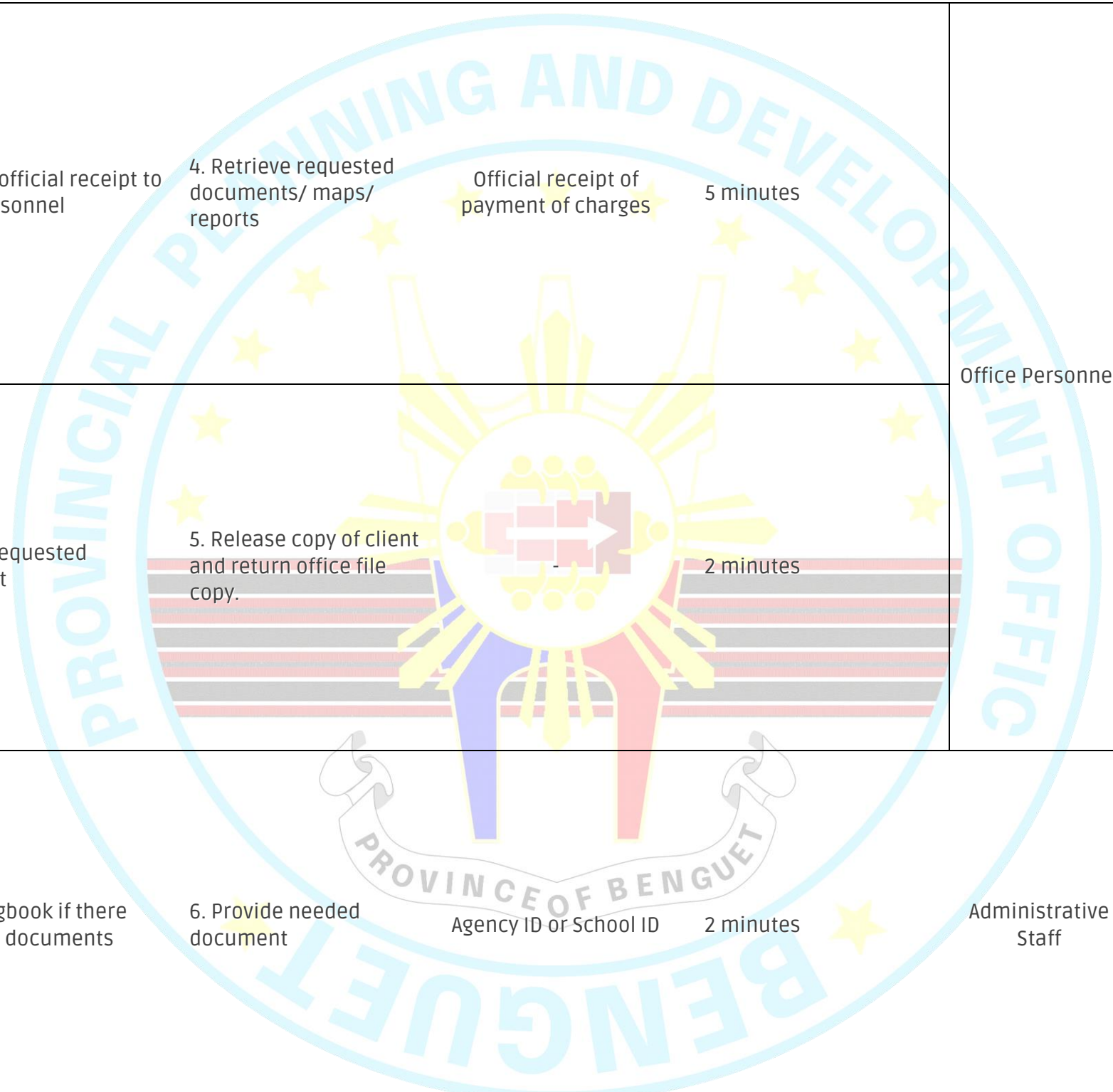
Signed logbook if there borrowed documents

6. Provide needed document

Agency ID or School ID

2 minutes

Administrative Staff



# VALIDATION/ MONITORING OF SOCIAL, ECONOMIC AND INFRASTRUCTURE PROJECTS/ ISSUANCE OF VALIDATION AND MONITORING REPORTS

Schedule of Service Availability: Monday to Friday (8:00 AM – 5:00 PM) NO NOON BREAK

Requirements: Pertinent documents relating to the request

STEPS	CLIENT	SERVICE PROVIDER	DOCUMENTS NEEDED	RESPONSE TIME	CHARGES/ FEES	RESPONSIBLE PERSON/S	LOCATION
1	Present or submit request for inspection or validation of projects	1. Receive request	File copies of request and log-in on record books.	5 minutes	-	Administrative Staff	Provincial Planning and Development Office 3 <sup>rd</sup> Floor Main Building, Capitol
		2. Evaluates project requests and assigns personnel.	Letter-requests	10 minutes	-	Provincial Planning and Development Coordinator (PPDC)	
2	Receive/ request report of inspection	3. Provide copy of duly signed inspection report	-	10 minutes	-	Administrative staff/ other assigned personnel	



# VERIFICATION/ REQUEST PROJECT LISTINGS AND PRIORITIZED PROJECTS AND OTHER FORMS OR LETTER-REQUEST

Schedule of Service Availability: Monday to Friday (8:00 AM – 5:00 PM) NO NOON BREAK

Requirements: Pertinent documents relating to the request

STEPS	CLIENT	SERVICE PROVIDER	DOCUMENTS NEEDED	RESPONSE TIME	CHARGES/ FEES	RESPONSIBLE PERSON/S	LOCATION
1	Present documents such as resolutions, indorsements, or request for realignment, etc., for reference.	1. Receive/ crosscheck and verify documents on file, or recorded (resolutions, indorsements and request)	File copies of Resolutions or letter-requests of indorsements, Record Books	5 minutes	-	Administrative Staff	Provincial Planning and Development Office 3 <sup>rd</sup> Floor Main Building, Capitol
2	Receive feedback from concerned PPDO personnel.	2. Refer documents to concerned personnel.	-	1 minute	-	Administrative Staff	
		3. Advices the client as to the status of the matter referred: a. if funded b. if project request is for future funding/ consideration c. if project is due for realignment	-	10 minutes	-	Administrative Staff / PPDC	