



Provincial Governor's Office

1. Appointment with the Governor

Public Office is a Public Trust, the Office of the Provincial Governor welcomes individuals, groups, or public officials having official business or legitimate transaction with the provincial government by personally discussing the matter with the Governor.

Office or Division:	Provincial Governor's Office			
Classifications:	Simple			
Type of Transactions:	G2G –Government to Government, G2C- Government to Citizen,			
Who may avail:	National Line Agencies, PGLDN Officials, Department Heads and Employees, Local Government Officials and Employees, Barangays, Private Sectors, Non-Government Organizations, Civil Society Organizations, Private Individuals			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ol style="list-style-type: none"> 1. Notes from the Governor 2. Per verbal instructions from the Governor 3. Request Letter 4. Call Slip 5. Phone Call 		Provincial Governor's Office-Appointing Secretary		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Logs-in to Guestbook	1. Advises client to fill-up the Guestbook	None	2 Minutes	April Vi Tiongco Administrative Assistant II
	1.1 Interviews the client	None	3 Minutes	April Vi Tiongco Administrative Assistant II
	1.2 Refers to the Governor. for appointment	None	3 Minutes	April Vi Tiongco Administrative Assistant II
	1.3 Advises client to wait for appointment	None	3 Minutes	April Vi Tiongco Administrative Assistant II
2. Proceeds to the Governor's Office	2. Entertains Client	None	1 hour	Governor
TOTAL:		None	1 Hour, 11 Minutes	



2. Approval of Letter of Invitation

The Office of the Provincial Governor receives letter of invitation requesting the attendance of the Governor forwarded by individuals, groups, or public officials to an event or activity within the province that promotes unity, peace and development.

Office or Division:	Provincial Governor's Office			
Classifications:	Simple			
Type of Transactions:	G2G – Government to Government, G2C-Government to Citizen			
Who may avail:	National Line Agencies, PGLDN Officials and Department Heads, Local Government Officials, Barangays, Private Sectors, Non-Government Organizations, Civil Society Organizations, Private Individuals			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
2 copies of letters			Client	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Requests for Approval of Letter of Invitation	1. Receives Letter of Invitation	None	2 Minutes	April Vi Tiongco Administrative Assistant II
	1.1 Routes letter to the Governor	None	2 Minutes	April Vi Tiongco Administrative Assistant II
	1.2 Scheme reads letter	None	3 Minutes	Governor
	1.3 Acts on letter	None	2 Minutes	Governor
	1.4 Records acted Letter of Invitation	None	2 Minutes	April Vi Tiongco Administrative Assistant II
	1.5 Confirms the Client of the request	None	2 Minutes	April Vi Tiongco Administrative Assistant II
TOTAL:		None	13 Minutes	



3. Approval of Letter of Request

The Office of the Provincial Governor receives letter of request forwarded by individuals, groups, or public officials requesting assistance to an event or activity within the province that promotes unity, peace, and development.

Office or Division:	Provincial Governor's Office			
Classifications:	Simple			
Type of Transactions:	G2G – Government to Government, G2C			
Who may avail:	National Line Agencies, PGLDN Officials, Department Heads and Employees, Local Government Officials and Employees, Private Sectors, Non-Government Organizations, Civil Society Organizations, Private Individuals			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
2 copies of Letters			Client	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Requests for Approval of Letter of Request	1.Receives Letter of Request	None	2 Minutes	Lilian Velez Local Legislative Staff Officer I
	1.1 Routes letter to the Governor	None	2 Minutes	Lilian Velez Local Legislative Staff Officer I
	1.2 Scheme reads letter	None	3 Minutes	Governor
	1.3 Acts on letter	None	2 Minutes	Governor
	1.4 Records acted letter	None	2 Minutes	Lilian Velez Local Legislative Staff Officer I
2 Proceeds to the Records Section	2.Release acted letter	None	2 Minutes	Marites Orquillas Local Legislative Office II
TOTAL:		None	13 Minutes	



4. Requests for the Approval of Recommendation Letter

Recommendation letter is issued by the Office of the Provincial Governor to private individuals or public officials needing this document for employment or promotion.

Office or Division:	Provincial Governor's Office			
Classifications:	Simple			
Type of Transactions:	G2G – Government to Government, G2C-Government to Citizen			
Who may avail:	National Line Agencies, PGLDN Officials and Department Heads, Local Government Officials, Private Sectors, Non-Government Organizations, Civil Society Organizations, Private Individuals			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
2 copies of Letters			Client	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Requests for Approval of Recommendation Letter	1. Receives Recommendation Letter	None	2 Minutes	Lilian Velez Local Legislative Staff Officer I
	1.1 Routes letter to the Governor	None	2 Minutes	Lilian Velez Local Legislative Staff Officer I
	1.2 Scheme reads letter	None	3 Minutes	Governor
	1.3 Acts on letter	None	2 Minutes	Governor
	1.4 Records acted letter	None	2 Minutes	Lilian Velez Local Legislative Staff Officer I
2. Proceeds to the Records Section	2. Releases acted Recommendation Letter	None	2 Minutes	Marites Orquillas Local Legislative Staff Officer II
TOTAL:		None	13 Minutes	



5. Approval of Letters (Resignation, Retirement)

The Office of the Provincial Governor receives resignation or retirement letter from PGLDN employees who are expressing their intention to end their services to the provincial government. The Governor releases the said letter by approving the request of the concern party.

Office or Division:	Provincial Governor's Office			
Classifications:	Simple			
Type of Transactions:	G2G – Government to Government,			
Who may avail:	PGLDN All Offices			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
2 copies of Letters			Client	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Requests for Approval of Resignation Retirement Letter	1. Receives Resignation/ Retirement Letter	None	2 Minutes	Lilian Velez Local Legislative Staff Officer I
	1.1 Routes letter to the Governor	None	2 Minutes	Lilian Velez Local Legislative Staff Officer I
	1.2 Scheme reads letter	None	3 Minutes	Governor
	1.3 Acts on letter	None	2 Minutes	Governor
	1.4 Records acted letter	None	2 Minutes	Lilian Velez Local Legislative Staff Officer I
2. Proceeds to the Records Section	2. Releases Resignation/ Retirement letter	None	2 Minutes	Marites Orquillas Local Legislative Staff Officer II
TOTAL:		None	13 Minutes	



6. Approval of Plantilla of Permanent

The Office of the Provincial Governor receives and approves plantilla of permanent employees submitted by the Provincial Human Resource Management and Development Office. The list is then included in the official roster of PGLDN employees.

Office or Division:	Provincial Governor's Office			
Classifications:	Simple			
Type of Transactions:	G2G –Government to Government			
Who may avail:	Department Heads and Employees,			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
4 copies of Plantilla			PHRMDO	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Requests for approval of Plantilla of Permanent employees	1. Receives Plantilla of Permanent	None	2 Minutes	Lilian Velez Local Legislative Staff Officer I
	1.1 Routes Plantilla of Permanent to the Governor	None	2 Minutes	Lilian Velez Local Legislative Staff Officer I
	1.2 Reviews Plantilla	None	5 Minutes	Governor
	1.3 Acts on Plantilla	None	5 Minutes	Governor
	1.4 Records acted Plantilla	None	2 Minutes	Lilian Velez Local Legislative Staff Officer I
2. Proceeds to the Records Section	2. Releases Acted Plantilla of Permanent	None	2 Minutes	Marites Orquillas Local Legislative Staff Officer II
TOTAL:		None	18Minutes	



7. Approval of Plantilla of Casual

The Office of the Provincial Governor receives and approves plantilla of casual employees submitted by the Provincial Human Resource Management and Development Office. The list is then included in the annual official roster of PGLDN employees.

Office or Division:	Provincial Governor's Office			
Classifications:	Simple			
Type of Transactions:	G2G –Government to Government			
Who may avail:	PGLDN Employees			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
4 copies of plantilla of casual			PHRMDO	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Requests for approval of Plantilla of Casual employees	1. Receives Plantilla of Casual	None	2 Minutes	Lilian Velez Local Legislative Staff Officer I
	1.1 Routes Plantilla of Casual to the Governor	None	2 Minutes	Lilian Velez Local Legislative Staff Officer I
	1.2 Reviews Plantilla	None	5 Minutes	Governor
	1.3 Acts on Plantilla	None	5 Minutes	Governor
	1.4 Records acted Plantilla	None	2 Minutes	Lilian Velez Local Legislative Staff Officer I
2. Proceeds to the Records Section	2. Releases acted Plantilla of Casual	None	2 Minutes	Marites Orquillas Local Legislative Staff Officer II
TOTAL:		None	18 Minutes	



8. Approval of Plantilla of Job Order

The Office of the Provincial Governor receives and approves plantilla of job order employees indorsed by the Provincial Human Resource Management and Development Office. The list is then included in the official roster of Job Order workers for the semester.

Office or Division:	Provincial Governor's Office			
Classifications:	Simple			
Type of Transactions:	G2G –Government to Government			
Who may avail:	PGLDN Employees,			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
3 copies of plantilla			PHRMDO	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Requests for approval of Plantilla of Job Order workers	1. Receives Plantilla of Job Order	None	2 Minutes	Lilian Velez Local Legislative Staff Officer I
	1.1 Routes Plantilla of Job Order to the Governor	None	2 Minutes	Lilian Velez Local Legislative Staff Officer I
	1.2 Reviews Plantilla	None	3 Minutes	Governor
	1.3 Acts on Plantilla	None	2 Minutes	Governor
	1.4 Records acted Plantilla of Job Order	None	2 Minutes	Lilian Velez Local Legislative Staff Officer I
2. Proceeds to the Records Section	2.Releases acted Plantilla of Job Order	None	2 Minutes	Marites Orquillas Local Legislative Staff Officer II
TOTAL:		None	13 Minutes	



9. Approval of NOSA/NOSI

The Office of the Provincial Governor approves NOSA/NOSI of employees in pursuance to Local Budget Circular implementing Executive Order and subject to usual accounting and auditing rules and regulations and or due to length of service of three years.

Office or Division	Provincial Governor's Office			
Classifications:	Simple			
Type of Transactions:	G2G –Government to Government			
Who may avail:	PGLDN All Offices			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
3 copies of NOSA/NOSI			PHRMDO	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Requests of NOSA /NOSI for Approval	1. Receives NOSA/NOSI	None	2 Minutes	Lilian Velez Local Legislative Staff Officer I
	1.1 Routes NOSA/NOSI to the Governor	None	2 Minutes	Lilian Velez Local Legislative Staff Officer I
	1.2 Scheme reads NOSA/NOSI	None	3 Minutes	Governor
	1.3 Acts on NOSA/ NOSI	None	2 Minutes	Governor
	1.4 Records acted NOSA/NOSI	None	2 Minutes	Lilian Velez Local Legislative Staff Officer I
2. Proceeds to the Records Section	2. Releases acted NOSA/NOSI	None	2 Minutes	Marites Orquillas Local Legislative Staff Officer II
TOTAL:		None	13 Minutes	



10. Approval of Executive Order

Executive Order is issued by the Office of the Provincial Governor directing PGLDN offices to ensure proper implementation or execution of the rules and regulation that are believed to be beneficial to the provincial government.

Office or Division:	Provincial Governor's Office			
Classifications:	Simple			
Type of Transactions:	G2G –Government to Government			
Who may avail:	PGLDN Offices			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
2 copies of EO			Client	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Requests for approval of Executive Order	1. Receives Executive Order	None	2 Minutes	Lilian Velez Local Legislative Staff Officer I
	1.1 Routes Executive Order to the Governor	None	2 Minutes	Lilian Velez Local Legislative Staff Officer I
	1.2 Scheme reads Executive Order	None	10 Minutes	Governor
	1.3 Acts on Executive Order	None	2 Minutes	Governor
	1.4 Records acted Executive Order	None	2 Minutes	Lilian Velez Local Legislative Staff Officer I
2. Proceeds to the Records Section	2.Releases acted Executive Order	None	2 Minutes	Marites Orquillas Local Legislative Staff Officer II
TOTAL:		None	20 Minutes	



11. Approval of Special Order

Special Order is issued by the Office of the Provincial Governor to specific PGLDN office in the performance of its functions.

Office or Division:	Provincial Governor's Office			
Classifications:	Simple			
Type of Transactions:	G2G –Government to Government			
Who may avail:	PGLDN Offices			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
2 copies of Special Order			PHRMDO	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Requests for approval of Special Order	1. Receives Special Order	None	2Minutes	Lilian Velez Local Legislative Staff Officer I
	1.1 Routes Special Order to the Governor	None	2 Minutes	Lilian Velez Local Legislative Staff Officer I
	1.2 Scheme reads Special Order	None	5 Minutes	Governor
	1.3 Acts Special Order	None	2 Minutes	Governor
	1.4 Records acted Special Order	None	2 Minutes	Lilian Velez Local Legislative Staff Officer I
2. Proceeds to the Records Section	2.Releases acted Special Order	None	2 Minutes	Marites Orquillas Local Legislative Staff Officer II
TOTAL:		None	15Minutes	



12. Approval of Recall Order

The Office of the Provincial Governor approves request of recall order addressed to PGLDN employees. The recall order is issued to specific employees at times when needed as not to hamper the services of the provincial government to the constituents.

Office or Division:	Provincial Governor's Office			
Classifications:	Simple			
Type of Transactions:	G2G –Government to Government			
Who may avail:	PGLDN All Offices			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
2 copies of Recall Order			PHRMDO	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Requests for approval of Recall Order	1. Receives Recall Order	None	2 Minutes	Lilian Velez Local Legislative Staff Officer I
	1.1 Routes Recall Order to the Governor	None	2 Minutes	Lilian Velez Local Legislative Staff Officer I
	1.2 Scheme reads Recall Order	None	3 Minutes	Governor
	1.3 Acts on Recall Order	None	2 Minutes	Governor
	1.4 Records acted Recall Order	None	2 Minutes	Lilian Velez Local Legislative Staff Officer I
2. Proceeds to the Records Section	2. Release acted Recall Order	None	2 Minutes	Marites Orquillas Local Legislative Staff Officer II
TOTAL:		None	13 Minutes	



13. Approval of Memorandum Order

Memorandum Order is issued by the Office of the Provincial Governor to PGLDN employees requiring to perform specific task in relation to its duties in improving the services and functions of the provincial government.

Office or Division:	Provincial Governor's Office			
Classifications:	Simple			
Type of Transactions:	G2G –Government to Government			
Who may avail:	PGLDN Offices			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
2 copies of Memorandum Order			PHRMDO	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Requests for approval of Memorandum	1. Receives Memorandum	None	2 Minutes	Lilian Velez Local Legislative Staff Officer I
	1.1 Routes the Memorandum to the Governor	None	2 Minutes	Lilian Velez Local Legislative Staff Officer I
	1.2 Scheme reads Memorandum	None	3 Minutes	Governor
	1.3 Acts on Memorandum	None	2 Minutes	Governor
	1.4 Records acted Memorandum	None	2 Minutes	Lilian Velez Local Legislative Staff Officer I
2. Proceeds to the Records Section	2. Releases acted Memorandum	None	2 Minutes	Marites Orquillas Local Legislative Staff Officer II
TOTAL:		None	13 Minutes	



14. Approval of Clearance

Clearance is issued by the Office of the Provincial Governor to PGLDN employees needing this document stating that the requesting party has no pending case and is cleared from any liabilities and obligations with the provincial government.

Office or Division:	Provincial Governor's Office			
Classifications:	Simple			
Type of Transactions:	G2G –Government to Government			
Who may avail:	PGLDN All Offices			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
5 copies of Clearance			Provincial Treasurer's Office	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Requests for approval of Clearance	1. Receives Clearance	None	2 Minutes	Lilian Velez Local Legislative Staff Officer I
	1.1 Routes Clearance to the Governor	None	2 Minutes	Lilian Velez Local Legislative Staff Officer I
	1.2 Scheme reads Clearance	None	2 Minutes	Governor
	1.3 Acts on Clearance	None	2 Minutes	Governor
	1.4 Records acted Clearance	None	2 Minutes	Lilian Velez Local Legislative Staff Officer I
2. Proceeds to the Records Section	2.Releases acted Clearance	None	2 Minutes	Marites Orquillas Local Legislative Staff Officer II
TOTAL:		None	12Minutes	



15. Approval of Application for Leave

Application leave is issued by the Office of the Provincial Governor to PGLDN employees and local government officials that needs personal approval of the Provincial Chief Executive.

Office or Division:	Provincial Governor's Office			
Classifications:	Simple			
Type of Transactions:	G2G-Government to Government, G2C-Government to Citizen			
Who may avail:	PGLDN All Offices, Local Government Officials			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
3 Copies of Application for Leave			PHRMDO	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Requests for approval of Leave Application	1. Receives Leave Application	None	2 Minutes	Lilian Velez Local Legislative Staff Officer I
	1.1 Routes the Leave Application to the Governor	None	2 Minutes	Lilian Velez Local Legislative Staff Officer I
	1.2 Scheme reads Leave Application	None	2 Minutes	Governor
	1.3 Acts on Leave Application	None	2 Minutes	Lilian Velez Local Legislative Staff Officer I
	1.4 Records acted Leave Application	None	2 Minutes	Lilian Velez Local Legislative Staff Officer I
2. Proceeds to the Records Section	2. Releases acted Leave Application	None	2 Minutes	Marites Orquillas Local Legislative Staff Officer I
TOTAL:		None	12 Minutes	



16. Approval of Travel Order (Official Business)

Travel Order is issued by the Office of the Provincial Governor to PGLDN employees attending event or activity held not within the borders of the province.

Office or Division:	Provincial Governor's Office			
Classifications:	Simple			
Type of Transactions:	G2G –Government to Government			
Who may avail:	PGLDN Offices			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
2 copies of Travel Order			Concerned Office	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Requests for approval of Travel Order	1.Receives Travel Order	None	2 Minutes	Lilian Velez Local Legislative Staff Officer I
	1.1 Routes the Travel Order to the Governor	None	2 Minutes	Lilian Velez Local Legislative Staff Officer I
	1.2 Scheme reads Travel Order	None	2 Minutes	Governor
	1.3 Acts on Travel Order	None	2 Minutes	Governor
	1.4 Records acted Travel Order	None	2 Minutes	Lilian Velez Local Legislative Staff Officer I
2. Proceeds to the Records Section	2.Releasesacted Travel Order	None	2 Minutes	Marites Orquillas Local Legislative Staff Officer II
TOTAL:		None	12 Minutes	



17. Approval of Personnel Request Form

Personnel Request Form is issued to PGDLN offices needing to temporarily fill-in the vacancy of a particular office as not to hamper the services of the said office or the provincial government to the public.

Office or Division:	Provincial Governor's Office			
Classifications:	Simple			
Type of Transactions:	G2G –Government to Government			
Who may avail:	PGLDN Offices			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
2 copies of PRF			Concerned Office	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Requests for approval of Personnel Request Form	1.Receives Personnel Request Form	None	2 Minutes	Lilian Velez Local Legislative Staff Officer I
	1.1 Routes the Personnel Request Form to the Governor	None	2 Minutes	Lilian Velez Local Legislative Staff Officer I
	1.2 Scheme reads PRF	None	3 Minutes	Governor
	1.3 Acts on PRF.	None	2 Minutes	Governor
	1.4 Records acted PRF	None	2 Minutes	Lilian Velez Local Legislative Staff Officer I
2. Proceeds to the Records Section	2.Releases acted PRF	None	2 Minutes	Marites Orquillas Local Legislative Staff Officer I
TOTAL:		None	13 Minutes	



18. Approval of Fund Utilization Report

The Office of the Provincial Governor approves the Fund Utilization Report submitted by the Provincial Accountant's Office presenting the details concerning the way funds were used and indicating the amount issued in a selected period of time; and how much is paid back or deposited to the fund.

Office or Division:	Provincial Governor's Office			
Classifications:	Simple			
Type of Transactions:	G2G –Government to Government			
Who may avail:	PGLDN-Accountant's Office			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
5 copies of FUR			Provincial Accountant's Office	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Requests for approval of Fund Utilization Report	1.Receives Fund Utilization Report	None	2 Minutes	Lilian Velez Local Legislative Staff Officer I
	1.1 Routes the Fund Utilization Report to the Governor	None	2 Minutes	Lilian Velez Local Legislative Staff Officer I
	1.2 Scheme reads FUR	None	3 Minutes	Governor
	1.3 Acts on FUR	None	3Minutes	Governor
	1.4 Records acted FUR	None	2 Minutes	Lilian Velez Local Legislative Staff Officer I
2. Proceeds to the Records Section	2.Releases acted FUR	None	2 Minutes	Marites Orquillas Local Legislative Staff Officer II
TOTAL:		None	14 Minutes	



19. Approval of Statement of Receipts and Disbursements

The Statement of Receipts and Disbursement is approved by the Office of the Provincial Governor to enhance public awareness of the financial operations of the provincial government and encourage public participation towards efficient and effective use of government funds and property, and for transparency.

Office or Division:	Provincial Governor's Office			
Classifications:	Simple			
Type of Transactions:	G2G –Government to Government			
Who may avail:	PGLDN- Accountant's Office			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
2 copies of SORD			Provincial Accountant's Office	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Requests for approval of Statement of Receipts and Disbursements	1.Receives Statement of Receipts and Disbursements	None	2 Minutes	Lilian Velez Local Legislative Staff Officer I
	1.1 Routes Statement of Receipts and Disbursements to the Governor	None	2 Minutes	Lilian Velez Local Legislative Staff Officer I
	1.2 Scheme reads SORD	None	3Minutes	Governor
	1.3 Acts on SORD	None	3Minutes	Governor
	1.4 Records acted SORD	None	2 Minutes	Lilian Velez Local Legislative Staff Officer I
2. Proceeds to the Records Section	2.Releases acted SORD	None	2 Minutes	Marites Orquillas Local Legislative Staff Officer II
TOTAL:		None	14 Minutes	



20. Approval of Certificate of Status of Funds

The Certificate of Status of Funds is issued by the Office of the Provincial Governor to ensure that all funds under the provincial government is strictly monitored.

Office or Division:	Provincial Governor's Office			
Classifications:	Simple			
Type of Transactions:	G2G –Government to Government			
Who may avail:	PGLDN-Accountant's Office			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
5 copies of CSF			Provincial Accountant's Office	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Requests for approval of Certificate of Status of Funds	1.Receives Certificate of Status of Funds	None	2 Minutes	Lilian Velez Local Legislative Staff Officer I
	1.1 Routes Certificate of Status of Funds to the Governor	None	2 Minutes	Lilian Velez Local Legislative Staff Officer I
	1.2 Scheme reads CSF	None	3 Minutes	Governor
	1.3 Acts on CSF	None	3Minutes	Governor
	1.4 Records acted CSF	None	2 Minutes	Lilian Velez Local Legislative Staff Officer I
2. Proceeds to the Records Section	2.Releases acted CSF	None	2 Minutes	Marites Orquillas Local Legislative Staff Officer II
TOTAL:		None	14 Minutes	



21. Approval of Statement of Expenditures

The Statement of Expenditures is approved by the Office of the Provincial Governor to ensure that funds are appropriated efficiently and effectively to enhance and improve the services of the provincial government.

Office or Division:	Provincial Governor's Office			
Classifications:	Simple			
Type of Transactions:	G2G –Government to Government			
Who may avail:	PGLDN-Accountant's Office			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
5 copies of SOE			Provincial Accountant's Office	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Request for approval of Statement of Expenditures	1.Receives Statement of Expenditures	None	2 Minutes	Lilian Velez Local Legislative Staff Officer I
	1.1 Routes the Statement of Expenditures to the Governor	None	2 Minutes	Lilian Velez Local Legislative Staff Officer I
	1.2 Scheme reads SOE	None	3 Minutes	Governor
	1.3 Acts on SOE.	None	3Minutes	Governor
	1.4 Records acted SOE	None	2 Minutes	Lilian Velez Local Legislative Staff Officer I
2. Proceeds to the Records Section	2.Releases acted SOE	None	2 Minutes	Marites Orquillas Local Legislative Staff Officer II
TOTAL:		None	14 Minutes	



22. Approval of Program of Works

Program of Works is approved by the Office of the Provincial Governor specifying the sequence and timetable of projects initiated and implemented by the Provincial Engineer's Office and Architect's Office.

Office or Division:	Provincial Governor's Office			
Classifications:	Simple			
Type of Transactions:	G2G –Government to Government			
Who may avail:	PGLDN-Engineer's Office and Architect's Office			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
3 copies of POW			Provincial Engineer's Office/ Provincial Architect's Office	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Request for approval of Program of Works	1.Receives Program of Works	None	2 Minutes	Lilian Velez Local Legislative Staff Officer I
	1.1 Routes Program of Works to the Governor	None	2 Minutes	Lilian Velez Local Legislative Staff Officer I
	1.2 Scheme reads POW	None	5Minutes	Governor
	1.3 Acts on POW	None	3Minutes	Governor
	1.4 Records acted POW	None	2 Minutes	Lilian Velez Local Legislative Staff Officer I
2. Proceeds to the Records Section	2.Releases acted POW	None	2 Minutes	Marites Orquillas Local Legislative Staff Officer II
TOTAL:		None	16 Minutes	



23. Approval of Building Plan

Building Plan is approved by the Office of the Provincial Governor specifying the detailed plan of a building or project initiated and implemented by the Provincial Engineer's Office and Architect's Office.

Office or Division:	Provincial Governor's Office			
Classifications:	Simple			
Type of Transactions:	G2G –Government to Government			
Who may avail:	PGLDN-Engineer's Office and Architect's Office			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
10 blue print copies of Building Plan			Provincial Engineer's Office/ Provincial Architect's Office	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Request for approval of Building Plan	1.Receives Building Plan	None	2 Minutes	Lilian Velez Local Legislative Staff Officer I
	1.1 Routes Building Plan to the Governor	None	2 Minutes	Lilian Velez Local Legislative Staff Officer I
	1.2 Reviews Building Plan	None	7 Minutes	Governor
	1.3 Acted on Building Plan.	None	6Minutes	Governor
	1.4 Records acted Building Plan	None	2 Minutes	Lilian Velez Local Legislative Staff Officer I
2. Proceeds to the Records Section	2.Releases acted Building Plan	None	2 Minutes	Marites Orquillas Local Legislative Staff Officer II



24. Approval of Fidelity Bond

Fidelity Bond is approved by the Office of the Provincial Governor which gives protection in favor of the provincial government against any losses that are caused by PGLDN employees and Local Government Officials through fraudulent or dishonest actions.

Office or Division:	Provincial Governor's Office			
Classifications:	Simple			
Type of Transactions:	G2G –Government to Government, G2C-Government to Citizen			
Who may avail:	PGLDN Department Heads and Employees, Local Government Officials			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
3 copies of Fidelity Bond with complete supporting documents			Concerned Office	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Requests for approval of Fidelity Bond	1.Receives Fidelity Bond	None	2 Minutes	Lilian Velez Local Legislative Staff Officer I
	1.1 Routes Fidelity Bond to the Governor	None	2 Minutes	Lilian Velez Local Legislative Staff Officer I
	1.2 Scheme reads Fidelity Bond	None	4Minutes	Governor
	1.3 Acts on Fidelity Bond	None	6 Minutes	Governor
	1.4 Records acted Fidelity Bond	None	2 Minutes	Lilian Velez Local Legislative Staff Officer I
2. Proceeds to the Records Section	2.Releases Acted Fidelity Bond	None	2 Minutes	Marites Orquillas Local Legislative Staff Officer II
TOTAL:		None	18 Minutes	



25. Approval of Activity Design/Budget Proposal

Activity Design or Budget Proposal is approved by the Office of the Provincial Governor specifying the purpose of the activity and budget needed in order to implement the activity.

Office or Division:	Provincial Governor's Office			
Classifications:	Simple			
Type of Transactions:	G2G –Government to Government			
Who may avail:	PGLDN Offices			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
3 copies of Activity Design/Budget Proposal			Concerned Office	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Requests for approval of the Activity Design/Budget Proposal	1.Receives Activity Design/ Budget Proposal	None	2 Minutes	Lilian Velez Local Legislative Staff Officer I
	1.1 Routes Activity Design/Budget Proposal to the Governor	None	2 Minutes	Lilian Velez Local Legislative Staff Officer I
	1.2 Shem reads Activity Design/ Budget Proposal	None	3 Minutes	Governor
	1.3 Acts on Activity Design/ Budget Proposal	None	2 Minutes	Governor
	1.4 Records acted Activity Design/ Budget Proposal	None	2 Minutes	Lilian Velez Local Legislative Staff Officer I
2. Proceeds to the Records Section	2.Releases acted Activity Design/Budget Proposal	None	2 Minutes	Marites Orquillas Local Legislative Staff Officer II
TOTAL:		None	13 Minutes	



26. Signature on Certificate of Recognition/Appreciation

Certificate of Recognition or Appreciation is issued by the Office of the Provincial Governor to individual or group who have positively contributed for the success of the activity or program initiated and implemented by the provincial government.

Office or Division:	Provincial Governor's Office			
Classifications:	Simple			
Type of Transactions:	G2G –Government to Government			
Who may avail:	PGLDN Offices			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1 copy			Concerned Office	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Requests on the Signature of Certificate of Recognition/ Appreciation	1.Receives Certificate of Recognition/ Appreciation	None	2 Minutes	Lilian Velez Local Legislative Staff Officer I
	1.1 Routes Certificate to the Governor	None	2 Minutes	Lilian Velez Local Legislative Staff Officer I
	1.2 Scheme reads certificate	None	2Minutes	Governor
	1.3 Acts on certificate	None	2 Minutes	Governor
	1.4 Records acted certificate	None	2 Minutes	Lilian Velez Local Legislative Staff Officer I
2. Proceeds to the Records Section	2.Releases acted Certificate	None	2 Minutes	Marites Orquillas Local Legislative Staff Officer II
TOTAL:		None	12 Minutes	



27. Approval of Acknowledgement Receipt and Equipment

Acknowledgement of Receipt and Equipment is approved by the Office of the Provincial Governor to PGLDN Offices and other government institutions or private individuals for proper documentation and accountability.

Office or Division:	Provincial Governor's Office			
Classifications:	Simple			
Type of Transactions:	G2G –Government to Government, G2C-Government to Citizen			
Who may avail:	PGLDN All Offices, National Line Agencies, Local Government Officials, Barangay Officials			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
3 copies of ARE			PGSO	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Requests for approval of Acknowledgement Receipt and Equipment	1.Receives Acknowledgement Receipt and Equipment	None	2 Minutes	Lilian Velez Local Legislative Staff Officer I
	1.1 Routes ARE to the Governor	None	2 Minutes	Lilian Velez Local Legislative Staff Officer I
	1.2 Scheme reads ARE	None	2 Minutes	Governor
	1.3 Acts on ARE	None	2 Minutes	Governor
	1.4 Records acted ARE	None	2Minutes	Lilian Velez Local Legislative Staff Officer I
2. Proceeds to Records Section	2.Releases acted ARE	None	2 Minutes	Marites Orquillas Local Legislative Staff Officer II
TOTAL		None	12Minutes	



28. Approval of Sangguniang Panlalawigan Resolutions

Sangguniang Panlalawigan Resolutions are crafted for efficient and effective operation of the provincial government and is approved by the Office of the Provincial Governor for proper execution and implementation.

Office or Division:	Provincial Governor's Office			
Classifications:	Simple			
Type of Transactions:	G2G –Government to Government			
Who may avail:	PGLDN SP Office			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
4 copies of Resolutions			Sangguniang Panlalawigan Office	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Requests for Approval of SP Resolutions	1.Receives SP Resolutions	None	2 Minutes	Lilian Velez Local Legislative Staff Officer I
	1.1 Routes SP Resolutions to the Governor	None	2 Minutes	Lilian Velez Local Legislative Staff Officer I
	1.2 Reviews on SP Resolutions	None	10Minutes	Governor
	1.3 Acts on SP Resolutions	None	5 Minutes	Governor
	1.4 Records acted resolutions	None	2 Minutes	Lilian Velez Local Legislative Staff Officer I
2. Proceeds to the Sangguniang Panlalawigan Office	2.Releases acted Resolutions	None	2 Minutes	Yvonne Balsomo Administrative Officer III Adminstrative Officer III
TOTAL:		None	23 Minutes	



29. Approval of Bids and Awards Committee Resolutions

BAC Resolutions is approved by the Office of the Provincial Governor recommending the award of contract to qualified contractor or seller. Ensuring transparency of procurement process and the implementation of procurement contracts and that all procurement is in accordance to RA 9184 and its 2016 Implementing Rules and Regulations.

Office or Division:	Provincial Governor's Office			
Classifications:	Simple			
Type of Transactions:	G2G –Government to Government			
Who may avail:	PGLDN Bids and Awards Committee			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1 copy of Resolution			PGSO	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Requests for Approval of BAC Resolutions	1.Receives BAC Resolutions	None	2 Minutes	Lilian Velez Local Legislative Staff Officer I
	1.1 Routes BAC Resolutions to the Governor	None	2 Minutes	Lilian Velez Local Legislative Staff Officer I
	1.2 Reviews BAC Resolutions	None	10 Minutes	Governor
	1.3 Acts on BAC Resolutions	None	2 Minutes	Governor
	1.4 Records acted BAC Resolutions	None	2 Minutes	Lilian Velez Local Legislative Staff Officer I
2. Proceeds to the Records Section	2.Releases acted BAC Resolutions	None	2 Minutes	Marites Orquillas Local Legislative Staff Officer II
TOTAL:		None	20 Minutes	



30. Approval of Permits (Quarry)

Permit is issued by the Office of the Provincial Governor to individuals needing this document before engaging in business regulated or under the supervision of the provincial government.

Office or Division:	Provincial Governor's Office			
Classifications:	Simple			
Type of Transactions:	G2G –Government to Government			
Who may avail:	ENRO			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
5 copies of Permits			ENRO	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Request for Approval of Permits	1.Receives Permits	None	2 Minutes	Lilian Velez Local Legislative Staff Officer I
	1.1 Routes Permits to the Governor	None	2 Minutes	Lilian Velez Local Legislative Staff Officer I
	1.2 Reviews Permits	None	6 Minutes	Governor
	1.3 Acts on Permits	None	5 Minutes	Governor
	1.4 Records acted Permits	None	2 Minutes	Lilian Velez Local Legislative Staff Officer I
2. Proceeds to the Records Section	2.Releases acted Permits	None	2 Minutes	Marites Orquillas Local Legislative Staff Officer II
TOTAL:		None	19 Minutes	



31. Approval of Notice of Award/Notice to Proceed

Notice of Award is issued by the Office of the Provincial Governor confirming the award to a particular contractor for a successful bid and containing a Notice to Proceed stating the date to begin the construction subject to the conditions of the contract.

Office or Division:	Provincial Governor's Office			
Classifications:	Simple			
Type of Transactions:	G2G –Government to Government			
Who may avail:	PGLDN GSO			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
3 copies of Notices			PGSO	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Requests for Approval of Notice of Award/Notice to Proceed	1.Receives Notice of Award/Notice to Proceed	None	2 Minutes	Lilian Velez Local Legislative Staff Officer I
	1.1 Routes Notice of Award/ Notice to Proceed to the Governor	None	2 Minutes	Lilian Velez Local Legislative Staff Officer I
	1.2 Scheme reads Notices	None	8Minutes	Governor
	1.3 Acts on Notices	None	3 Minutes	Governor
	1.4 Records acted Notices	None	2 Minutes	Lilian Velez Local Legislative Staff Officer I
2. Proceeds to the Records Section	2.Releases acted Notice of Award/Notice to Proceed	None	2 Minutes	Marites Orquillas Local Legislative Staff Officer II
TOTAL:		None	19 Minutes	



32. Approval of Contract Agreement

Contract Agreement is approved by the Office of the Governor stating the legal binding agreement which recognizes and governs the rights and duties of the parties to the agreement as stipulated in the contract.

Office or Division:	Provincial Governor's Office			
Classifications:	Simple			
Type of Transactions:	G2G –Government to Government			
Who may avail:	PGLDN GSO			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
3 copies of Contracts			PGSO	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Requests for Approval of Contract of Agreement	1.Receives Contract Agreement	None	2 Minutes	Lilian Velez Local Legislative Staff Officer I
	1.1 Routes Contract of Agreement to the Governor	None	2 Minutes	Lilian Velez Local Legislative Staff Officer I
	1.2 Reviews Contract	None	7Minutes	Governor
	1.3 Acts on Contract	None	4 Minutes	Governor
	1.4 Records acted Contract	None	2 Minutes	Lilian Velez Local Legislative Staff Officer I
2. Proceeds to the Records Section	2.Releases acted Contract	None	2 Minutes	Marites Orquillas Local Legislative Staff Officer II
TOTAL:		None	19 minutes	



33. Approval of Purchase Request

Purchase Request is approved by the Office of the Provincial Governor to PGLDN offices needing this document detailing required items, the number required, and when they will be required before becoming a purchase order.

Office or Division:	Provincial Governor's Office			
Classifications:	Simple			
Type of Transactions:	G2G –Government to Government,			
Who may avail:	PGLDN Offices			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. 5 copies of PR 2. approved Letter Request 3. PPMP			Concerned Office	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Requests for approval of Purchase Request	1.Receives Purchase Request	None	2 Minutes	Marites Sayles Administrative Officer V
	1.1 Routes PR to the Governor	None	2 Minutes	Marites Sayles Administrative Officer V
	1.2 Scheme reads PR	None	5 Minutes	Governor
	1.3 Acts on PR	None	3 Minutes	Governor
	1.4 Records acted PR	None	2 Minutes	Marites Sayles
2. Proceeds to the Records Section	2.Releasesacted PR	None	2 Minutes	Lilibeth Anticristo Adminstrative Assistant II
TOTAL:		None	16 Minutes	



34. Approval of Vouchers with Complete Supporting Documents for Financial Claims and other Related Financial Matters

The Office of the Provincial Governor approved such documents submitted by PGLDN Offices, Government Institutions, Private Sectors/ Individuals, NGOs, and CSOs that are entitled to receive payment as specified in the contract, or as a form of financial support to projects, programs, and activities.

Office or Division:	Provincial Governor's Office			
Classifications:	Simple			
Type of Transactions:	G2G –Government to Government, G2C-Government to Citizen			
Who may avail:	PGLDN All Offices, National Line Agencies, Local Government Officials/Treasurers, Barangay Officials/Treasurers, Private Sectors/Individuals, Non-Government Organizations, Civil Society Organizations			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Vouchers with complete supporting documents (1 Copy only)			Concerned Office	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Requests for Approval of vouchers with complete supporting documents	1.Receives Vouchers with complete supporting documents	None	2 Minutes	Marites Sayles Administrative Officer V
	1.1 Routes documents to the Governor	None	2 Minutes	Marites Sayles Administrative Officer V
	1.2 Reviews documents	None	10 Minutes	Governor
	1.3 Acts on documents	None	4 Minutes	Governor
	1.4 Records acted documents	None	2 Minutes	Marites Sayles Administrative Officer V
2. Proceeds to the Records Section	2.Releases acted documents	None	2 Minutes	Lilibeth Anticristo Administrative Assistant II
TOTAL:		None	20Minutes	



35. Approval of Checks

Checks are approved and issued by the Office of the Provincial Governor to ensure timely payment of financial obligations, or support to a party concern without the need of tendering cash.

Office or Division:	Provincial Governor's Office			
Classifications:	Simple			
Type of Transactions:	G2G –Government to Government, G2C-Government to Citizen			
Who may avail:	PGLDN All Offices, National Line Agencies, Local Government Officials/Treasurers, Barangay Officials/Treasurers, Private Sectors/Individuals, Non-Government Organizations, Civil Society Organizations			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Approved Voucher (1 copy only)			Provincial Treasurer's Office	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Requests for Approval of Checks	1.Receives Checks	None	2 Minutes	Marites Sayles Administrative Officer V
	1.1 Routes Checks to the Governor	None	2 Minutes	Marites Sayles Administrative Officer V
	1.2 Scheme reads Checks	None	5 Minutes	Governor
	1.3 Acts on Checks	None	2 Minutes	Governor
	1.4 Records acted Checks	None	2 Minutes	Marites Sayles Administrative Officer V
2. Proceeds to the Records Section	2.Releases acted Checks	None	2 Minutes	Lilibeth Anticristo Administrative Assistant II
TOTAL:		None	15Minutes	



36. Approval of Letters (Reply, Complaint, Demand, Follow-up, Endorsement)

The Office of the Provincial Governor as a public office received and welcomed such letters that requires immediate attention or discretion of the Governor.

Office or Division:	Provincial Governor's Office			
Classifications:	Simple			
Type of Transactions:	G2G – Government to Government, G2C			
Who may avail:	National Line Agencies, PGLDN Officials, Department Heads and Employees, Local Government Officials and Employees, Private Sectors, Non-Government Organizations, Civil Society Organizations, Private Individuals			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
2 copies of Letters			Concerend clients	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Requests for Approval of Letters	1.Receives letters	None	2 Minutes	Lilian Velez Local Legislative Staff Officer I
	1.1 Routes letters to the Governor	None	2 Minutes	Lilian Velez Local Legislative Staff Officer I
	1.2 Scheme reads letters	None	6 Minutes	Governor
	1.3 Acts on letters	None	2 Minutes	Governor
	1.4 Records acted letters	None	2 Minutes	Lilian Velez Local Legislative Staff Officer I
2. Proceeds to the Records Section	2.Releases acted letters	None	2 Minutes	Marites Orquillas Local Legislative Staff Officer II
TOTAL:		None	16 Minutes	



37. Approval of Memorandum of Agreement, Memorandum of Understanding

Memorandum of Agreement is approved by the Office of the Provincial Governor describing the cooperative relationship between the provincial government and the concerned party, wishing to work together in a project or to meet an agreed upon objective. A Memorandum of Understanding is approved to ensure willingness of all parties concern to move forward with the agreement in the contract.

Office or Division:	Provincial Governor's Office			
Classifications:	Simple			
Type of Transactions:	G2G –Government to Government, G2C-Government to Citizen			
Who may avail:	National Line Agencies, Local Government Units, Barangays, Private Sectors, National Government Organizations, Civil Society Organizations			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1.5 copies of MOA/MOU 2.SP Resolution (1 copy only)			Concerned Office/Client	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Requests for Approval of MOA/MOU	1.Receives MOA/MOU	None	2 Minutes	Lilian Velez Local Legislative Staff Officer I
	1.1 Routes MOA/MOU to the Governor	None	2 Minutes	Lilian Velez Local Legislative Staff Officer I
	1.2 Reviews on MOA/MOU	None	12Minutes	Governor
	1.3 Acts on MOA/MOU	None	5 Minutes	Governor
	1.4 Records acted MOA/MOU	None	2 Minutes	Lilian Velez Local Legislative Staff Officer I
2. Proceeds to the Records Section	2.Releases acted MOA/MOU	None	2 Minutes	Marites Orquillas Local Legislative Staff Officer II
TOTAL:		None	25 Minutes	



38. Approval of Deed of Donation, Deed of Usufruct

Deed of Donation is approved by the Office of the Provincial Governor after thorough study of the document, as well as the Deed of Usufruct. These legal documents must be carefully examined and that all parties must execute in good faith.

Office or Division:	Provincial Governor's Office			
Classifications:	Simple			
Type of Transactions:	G2G –Government to Government, G2C-Government to Citizen			
Who may avail:	National Line Agencies, Local Government Units, Barangays, Private Sectors, National Government Organizations, Civil Society Organizations			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
5 copies of Deed of Donation/Usufruct			Provincial Legal Office	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Requests for Approval of Deed of Donation/Usufruct	1.Receives Deed of Donation/Usufruct	None	2 Minutes	Lilian Velez Local Legislative Staff Officer I
	1.1 Routes Deed of Donation/Usufruct to the Governor	None	2 Minutes	Lilian Velez Local Legislative Staff Officer I
	1.2 Reviews Deed of Donation/Usufruct	None	12Minutes	Govenor
	1.3 Acts on Deed of Donation/Usufruct	None	5 Minutes	Governor
	1.4 Records acted Deed of Donation/Usufruct	None	2 Minutes	Lilian Velez Local Legislative Staff Officer I
2. Proceeds to the Records Section	2.Releases acted Deed of Donation/Usufruct	None	2 Minutes	Marites Orquillas Local Legislative Staff Officer II
TOTAL:		None	25 Minutes	



39. Approval of Contract

Contract is approved by the Office of the Provincial Governor after careful study of the documents indicating the agreement between the provincial government and concern party, and to ensure that the former is free from legal actions that may arise from the contract.

Office or Division:	Provincial Governor's Office			
Classifications:	Simple			
Type of Transactions:	G2G –Government to Government, G2C-Government to Citizen			
Who may avail:	National Line Agencies, Private Sectors/Individuals, National Government Organizations, Civil Society Organizations			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
2 copies of Contracts 1. Copy of approved SP Resolution			PHRMDO	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Requests for Approval of Contract	1.Receives Contract	None	2 Minutes	Lilian Velez Local Legislative Staff Officer I
	1.1 Routes Contract to the Governor	None	2 Minutes	Lilian Velez Local Legislative Staff Officer I
	1.2 Reviews Contract	None	9Minutes	Governor
	1.3 Acts on Contracts	None	3 Minutes	Governor
	1.4 Records acted Contract	None	2 Minutes	Lilian Velez Local Legislative Staff Officer I
2. Proceed to the Record Section	2.Releases acted Contract	None	2 Minutes	Marites Orquillas Local Legislative Staff Officer II
TOTAL:		None	20 Minutes	



40. Approval of Authority to Travel Abroad

Authority to Travel Abroad is approved and issued by the Office of the Provincial Governor to PGLDN Officials and Local Government Officials needing this document stating that their Travel Abroad is known and permitted.

Office or Division:	Provincial Governor's Office			
Classifications:	Simple			
Type of Transactions:	G2G-Government to Government, G2C –Government to Citizen			
Who may avail:	PGLDN Officials, Local Government Officials			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
3 copies of Authority to Travel Abroad			Concerend client	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Requests for approval of Authority to Travel	1.Receives Authority to Travel	None	2 Minutes	Lilian Velez Local Legislative Staff Officer I Marites Sayles Administrative Officer V
	1.1 Routes Authority to Travel to the Governor	None	2 Minutes	Lilian Velez/ Local Legislative Staff Officer I Marites Sayles Administrative Officer V
	1.2 Scheme reads Authority to Travel	None	5 Minutes	Governor
	1.3 Acts on Authority to Travel	None	2 Minutes	Lilian Velez/ Local Legislative Staff Officer I Marites Sayles Administrative Officer V
	1.4 Records acted Authority to Travel	None	2 Minutes	Lilian Velez/ Local Legislative Staff Officer I Marites Sayles Administrative Officer V



2. Proceed to the Record Section	2. Releases acted Authority to Travel	None	2 Minutes	Marites Orquillas Local Legislative Staff Officer II
TOTAL:		None	15 Minutes	



41. Approval of Request for Burial, Medical, and other Financial Assistance

The Office of the Provincial Governor approved these requests submitted by Indigents wishing such assistance to help ease the burden suffered by individuals and/or family members.

Office or Division:	Provincial Governor's Office			
Classifications:	Simple			
Type of Transactions:	G2C –Government to Citizen			
Who may avail:	Indigents			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
3 copies with complete supporting documents			PSWDO	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Request for Approval of requests	1.Receives requests	None	2 Minutes	Lilian Velez Local Legislative Staff Officer I
	1.1 Routes requests to the Governor	None	2 Minutes	Lilian Velez Local Legislative Staff Officer I
	1.2 Scheme reads requests	None	2 Minutes	Governor
	1.3 Acts on requests	None	2 Minutes	Lilian Velez Local Legislative Staff Officer I
	1.4 Records acted requests	None	2 Minutes	Lilian Velez Local Legislative Staff Officer I
2. Proceed to the Record Section	2.Releases acted requests	None	2 Minutes	Marites Orquillas Local Legislative Staff Officer II
TOTAL:		None	12Minutes	



42. Approval of Sangguniang Bayan, Barangay Resolutions

The Sangguniang Bayan and Barangay Resolutions are resolutions seeking financial support or any form of assistance to projects, programs and activities for their respective local government units and barangays to the provincial government through the approval of the Provincial Governor.

Office or Division:	Provincial Governor's Office			
Classifications:	Simple			
Type of Transactions:	G2C –Government to Citizen			
Who may avail:	Sangguniang Bayan, Barangay			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
2 copies of resolutions			Sangguniang Bayan/Barangay	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Request for Approval of SB and Barangay Resolutions	1.Receives Resolutions	None	2 Minutes	Lilian Velez Local Legislative Staff Officer I
	1.1 Routes Resolutions to the Governor	None	2 Minutes	Lilian Velez Local Legislative Staff Officer I
	1.2 Scheme reads Resolutions	None	10 Minutes	Governor
	1.3 Acts on Resolutions	None	2 Minutes	Lilian Velez Local Legislative Staff Officer I
	1.4 Records acted resolutions	None	2 Minutes	Lilian Velez Local Legislative Staff Officer I
2. Proceeds to the Records Section	2.Releases acted Resolutions	None	2 Minutes	Marites Orquillas Local Legislative Staff Officer II
TOTAL:		None	20Minutes	



43. Approval of Certificate of Completion

Certificate of Completion is issued by the Office of the Provincial Governor to contractors specifying the construction project and stating when the construction began, the final date that major work on the project was completed, and the final construction cost paid and owed to the contractor. The document also states that the contractor is no longer responsible for last-minute changes or attempted negotiations.

Office or Division:	Provincial Governor's Office			
Classifications:	Simple			
Type of Transactions:	G2C –Government to Citizen			
Who may avail:	Contractors			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
2 copies of certificates			PEO/PArchO	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Requests for Approval of Certificate of Completion	1.Receives Certificate of Completion	None	2 Minutes	Lilian Velez Local Legislative Staff Officer I
	1.1 Routes Certificate to the Governor	None	2 Minutes	Lilian Velez Local Legislative Staff Officer I
	1.2 Scheme reads Certificate	None	6 Minutes	Governor
	1.3 Acts on Certificate	None	2 Minutes	Governor
	1.4 Records acted Certificate	None	2 Minutes	Lilian Velez Local Legislative Staff Officer I
2. Proceeds to the Records Section	2.Releases acted Certificate	None	2 Minutes	Marites Orquillas Local Legislative Staff Officer II
TOTAL:		None	16Minutes	