



Office of the Provincial Vice Governor



1.Approval of Leave Application

Application leave from the Vice Governor’s Office and Sangguniang Panlalawigan Office shall have the approved of the Vice Governor.

Office or Division:	Office of the Provincial Vice Governor			
Classifications:	Simple			
Type of Transactions:	G2G – Government to Government			
Who may avail:	Sangguniang Panlalawigan Members and SP Staff			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Completed Leave Application(3 copies)			HR Office	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Submit approve Leave Form from HR Office	1. Review and present the document to the Vice Governor for Approval.	None	5 Minutes	Miriam S. Paguican Data Entry Machine Operator II Daryl M. Tolero Data Entry Machine Operator I
TOTAL:		None	5 Minutes	



2.Approval of Sangguniang Panlalawigan Members Financial Assistance

Prepare Certification letter and Voucher after the Sangguniang Panlalawigan member allocate amount of the solicitation letter.

Office or Division:	Office of the Provincial Vice Governor			
Classifications:	Simple			
Type of Transactions:	G2G – Government to Government			
Who may avail:	Sangguniang Panlalawigan Members			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Certification sign by requesting Board Member(2 copies) 2. Approve Certification from the Budget Office 2 (2 copies)			1. Prepare Certification for Financial Assistance. 2. Refer to the Budget Office	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Certification approve by Budget Office and sign by requesting Board Member	1. Review and present the document to the Vice Governor for Approval.	None	5 Minutes	Miriam S. Paguican Data Entry Machine Operator II Daryl M. Tolero Data Entry Machine Operator I
TOTAL:		None	5 Minutes	



3.Approval of Vouchers

All vouchers shall have the signature of the Vice Governor as approval before processing.

Office or Division:	Office of the Provincial Vice Governor			
Classifications:	Simple			
Type of Transactions:	G2G – Government to Government			
Who may avail:	VGO, SP, OSSP			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Prepared Vouchers for Salaries, Wages, Travel Order and Liquidation(4 copies)			Office of the Secretary to the SP	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Prepared Vouchers for Salaries, Wages, Travel Order and Liquidation	1. Review and present the document to the Vice Governor for Approval.	None	5 Minutes	Miriam S. Paguican Data Entry Machine Operator II Daryl M. Tolero Data Entry Machine Operator I
TOTAL:		None	5 Minutes	



4.Approval of SP, OSSP Purchase Request

All PR's from the Vice Governor's Office, Sangguniang Panlalawigan Office and Secretary to the SP shall be reviewed and signed by the Vice Governor.

Office or Division:	Office of the Provincial Vice Governor			
Classifications:	Simple			
Type of Transactions:	G2G – Government to Government			
Who may avail:	VGO, SP, OSSP			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Prepared Purchase Request Form and Approved APP/PPMP(4 copies)			Office of the Secretary to the SP	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Prepared Purchase Request Form and Approved APP/PPMP	1. Review and present the document to the Vice Governor for Approval.	None	5 Minutes	Miriam S. Paguican Data Entry Machine Operator II Daryl M. Tolero Data Entry Machine Operator I
TOTAL:		None	5 Minutes	



5.Approval Ordinances and Resolutions

And Resolutions shall be approved by the Vice Governor before submitting to the Office of the Governor.

Office or Division:	Office of the Provincial Vice Governor			
Classifications:	Simple			
Type of Transactions:	G2G – Government to Government			
Who may avail:	VGO, SP, OSSP			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Prepared Ordinances and Resolution signed already by Secretary to the SP and Sangguniang Panlalawigan Members (5 copies)			Office of the Secretary to the SP	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Prepared Ordinances and Resolution signed already by Secretary to the SP and Sangguniang Panlalawigan Members	1. Review and present the document to the Vice Governor for Approval.	None	5 Minutes	Miriam S. Paguican Data Entry Machine Operator II Daryl M. Tolero Data Entry Machine Operator I
TOTAL:		None	5 Minutes	



6.Approval of Minutes and Journal

Minutes and journal shall be approved by the Vice Governor.

Office or Division:	Office of the Provincial Vice Governor			
Classifications:	Simple			
Type of Transactions:	G2G – Government to Government			
Who may avail:	VGO, SP, OSSP			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Prepared Minutes and Journal signed already by Secretary to the SP (1 copy only)			Office of the Secretary to the SP	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Prepared Minutes and Journal signed already by Secretary to the SP.	1. Review and present the document to the Vice Governor for Approval.	None	45 Minutes	Miriam S. Paguican Data Entry Machine Operator II Daryl M. Tolero Data Entry Machine Operator I
TOTAL:		None	45 Minutes	



7. Issued Trip Tickets

Office of the Vice Governor shall issue trip tickets for the fuel consumption of the Vice Governor and Sangguniang Panlalawigan Members.

Office or Division:	Office of the Provincial Vice Governor			
Classifications:	Simple			
Type of Transactions:	G2G – Government to Government			
Who may avail:	VGO, SP, OSSP			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Personal appearance of requesting Board Member or Staff to the Office of the Vice Governor			Office of the Provincial Vice Governor	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Personal appearance of requesting Board Member or Staff	1. Issue and counter sign on behalf of the Provincial Vice Governor.	None	5 Minutes	Miriam S. Paguican Data Entry Machine Operator II Daryl M. Tolero Data Entry Machine Operator I
TOTAL:		None	5 Minutes	



8. Approval use of SP Vehicles

Office of the Vice Governor shall arrange the schedules of the vehicle usage and present to the VG of the request form for those who want to use and for the approval.

Office or Division:	Office of the Provincial Vice Governor			
Classifications:	Simple			
Type of Transactions:	G2G – Government to Government			
Who may avail:	VGO, SP, OSSP			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Secure Vehicles Request Form approved by requesting SP Member. (1 copy only)			Respective Office of the SP Members	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Approve Vehicles Request Form requested by SP Member	1. Review and present the document to the Vice Governor for Approval.	None	5 Minutes	Miriam S. Paguican Data Entry Machine Operator II Daryl M. Tolero Data Entry Machine Operator I
TOTAL:		None	5 Minutes	



9.Approval of DTR, Memorandums and Certificate of Appearance

Office of the Vice Governor provides Certificate of Appearance approve DTR of the VG Staff and issue memorandums for official business.

Office or Division:	Office of the Provincial Vice Governor			
Classifications:	Simple			
Type of Transactions:	G2G – Government to Government			
Who may avail:	VGO, SP, OSSP			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Prepare DTR, Memorandums and Certificate of Appearance. (2 copies)			VGO, SP, OSSP	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Prepared DTR, Memorandums and Certificate of Appearance	1. Review and present the document to the Vice Governor for Approval.	None	5 Minutes	Miriam S. Paguican Data Entry Machine Operator II Daryl M. Tolero Data Entry Machine Operator I
TOTAL:		None	5 Minutes	



10. Approval for Financial Assistance

Gather all Financial Assistance of the Sangguniang Panlalawigan Members, approved by the Budget Office and prepare voucher for processing.

Office or Division:	Office of the Provincial Vice Governor			
Classifications:	Simple			
Type of Transactions:	G2G – Government to Government / G2C – Government to Citizen			
Who may avail:	Local Government Units, Provincial Government, NGOs and National Line Agencies and PGLDN Constituents			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Solicitation Letter/ Letter Request (1 copy only) 2. Budget Proposal (2 copies) 3. Activity Design (2 copies) 4. Program of Works (1 copy only)			Vice Governor's Office	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Present all the checklist requirements	1. Interview client, read and sort documents, register client in the log book and inform client the process on the financial assistance. 1.1 Present the documents to the Vice Governor for approval & allocation	None	10 Minutes	Miriam S. Paguican Data Entry Machine Operator II Daryl M. Tolero Data Entry Machine Operator I
TOTAL:		None	10 Minutes	



11.Approval for Medical Assistance

Requires necessary documents as supporting to the vouchers after the Vice Governor allocates amount of the Medical Assistance of the clients.

Office or Division:	Office of the Provincial Vice Governor			
Classifications:	Simple			
Type of Transactions:	G2G – Government to Government / G2C – Government to Citizen			
Who may avail:	Local Government Units, Provincial Government, NGOs and National Line Agencies and PGLDN Constituents			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
<ol style="list-style-type: none"> 1. Solicitation Letter/ Letter Request (1 copy only) 2. Medical Bill / Medical Abstract/ Medical Certificate (1 copy only) 3. Brgy. Indigency (1 copy only) 4. Social Case Study (MSWDO) (1 copy only) 5. Valid ID (1 copy only) 			Vice Governor's Office	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Present all the checklist requirments	<ol style="list-style-type: none"> 1. Interview client, read and sort documents, register client in the log book and inform client the process on the financial assistance. 1.1 Present the documents to the Vice Governor for approval & allocation 	None	10 Minutes	<p>Miriam S. Paguican Data Entry Machine Operator II</p> <p>Daryl M. Tolero Data Entry Machine Operator I</p>
TOTAL:		None	10 Minutes	



12.Approval of Recommendation Letter

Prepares recommendation letter reviewed and approved by the Vice Governor.

Office or Division:	Office of the Provincial Vice Governor			
Classifications:	Simple			
Type of Transactions:	G2G – Government to Government / G2C – Government to Citizen			
Who may avail:	Local Government Units, Provincial Government, NGOs and National Line Agencies and PGLDN Constituents			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Letter Request / Application Letter (1 copy only) 2. Bio-data / Personal Data Sheet (1 copy only)			Vice Governor's Office	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Present all the checklist requirements	1. Interview client, read and sort documents, register client in the log book. 1.1 Present the documents to the Vice Governor for approval & allocation	None	10 Minutes	Miriam S. Paguican Data Entry Machine Operator II Daryl M. Tolero Data Entry Machine Operator I
TOTAL:		None	10 Minutes	