



Provincial Planning and Development Office



1.Reviewing of Municipal Local Government Unit Annual Investment Plan

Reviewing of Municipal Local Government Unit Annual Investment Plan

Office or Division:	Provincial Planning and Development Office/ Plan Formulation & Investment Programming Division			
Classifications:	Complex			
Type of Transactions:	G2G – Government to Government			
Who may avail:	SP Office, Municipal Local Government Unit			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Municipal AIP (1 copy only)			1. MLGU	
2. Endorsement from the Municipal Mayor (1 copy only)				
3. Endorsement from the Sangguniang Panlalawigan (SP) (1 copy only)			2. SP Office	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Submits all the Requirements	(Note: Whether the document is in order or needs revision)	None	7 Days	Rheza T. Cayabyab Planning Officer II
	1.1 Accepts/receives the AIP endorsed from SP	None		
	1.2 Conducts the actual review	None		
	1.3 Endorses the reviewed AIP to Sangguniang Panlalawigan	None		
TOTAL:		None	7 Days	



2.Reviewing of Office Performance Commitment Review (Target)

Reviewing of Office Performance Commitment Review (Target)

Office or Division:	Provincial Planning and Development Office/ Information Knowledge Management Division			
Classifications:	Complex			
Type of Transactions:	G2G – Government to Government			
Who may avail:	PGLDN Offices			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Office Performance Commitment Review (1 copy only)			Head of Offices	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Submits the Requirement	1. Accepts/receives the OPCR	None	7 Days	Belinda B. Luab DMO I
	1.1 Conducts the actual review			
	<u>If documents needs revision:</u>	None		
	1.2 Returns the OPCR to the concerned office/s			
	<u>If document is in order:</u>	None		
	1.3 Affixes signature of Performance Management Team secretariat	None		
	1.4 Records and forwards to the Office of the Provincial Administrator for signature	None		
TOTAL:		None	7 Days	



3.Reviewing of Office Performance Commitment Review (Accomplishment)

Reviewing of Office Performance Commitment Review (Accomplishment)

Office or Division:	Provincial Planning and Development Office/ Information Knowledge Management Division			
Classifications:	Complex			
Type of Transactions:	G2G – Government to Government			
Who may avail:	PGLDN Offices			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Office Performance Commitment Review (1 copy only)			Head of Offices	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Submits the requirement	1. Accepts/receives the OPCR 1.1 Conducts the actual review <u>If document needs revision:</u>	None	7 Days	Belinda B. Luab DMO I
	1.3 Returns the O2CR to the concerned office/s <u>If documents are in order:</u>	None		
	1.3 Affixes signature of Performance Management Team secretariat	None		
	1.4 Records and forwards to the Office of the Provincial Governor for signature	None		
TOTAL:		None	7 Days	



4.Reviewing of Proposals Under 20% Development Fund

Reviewing of Proposals under 20% Development Fund

Office or Division:	Provincial Planning and Development Office/ Information Knowledge Management Division			
Classifications:	Simple			
Type of Transactions:	G2G – Government to Government			
Who may avail:	PGLDN Offices			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Draft Proposals (1 copy only)			Concerned Offices	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Submits the Requirement	1. Accepts/receives and reviews the proposal <u>If document needs revision:</u>	None	3 Days	Anecita R. Lendio Department Head
	1.1>Returns document to end-user <u>If document is in order:</u>	None		
	1.2Affixes notation as to charges and initials 1.3Forwards to higher level signatory	None		
TOTAL:		None	3 Days	



5. Checking and Recording of Claims Against the 20% Development Fund Charges

Checking and recording of claims against the 20% Development Fund Charges

Office or Division:	Provincial Planning and Development Office/ Information Knowledge Management Division			
Classifications:	Simple			
Type of Transactions:	G2G – Government to Government			
Who may avail:	PGLDN Offices			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Approved Proposal (1 copy only) 2. DV,OBR (1 copy only)			Concerned Offices	
CLIENT STEPS	AGENCY ACTION	FEEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Submits the Requirement	1. Accepts/receives and reviews the document	None	30 MINUTES	Belinda B. Luab DMO I
	<u>If documents are incomplete:</u> 1.1 Returns documents to end-user	None		
	<u>If documents are complete:</u> 1.2 Records transaction 1.3 Affixes initials	None		
	1.4 Forwards to next concerned office.	None		
TOTAL:		None	30 Minutes	



6. Checking and Recording of Claims Against the Special Education Fund Charges

Checking and recording of claims against the Special Education Fund Charges

Office or Division:	Provincial Planning and Development Office/ Plan Formulation & Investment Programming Division			
Classifications:	Simple			
Type of Transactions:	G2G – Government to Government			
Who may avail:	PGLDN Offices			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Approved Proposal (1 copy only) 2. DV,OBR (1 copy only)			Concerned Offices	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Submits the Requirement	1. Accepts/reviews and reviews the documents	None	30 Minutes	Rheza T. Cayabyab Planning Officer II
	<u>If documents are incomplete:</u> 1.1 Returns documents to the end-user	None		
	<u>If documents are complete:</u> 1.2 Records transaction in SEF logbook	None		
	1.3 Affixes initials 1.4 Forwards to next concern office.	None		
TOTAL:		None	30 Minutes	



7.Reviewing/Consolidating of Office Executive Legislative Agenda

Reviewing/Consolidating of Office Executive Legislative Agenda

Office or Division:	Provincial Planning and Development Office/ Plan Formulation & Investment Programming Division			
Classifications:	Complex			
Type of Transactions:	G2G – Government to Government			
Who may avail:	PGLDN Offices			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Office ELA (1 copy only)			PGLDN Offices	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Submits the Requirement	1. Accepts/receives the document	None	7Days	Rogielyn I. Loregas Data Entry Machine Operator III
	1.1 Conducts the actual review	None		
	1.2 Consolidates and packages document	None		
	1.3 Endorses to the Provincial Governor for signature	None		
TOTAL:		None	7Days	



8.Reviewing/Consolidating of Office Annual Investment Program

Reviewing/Consolidating of Office Annual Investment Program

Office or Division:	Provincial Planning and Development Office/ Plan Formulation & Investment Programming Division			
Classifications:	Complex			
Type of Transactions:	G2G – Government to Government			
Who may avail:	PGLDN Offices			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Office ELA (1 copy only)			PGLDN Offices	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Submits the Requirement	1.Accepts/receives the document	None	7Days	Rogielyn I. Loregas Data Entry Machine Operator III
	1.1Conducts the actual review	None		
	1.2Consolidates and packages document	None		
	1.3Endorses to the Provincial Governor for signature	None		
TOTAL:		None	7Days	



9.Reviewing/Consolidating of Office Local Development Investment Program

Reviewing/Consolidating of Local Development Investment Program

Office or Division:	Provincial Planning and Development Office/ Plan Formulation & Investment Programming Division			
Classifications:	Complex			
Type of Transactions:	G2G – Government to Government			
Who may avail:	PGLDN Offices			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Draft Proposals (1 copy only)			Concerned Offices	
CLIENT STEPS	AGENCY ACTION	FEEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Submits the Requirement	1. Accepts the document	None	7Days	Rogielyn I. Loregas Data Entry Machine Operator III
	1.1Conducts the actual review	None		
	1.2Consolidates and packages document	None		
	1.3Endorses to the Provincial Governor for signature	None		
TOTAL:		None	7 Days	



10.Preparing Claims Charged under the Special Education Fund

Preparing Claims Charged under the Special Education Fund

Office or Division:	Provincial Planning and Development Office/ Plan Formulation & Investment Programming Division			
Classifications:	Simple			
Type of Transactions:	G2G – Government to Government			
Who may avail:	PGLDN Offices, DepEd			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Draft Proposals (1 copy only)			Concerned Offices	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Submits the Requirement	1. Prepares disbursement voucher/purchase request	None	20 Minutes	Rheza T. Cayabyab Planning Officer II
	1.1 Attaches documentary requirements	None		
	1.2 Affixes initial and notation as to charges	None		
	1.3 Records transaction	None		
	1.4 Forwards to the office of the Provincial Administrator	None		
TOTAL:		None	20 Minutes	



11.Reviewing of Special Education Fund Proposals

Reviewing of Proposals under the Special Education Fund

Office or Division:	Provincial Planning and Development Office/ Plan Formulation & Investment Programming Division			
Classifications:	Simple			
Type of Transactions:	G2G – Government to Government			
Who may avail:	DepEd			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Draft Proposal (1 copy only)			DepEd	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Submits the Proposal	1.Accepts and reviews the proposal	None	1 Day	Rheza T. Cayabyab Planning Officer II
	1.1Endorses the reviewed proposal to the Office of the Governor for approval	None		
TOTAL:		None	1 Day	



12. Providing PDF Copy of Provincial Development Physical Framework Plan/ Socio Economic Profile

Providing copy of Provincial Development Physical Framework Plan/ Socio Economic Profile

Office or Division:	Provincial Planning and Development Office/ Information Knowledge Management Division			
Classifications:	Simple			
Type of Transactions:	G2G – Government to Government, G2C- Government to Citizen			
Who may avail:	All Government Agencies, LGUS, Clients			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Request Letter (1 copy only)			Client	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Submits the Request letter	1. Accepts the Request Letter	None	1 Hour	Belinda B. Luab DMO I
	1.1 Prints the Document	None		
TOTAL:		None	1 Hour	



13. Providing of Geographic Information System Map/s

Providing copy of Geographic Information System Map/s

Office or Division:	Provincial Planning and Development Office/ Information Knowledge Management Division			
Classifications:	Highly Technical			
Type of Transactions:	G2G – Government to Government, G2C- Government to Citizen			
Who may avail:	All Government Agencies, LGUS, Clients			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Request Letter (1 copy only)			1. Client	
2. Official Receipt			2. Provincial Treasurers Office	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Submits request letter	1. Accepts the Request Letter 1.1 Generates maps from computer (if the requested map is available proceed to PTO)	50/page	20 Days	Siegfred Y. Pepito Data Entry Machine Operator III
2. Pays payment to PTO	None			
3. Presents the official receipts	3. Prints the Map/s			
TOTAL:		50/Page	20 Days	



14. Providing Hard Copy of Community Based Monitoring System

Providing of Community Based Monitoring System to Municipal Local Government Unit

Office or Division:	Provincial Planning and Development Office/ Information Knowledge Management Division			
Classifications:	Simple			
Type of Transactions:	G2G – Government to Government			
Who may avail:	Municipal Local Government Unit			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Request Letter (1 copy only)			1. Client	
2. Official Receipt (1 copy only)			2. Provincial Treasurers Office	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Submits request letter	1. Accepts the Request Letter 1.1 Generates data from computer (if the data is available proceed to PTO for payment)	10,000/doc	3 Days	Siegfred Y. Pepito Data Entry Machine Operator III
2. Pays payment in PTO	None			
3. Presents the official receipts	3. Prints the Document			
TOTAL:		10,000/Doc	3 Days	