



## **Provincial Administrator'S Office**



## 1. Recording of document

Receiving of document such as letter, activity design/budget proposal, Notice of Salary Increment (NOSI), Notice of Salary Adjustment (NOSA), Recall Order, Special Order, Executive Order, Personnel Request Form (PRF) and clearance, for action of the Provincial Administrator.

<b>Office or Division:</b>	Provincial Administrator (Records Section)			
<b>Classifications:</b>	Simple			
<b>Type of Transactions:</b>	G2G – Government to Government, G2C- Government to Citizen			
<b>Who may avail:</b>	National Line Agencies, PGLDN Official and Employees, Local Government Officials and Employees, Private Agencies/Organizations, Non-Government Organizations, Civil Society Organizations, Private Individuals			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
3 copies of the document			Concerned client	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSONS RESPONSIBLE</b>
1. Logs-in to Logbook	1. Guides client how to log-in for specific information and details in the logbook provided	None	1 Minute	Marites P. Orquillas Local Legislative Staff Officer II Elona P. Racaza Administrative Officer I
2. Hands-over document	2. Receives from clients documents, sort, proofread and check for completeness of attachments.	None	1 Minute	Marites P. Orquillas Local Legislative Staff Officer II Local Elona P. Racaza Administrative Officer I
3. Receives the stamped receiving copy	3.1 Stamps and records documents (indicating the date, time and name/initials of the	None	1 Minute	Marites P. Orquillas



	receiver) including the receiving copy of the client.			Local Legislative Staff Officer II Elona P. Racaza Administrative Officer I
	3.2 Advises the client appropriately.	None	2 Minutes	Marites P. Orquillas/Elona P. Racaza
4. Leaves the Office	4. Routes to Provincial Administrator for action.	None	5 Minutes	Marites P. Orquillas Local Legislative Staff Officer II Elona P. Racaza Administrative Officer I
	4.1 Release/routes the acted documents to the concerned offices/individual.	None	5 Minutes	Marites P. Orquillas Local Legislative Staff Officer II Elona P. Racaza Administrative Officer I
<b>TOTAL:</b>		<b>None</b>	<b>15 Minutes</b>	



## 2. Recording of travel order and memoranda of PGLDN employees.

Receiving of travel order and memoranda of PGLDN employees in compensatory time-off, official time and official business, for action of the Provincial Administrator.

<b>Office or Division:</b>	Provincial Administrator (Records Section)			
<b>Classifications:</b>	Simple			
<b>Type of Transactions:</b>	G2G – Government to Government			
<b>Who may avail:</b>	PGLDN Official and Employees			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. copies of travel order/memoranda including receiving copy (3 copies) 2. Details of Travel (1 copy only) 3. Invitation letter (1 copy only)		Concerned client		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSONS RESPONSIBLE</b>
1. Logs-in to Logbook	1. Guides client how to log-in for specific information and details in the logbook provided	None	1 Minute	Marites P. Orquillas Local Legislative Staff Officer II
2. Hands-over document	2. Receives from clients documents, sort, proofread and check for completeness of attachments.	None	1 Minute	Marites P. Orquillas Local Legislative Staff Officer II
3. Receives the stamped receiving copy	3. Stamps and records documents (indicating the date, time and name/initials of the receiver) including the receiving copy of the client.	None	1 Minute	Marites P. Orquillas Local Legislative Staff Officer II
	3.1 Advises the client appropriately.	None	2 Minutes	Marites P. Orquillas



				Local Legislative Staff Officer II
4. Leaves the Office	4.Routes to Provincial Administrator for action.	None	4 Minutes	Marites P. Orquillas Local Legislative Staff Officer II
	4.1Release/routes the acted documents to the concerned offices/individual	None	3 Minutes	Marites P. Orquillas Local Legislative Staff Officer II
<b>TOTAL:</b>		<b>None</b>	<b>12 Minutes</b>	



### 3. Recording of accommodation/reservation request.

Receiving of accommodation/reservation request for action of the Provincial Administrator.

<b>Office or Division:</b>	Provincial Administrator			
<b>Classifications:</b>	Simple			
<b>Type of Transactions:</b>	G2G – Government to Government			
<b>Who may avail:</b>	National Line Agencies, PGLDN Official and Employees			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
Accommodation Request Form (1 copy only)			Concerned Client	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSONS RESPONSIBLE</b>
1. Logs-in to Logbook	1. Guides client how to log-in for specific information and details in the logbook provided	None	1 Minute	Cristine D. Semeniano Administrative Officer II Jovelyn B. Bacho Administrative Officer II
2. Hands-over document	2.Receives from clients documents, sort, proofread	None	1 Minute	Cristine D. Semeniano Administrative Officer II Jovelyn B. Bacho Administrative Officer II
	2.1Advises the client appropriately.	None	2 Minutes	Cristine D. Semeniano Administrative Officer II Jovelyn B. Bacho Administrative Officer II
3. Leaves the Office	3Routes to Provincial	None	4 Minutes	Cristine D. Semeniano



	Administrator for action.			Administrative Officer II Jovelyn B. Bacho Administrative Officer II
	3.1 Release/routes the acted documents to the concerned offices/individual.	None	3 Minutes	Cristine D. Semeniano Administrative Officer II Jovelyn B. Bacho Administrative Officer II
	<b>TOTAL:</b>	<b>None</b>	<b>12 Minutes</b>	



#### 4. Recording of Purchase Request

Receiving of Purchase Request for action of the Provincial Administrator and/or Provincial Governor

<b>Office or Division:</b>	Provincial Administrator (Records Section)			
<b>Classifications:</b>	Simple			
<b>Type of Transactions:</b>	G2G – Government to Government			
<b>Who may avail:</b>	PGLDN Offices			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
PPMP/ Approved Activity Design (1 copy only)			Concerned Office	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSONS RESPONSIBLE</b>
1. Logs-in to Logbook	1. Guides client how to log-in for specific information and details in the logbook provided	None	1 Minute	Lilibeth G. Antecristo Administrative Assistant II
2. Hands-over document	2.Receives from clients documents, sort, proofread and check for completeness of attachments.	None	2 Minutes	Lilibeth G. Antecristo Administrative Assistant II
	2.1Advises the client appropriately.	None	2 Minutes	Lilibeth G. Antecristo Administrative Assistant II
3. Leaves the Office	3.Routes to Provincial Administrator/Provincial Governor for action.	None	5 Minutes	Lilibeth G. Antecristo Administrative Assistant II
	3.1Release/routes the acted PR to the concerned offices/individual.	None	5 Minutes	Lilibeth G. Antecristo Administrative Assistant II
<b>TOTAL:</b>		<b>None</b>	<b>15 Minutes</b>	





## 5. Recording of supporting documents for financial claims

Receiving of supporting documents for financial claims such as payments, financial assistance, wages, remittances, reimbursements, cash advances and other related financial matters, for action of the Provincial Administrator and/or Provincial Governor.

<b>Office or Division:</b>	Provincial Administrator (Records Section)			
<b>Classifications:</b>	Simple			
<b>Type of Transactions:</b>	G2G – Government to Government, G2C- Government to Citizen			
<b>Who may avail:</b>	National Line Agencies, PGLDN Official and Employees, Private Individuals			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Vouchers with complete supporting documents (1 copy only)		Concerned client		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSONS RESPONSIBLE</b>
1. Logs-in to Logbook	1. Guides client how to log-in for specific information and details in the logbook provided	None	1 Minute	Lilibeth G. Antecristo Administrative Assistant II
2. Hands-over document	2.Receives from clients documents, sort, proofread and check for completeness of attachments.	None	2 Minutes	Lilibeth G. Antecristo Administrative Assistant II
	2.1Advises the client appropriately.	None	2 Minutes	Lilibeth G. Antecristo Administrative Assistant II
3. Leaves the Office	3.Routes to Provincial Administrator/Provincial Governor for action.	None	5 Minutes	Lilibeth G. Antecristo Administrative Assistant II
	3.1Release/routes the acted documents to the concerned offices/individual.	None	5 Minutes	Lilibeth G. Antecristo Administrative Assistant II
<b>TOTAL:</b>		<b>None</b>	<b>15 Minutes</b>	



## 6. Recording of checks

Receiving of checks for salaries/wages, remittances, RATA, payments, financial assistance, reimbursements, cash advances and other financial claims for signature of the Provincial Administrator or Provincial Governor.

<b>Office or Division:</b>	Provincial Administrator (Records Section)			
<b>Classifications:</b>	Simple			
<b>Type of Transactions:</b>	G2G – Government to Government, G2C- Government to Citizen			
<b>Who may avail:</b>	National Line Agencies, PGLDN Official and Employees, Private Individuals			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Approved vouchers with complete supporting documents(1 copy only)		Concerned client/office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSONS RESPONSIBLE</b>
1. Logs-in to Logbook	1. Guides client how to log-in for specific information and details in the logbook provided	None	1 Minute	Lilibeth G. Antecristo Administrative Assistant II
2. Hands-over document	2.Receives from clients documents, sort, proofread and check for completeness of attachments.	None	2 Minutes	Lilibeth G. Antecristo Administrative Assistant II
	2.1Advises the client appropriately.	None	2 Minutes	Lilibeth G. Antecristo Administrative Assistant II
3. Leaves the Office	3.Routes to Provincial Administrator or Provincial Governor for signature.	None	5 Minutes	Lilibeth G. Antecristo Administrative Assistant II
	3.1Release/routes the signed checks to the concerned offices/individual.	None	5 Minutes	Lilibeth G. Antecristo Administrative Assistant II
<b>TOTAL:</b>		<b>None</b>	<b>15 Minutes</b>	



## 7. Recording of authority to travel abroad of PGLDN employees

Receiving of authority to travel abroad of PGLDN Officials and employees for action of the Provincial Administrator and/or Provincial Governor.

<b>Office or Division:</b>	Provincial Administrator (Records Section)			
<b>Classifications:</b>	Simple			
<b>Type of Transactions:</b>	G2G – Government to Government			
<b>Who may avail:</b>	PGLDN Official and Employees			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
Letter of Intent (1 copy only)			Concerned client/employees	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSONS RESPONSIBLE</b>
1. Logs-in to Logbook	1. Guides client how to log-in for specific information and details in the logbook provided	None	1 Minute	Elona P. Racaza Administrative Officer I
2. Hands-over document	2. Receives from clients documents, sort, proofread and check for completeness of attachments.	None	1 Minute	Elona P. Racaza Administrative Officer I
3. Receives the stamped receiving copy	3. Stamps and records documents (indicating the date, time and name/initials of the receiver) including the receiving copy of the client.	None	1 Minute	Elona P. Racaza Administrative Officer I
	3.1 Advises the client appropriately.	None	2 Minutes	Elona P. Racaza Administrative Officer I
4. Leaves the Office	4. Routes to Provincial	None	3 Minutes	Elona P. Racaza



	Administrator for action.			Administrative Officer I
	4.1 Routes to Provincial Governor's Office for approval.	None	4 Minutes	Elona P. Racaza Administrative Officer I
<b>TOTAL:</b>		<b>None</b>	<b>12Minutes</b>	



## 8. Recording of application for leave beyond 15 Days of PGLDN employees

Receiving of application for leave beyond 15 Days of PGLDN employees for action of the Provincial Administrator and/or Provincial Governor.

<b>Office or Division:</b>	Provincial Administrator (Records Section)			
<b>Classifications:</b>	Simple			
<b>Type of Transactions:</b>	G2G – Government to Government			
<b>Who may avail:</b>	PGLDN Official and Employees			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
1. 3 copies of documents including receiving copy 2. Supporting documents to leave application (1 copy only)			Concerned client	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSONS RESPONSIBLE</b>
1. Logs-in to Logbook	1. Guides client how to log-in for specific information and details in the logbook provided	None	1 Minute	Marites P. Orquillas Local Legislative Staff Officer II
2. Hands-over document	2. Receives from clients documents, sort and proofread	None	1 Minute	Marites P. Orquillas Local Legislative Staff Officer II
3. Receives the stamped receiving copy	3. Stamps and records documents (indicating the date, time and name/initials of the receiver) including the receiving copy of the client	None	1 Minute	Marites P. Orquillas Local Legislative Staff Officer II
	3.1 Advises the client appropriately	None	2 Minutes	Marites P. Orquillas Local Legislative Staff Officer II
4. Leaves the Office	4. Routes to Provincial	None	3 Minutes	Marites P. Orquillas



	Administrator for appropriate action			Local Legislative Staff Officer II
	4.1 Routes to Provincial Governor's Office for approval	None	4 Minutes	Elona P. Racaza Administrative Officer I
<b>TOTAL:</b>		<b>None</b>	<b>12 Minutes</b>	



## 9. Recording of Plantilla of Appointment

Receiving of plantilla of appointment of PGLDN employees for action of the Provincial Administrator and/or Provincial Governor.

<b>Office or Division:</b>	Provincial Administrator (Records Section)			
<b>Classifications:</b>	Simple			
<b>Type of Transactions:</b>	G2G – Government to Government			
<b>Who may avail:</b>	PGLDN Official and Employees			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Plantilla including receiving copy (3 copies) 2. Approved recommendation for hiring (1 copy only)		Concerned employees		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSONS RESPONSIBLE</b>
1. Logs-in to Logbook	1. Guides client how to log-in for specific information and details in the logbook provided	None	1 Minute	Marites P. Orquillas Local Legislative Staff Officer II
2. Hands-over document	2. Receives from clients documents, sort, proofread and check for completeness of attachments	None	1 Minute	Marites P. Orquillas Local Legislative Staff Officer II
3. Receives the stamped receiving copy	3. Stamps and records documents (indicating the date, time and name/initials of the receiver) including the receiving copy of the client	None	1 Minute	Marites P. Orquillas Local Legislative Staff Officer II
	3.1 Advises the client appropriately	None	2 Minutes	Marites P. Orquillas Local Legislative Staff Officer II



4. Leaves the Office	4.Routes to Provincial Administrator for action	None	5 Minutes	Marites P. Orquillas Local Legislative Staff Officer II
	4.1Routes to Provincial Governor's Office for approval	None	5 Minutes	Elona P. Racaza Administrative Officer I
<b>TOTAL:</b>		<b>None</b>	<b>15 Minutes</b>	





## 10. Recording of Memorandum of Agreement (MOA)

Receiving of MOA for action of the Provincial Administrator.

<b>Office or Division:</b>	Provincial Administrator (Records Section)			
<b>Classifications:</b>	Simple			
<b>Type of Transactions:</b>	G2G – Government to Government			
<b>Who may avail:</b>	PGLDN Official and Employees			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
1. MOA(1 copy only) 2. Letter of Intent(1 copy only)			Concerned client/office	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSONS RESPONSIBLE</b>
1. Logs-in to Logbook	1. Guides client how to log-in for specific information and details in the logbook provided	None	1 Minute	Elona P. Racaza Administrative Officer I
2. Hands-over document	2. Receives from clients documents, sort, proofread and check for completeness of attachments.	None	1 Minute	Elona P. Racaza Administrative Officer I
3. Receives the stamped receiving copy	3. Stamps and records documents (indicating the date, time and name/initials of the receiver) including the receiving copy of the client.	None	1 Minute	Elona P. Racaza Administrative Officer I
	3.1 Advises the client appropriately.	None	2 Minutes	Elona P. Racaza Administrative Officer I
4. Leaves the Office	4. Routes to Provincial Administrator for action.	None	35 Minutes	Elona P. Racaza Administrative Officer I
	4.1 Release/routes the acted document to the concerned offices/individual	None	20 Minutes	Marites P. Orquillas Local Legislative Staff Officer II
<b>TOTAL:</b>		<b>None</b>	<b>1 Hour</b>	



## 11. Recording of Memorandum of Understanding (MOU)

Receiving of MOU for action of the Provincial Administrator.

<b>Office or Division:</b>	Provincial Administrator (Records Section)			
<b>Classifications:</b>	Simple			
<b>Type of Transactions:</b>	G2G – Government to Government			
<b>Who may avail:</b>	PGLDN Official and Employees			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
1. MOU (1 copy only) 2. Letter of Intent (1 copy only)			Concerned Client/office	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSONS RESPONSIBLE</b>
1. Logs-in to Logbook	1. Guides client how to log-in for specific information and details in the logbook provided	None	1 Minute	Elona P. Racaza Administrative Officer I
2. Hands-over document	2. Receives from clients documents, sort, proofread and check for completeness of attachments	None	1 Minute	Elona P. Racaza Administrative Officer I
3. Receives the stamped receiving copy	3. Stamps and records documents (indicating the date, time and name/initials of the receiver) including the receiving copy of the client	None	1 Minute	Elona P. Racaza Administrative Officer I
	3.1 Advises the client appropriately	None	2 Minutes	Elona P. Racaza Administrative Officer I
4. Leaves the Office	4. Routes to Provincial Administrator for action	None	35 Minutes	Elona P. Racaza Administrative Officer I



	4.1 Release/routes the acted documents to the concerned offices/individual	None	20 Minutes	Marites P. Orquillas Local Legislative Staff Officer II
<b>TOTAL:</b>		<b>None</b>	<b>1 Hour</b>	



## 12. Recording of Deed of Donation

Receiving of Deed of Donation for action of the Provincial Administrator.

<b>Office or Division:</b>	Provincial Administrator (Records Section)			
<b>Classifications:</b>	Simple			
<b>Type of Transactions:</b>	G2G – Government to Government			
<b>Who may avail:</b>	PGLDN Official and Employees			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
1. Deed of Donation (1 copy only)			Concerned client	
2. Letter of Intent (1 copy only)				
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSONS RESPONSIBLE</b>
1. Logs-in to Logbook	1. Guides client how to log-in for specific information and details in the logbook provided	None	1 Minute	Elona P. Racaza Administrative Officer I
2. Hands-over document	2. Receives from clients documents, sort, proofread and check for completeness of attachments.	None	1 Minute	Elona P. Racaza Administrative Officer I
3. Receives the stamped receiving copy	3. Stamps and records documents (indicating the date, time and name/initials of the receiver) including the receiving copy of the client.	None	1 Minute	Elona P. Racaza Administrative Officer I
	3.1 Advises the client appropriately.	None	2 Minutes	Elona P. Racaza Administrative Officer I
4. Leaves the Office	4. Routes to Provincial Administrator for action.	None	35 Minutes	Elona P. Racaza Administrative Officer I



	4.1 Release/routes the acted documents to the concerned offices/individual	None	20 Minutes	Marites P. Orquillas Local Legislative Staff Officer II
<b>TOTAL:</b>		<b>None</b>	<b>1 Hour</b>	



### 13. Recording of Contract of Usufruct

Receiving of Contract of Usufruct for action of the Provincial Administrator.

<b>Office or Division:</b>	Provincial Administrator (Records Section)			
<b>Classifications:</b>	Simple			
<b>Type of Transactions:</b>	G2G – Government to Government			
<b>Who may avail:</b>	PGLDN Official and Employees			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
1. Contract of Usufruct(1 copy only) 2. Letter of Intent(1 copy only)			Concerned client	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSONS RESPONSIBLE</b>
1. Logs-in to Logbook	1. Guides client how to log-in for specific information and details in the logbook provided	None	1 Minute	Elona P. Racaza Administrative Officer I
2. Hands-over document	2. Receives from clients documents, sort, proofread and check for completeness of attachments.	None	1 Minute	Elona P. Racaza Administrative Officer I
3. Receives the stamped receiving copy	3.Stamps and records documents (indicating the date, time and name/initials of the receiver) including the receiving copy of the client.	None	1 Minute	Elona P. Racaza Administrative Officer I
	3.1Advises the client appropriately.	None	2 Minutes	Elona P. Racaza Administrative Officer I
4. Leaves the Office	4.Routes to Provincial Administrator for action.	None	35 Minutes	Elona P. Racaza Administrative Officer I
	4.1Release/routes the acted document to the concerned offices/individual	None	20 Minutes	Marites P. Orquillas Local Legislative Staff Officer II
<b>TOTAL:</b>		<b>None</b>	<b>1 Hour</b>	



## 14. Recording of Contract of Service

Receiving of Contract of Service for action of the Provincial Administrator.

<b>Office or Division:</b>	Provincial Administrator (Records Section)			
<b>Classifications:</b>	Simple			
<b>Type of Transactions:</b>	G2G – Government to Government			
<b>Who may avail:</b>	PGLDN Official and Employees			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
1. Contract of Service (1 copy only) 2. Letter of Intent (1 copy only)			Concerned client	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSONS RESPONSIBLE</b>
1. Logs-in to Logbook	1. Guides client how to log-in for specific information and details in the logbook provided	None	1 Minute	Elona P. Racaza Administrative Officer I
2. Hands-over document	2. Receives from clients documents, sort, proofread and check for completeness of attachments.	None	1 Minute	Elona P. Racaza Administrative Officer I
3. Receives the stamped receiving copy	3. Stamps and records documents (indicating the date, time and name/initials of the receiver) including the receiving copy of the client.	None	1 Minute	Elona P. Racaza Administrative Officer I
	3.1 Advises the client appropriately.	None	2 Minutes	Elona P. Racaza Administrative Officer I
4. Leaves the Office	4. Routes to Provincial Administrator for action.	None	35 Minutes	Elona P. Racaza Administrative Officer I
	4.1 Release/routes the acted		20 Minutes	Marites P. Orquillas



	document to the concerned offices/individual	None		Local Legislative Staff Officer II
	<b>TOTAL:</b>	<b>None</b>	<b>1 Hour</b>	





## 15. Issuance of Certification for Employment for Landbank of the Philippines

Issuing certification for employment to be presented to the Landbank of the Philippines for issuance of ATM for payroll of the newly hired employees of PGLDN, for action of the Provincial Administrator.

<b>Office or Division:</b>	Provincial Administrator (Records Section)			
<b>Classifications:</b>	Simple			
<b>Type of Transactions:</b>	G2G – Government to Government			
<b>Who may avail:</b>	PGLDN Official and Employees			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
1. Proof of payment (O.R) (1 copy only) 2. Plantilla (one photocopy) (1 copy only)			Provincial Treasurer's Office	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSONS RESPONSIBLE</b>
1. Logs-in to Logbook	1. Guides client how to log-in for specific information and details in the logbook provided	None	1 Minute	Marites P. Orquillas Local Legislative Staff Office II
2. Hands-over document	2. Receives from clients documents, sort, proofread and check for completeness of attachments.	None	2 Minutes	Marites P. Orquillas Local Legislative Staff Office II
	2.1 Advises the client appropriately	None	2 Minutes	Marites P. Orquillas Local Legislative Staff Office II
3. Leaves the Office	None	None	None	None
None	Routes the certification to Provincial Administrator for action.	None	15 Minutes	Marites P. Orquillas Local Legislative Staff Office II
	Release the certification to the concerned offices/individual		10 Minutes	Marites P. Orquillas Local Legislative Staff Office II
<b>TOTAL:</b>		<b>None</b>	<b>30 Minutes</b>	



## 16. Issuance of Certificate of Appearance

Issuing certificate of appearance to the client or visitor of the Provincial Administrator and Provincial Governor.

<b>Office or Division:</b>	Provincial Administrator (Records Section)			
<b>Classifications:</b>	Simple			
<b>Type of Transactions:</b>	G2G – Government to Government, G2C- Government to Citizen			
<b>Who may avail:</b>	National Line Agencies, PGLDN Official and Employees, Local Government Officials and Employees, Private Agencies/Organizations, Non-Government Organizations, Civil Society Organizations, Private Individuals			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Logbook registration		Office of the Provincial Administrator		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSONS RESPONSIBLE</b>
1. Logs-in to Logbook	1. Guides client how to log-in for specific information and details in the logbook provided	None	2 Minutes	Marites P. Orquillas Local Legislative Staff Office II
2. Receives the certificate of appearance	2. Issuing Certificate of Appearance with signature of authorized personnel.	None	3Minutes	Marites P. Orquillas Local Legislative Staff Office II
3. Leaves the Office	None	None		None
<b>TOTAL:</b>		<b>None</b>	<b>5Minutes</b>	



## 17. Releasing of documents and money related documents from Provincial Governor's Office

Receiving of the documents and money related documents acted by the Provincial Governor for recording and releasing to the concerned offices/individual.

<b>Office or Division:</b>	Provincial Administrator (Records Section)			
<b>Classifications:</b>	Simple			
<b>Type of Transactions:</b>	G2G – Government to Government, G2C- Government to Citizen			
<b>Who may avail:</b>	National Line Agencies, PGLDN Official and Employees, Local Government Officials and Employees, Private Agencies/Organizations, Non-Government Organizations, Civil Society Organizations, Private Individuals			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Documents acted by the Provincial Governor (1 copy only)		Provincial Governor's Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSONS RESPONSIBLE</b>
1. Routes acted documents to Provincial Administrator ( Records Section)	1.Receives acted documents from the Provincial Governor's Office	None	10 Minutes	Marites P. Orquillas Local Legislative Staff Office II Elona P. Racaza Administrative Officer I Lilibeth G. Antecristo Administrative Assistant II
	1.1 Release/routes the acted documents to the concerned offices/individual.	None	3 Hours & 50 Minutes	Marites P. Orquillas Local Legislative Staff Office II Elona P. Racaza Administrative Officer I Lilibeth G. Antecristo Administrative Assistant II
<b>TOTAL:</b>		<b>None</b>	<b>4 Hour</b>	



## 18. Recording of Fidelity Bond of Municipal Mayors

Receiving of fidelity bond of newly elected and re-elected Municipal Mayors of Lanao del Norte for signature of the Provincial Governor.

<b>Office or Division:</b>	Provincial Administrator (Records Section)			
<b>Classifications:</b>	Simple			
<b>Type of Transactions:</b>	G2G – Government to Government			
<b>Who may avail:</b>	Local Government Officials			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. General Form 57A (1 copy only)		Concerned client		
2. General Form 58A (1 copy only)				
3. Certificate of No Pending Case (1 copy only)				
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSONS RESPONSIBLE</b>
1. Logs-in to Logbook	1. Guides client how to log-in for specific information and details in the logbook provided	None	1 Minute	Elona P. Racaza Administrative Officer I
2. Hands-over document	2. Receives from clients documents, sort, proofread and check for completeness of attachments.	None	1 Minute	Elona P. Racaza Administrative Officer I
3. Receives the stamped receiving copy	3. Stamps and records documents (indicating the date, time and name/initials of the receiver) including the receiving copy of the client.	None	1 Minute	Elona P. Racaza Administrative Officer I
	3.1 Advises the client appropriately.	None	2 Minutes	Elona P. Racaza Administrative Officer I
4. Leaves the Office	4. Routes to Provincial		5 Minutes	Elona P. Racaza



	Governor's Office for signature.			Administrative Officer I
	<b>TOTAL:</b>	<b>None</b>	<b>10 Minutes</b>	



## 19. Recording of Application for leave of Municipal Mayors

Receiving of application for leave of Municipal Mayors for action of the Provincial Governor.

<b>Office or Division:</b>	Provincial Administrator (Records Section)			
<b>Classifications:</b>	Simple			
<b>Type of Transactions:</b>	G2G – Government to Government			
<b>Who may avail:</b>	Local Government Officials			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
Leave application (1 copy only)			Concerned client/mayors	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSONS RESPONSIBLE</b>
1. Logs-in to Logbook	1. Guides client how to log-in for specific information and details in the logbook provided	None	1 Minute	Marites P. Orquillas Local Legislative Staff Officer II
2. Hands-over document	2. Receives from clients documents, sort and proofread.	None	1 Minute	Marites P. Orquillas Local Legislative Staff Officer II
3. Receives the stamped receiving copy	3. Stamps and records documents (indicating the date, time and name/initials of the receiver) including the receiving copy of the client.	None	1 Minute	Marites P. Orquillas Local Legislative Staff Officer II
	3.1 Advises the client appropriately.	None	2 Minutes	Marites P. Orquillas Local Legislative Staff Officer II
4. Leaves the Office	4. Routes to Provincial Governor's Office for action.	None	5 Minutes	Elona P. Racaza Administrative Officer I
<b>TOTAL:</b>		<b>None</b>	<b>10 Minutes</b>	



## 20. Recording of Authority to Travel of Municipal Mayors

Receiving request for authority to travel in official business or personal reasons of Municipal Mayors of Lanao del Norte, for action of the Provincial Governor.

<b>Office or Division:</b>	Provincial Administrator (Records Section)			
<b>Classifications:</b>	Simple			
<b>Type of Transactions:</b>	G2G – Government to Government			
<b>Who may avail:</b>	Local Government Officials			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
Letter of Intent (1 copy only)			Concerned client/mayors	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSONS RESPONSIBLE</b>
1. Logs-in to Logbook	1. Guides client how to log-in for specific information and details in the logbook provided	None	1 Minute	Elona P. Racaza Administrative Officer I
2. Hands-over document	2. Receives from clients documents, sort and proofread.	None	1 Minute	Elona P. Racaza Administrative Officer I
3. Receives the stamped receiving copy	3. Stamps and records documents (indicating the date, time and name/initials of the receiver) including the receiving copy of the client.	None	1 Minute	Elona P. Racaza Administrative Officer I
	3.1 Advises the client appropriately.	None	2 Minutes	Elona P. Racaza Administrative Officer I
4. Leaves the Office	4. Routes to Provincial Governor's Office for action.	None	5 Minutes	Elona P. Racaza Administrative Officer I
<b>TOTAL:</b>		<b>None</b>	<b>10 Minutes</b>	