

Provision of TA on CBMS

STEP	Requirements	Procedures		How long it will take you	Person (s) Responsible	Amount of fees to be collected
		As the Client, you:	The responsible office			
1	1. Letter request from the LGU 2. MOA	Submit original and duplicate copies of the basic requirements / documents to the Records Unit.	<u>RECORDS UNIT</u> Receives and records the letter request and forwards it to the ORD For application with complete documents, routes to the ORD	10 Mins	Lorelie H. Caoile or Prayandleo E. Cahiga or Mildred M. Malapit	No fees to be collected
2			<u>ORD</u> Receives and records requirements/documents and routes to the Local Government Monitoring and Evaluation Division (LGMED)	5 Mins	Ingrid Ira M. Ignacio or Cecilia N. Valera	
3		Interact with the OSD CBMS Team and receive the information materials.	<u>LGMED CBMS TEAM</u> Receive and review submitted documents;	10 Mins	Josephine D. Samonte	
			CBMS Focal Person shall provide MOA with the information on logistical preparation for the conduct of training workshops at the municipal or city level Advocate the CBMS methodology and instruments in the data collection. LGU clients are given options on the two modes of data collection, paper-based and web-based	1 Hour	LGMED Chief Corazon G. Salindong or Juliet C. Galvan or Rhodalyn S. Licudine or Hope E. Ordoño	
		<p>Note: Client to provide feedback to LGMED CBMS Team on the final schedule of Training on Modules 1 & 2.</p> <p>LGMED CBMS Team may provide on - site TA on Modules 1& 2, in coordination with the DILG Provincial CBMS Team, per LGU request.</p>				
TOTAL				1 Hour and 25 Minutes		

Processing of csBoe APPI icAtion

STEP	Requirements	Procedures		How long it will take you	Person (s) Responsible	Amount of fees to be collected
		As the Client, you:	The responsible office			
1	<p>GENERAL REQUIREMENTS</p> <p>1.) Properly accomplished CS Form 101-E (revised April 2012)</p> <p>2.) Three identical 1" x 1" pictures with name tag taken within three (3) months before the date of filing of the application.</p> <p>3.) Original and photocopy of any of the following ID cards (recent) * Current Office/ Company ID/School ID * Passport * Police Clearance (with picture type) * GSIS UMID/SSS ID/PHILHEALTH ID (ATM Type), BIR ID (ATM Type), Voter's ID, Postal ID, Barangay ID * PRC/Driver's License</p> <p>4.) Original and photocopy of Birth Certificate authenticated/issued by the NSO.</p> <p>5.) For female married applicants, original and photocopy of Marriage Certificate authenticated/issued by the NSO.</p> <p>6.) If filing of application is through a representative * Authorization Letter executed by the applicant * Original and photocopy of one (1) valid ID card of the representative</p>	Submit necessary documents to the Records Unit. (Refer to the requirements in pages 6-7)	<p>RECORDS UNIT Receives, records, checks completeness of required attachments</p> <p>For application with complete documents, routes to the Public Information and Planning Unit</p> <p>For application with incomplete documents, return to the client with the checklist of requirements, or refers client to staff in-charge.</p>	10 Mins	Lorelie H. Caoile or Prayandleo E. Cahiga or Mildred M. Malapit	No fees to be collected
2	<p>SPECIFIC REQUIREMENTS</p> <p>1.) Certification of the services rendered in the barangay from the City or Municipal Local Government Officer (C/MLGOO).</p> <p>2.) Certification from the Barangay Chairman on the services rendered by the barangay official.</p> <p>3.) Duly signed Certificate of Oath of Office or other proofs (i.e. Election returns or Appointment Paper)</p> <p>4.) Masterlist of Barangay Officials where the name of applicant appears, duly certified (Ma'am Lian C./ Dhelmer – if from RO) (C/MLGOO if from field office)</p> <p>5.) Notarized affidavit stating that the barangay official was not employed in the government during his/her term of office or service requirement</p>	Sit comfortably at the lobby while waiting for the release of the endorsement.	<p>PUBLIC INFORMATION AND PLANNING UNIT Receives, records, and reviews the application with the attachments.</p>	10 Mins	Ingrid Ira M. Ignacio or Cecilia N. Valera	
			Prepares endorsement letter for signature.	5 Mins	Dhelmer B. Estacio	
			Forwards / hand carries application with the prepared endorsement to the signatory.	2 Mins		
3	<p>6.) Certification of no pending case/non conviction of any offense</p> <p>7.) Other documents as may be deemed necessary by the CSC Regional Office in verifying authenticity of information supplied by the barangay official.</p>	Receive endorsement and sign file copy of the Office.	<p>PUBLIC INFORMATION AND PLANNING UNIT Signs the endorsement letter.</p>	6 Mins	RD/ARD or Designated In-Charge of Office	
			<p>PUBLIC INFORMATION AND PLANNING UNIT Releases the documents to the clients.</p>	2 Mins	Dhelmer B. Estacio or Sheila Marie G. Andales	
TOTAL			35 Minutes			

Processing of APPI icAtion for foreign trAvel s of
Local Government officialS & functionariEs

STEP	Requirements	Procedures		How long it will take you	Person (s) Responsible	Amount of fees to be collected
		As the Client, you:	The responsible office			
1	<p>MC 2001-52</p> <p>1. Letter request statin the nature of the travel, i.e., study trip, non-study trip, or personal or privatetrip.</p> <p>2. Favorable recommendations from the: * DILG Regional Director, Provincial Director, City Director (City Local Government Operations Officer) and Municipal Local Government Operations Officer, as the case may be; * Provincial Governor * City Mayoror Municipal Mayor * Secretary of Trade andIndustry or DTI Regional Director</p> <p>3. Clearance from money and property accountabilities from the local treasurer, and from the local general service officer or equivalent.</p> <p>4. Sworn Statement from the applicant attesting that, to the best of his knowledge, no criminal or administrative case has been filed or pending against him before any court, tribunal or body at te time the application for foreign travel authority if filed. If there is anysuch case filed or pending against the applicant, he shall submit, together with his applicationfor a foreign travel authority, a clearance or a certification from the said court, tribunal or body that the applicant is authorized to travel abroad.</p> <p>5. A copy of the endorsement from the Special Committee on Scholarships, acceptance or invitation-letter from the donor, sponsor, conferencew or seminar organizer, foreign local authority, or duly perfected contractwhere the trip is study or non-study in purpose;</p> <p>6. A written JUSTIFICATION as to the immediate and direct benefits to the local government unit concerned in the case of a study trip or a non-study trip;</p> <p>7. A copy of the order of the designated officer-in-charge of the office for the duration of the trip in the event the appointive official is the head of a local government department, and;</p> <p>8. A duly approved application for leave of absence if the trip is for a personal or private purpose.</p>	Submit original and duplicate copies of the basic requirements / documents to the Records Unit.	<p><u>RECORDS UNIT</u> Receives, records, checks completeness of required attachments.</p> <p>For application with complete documents, routes to the ORD</p>	10 Mins	Lorelie H. Caoile or Prayandleo E. Cahiga or Mildred M. Malapit	No fees to be collected
2			<p><u>ORD</u> Receives and records requirements/documents and routes to the Local Government Capability and Development Division (LGCCDD)</p>	5 Mins	Ingrid Ira M. Ignacio or Cecilia N. Valera	

Processing of APPI icAtion for foreign trAvel s of
Local Government officialS & functionariEs

STEP	Requirements	Procedures		How long it will take you	Person (s) Responsible	Amount of fees to be collected
		As the Client, you:	The responsible office			
3		Sit comfortably at the lobby while waiting for the release of the endorsement.	<u>LGCD</u> Reviews the completeness of the required documents.	45 Mins	Imelda A. Estacion or Narvita R. Flores or May Rose R. Ancheta	No fees to be collected
			Prepares the Endorsement Letter for signature.			
			LGCD forwards the Endorsement Letter to the ORD for signature of the RD/ARD			
4		<u>ORD</u> Signs the endorsement letter.	6 Mins	RD/ARD or Designated In-Charge of Office		
5		Receive endorsement and sign file copy of the Office.	<u>LGCD</u> Releases the signed Endorsement Letter and the documents to the Client.	2 Mins	Diosdado D. Mendoza or Imelda A. Estacion	
TOTAL			1 Hour 8 minutes			

Provision of Local Governance reGional resource
Center (LGrrC) Library ServiCeS

STEP	Requirements	Procedures		How long it will take you	Person (s) Responsible	Amount of fees to be collected
		As the Client, you:	The responsible office			
1	Identification Card	Sign the LGRRC Logbook	LGRRC Assists clients in signing the logbook and interview client research needs.	5 Mins	Benedicta M. Barnachea or May Rose R. Ancheta or Sety Zorayda S. Perez or Nicolette O. Amon	No fees to be collected
2		Do the research work	Provides available information materials as requested Guides / Assists client in locating books / information materials at the bookshelves	30 Mins		
3		Return books/information materials and sign logbook.	Receives and inspects information materials.	5 Mins.		
TOTAL			40 Minutes			

PROVISION OF LOCAL GOVERNMENT DATA

STEP	Requirements	Procedures		How long it will take you	Person (s) Responsible	Amount of fees to be collected
		As the Client, you:	The responsible office			
1	USB or Blank CD	Submit letter-request to secure list of local officials, and other local government information data to the records unit.	<u>RECORDS UNIT</u> Receives and records the letter-request and routes to the ORD - PIPU	5 Mins	Lorelie H. Caoile or Prayandleo E. Cahiga or Mildred M. Malapit	No fees to be collected
2		Sit comfortably at the lobby while waiting for the release of the copy of the requested data.	<u>ORD - PIPU</u> Receives and records the letter-request and routes to the RD/ARD Saves List of Local Officials and / or other data needed in USB or CD provided by the client	20 Mins	Ingrid Ira M. Ignacio or Cecilia N. Valera Lily Ann O. Colisao or Jan Ben Hazen A. Leaña	
3		Receive USB or CD copy of requested data.	<u>ORD - PIPU</u> Releases the USB or CD copy of requested data	2 Min	Lily Ann O. Colisao or Jan Ben Hazen A. Leaña or Dhelmer B. Estacio	
TOTAL			27 Minutes			

Processing of APPI icAtion for schol ArshiPs grAnts

STEP	Requirements	Procedures		How long it will take you	Person (s) Responsible	Amount of fees to be collected
		As the Client, you:	The responsible office			
1	<p>1.) Personal Data Sheet (Using the revised CS Form 212) to include training programs attended - 1 original, 4 certified copies</p> <p>2.) Certified copies of Transcript/s of Records and Diploma/s (Undergrad/Masteral/ Doctoral) - 5 certified copies</p> <p>3.) Service Record - 1 original, 2 certified copies</p> <p>4.) Statement of PRESENT Actual Duties and Responsibilities that should be RELEVANT to the course/program signed by the immediate superior - 1 original, 1 certified copy</p> <p>5.) Written consent of Spouse (if Married) - 1 original, 1 certified copy</p> <p>6.) Endorsement from the Local Chief Executive (LCE)- 1 original, 1 certified copy</p> <p>7.) Endorsement from the DILG Regional Director)- 1 original, 1 certified copy</p> <p>8.) TICA Application Forms (this will be obtained from the DILG-CLGSC Secretariat Office with original passport-size photos - 6 sets</p> <p>9.) Copies of Valid Passport (Personalia Pahina only) 4 sets</p> <p>10.) NSO certified Birth Certificate - 1 copy</p> <p>11.) Certification from the Head/Manager of the Human Resource Department - 1 original, 1 certified copy</p>	Submit original and duplicate copies of the basic requirements / documents to the Records Unit.	<p><u>RECORDS UNIT</u></p> <p>Receives, records, checks completeness of required attachments.</p> <p>For application with complete documents, routes to the ORD</p>	10 Mins	Lorelie H. Caoile or Prayandleo E. Cahiga or Mildred M. Malapit	No fees to be collected
2		Sit comfortably at the lobby while waiting for the release of the endorsement.	<p><u>ORD</u></p> <p>Receives and records the letter request and forwards it to the Local Government Capability Development Division (LGCCDD)</p>	5 Mins	Ingrid Ira M. Ignacio or Celia N. Valera	
3			<p><u>LGCCDD</u></p> <p>Reviews the completeness of the required documents.</p> <p>Prepares the Endorsement Letter for signature.</p>	45 Mins	Alonalyn V. Garcia or Diosdado D. Mendoza	
3			<p>LGCCDD forwards the Endorsement Letter to the ORD for signature of the RD/ARD</p>			
			<p><u>ORD</u></p>			

Processing of Application for scholarship Grants

STEP	Requirements	Procedures		How long it will take you	Person (s) Responsible	Amount of fees to be collected
		As the Client, you:	The responsible office			
4			Receives and records the letter request and forwards it to the Local Government Capability Development Division (LGCCD)	5 Mins	Ingrid Ira M. Ignacio or Cecilia N. Valera	No fees to be collected
5		Receive endorsement and sign file copy of the Office.	<u>LGCCD</u> Releases the signed Endorsement Letter and the documents to the Client.	2 Mins	Alonalyn V. Garcia or Diosdado D. Mendoza	
6		Submit the documents and the Endorsement letter to the DILG-Central Local Government Scholarship Secretariat, LGA, 8 F Agustin Bldg., F. Ortigas Jr., Ortigas Center, Pasig City				
		NOTE If client/nominee is qualified for interview and upon notification from the Scholarship Secretariat, LGCCD Staff shall prepare notice to client/nominee.				
		Upon receipt of the notice, client/nominee shall report for the interview at Foreign Scholarship Training Program (FSTP); LUZON, TESDA - FSTP Unit, PEVOTI Building, Fast Service Road, South Superhighway, Taguig City.				
TOTAL				1 Hour		

Issuance of sGH/FDP certification

STEP	Requirements	Procedures		How long it will take you	Person (s) Responsible	Amount of fees to be collected
		As the Client, you:	The responsible office			
1	Duly-signed Letter Request by the LCE for SGH / FDP Certification and Certification re: LGU Compliance on FDP from the DILG Provincial Director	Submit letter request with required documents to Records Unit.	<u>RECORDS UNIT</u> Receives and records the letter request and forwards it to the ORD	5 Mins	Lorelie H. Caoile or Prayandleo E. Cahiga or Mildred M. Malapit	No fees to be collected
			<u>ORD</u> Receives and records the letter request and forwards it to the Local Government Capability Development Division (LGCCDD)	5 Mins	Ingrid Ira M. Ignacio or Cecilia N. Valera	
2		Sit comfortably at the lobby while waiting for the release of the Certification	<u>LGCCDD</u> Receives and records the request	5 Mins	Diosdado D. Mendoza	
			Review and assess compliance of LGU on FDP (Portal) Prepares endorsement letter LGCCDD forward to the ORD for signature of the RD/ARD	60 Mins	Alona Lyn Garcia or May Rose Ancheta	
3			<u>ORD</u> Signs the Certification and endorsement	5 Mins	RD/ARD	
4		Receive Certification and sign file copy of the Office	<u>LGCCDD</u> Records and releases the Certification to client.	5 Mins	Diosdado D. Mendoza or Alona Lyn Garcia or May Rose Ancheta	
TOTAL			1 Hour and 25 Minutes			

Issuance of authority to conduct capacity Building activities

STEP	Requirements	Procedures		How long it will take you	Person (s) Responsible	Amount of fees to be collected
		As the Client, you:	The responsible office			
1	Letter Request for Authority to Conduct	Submit letter request with required documents to Records Unit.	<u>RECORDS UNIT</u> Receives, records, checks completeness of required attachments. For application with complete documents, routes to the ORD	5 Mins	Lorelie H. Caoile or Prayandleo E. Cahiga or Mildred M. Malapit	No fees to be collected
2			<u>ORD</u> Receives and records the letter request and forwards it to the Local Government Capability Development Division (LGCCDD)	5 Mins	Ingrid Ira M. Ignacio or Cecilia N. Valera	
3		Sit comfortably at the lobby while waiting for the release of the Letter of Authority	<u>LGCCDD</u> Receives and records the request Reviews and assess the required documents.	5 Mins	Diosdado D. Mendoza	
			Prepares written reply LGCCDD forward to the ORD for signature of the RD/ARD	35 Mins	Imelda A. Estacion(Leagues/NGOs)/Imelda A. Estacion or Narvita R. Flores (Health Assoc)/Leslie L. Isip (other Assoc. of Professional & organized groups)	
4			<u>ORD</u> Signs the Letter of Authority	5 Mins	RD/ARD	
5		Receive Letter of Authority and sign file copy of the Office	<u>LGCCDD</u> Records and releases the Letter of Authority to client.	5 Mins	Diosdado D. Mendoza or Imelda A. Estacion or Leslie L. Isip	
TOTAL				1 Hour		