

Ilocos Sur Polytechnic State College (ISPSC)

- a) Provides access to information materials;
- b) Provides consultancy and technical assistance along academic and administrative expertise;
- c) Shares available facilities in accordance to institutional policies and guidelines; and
- d) Performs other functions as may be necessary.

Sangbay DS Concepts, Inc.

- a) Provides access to information materials;
- b) Provides consultancy and technical assistance on leadership and governance;
- c) Shares available facilities; and
- d) Performs other functions as may be necessary.

IP Community League of the Philippines (IPCLP)

- a) Provides access to information materials;
- b) Provides consultancy and technical assistance related to IP community and culture;



LGRRC 1 COMPENDIUM OF SERVICE OFFERINGS



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- c) Serves as leadership institute for the youth and barangay officials;
- d) Shares available facilities;
- e) Serves as a critique and evaluator for government projects; and
- f) Performs other functions as may be necessary.

League of Municipalities of the Philippines (LMP)

- a) Enjoins LGUs to provide information materials related to governance;
- b) Contributes in the dissemination and development of LGU-based concepts of governance;
- c) Facilitates documentation and promotes replication of LGU best practices;
- d) Facilitates linkage/networking/partnership with stakeholders in the conduct of capacity development initiatives;
- e) Provides technical assistance and consultancy services in the field of expertise; and
- f) Performs other functions as may be necessary.

Civika Asian Development Academy (CADA)

- a) Advances the theory, practice and teaching of urban and rural transformation and resiliency;
- b) Provides consultancy and technical assistance through the development of platforms for leadership, learning, co-creating and prototyping between the university-based City and Municipal Futures Lab and the LGUs;
- c) Shares ongoing initiatives including Universal Health Care Lab, Inclusive Growth Lab, Scaleup Lab, Blockchain Lab, Bridging Leadership Institute, Barangay Leadership Academy, and Resiliency School;
- d) Assists in accelerating governance innovations; and
- e) Performs other functions as may be necessary.

North Luzon Philippine State College (NLPSC)

- a) Provides access to information materials;
- b) Provides consultancy and technical assistance along academic and administrative expertise;
- c) Shares available facilities in accordance to institutional policies and guidelines; and
- d) Performs other functions as may be necessary.

Saint Louis College (SLC)

- a) Provides access to information materials;
- b) Provides consultancy services and technical assistance along research and extension, and through sharing of professors' expertise during lectures, seminar workshops and conferences;
- c) Shares available facilities like the Social Center, and San Luis Del Mar in Baccuit Norte, Bauang, La Union for seminars and trainings with minimal fee to defray maintenance and power cost; and
- d) Performs other functions as may be necessary.

Mariano Marcos State University (MMSU)

- a) Provides access to information materials;
- b) Shares available training facilities subject to approved institutional provisions;
- c) Conducts or assists in capability development activities;
- d) Provides consultancy and technical assistance (along local governance and local economic promotion);
- e) Sharing information and knowledge generated from research and extension; and
- f) Performs other functions as may be necessary.

Pangasinan State University (PSU)

- a) Provides access to information and materials;
- b) Provides consultancy and technical assistance along academic and administrative expertise;
- c) Share available facilities in accordance to institutional policies and guidelines; and
- d) Performs other functions as may be necessary.

Gifted Learning Center (GLC)

- a) Provides access to information and materials;
- b) Provides consultancy and technical assistance through professors' expertise;

RD'S MESSAGE

We are honoured to present yet another product of DILG Region 1's initiative and ingenuity – the Local Governance Regional Resource Center 1 (LGRRC 1) Compendium of Service Offerings. This document provides a list and standard guide in availing the programs, projects and services of the Multi-Stakeholders Advisory Committee (MSAC). It can now be accessed and utilized to address competency requirements of our clients, as it features process updates to incorporate the “new normal”, and in observance of the health and safety protocols amidst the pandemic we are dealing into.

We firmly believe that the achievement of progress lies in the conscientious management and utilization of resources anchored on consultation and people participation. And it is truly rewarding to deliver quality service to our countrymen with the help and support of other National Government Agencies (NGAs), Local Resource Institutes (LRIs), and Civil Society Organizations (CSO). True to our brand of service – Matino, Mahusay at Maaasahan – the DILG R1, and our partners assure the continuous provision of technical assistance geared towards the making of good governance and local development champions.

To each and every one whose dedication and skill made this Compendium possible, *Maraming salamat po sa inyo at mabuhay po tayong lahat!*

JAMES F. FADRILAN, CESO III
Regional Director

LGRRC PROGRAM MANAGER’S/ ARD’S MESSAGE

The DILG Region 1 (DILG R1), through its Local Governance Regional Resource Center 1 (LGRRC 1), continues to showcase its culture of collaboration and inclusiveness as it journeys towards excellence. The LGRRC 1 Compendium of Service Offerings highlights our frontline services, as well as the Multi-Stakeholders Advisory Committee’s (MSAC) Administrative Governance / Economic Development / Environmental Management / Social Programs.

This Compendium is a realization of the efforts of the LGRRC 1 Team composed of the (1) Multimedia Knowledge Program, (2) Capacity Development Program, (3) Linkage Program, and (4) Public Education on Good Governance, Development & Citizenship Program. It also materialized with the support and cooperation of the MSAC members comprised of the DILG, NEDA, PSA, PIA, CHED, DTL, DENR, TESDA, DA, DSWD, DMMMSU, UNP, SLC, MMSU, PSU, GLC, LMP – Ilocos Norte/Ilocos Sur/La Union/Pangasinan Chapter, Civika Asian Development Academy, Sangbay DS Concepts, Inc., and Indigenous Peoples Community League of the Philippines.

The LGRRC 1’s pursuit of the development roadmap has brought about various distinction and merit to the region, and we encourage all to join us in this bandwagon. Again, our sincerest gratitude to everyone’s contribution and hard work.

AGNES A. DE LEON, CESO V
Assistant Regional Director

- c) Provides support services related to Skills Development Planning and Delivery; and
- d) Performs other functions as may be necessary.

Department of Agriculture (DA)

- a) Provides access to information materials;
- b) Provides technical assistance on production (crop and livestock), marketing and credit financing;
- c) Shares available function room with minimum administrative cost;
- d) Provides assistance in strengthening Rural-Based Organizations; and
- e) Performs other functions as may be necessary.

Department of Social Welfare and Development (DSWD)

- a) Provides access to information materials;
- b) Provides technical assistance and consultancy services on the field of expertise; and
- c) Performs other functions as may be necessary.

Don Mariano Marcos Memorial State University (DMMMSU)

- a) Shares generated knowledge through Research and Extension;
- b) Provides expertise and consultancy through the participation of professors and non-academic or administrative personnel in lectures, for a seminar/workshop, conferences, and other similar events;
- c) Shares available facilities like halls, hostels, training centers, or covered court/gym with a minimum fee for administrative cost;
- d) Provides access to library use upon approval of request; and
- e) Performs other functions as may be necessary.

University of Northern Philippines (UNP)

- a) Provides access to information materials;
- b) Provides consultancy and technical assistance on computer literacy, internet education and skills training for short term vocational courses; and
- c) Performs other functions as may be necessary.

- e) Provides referral services;
- f) Provides consultancy services/technical assistance on the development/enhancement of training courses/modules on various areas of Public Administrations; and
- g) Performs other functions as may be necessary.

Department of Trade and Industry (DTI)

- a) Provides information materials related to trade and industry development and consumer welfare;
- b) Provides consultancy, trainers/speakers/resource persons in trainings/seminar and technical assistance related to trade, industry, investments and consumer welfare; and
- c) Performs other functions as may be necessary.

Department of Environment and Natural Resources (DENR)

- a) Provides information materials on environment concerns;
- b) Provides technical assistance and consultancy services in the field of expertise such as but not limited to the formulation of Solid Waste Management Plan, Environment Code, Forest land Use Plan, Mangrove Conservation Plan;
- c) Promotes environmental education, information and public awareness and supports environmental actions/eco-activism among stakeholders;
- d) Promotes and enhances community/CSO/Private Sector participation in environment resources management/development;
- e) Integrates gender sensitivity/responsiveness in environment and natural resources program/project implementation; and
- f) Performs other functions as may be necessary.

Technical Education and Skills Development Authority (TESDA)

- a) Provides access to information materials related to skills development;
- b) Provides technical assistance and consultancy services in the field of expertise;

HISTORY

The present Department of the Interior and Local Government (DILG) traces its roots from the Philippine Revolution of 1897. On March 22, 1897, the Katipunan Government established the first Department of Interior at the Tejeros Convention.

A revolutionary government was also established at that time and the new government elected General Emilio Aguinaldo as President and Andres Bonifacio as Director of Interior, although Bonifacio did not assume the post. At the Naic Assembly held on April 17, 1897, President Aguinaldo appointed General Pascual Alvarez as Secretary of the Interior.

The Department of Interior was enshrined in the Biak-na-Bato Constitution signed on November 1, 1897. Article XV of the said Constitution defined the powers and functions of the Department that included statistics, roads and bridges, agriculture, public information and posts, and public order.

As the years of struggle for independence and self-government continued, the Interior Department became the premier office of the government tasked with various functions ranging from supervision over local units, forest conservation, public instructions, control and supervision over the police, counter-insurgency, rehabilitation, community development and cooperatives development programs.

In 1950, the Department was abolished and its functions were transferred to the Office of Local Government (later renamed Local Government and Civil Affairs Office) under the Office of the President. On January 6, 1956, President Ramon Magsaysay created the Presidential Assistant on Community Development (PACD) to implement the Philippine Community Development Program that will coordinate and integrate on a national scale the efforts of various governmental and civic agencies to improve the living conditions in the barrio residents nationwide and make them self-reliant.

In 1972, Presidential Decree No. 1 created the Department of Local Government and Community Development (DLGCD) through Letter of Implementation No. 7 on November 1, 1972. Ten years later or in 1982, the DLGCD was reorganized and renamed Ministry of Local Government (MLG) by Virtue of Executive Order No. 777; and in 1987, it was further reorganized and this time, renamed Department of Local Government (DLG) by virtue of Executive Order No. 262.

Again, on December 13, 1990, the DLG underwent reorganization into what is now known as the Department of the Interior and Local Government (DILG) by virtue of Republic Act No. 6975. The law also created the Philippine National Police (PNP) out of the Philippine Constabulary-Integrated National Police (PC-INP), which, together with the National Police Commission, was integrated under the new DILG, the Bureau of Fire Protection, Bureau of Jail Management and Penology and the Philippine Public Safety College; and absorbed the National Action Committee on Anti-Hijacking from the Department of National Defense (DND).

The passage of RA 6975 paved the way for the union of the local governments and the police force after more than 40 years of separation. Today, the Department faces new era of meeting the challenges of local autonomy, peace and order, and public safety.

National Economic Development and Authority (NEDA)

- a) Facilitates documentation of replicable practices of LGUs and provide copy to the LGRRC;
- b) Provides technical assistance and consultancy services on the field of expertise;
- c) Coordinates and facilitates the link between the LGRRC and local development planning; and
- d) Performs other functions as may be necessary.

Philippine Statistics Authority (PSA)

- a) Provides demographic data and other statistics;
- b) Facilitates linkage/network from central down to provincial offices of PSA;
- c) Performs other functions as may be necessary.

Philippine Information Agency (PIA)

- a) Provides technical assistance as to content and messaging in various information, education and campaign materials as per request;
- b) Provides venue for information dissemination on the programs, projects and activities of the LGRRC and client-LGUs using various PIA platforms to include print, broadcast, interpersonal and social media;
- c) Produces press/feature/photo releases on the programs, projects and activities of the LGRRC;
- d) Provides technical assistance as speaker/lecturer along topics of expertise such as Journalism, Freedom of Information, and ASEAN Advocacy; and
- e) Performs other functions as may be necessary.

Commission on Higher Education (CHED)

- a) Provide access to list of consultants/experts/coaches/trainers;
- b) Indorses programs/activities/courses which need to be disseminated to college students/administrators;
- c) Provides access to services on scholarships and other information;
- d) Facilitates linkages with HEIs, Professional Organizations and Zonal Researches;

**ROLES & RESPONSIBILITIES OF
MULTI STAKEHOLDER ADVISORY COMMITTEE
(MSAC) MEMBERS**

**Department of the Interior and Local Government (DILG)
shall:**

- a) Manage and maintain overall operation of the LGRRC;
- b) Provide venue to adequately accommodate the equipment, furniture and fixtures, materials and other knowledge products for the LGRRC;
- c) Expand the LGRRC Team to manage the operations of the following facilities:
 - 1. Multimedia Knowledge Facility
 - Provide access to knowledge products, exemplary and replicable practices
 - 2. Capacity Development Facility
 - Provide venue to deliver quality, strategic and responsive capacity development initiatives
 - 3. Linkage Facility
 - Facilitates linkage/networking with LGUs and other stakeholders as well as various local governance initiative
 - 4. Public Education on Good Governance, Development & Citizenship Facility
 - Promotes good local governance practices and innovations
- d) Allocate annual resource counterpart support for the efficient and sustainable operation of the LGRRC;
- e) In coordination with the MSAC, oversee the implementation of the LGRRC Roadmap and Business Plan;
- f) Convene concerned agencies for provision of joint technical assistance and capability building activities to LGUs;
- g) Submit regular reports to the National LGRRC;
- h) Serve as Secretariat during MSAC meetings; and
- i) Perform other functions as may be necessary.

DILG SHARED VISION

A strongly determined and highly trusted Department committed to capacitate and nurture local government units, public order and safety institutions to sustain peaceful, progressive, and resilient communities where people live happily.

DILG MISSION

The Department shall promote peace and order, ensure public safety, and strengthen capability of local government units through active people participation and a professionalized corps of civil servants.

DILG MANDATE

To promote peace and order, ensure public safety and further strengthen local government capability aimed towards the effective delivery of basic services to the citizenry.

GOALS

- Develop peaceful, safe, self-reliant and development-directed communities;
- Improve performance of local governments in governance, administration, social economic development and environmental management;
- Sustain peace and order condition and ensure public safety.

OBJECTIVES

- Reduce crime incidents and improve crime solution efficiency;
- Improve jail management and penology services;
- Improve fire protection services;
- Continue professionalization of PNP, BFP and BJMP personnel and services;
- Enhance LGU capacities to improve their performance and enable them to effectively and efficiently deliver services to their constituents;
- Continue to initiate policy reforms in support of local autonomy.

<p>Forest Management Service</p> <p>1. Seedling distribution of Forest trees and ornamental plant / trees, etc.</p>	<p>► Letter Request</p> <p>Beneficiaries: LGU, NGO, OGAs, Religious Sector, Academe, Private entities, etc.</p>
<p>2. Co-management agreement on the development, protection and conservation of Community Watersheds and Communal Forest</p>	<p>► Coordination with PENRO / CENRO concerned and Forest Management Service Regional Office</p> <p>Beneficiaries: LGUs</p>
<p>3. Upland Livelihood Development Projects</p> <p>©Focal Person Remilio C. Atabay Regional Technical Director</p> <p>☎ (072) 242-6202</p>	<p>► Coordination with PENRO / CENRO concerned and Forest Management Service Regional Office</p> <p>Beneficiaries: People’s Organization</p>
<p>Ecosystems Research and Development Services</p> <p>1. Research and Development (R & D) on ENR</p> <p>2. Technology and Information Services:</p> <ul style="list-style-type: none"> • Conduct of training / for a • Conduct of lectures • Provision of technical assistance • Technology cliniquing <p>3. ENR Database Management:</p> <ul style="list-style-type: none"> • Library services • Distribution of IEC materials (flyers, posters, brochures, pamphlets) <p>4. Provision of planting materials</p> <ul style="list-style-type: none"> • Forest trees • Fruit trees 	<p>► Research results / highlights of studies can be accessed thru written request or visit to the Office</p> <p>► Letter request and/or visit the Farmers Information and Technology Service (FITS) center located at Marcos Bldg., ENG Office, City of San Fernando, La Union</p> <p>Beneficiaries: Farmers, Academe, LGUs, Researchers, NGOs, GOs, Pos, Private Entities, Military, Religious Sect</p> <p>©Focal Person RTD for ERDs ☎ (072) 888-5487 Email add: denr1erds@yahoo.com</p>

	4. Names and address of authorized collectors / trappers
7. Permit for the uses of Wildlife	<ol style="list-style-type: none">1. Duly accomplished application form with recent 2"x2" photo of applicant2. In case of animal shows using wildlife, clearance from or registration with the Animal Welfare Division of the Bureau of Animal Industry pursuant to Republic Act 8485 (Animal Welfare Act)
8. Non-cities for Flora and Fauna Import Permit Beneficiaries: Individuals, Corporations, Associations, Local or Foreign Applicants ☺Focal Person Marilyn M. Racoma ☎ (072) 242-6202	<ol style="list-style-type: none">1. Duly Accomplished Application form2. Export Permit / certification of origin from exporting country3. For live specimens, Veterinary / Phytosanitary Certificate issued by the Authorized government agency of the country.
Coastal and Marine <ol style="list-style-type: none">1. Participatory Coastal Resource Assessment (PCRA) Training2. Integrated Coastal Management (ICM) Planning3. Marine Protected Area (MPA) Establishment Beneficiaries: Coastal LGUs / Communities	<p>► LGU driven (by request of the LGU)</p> <p>☺Focal Person Marizel L. Calpito Darwin A. Ablang Flora A. Anacta</p> <p>☎ 700-4421</p>

THE LOCAL GOVERNANCE REGIONAL RESOURCE CENTER 1 (LGRRC 1)

The Local Governance Regional Resource Center 1 (LGRRC 1) as a dynamic & interactive center, promotes a culture of learning & knowledge sharing in the area of governance. The center aims to strengthen the role of the DILG as a catalyst for excellence in local governance. It best exemplifies the application of knowledge management with the end of attaining a knowledge-centric organization.

LGRRC 1 is founded on 3 key principles: Knowledge Management, Multi-Stakeholdership & Convergence in local governance. Knowledge Management is the over-arching framework of the Center. It is a process that involves the acquisition, storage, retrieval, creation, sharing, use, application & evaluation of an organization's explicit & tacit knowledge in a systematic manner to achieve organizational goals. Multi-stakeholdership pursue the principle that there is no monopoly of knowledge and that knowledge should be shared and pursued. Convergence means harmonizing various initiatives in local governance within DILG & beyond.

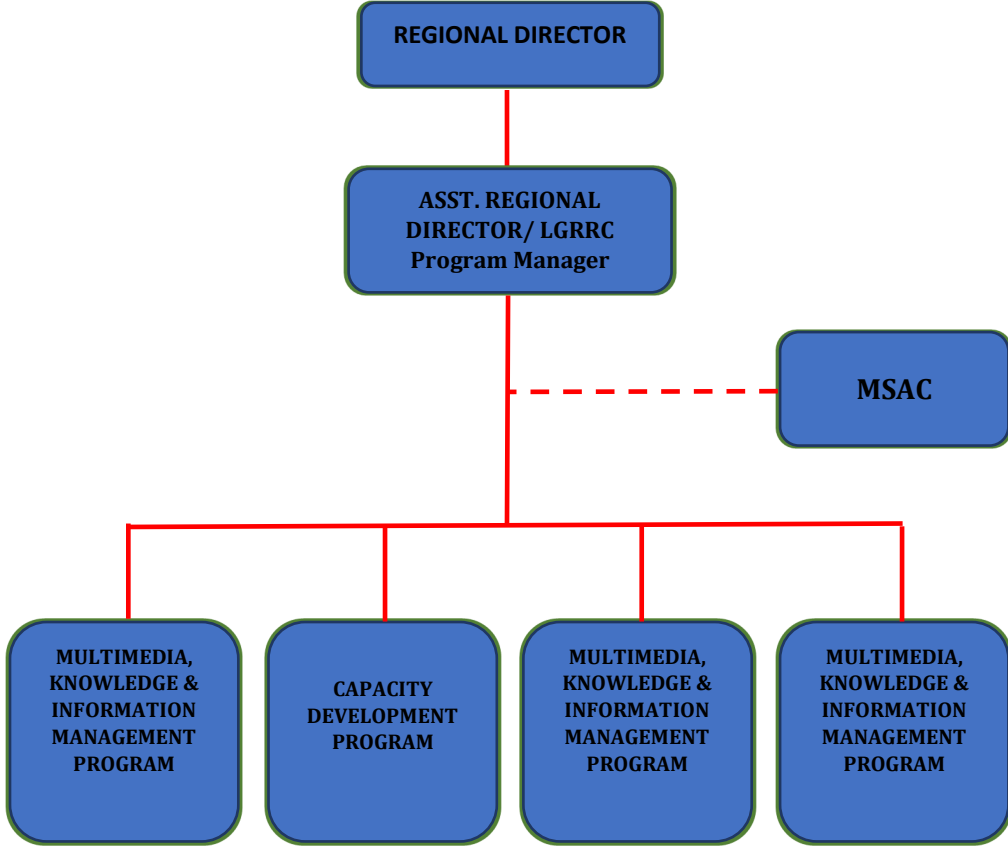
To promote a culture of learning & knowledge sharing in pursuit of sustainable development through excellence in local governance, the Multi-Stakeholders Advisory Committee (MSAC) was created. Within the LGRRC 1 are four (4) inter-related programs: Capacity Development Program, Linkage Program, Public Education on Good Governance & Citizenship Development Program and Multi-Media, Knowledge & Information Program.

Recent developments on the spread of the Coronavirus Disease 2019 (COVID-19) in the country prompted the President to declare a State of Public Health Emergency throughout the entire Philippines. With this, the COVID-19 pandemic has changed the way of life in the community ushering an era of the so called “New Normal”. Likewise, it has challenged the creative & innovative minds of stakeholders in local governance.

In this era of the new normal, LGRRC 1 has risen above the many challenges taking its role as broker, enabler, initiator, collaborator & innovator in the implementation of capacity development activities. The Department through the LGRRC has aligned its thrusts, directions, strategies & maximized its resources in continuously capacitating the LGUs & the DILG personnel.


<p>©Focal Person Marilyn M. Racoma</p> <p>☎ (072) 242-6202</p>	<p>3. Endorsement from the Head of the Institution, or in the case of and individual researcher, from a recognized expert or a research institution or a conservation organization</p> <p>4. In case collection of wildlife is necessary, prior clearance from the affected neighborhood / communities, i.e. concerned LGUs, recognized head of the indigenous people in accordance with Ra 8371 or Protected Area Management Board.</p>
<p>5. Non-Cities for Flora and Fauna Re-Export Permit</p>	<p>1. Duly accomplished application form</p> <p>2. Non-CITIES Import Permit issued by the DENR or other documents supporting legal possession or acquisition of wildlife</p> <p>3. Local Transport Permit, where applicable</p> <p>4. Bank export declaration, if for commercial purposes</p> <p>5. Phytosanitary (Plants) / Veterinary Health (Animals) Certificate from the concerned DA Office.</p>
<p>6. Wildlife Collectors Permit</p>	<p>1. Duly accomplished application form with recent 2"x2" Photo applicant</p> <p>2. List of species to be collected indicating the quantity for each and methods of collection to be used</p> <p>3. Prior clearance from affected communities, i.e., concerned LGUs, recognized Head of Indigenous Cultural Communities (ICC) in accordance with RA 8371, Protected Areas Management Board (PAMB)</p>

LGRRC 1 STRUCTURE



FUNCTIONS:

- ✓ **MULTI-STAKEHOLDERS ADVISORY COMMITTEE (MSAC)**
 - Continuously update the LGRRC Roadmap & Business Plan.
 - Regularly revisit the LGRRC Vision, Mission & Value Proposition.
 - Develop, acquire, generate, collect & provide the Center knowledge products on various areas of local governance.
 - Conduct, participate or assist in capacity development activities.
 - Regularly meet to assess the operation & ensure the dynamism of the four (4) LGRRC Programs.

	<ul style="list-style-type: none">▶ Endorsement from the Head of the Institution, or in the case of an individual researcher, from a recognized expert of a research institution or a conservation organization▶ In case collection of wildlife is necessary, prior clearance from the affected neighborhood / communities i.e. concerned LGUs, recognized head of the indigenous people in accordance with RA 8371 or Protected Area Management Board.▶ Habitat Rehabilitation, Protection and Management Plan for reintroduction and restocking of captive-bred / propagated individuals.
Beneficiaries: Students affiliated with local academic institutions and other government initiated or implemented research for scientific project	For Purposes of Student Thesis <ol style="list-style-type: none">1. Research / Project Proposal2. Endorsement letter from the concerned Dean (for student applicants only.3. Endorsement letter from a recognized expert or a scientific institution or conservation organization (for individual researcher)4. Prior clearance from the affected neighborhood / communities, i.e. concerned LGUs, recognized head of the indigenous people in accordance with RA 8371 or Protected Area Management Board
Beneficiaries: Foreign entity / Institutions / Individual or a Filipino Citizen affiliated with a foreign institution	For the conduct of scientific researches <ol style="list-style-type: none">1. Research / Project Proposal2. Institutions Profile, if applicable

- ✓ MULTIMEDIA, KNOWLEDGE & INFORMATION MANAGEMENT PROGRAM
 - Manages the repository & sharing of information & knowledge products through the LGRRRC Library & other channels of communication, which serves as repository of local governance knowledge products & information with multimedia services & ICT support.
- ✓ CAPACITY DEVELOPMENT PROGRAM
 - Provides the venue to deliver & facilitate efficient delivery of quality, strategic & responsive capacity development.
- ✓ LINKAGE PROGRAM
 - Facilitates partnerships & networking among LGUs & other local governance stakeholders & access to networks of communities of practices.
- ✓ PUBLIC EDUCATION & CITIZENSHIP DEVELOPMENT PROGRAM
 - Promotes good local governance practices & innovations among the general public.

5. Technical Assistance on: <ul style="list-style-type: none"> ❖ Development of Sanitary Landfills and other cleaner and safer forms of disposal system ❖ Solid Waste Management Plan ❖ Establishment / Operationalization of Materials Recovery Facility (MRF) ❖ Implementation of segregation at source and segregated collection 	► Letter / Request to the Director Beneficiaries: <ul style="list-style-type: none"> ❖ Local Government Units ❖ Government Agencies ☺Focal Person Ecological Solid Waste Management Division
PAWCZMS <ol style="list-style-type: none"> 1. Area Clearance (Land Conversion) 2. Area Clearance (Sand & Gravel) Beneficiaries: Individuals, Corporations, Associations	► Letters Request ► Plan ► Fees ☺Focal Person Jose N. Nullar ☎ (072) 242-6202
3. Local Transport Permit Beneficiaries: Individuals, Corporations, Associations, Local or Foreign Applicants	► Duly accomplished application form ► Inspection / Verification of wildlife by the CENRO nearest the place of collection using Inspection Report Form ► Documents supporting the legal possession or acquisition of wildlife. ► Phytosanitary Certificate (for Plants) / Veterinary Quarantine Certificate (for animals) from the concerned DA Office.
4. Gratuitous Permit / Affidavit of Undertaking Beneficiaries: Applications Initiated by Local Non-Government / Academic Institutions	For conservation breeding of propagation activities ► Research / Project Proposal Institution Profile, if applicable

b. Category B. Projects that are not categorized as ECPs, but which may cause negative environmental impacts because they are located in Environmentally Critical Areas (ECAS)	☺Focal Person <ul style="list-style-type: none">❖ Screening Officer❖ EMB Case Handler / Processing Officer❖ EIAMD Chief❖ Regional Director
f. Certificate of Non-coverage (CNC) in compliance to PD 1586 ☺Focal Person c/o Environmental Impact Assessment and Monitoring Division	▶ Duly accomplished Application Form ▶ Form of Ownership ▶ Location Map Beneficiaries: Projects unlikely to cause adverse environmental impacts
2. Pollution Control Officer (PCO) Accreditation ☺Focal Person c/o Pollution Control Division	▶ Designation letter of Pollution Control Officer ▶ Bio Data ▶ Transcript of Records/Diploma ▶ Certificate of Attendance—Environmental Training Beneficiaries: Aspiring Pollution Control Officers
3. Laboratory Analysis of Air Samples ☺Focal Person c/o Pollution Control Division Eng. Remedios A. Jimenez	▶ Letter / Request to the Director Beneficiaries: Requesting firms / Industries
4. Seminars / Workshops / Symposiums on: <ul style="list-style-type: none">❖ Climate Change❖ Solid Waste Management❖ ENR Laws❖ Other Environmental concerns and IEC campaign	▶ Letter / Request to the Director Beneficiaries: LGUs, Institutions, Agencies / Offices, etc. ☺Focal Person <ul style="list-style-type: none">❖ Executive Assistance for Operations❖ Ecological Solid Waste Management Division❖ EEIS

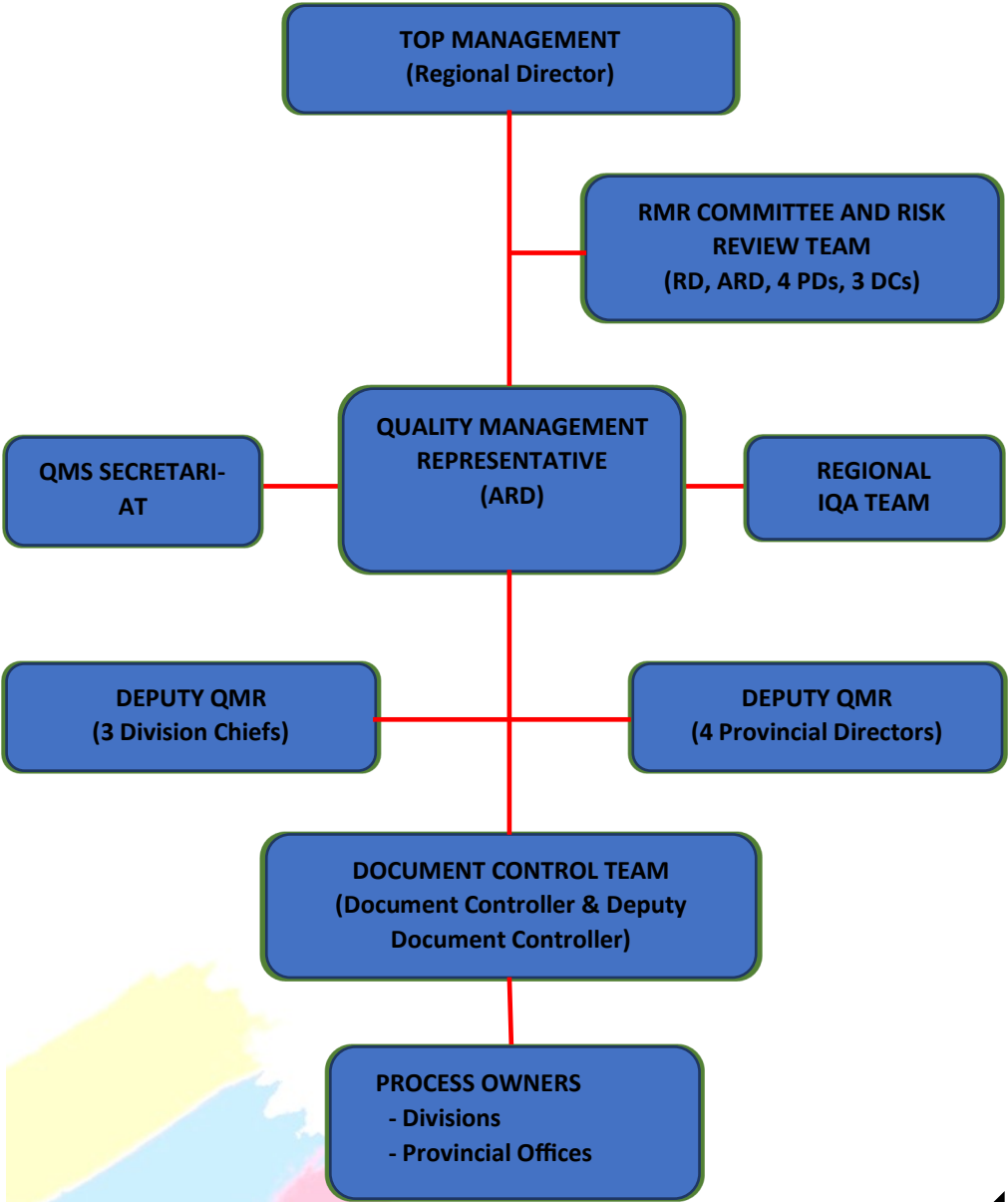
DILG RO1 QUALITY POLICY

DILG Region 1 shall provide effective technical and administrative services, exercise oversight function, and reward excellent and exemplary performance in local governance.

We shall guarantee equal opportunities for career growth, equitable delineation of responsibilities and give due recognition as we foster integrity, commitment, teamwork and responsiveness.

We shall continue to improve our Quality Management System and comply to applicable requirements to ensure prompt, efficient and quality service delivery to our clients.

DILG RO1 QMS STRUCTURE



c. Registration of Toxic & Hazardous Substance (in compliance to Ra 6969 - Toxic Substances & Hazardous Waste Control Act)	► Duly accomplished Form A: Registration Form HW Generator with prescribed attachments— process flow diagram and detailed description of each treatment / recycling process, storage management plan and photographs of the facilities.
d. Permit to Transport Toxic and Hazardous Waste (in compliance to Ra 6969) ☺Focal Person Zenaida T. Cortez	► Duly accomplished Form A: Registration Form of HW Generator with prescribed attachments— process flow diagram and detailed description of each treatment / recycling process, storage management plan and photographs of the facilities. Beneficiaries: Hazardous Waste Transporter & Generators
e. Environmental Compliance Certificate (ECC) / Certificate of Non-coverage (CNC) in compliance to PD 1586	► Environmental Impact Statement (EIS) / Initial Environmental Examination (IEE) Report or Checklist ► Location / Vicinity Map ► Site Development Plan Proof of Compatibility with the existing LUP (locational clearance / viability, zoning clearance) ► Electronic Copy of EIS/IEE Report or Checklist (CD) ► Proof of Ownership
Beneficiaries: Projects/undertakings under the EIS system: a. Category A. Environmentally Critical Projects (ECPS) with significant potential to cause negative environmental impacts	► Accomplished and notarized PEMAPS Questionnaire ► Processing Fee

ENVIRONMENTAL MANAGEMENT

Department of Environment & Natural Resources

DENR	
Program	How to Avail
<p>Environmental Management Bureau</p> <p>1. Issuance of Permits</p> <p>a. Permit to Operate (Air Pollution Source & Equipment) in compliance to Ra 8749 (Clean Air Act)</p>	<ul style="list-style-type: none"> ▶ Duly accomplished Application form ▶ Engineering Report prepared, signed and sealed by Sanitary Engineer for poultry farms/ Mechanical Engineer for gasoline stations and rice mills and duly notarized ▶ Plans and specifications of installations and its control facilities ▶ Air quality impact analysis ▶ Timetable of construction ▶ Vicinity Map ▶ Copy of Environmental Compliance Certificate (ECC) ▶ Designation of Pollution Control Officer
<p>b. Discharge Permit (Wastewater Treatment Facilities) in compliance to RA 9275 (Clean Water Act)</p> <p>©Focal Person Rizalyn Domondon Records Officer</p> <p>☎ (072) 700-2448</p>	<ul style="list-style-type: none"> ▶ Duly Accomplished Report prepared by a registered chemical or sanitary engineering with all the attachments ▶ DTI Registration ▶ TIN No. ▶ Picture of Wastewater Treatment Facility <p>Beneficiaries: Firm / Industries / Establishments within Region I</p>

DILG CITIZEN'S CHARTER



Service Name: Request for Barangay Officials Death Benefit Assistance (BODBA)
Who may Avail: Surviving Legitimate Claimant/Beneficiaries of Deceased Barangay Officials

Documentary Requirements	Client Action (detailed steps)
<div>1. Accomplished Request Form</div> <div>2. Accomplished DILG-NBOO-DBC Form 001</div> <div>3. Oath of Office</div> <div>4. Certificate of Incumbency</div> <div>4. Certified true Copy of Death Certificates</div> <div>Other Required Documents to support:</div> <div>1. Claimant either wife or husband of the deceased barangay official (DBO), submit Certified True Copy of Marriage Certificate. If the claimant is a daughter or son of the DBO to submit Birth Certificate;</div> <div>2. Certified True Copy of Birth Certificate of the deceased or affidavit of two (2) disinterested parties (if the deceased barangay official is single and the claimant is her/his parent/sister/brother)</div> <div>3. Waiver of rights if there is more than one beneficiary in cases of siblings</div> <div>4. Affidavit of guardianship if the deceased is the widow/widower/single if the claimant is the guardian of the children who are minors</div> <div>5. Absence of primary/secondary beneficiaries, the claimant present her/his valid ID, either Voter's ID, Driver's License, Postal ID, Passport, or a Certification from the Barangay that s/he is a resident of the said barangay</div> <div>6. Special Power of attorney, in case claimant/s cannot personally do the transaction</div> <div>(Note for Office Concerned: specify how many original and photocopy of the required documents)</div>	<div>1. Secure and accomplish Request Form and DBC Form 001</div> <div>2. Submit complete required documents along with the duly accomplished request form and DBC Form 001 to DILG City/Municipal Local Government Operations Officer</div>

SERVICES ARE FREE OF CHARGE

Pangasinan	
Dir. Peter O. Mangabat Provincial Director Mr. Juanito Reyes Jr. Senior Trade & Industry Devt. Specialist	075-515-3183
Regional Office:	
Miss Rosemary A. Qitos Chief Trade & Industry Devt. Specialist Miss Cynthia G. Rivera Senior Trade & Industry Devt. Specialist Miss Alicia S. Garcia Trade & Industry Devt. Specialist	072-242-4864

5. Product-Market Matching	► Samples of Products to be matched. Client willing to cost-share in the expenses.
6. Participation to Trade Fairs & Missions	► Copy of Business Name Registration Permits & Licenses and BIR Registration. Client willing to pay the Participation Fees.
7. Consultancy Services	Beneficiaries: SMEs
☺ Focal Person	
Provincial Offices:	
Ilocos Norte	
Dir. Benjamin M. Garcia, Jr. Provincial Director Miss Elizabeth Castro Chief Trade & Industry Devt. Specialist	☎ 077-771-4268 ☎ 077-770-3243
Ilocos Sur	
Dir. Grace R. Lapastora Provincial Director Miss Rosario Quodala Chief Trade & Industry Devt. Specialist	☎ 077-722-2688 ☎ 077-722-8731
La Union	
Dir. Daria R. Mangaracal Provincial Director Miss Lilian M. Difuntorum Chief Trade & Industry Devt. Specialist	☎ 072-888-2455 ☎ 072-700-4142

Agency Action (detailed steps)	Person in Charge Position Unit/ Division	Maximum Processing Time (40 days) Highly Technical (multi-stage)
1.1 Provide templates of Request Form & DBC Form 001	City/Municipal Local Government Operations Officer	30 minutes (mins.)
2.1 Review and Receive duly accomplished BODBA Form 001 and check/update the Database of Barangay Officials in the Barangay Information System 2.2 Submit processed BODBA Claim to DILG Provincial Office/HUC	City/Municipal Local Government Operations Officer	4 hours (hrs.)
2.3 Verify and Validate (VV1) completeness and correctness of DBC documents received and submit to Regional Office then to Central Office	City/Provincial/Regional Focal Person	2 working days (wd)
2.4 Prepare and submit BOD-BA Funding Allocation to FMS	NBOO	

Service Name: Request for Barangay Officials Death Benefit Assistance (BODBA)
Who may Avail: Surviving Legitimate Claimant/Beneficiaries of Deceased Barangay Officials

Documentary Requirements	Client Action (detailed steps)
1. Consolidated List of DBC Requests 2. Indorsement Letter 3. Cover Memo addressed to DBM Secretary	
	3. Receives the Certification and accomplishes the Customer Satisfaction Feedback Form

SERVICES ARE FREE OF CHARGE

Product Standards Licensing (Use of the Philippine Standard Quality Mark and Import Commodity Clearance)	1. Fill up the necessary application form 2. Submit the accomplished form together with the requirements and pay the corresponding fees Beneficiaries: ❖ Business dealing w/ products under mandatory standards certification ❖ Business dealing with imports
☺ Focal Person Designated Staff in all Provincial Offices	
Issuance of Sales Promotion Permit	1. Submit duly accomplished Sales Promotion Application Form together with complete supporting documents as enumerated in the form 2. Pay the Sales Promotion Application Fee 3. Wait for the release of the Sales Promotion Permit Beneficiaries: ❖ Business establishments that are going to embark on sales promotion
☺ Focal Person Julieta R. Malong Jademar Timichan ☎ 700-0875	
Resolution of Consumer Complaints	1. Verbal, phone-in or written complaint Filed with the DTI 2. Submit supporting documents like Official Receipt, Sales Invoice, Warranty Card and other available documents Beneficiaries: ❖ Consumer with complaints
☺ Focal Person Julieta R. Malong Amelia E. Galvez Consumer Arbitration Officers in the Provincial Offices ☎ 700-0875	
1. Loan Facilitation	► Business Plan / Project Proposal
2. Technology & Business Management Trainings	► Profile of the participants. Participants are requested to cost-share in the expenses, usually 30% of the total cost
3. Label designs & Packaging Assistance	► Samples of Products labels/Packaging. Client willing to shoulder the cost of Consultancy Services
4. Product Design & Development	► Samples of Products. Client willing to shoulder the cost of Consultancy Services

ECONOMIC DEVELOPMENT

Department of Trade & Industry

DTI	
Program	How to Avail
<p>Business Name Registration</p> <p>Beneficiaries: Natural Persons doing business or proposing to do business in the Philippines using a business name.</p> <p>☺ Focal Person Nieva Loy C.Rafada DTI Regional Office</p> <p>☎700-1025</p>	<ol style="list-style-type: none"> 1. Fill up application form and submit it to BN Professor together with a Xerox Copy of any government issued ID 2. Pay the amount of ₱315 and wait while the BN Registration Certification is being processed online. <p>Note: BN registration can now also be done by the registrants themselves through the internet.</p> <ol style="list-style-type: none"> 1. Log on to www.bnrs.dti.gov.ph 2. Follow the instructions as they appear up to the payment and printing of BN Certificate. Online payment through GCash and ATM/Debit Card (BancNet)
<p>Technical Assistance on the Formulation of Local Investment Incentives Code</p> <p>Beneficiaries: LGUs</p>	<p>► Write a request letter addressed to the Regional Director</p> <p>☺ Focal Person Gil C. Fernandez</p> <p>☎700-1025</p>
<p>Capability Building Training on Investment Production</p> <p>Beneficiaries: LGUs</p>	
<p>Accreditation of Service and Repair Shops</p> <p>Beneficiaries: Business dealing w/d motor vehicle, heavy equipment; engine & engineering; electronics, electrical; air-conditioning and refrigeration; office machine; data processing equipment; and medical/dental</p>	<ol style="list-style-type: none"> 1. Fill up necessary applicant form 2. Submit the accomplished application form together with the requirements and pay the required fees depending on the nature of the activity and the category of the shop to be registered

Agency Action (detailed steps)	Person in Charge Position Unit/ Division	Maximum Processing Time (40 days) Highly Technical (multi-stage)
	Central Office Focal Person (National Baran-gay Operations Office)	1 wd (Step will kick off when there are 5 DBC request received)
2.5 Transmit the Death Benefit Funding Allocation to the DBM	Financial Management Service, Central Office	1 wd
WAIT FOR THE DBM TO RELEASE FUND ALLOCATION		
2.6 Receives the Special Advise Release Order and Notice of Cash Allocation and prepares and releases the Sub-Allotment Release Order (SR) to the Respective Ros	Financial Management Service, Central Office	
2.7 Receives Sub-Allotment Release Order and transmits to the Respective PO/HUC	Regional Accountant/ Budget Officer/Cashier Regional Focal Person Regional Director/Asst. Regional Director	
2.8 Receives the SR, prepares and release the check	City/Provincial Director/MLGOO	3 wd
3.1 Provide Customer Satisfaction Feedback Form		30 mins.
END OF TRANSACTION		

Service Name: Request for the Issuance of Certification of Compliance to Full Disclosure Policy (FDP)
Who may Avail: All Local Government Units (LGUs)

Documentary Requirements	Client Action (detailed steps)
1. Duly accomplished Citizen’s Charter Request Form 2. Indorsement from DILG Provincial/ HUC Director/C/MLGOO 3. Letter Request of Local Chief Executive 4. FDP CP (Current Period) Certification indicating the compliance for the last 2 preceding quarters with photos posted in 3 conspicuous places and attested by CSO representative 5. FDP CDP (Current Period) monthly report (1 page) with signature of LCE and Field Officer	1. Secure and accomplish Citizen’s Charter Request Form
	2. Submit accomplished request form along with the complete required complete documents
	3. Receives the Certification and accomplishes the Customer Satisfaction Feedback Form

C. Knowledge Mgmt. Sharing/ Information Technology <div> 1. Sharing/briefing on e-systems e.g. Integrated Personnel Mgmt. Systems (e-DTR, e-ComTrack, Etc.) 2. Technical Assistance on Knowledge Management </div>	<div> ► Letter of Request </div> <div> Beneficiaries: Regional Line Agencies, Private Sectors, LGUs </div> <div> ☺ Focal Person Lucila D. TOrio Knowledge Management Division </div> <div> ☎ (072) 888-2679/80 Fax No. (072) 888-2708 </div>
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<p>B. Project Development, Investment Programming and Budgeting</p> <p>1. Project Development Assistance Center</p> <ul style="list-style-type: none"> Project ID and Development 	<p>► Letter of request, all expenses c/o requesting entity</p> <p>Beneficiaries:</p> <ul style="list-style-type: none"> ❖ LGUs, Gov. Agencies, NGOs, private institutions, interested individuals ❖ RLAs
<p>2. Productivity Enhancement Project (PEP)</p> <ul style="list-style-type: none"> Project ID, Development, Review, Endorsement for fund sourcing <p>3. Budget Review and Endorsement</p> <p>4. PNVSCA</p> <ul style="list-style-type: none"> Review and endorsement on request for foreign volunteers <p>5. Technical assistance to NGOs</p> <ul style="list-style-type: none"> Planning workshop facilitation, RP services <p>6. IAD</p> <ul style="list-style-type: none"> TA, RP services 	<p>► Project Proposal and Logical Framework</p> <p>► Budget Proposal</p> <p>► Letter of request using prescribed format</p> <p>► Letter of Request</p> <p>► Letter of Request</p>
<p>7. Investment Programming</p> <ul style="list-style-type: none"> TA on Investment Programming / AIP Formulation Trainings, RP services <p>©Focal Person Dr. Fe Domingo PDIPB Division</p> <p>☎(072) 888-2679/80</p>	<p>► Letter of Request</p>

Agency Action (detailed steps)	Person in Charge Position Unit/ Division	Maximum Processing Time (40 days) Highly Technical (multi-stage)
1.1 Provide template on Citizen's Charter Request Form	City/Municipal Local Government Operations Officer/ Provincial Focal Person	30 mins.
2.1 Review and receive submitted required documents 2.2 Conduct onsite validation with CSO 2.3 Transmit results to DILG RO 2.4 Review the submitted documents and forward to DILG CO	City/Municipal Local Government Operations Officer/ Provincial Focal Person	18 wd
2.5 Review, received and forward for SILG signature	BLGS/ Office of the Secretary (OSEC)	2 wd
2.6 Release approved certification of compliance to FDP to DILG RO	Central Records Section	2 wd
2.7 CO releases the duly signed certification of compliance to FDP to RO	Records Section Central Office	2 wd
3.1 Record and Release RO receives the certificate and transmits to the client	Records Officer/ Regional Focal Person	1 wd
END OF TRANSACTION		

Service Name: Request for the Issuance of Department Authority to LGUs to Purchase Vehicle
Who may Avail: All Local Government Units (LGUs)

ECONOMIC DEVELOPMENT

National Economic and Development Authority

NEDA	
Program	How to Avail
<div>A. Plan Formulation and Implementation Coordination</div> <div><ul style="list-style-type: none">Socio-economic Planning<ul style="list-style-type: none">TA on planning and Policy FormulationPhysical Planning<ul style="list-style-type: none">TA on integrating DRR+CCA in local plansTAs rendered on mapping needsProductivity Planning<ul style="list-style-type: none">Technical Assistance rendered on Consultancy, training and Technical Assistance Services (CTTAS)</div> <div><ul style="list-style-type: none">PISAL Audit conducted by agency (or LGUs)Conduct of 5S Audit, ETC.</div> <div>© Focal Person Mr. Ramon T. Peralta Chief, PPF, NEDA RO I</div> <div>☎(072) 888-5501 ☎ (072) 888-2679 Fax No. (072) 888-2708</div>	<div><ul style="list-style-type: none">Submit letter of request addressed to NEDA RO ISubmit letter of request addressed to RDC ISubmit letter of request addressed to RDC I / RLUCSubmit letter of request addressed to RDC I for consideration and scheduling</div> <div><ul style="list-style-type: none">Submit letter of request addressed to RDC I for consideration and inclusion in the WPSubmit letter of request addressed to RDC I for consideration and inclusion in the WP</div> <div>Beneficiaries:<ul style="list-style-type: none">LGUsRLAsNGOsAcademe</div>

SERVICES ARE FREE OF CHARGE

©Focal Person Ms. Angela Padilla HVCC Banner Program Coordinator ©2421045-46 Loc.13	<ul style="list-style-type: none">▶ Technical evaluation of identified proponent will be conducted.▶ After the evaluation, the DA-RFU I shall be responsible in the allocation of pump and engine sets with accessories to qualified proponents.
	<ul style="list-style-type: none">▶ All the proponent shall procure first the pump and engine set with accessories in the identified supplier duly authorized by the manufacturer and submit the Official Receipt of the proponents counterpart (50% or in excess of DA-RFU I counterpart) to DA-RFU I to facilitate the full payment of the irrigation equipment.▶ The identified supplier will issue Official Receipt base on the Proponents counterpart upon pick-up of the pump and engine set with accessories.

Agency Action (detailed steps)	Person in Charge Position Unit/ Division	Maximum Processing Time 20 days (Highly Technical)
1.1 Receive and Initial Review Receives the accomplished request form, reviews the completeness of the attached documents and puts into records	Records Officer/ Focal Person	1 hr
1.2 Approve and Transmit C/MLG00 transmits the documents to Provincial Office (PO)	City/Municipal Local Government Operations Office	2 wd
1.3 PO reviews the completeness and appropriateness of the documentary requirements, if found complete, prepares transmittal for RD's signature and endorses documents to Regional Office (RO)	Provincial/HUC Focal Person	2 wd
1.4 RO conducts second review as to the completeness and appropriateness of the documentary requirements, if found complete endorses to CO	Regional Focal Person	1 wd
1.5 CO receives, records and scans the documents	Action Officer	30 mins.
1.6 CO evaluates documents and prepares the recommendation	Action Officer, BLGS	1 wd
1.7 CO prepares authority to purchase vehicle for USLG's approval	Director, BLGS	1 wd
1.8 USLG signs the request	USLG	3 wd
1.9 CO releases the Authority to Purchase Vehicle to the LCE thru a courier copy furnished the RO	Admin Staff	30 mins.
		30 mins.
END OF TRANSACTION		

Service Name: Request for the Issuance of Certification and Certificate of Accreditation to Civil Society Organizations (CSO)
Who may Avail: Non-Governmental Organization and Civil Society Organizations

Documentary Requirements	Client Action (detailed steps)
<p>Requirements for those to be engaged in a volunteer capacity (Annex C of DILG MC 2018-89)</p> <ol style="list-style-type: none"> 1. Accomplished Citizen’s Charter Request Form 2. Application Form (Annex A of DILG MC 2018-89) 3. CERTIFICATION UNDER OATH stating the following; <ul style="list-style-type: none"> That the individual filing the application and whose name and signature appears in the Application Form has been duly authorized by the CSO to do so on its behalf; That all the documents submitted in support of the application are genuine and authenticated; Thant all information of the Application Form and in the Supporting documents are true and correct; That the CSO Authorizes that DILG or its authorized representatives to conduct, if needed, ocular inspection of their office/s and to conduct interviews with any representative from their organization or previous partner and That the CSO fully understand and agrees to abide by all provision stated in the DILG Memorandum Circular 2018 -89 (Guidelines on Engagement with Civil Society Organization) 4. Certified True Copy of the Certificate of Registration from SEC, CDA, DOLE, if available 5. Organizational Chart of the CSO and a Data Sheet of the CSO containing the names, addresses, updated contact details and photographs of its current directors, trustees, officers and key personnel 6. Copy of Resolution of the CSO’s governing board authorizing the CSO to apply for accreditation and the individual filing the application on its behalf 7. Original Sworn Certification issued by the chief executive officer or equivalent officer of the CSO (refer to Annex C of DILG MC 2018-89 for detailed contents of the Certification) 8. Original Certificate of Good Standing issued not more than three (3) months before the date of application by the responsible officer of any umbrella organization, federation, coalition to which the CSO may belong if applicable 9. Certificates of Recognitions and/or other commendations awarded to the CSO may be attached 	<ol style="list-style-type: none"> 1. Client submits complete documentary requirements to concerned office (City/ Municipal Local Government Operations Officer, or Provincial Office, or Regional Office, or Central Office) 2. Receives the Certification and accomplishes the Customer Satisfaction Feedback Form

SERVICES ARE FREE OF CHARGE

<p>b. Vegetable seeds (hybrid and open-pollinated varieties)</p> <p>Beneficiaries All qualified vegetable seeds</p>	<p>► The HVCC technicians will identify and verify qualified beneficiaries. Beneficiaries for hybrid seeds should have not less than 2,500 square meter production area and a maximum of 1.5 hectare per farmer.</p> <p>► Walk-in farmer who come to office and request OPV vegetable seeds for backyard garden will be provided if stocks are available but quantity will not exceed plant requirement minimum of 10 square meters and maximum of 40 square meters.</p> <p>► Seeds under the Hunger Mitigation Program shall be turned over the focal person who will be responsible in the distribution of municipalities. Master listing shall be the responsibility of LGUs or agency concerned.</p>
<p>c. Fruit tree bearing trees (mango)</p> <p>☺Focal Person Ms. Angel Padilla HVCC Banner Program Coordinator</p> <p>☎ 2421045-46 Loc.13</p>	<p>► All beneficiaries shall pay 50% of the cost of seedlings. Qualified beneficiaries should have an available are for new plantings as certified by the HVCC Coordinators and should be a member of mango grower’s association.</p> <p>Beneficiaries: All qualified carabao mango growers</p>
<p>7. Provision of Pump and Engine sets</p> <p>Beneficiaries: All farmers and members of irrigators Asscn/farmers asscn/ Coop</p>	<p>► Interested proponents may submit the following:</p> <ol style="list-style-type: none"> 1. Letter of Intent 2. Resolution endorsed by the LGU/ Cooperative/Assoc. 3. Memorandum of Agreement 4. Willing to enter into counter parting agreement / scheme (50-50).

	<ul style="list-style-type: none"> c. Photocopy of SEC/CDA registration d. Profile of the assoc./cooperative e. Mayors permit and / or Municipal Licenses f. List of Project undertaken by the association / cooperative g. Copy of By-Laws h. Copy of Articles of Incorporation / Articles of Cooperation i. Audited Financial Statement for three consecutive years j. Affidavit of Disclosure on Non Consanguinity k. Disclosure by the NGO/PO of the related business and extent of ownership l. Work and Financial Plan, sources and details of the Project Partners equity participation in the project
<p>5. Agricultural Competitiveness Enhancement Fund (ACEF)</p> <p>☺Focal Person Ms. Erlinda Manipon Chief, PMPDD, and Chairperson, ACEF-RTS</p> <p>Ms. Lorna T. Tabali OIC, PDS and Vice Chair, ACEF-RTS</p> <p>📞2421045-46 Loc.13</p>	<ul style="list-style-type: none"> ▶ Private sector proponents must fall within the Small Medium Enterprise (SME) category. ▶ All Project Proponents must submit an application and possess eligibility qualifications. <p>Beneficiaries: Farmers and Fisherfolk Coop/Asscn MSMSEs LGUs SUCs</p>
<p>6. Provision of different HVCC interventions:</p> <p>a. Potassium Nitrate (KN03)</p> <p>Beneficiaries All qualified Mango Growers</p>	<p>▶ The LGU and Mango Growers Association will be working together to identify qualified beneficiaries. The qualified beneficiaries should be a member of the association and grower of carabao mango. He/She must have not less than 100 fruit bearing trees which will be certified by the association president and willing to implement bagging technology.</p>

Agency Action (detailed steps)	Person in Charge Position Unit/ Division	Maximum Processing Time 20 days (Highly Technical)
1.1 Receive and Initial Review Receives, records and scans documents/ letter request and assigns to action officer	Admin Staff	30 mins.
1.2 Assessment Concerned secretariat assesses correctness and completeness of the documents and forwards to concerned PMO for evaluation	National/Regional/ Provincial Accreditation Committee (N/R/ PAC) Secretariat/ Action Officer	2 wd
1.3 Evaluation PMO evaluates application based on technical expertise, and recommends approval/denial of application	Concerned PMO	6 wd
1.4 Preparation of Certificate of Accreditation / Certification or Declination Notice	N/R/PAC Secretariat N/R/PAC	2 wd
1.5 Signs the certificate of Accreditation / Certification or Declination Notice	SILG/RD/PD	4 wd
2.1 Record and Release Records and releases the certificate to the Client along with the Customer Satisfaction Feedback Form thru the Records Section	Records Officer	30 mins.

Service Name: Request for the Issuance of Certification and Certificate of Accreditation to Civil Society Organizations (CSO)
Who may Avail: Non-Governmental Organization and Civil Society Organizations

Documentary Requirements	Client Action (detailed steps)
<p>Requirements for those to be engaged as provider of goods and services (Annex B of DILG MC 2018-89)</p> <p>1. CERTIFICATION UNDER OATH stating the following; That the individual filing the application and whose name and signature appears in the Application Form has been duly authorized by the CSO to do so on its behalf; That all the documents submitted in support of the application are genuine and authenticated; That all information of the Application Form and in the Supporting documents are true and correct; That the CSO Authorizes that DILG or its authorized representatives to conduct, if needed, ocular inspection of their office/s and to conduct interviews with any representative from their organization or previous partner and That the CSO fully understand and agrees to abide by all provision stated in the DILG Memorandum Circular 2018-89 (Guidelines on Engagement with Civil Society Organization)</p> <p>2. Certified True Copy of the Certificate of Registration from SEC, CDA, DOLE, if available</p> <p>3. Organizational Chart of the CSO and a Data Sheet of the CSO containing the names, addresses, updated contact details and photographs of its current directors, trustees, officers and key personnel</p> <p>4. Copy of Resolution of the CSO’s governing board authorizing the CSO to apply for accreditation and the individual filing the application on its behalf</p> <p>5. Original Certification of No Derogatory Record issued not more than three (3) months before the date of application by SEC, CDA, or DOLE as the case may be</p> <p>6. Certified true copies of Audited Financial Reports/ Statements and Annual Income Tax Returns as filed with the BIR for the past 3 (three) years.</p>	<p>1. Client submits complete documentary requirements to concerned office (City/ Municipal Local Government Operations Officer, or Provincial Office, or Regional Office, or Central Office)</p> <p>2. Receives the Certification and accomplishes the Customer Satisfaction Feedback Form</p>

SERVICES ARE FREE OF CHARGE

	<p>► For the regular Radio Program, all interested farmers must listen to “Oras ti Mannlon” aired over the 5 leading commercial radio stations in the region.</p>
<p>4. Establishment of Barangay Bagsakan ang Bagsakan Centers</p> <p>Beneficiaries:</p> <ul style="list-style-type: none">❖ LGUs which may be a province, municipality or barangay❖ Farmers and fisher folk org., cooperatives, federations and/ or consortia of these groups❖ Agribusiness enterprises included in industry associations❖ Non-profit organizations such as NGOs, POs and foundations <p>©Focal Person Ms. Maribel Cabradilla / Ms. Christine de Leon Agribusiness & Marketing Assistance Division (AMAD)</p> <p>☎2421045-46 Loc.21</p>	<p>► The following are the documents required:</p> <ul style="list-style-type: none">❖ Resolution from the Sanguniang Bayan / Panlalawigan adopting the BB or BC Project and authorizing the Mayor or Barangay Captain to enter into a MOA❖ Endorsement letter by the Municipality / City Mayor and the Municipal Agriculturist.❖ Municipal / Barangay Profile of the proposed BB/BC location to conclude the ff.:<ul style="list-style-type: none">a. Description of the area/locationb. Demography profilec. Population of householdsd. Source of Agri-fishery commoditiese. Other important information❖ Location Map where BB/BC will be established (sketch only)❖ Project Proposal❖ Additional requirement in case the BB will be manage /operated by an NGOs/ POs/Coop<ul style="list-style-type: none">a. SB Res. Identifying the association / cooperative as the BB operatorb. Association / Coop board Res. Authorizing the chairman / president to transact business with the DA-RFU I and the National Agribusiness Corporation in behalf of the assoc./coop.

<p>2. Conduct of cluster techno demo on rice</p> <p>Beneficiaries: Rice Farmers</p>	<p>► The Rice Banner Program of DARFU I in coordination with the LGU counterpart shall identify cluster techno demo sites and farmer participants. The techno demo site shall: be established with an average of 4 per municipality or a total of 500 sites across the region.</p> <p>❖ cover at least five (5) hectares of contiguous land of planting with mono-crop of either hybrid or newly released certified inbred rice varieties.</p> <p>❖ be accessible preferably along roads to serve its purpose of showcasing intended technologies in the selection of the farmer-participant, he/she must be a member of the selected rice cluster and comply with the provisions in the guidelines to includes compliance to technology anchored on Palay Check among others. The farmer-participant must provide all production inputs other than those provide through the project.</p>
<p>☺Focal Person Mr. Edmundo Qunit Rice Banner Program Coordinator</p> <p>📞24210-45/46 Loc.04</p>	
<p>3. School on the Air Program/ Radio Program</p> <p>Beneficiaries: All interested Farmers</p>	<p>► Interested farmers must enroll in the program by filling-up the enrollment forms available in the offices of the MAO/CAO, OPAG thru farm caster, DA-RAFID and radio stations. He/She may also register thru text. Once enrolled in the program, farmer enrollers are obliged to listen every program schedule where farm casters assigned in every province discussed the salient topics in tandem with the guest speakers who are knowledgeable and experts on the topics. Should the aspire the graduate and receive diploma from the program apart from being cites as outstanding or honor student come graduation, he/she should send his/her answer in the weekly exams administered by the DA-RAFID which will serve as the basis of the farmer-enrollee performance in the program.</p>
<p>☺Focal Person Ms. Gloria Parong Ms. Juana Peralta Regional Information Division (RAFID)</p> <p>Ms. Melba Cueva Ilocos Norte Farmcaster</p> <p>Mr. Metudio Acance Ilocos Sur Farmcaster</p> <p>📞24210-45/46 Loc.32</p>	

Agency Action (detailed steps)	Person in Charge Position Unit/ Division	Maximum Processing Time 20 days (Highly Technical)
<p>1.1 Receive and Initial Review Receives, records and scans documents/letter request and assigns to action officer</p>	Admin Staff	30 mins.
<p>1.2 Assessment Concerned secretariat assesses correctness and completeness of the documents and forwards to concerned PMO for evaluation</p>	National/Regional/ Provincial Accreditation Committee (N/R/PAC) Secretariat/Action Officer	2 wd
<p>1.3 Evaluation PMO evaluates application based on technical expertise, and recommends approval/denial of application</p>	Concerned PMO	6 wd
<p>1.4 Preparation of Certificate of Accreditation/Certification or Declination Notice</p>	N/R/PAC Secretariat N/R/PAC	2 wd
<p>1.5 Signs the certificate of Accreditation /Certification or Declination Notice</p>	SILG/RD/PD	4 wd
<p>2.1 Record and Release Records and releases the certificate to the Client along with the Customer Satisfaction Feedback Form thru the Records Section</p>	Records Officer	30 mins.
END OF TRANSACTION		

Service Name: Request for the Issuance of Certification and Certificate of Accreditation to Civil Society Organizations (CSO)
Who may Avail: Non-Governmental Organization and Civil Society Organizations

Documentary Requirements	Client Action (detailed steps)
Continuation; 7. Original Sworn Certification issued by the chief executive officer or equivalent officer of the CSO stating that the CSO is not in default or delay in liquidating any funds received from any Government Agency, that neither the CSO nor any of its past or present directors, trustees, officers or key personnel has been blacklisted by any Government Agency, or is a defendant, respondent or accused in any civil, administrative or criminal case arising from or involving the use of public funds received by the CSO 8. Original Sworn Certification, issued by the chief executive officer or equivalent officer of the CSO, stating that the CSO does not have any directors, trustees, officers or key personnel related within the fourth civil degree of consanguinity or affinity to any DILG officials involved in the processing of their application for accreditation, or any official of the government agency funding or implementing the program or project to be implemented 9. Original Sworn Certification, issued not more than 3 (three) months before the date of application, by the Head of each Government Agency and Local Chief Executive appearing in the Application Form, stating the programs and projects that the CSO has no derogatory record with the Government Agency 10. Written Internal Policy of the CSO on monitoring and evaluation system to ensure that public funds received are used for its intended purpose 11. Certified true copy of Certificate of Affiliation issued by the responsible officer of any umbrella organization, federation, coalition, to which the CSO may belong, if applicable 12. Original Certificate of Good Standing, issued not more than three (3) months before the date of application, by the responsible officer of any umbrella organization, federation, coalition, to which the CSO may belong, if applicable. 13. Photocopy of profiles of at least three (3) individuals in the organization that have technical expertise in the program or project being applied for 14. Certificates of Recognitions and/or other commendation awarded to the CSO may be attached	

SERVICES ARE FREE OF CHARGE

ECONOMIC DEVELOPMENT

Department of Agriculture

DA	
Program	How to Avail
1. Conduct of Trainings on: a. Farmers Field School (FFS) on rice and corn ☺ Focal Person Mr. Edmundo Quinit Rice Banner Program Coordinator RTD Crispulo Bautista Corn Banner Program Coordinator ☎ 24210-45/46 Loc.04	► Interested farmers / farmer's association/cooperative may submit Letter of Intent/Request and proposal (endorsed by the counterpart LGU's) to the DA-RFU I. Beneficiaries: All interested rice and corn growers. All interested livestock raisers.
b. Farmers Livestock School (FLS) ☺ Focal Person Mr. Jonathan Bungaoan Livestock Banner Program Coordinator ☎ 24210-45/46 Loc.04	
c. Entrepreneurial Training ☺ Focal Person RTD Crispulo Bautista Corn Banner Program Coordinator ☎ 24210-45/46 Loc.04	► Interested farmers / farmer's association/cooperative may submit Letter of Intent/Request and proposal (endorsed by the counterpart LGU's) to the DA-RFU I. Beneficiaries: All interested corn growers Farmers, municipal/provincial agricultural Extension Workers (AEWs)
d. Good Agricultural Practices (GAP) for Fruits and Vegetables ☺ Focal Person Dr. Marvin Quilatis BAFPS Focal Person ☎ 09192877369	
e. Organic Farming and Food Safety for Households	

12. Capability build-up to Tech-voc Stakeholders ☺Focal Person Dir. Washington M. Agustin ☎(072) 8883966	► Coordinate with the nearest TESDA Office (Regional, Provincial, TESDA Technological Institutes) Beneficiaries: Tech-voc stakeholders (LGUs, private industries, tech-voc providers, NGOs, communities, tech-voc trainees and graduates, etc.)
13. Technical Assistance to Tech-voc Partners ☺ Focal Person Dir. Washington M. Agustin ☎(072) 8883966	► Coordinate with the nearest TESDA Office (Regional, Provincial TESDA Technological Institutes) Beneficiaries: Tech-voc stakeholders (LGUs, private Industries, Tech-voc providers, NGOs, communities)
14. TESDA Chronicle (Office Quarterly Publication of TESDA Region I) ☺Focal Person Ms. Barbara Jane Pablo ☎(072) 8883968	► Coordinate with the nearest TESDA Office (Regional, Provincial) Beneficiaries: All Tech-voc Stakeholders who would like to submit contribution or be featured in TESDA's quarterly Publication
15. Management Information System (MIS) Build up of TVET Data (Enrolled, graduates, assessed, certified employed, etc.) ☺ Focal Person Ms. Crecencia Boac ☎(072) 8883966	► Coordinate with the nearest TESDA Office (Regional, Provincial) Beneficiaries: All clients needing TVET Data for program/project development, policy development, research, etc.
16. Maintenance of TESDA Website ❖ Posting of Registry Workers ❖ Posting of List of Tech-Voc ❖ Posting of Roster of TVET Trainers ❖ Posting of Compendium of TVET Registered Programs TESDA Corporate Information	► Log on to TESDA's website: www.tesda.gov.ph Beneficiaries: All clients who would like to avail of TESDA's Programs and Services

Agency Action (detailed steps)	Person in Charge Position Unit/ Division	Maximum Processing Time 20 days (Highly Technical)
END OF TRANSACTION		

Service Name: Request for Certification for Service Rendered by Local/Barangay Official for Application for CSC Eligibility
Who may Avail:

- ▶ All Sanggunian Members (PCM) who served on aggregate of 6 years, complete at least 72 units leading to bachelor’s degree (first level eligibility) or an aggregate of 9 years having completed baccalaureate degree (2nd level eligibility). (both should start in 199) (Can avail the service in the Provincial and Regional DILG Office)

Documentary Requirements	Client Action (detailed steps)
1. Accomplished Citizen’s Charter Request Form 2. Original/Certified true copy of Oath of Office 3. Certification from the following Officials as to the inclusive dates of services rendered with Satisfactory Performance and shall include the date and place of Birth of the Barangay Official (applicant) using the revised CSC Form dated April 2012: a) Punong Barangay b) DILG-Municipal c) DILG-Provincial d) DILG-Regional 4. Appointment as Barangay Treasurer/Secretary Resolution duly concurred by Barangay Treasurer/Secretary 5. Authenticated copy of Birth Certificate and Marriage Contract (if applicable)	1. Client accomplish Citizen’s Charter Request Form and submits documentary requirements to the City/Municipal Local Government Operations Officer
1. Certification of Services Rendered issued by PD/CD/M/CLGOO 2. Dry Sealed master list per term signed by the Field Officer	
1. Duly signed Certification 2. Dry Sealed master list per term	2. Receives the Certification and accomplishes the Customer Satisfaction Feedback Form

SERVICES ARE FREE OF CHARGE

7. Accreditation of Competency Assessment Centers ☺Focal Person Mr. Mario Flores ☎(072) 7000983	▶ Comply accreditation requirements as per Procedures Manual Beneficiaries: Assessment Center
8. Accreditation of Competency Assessors ☺Focal Person Mr. Modesto Velasquez ☎(072) 5426577	▶ Must comply accreditation requirements as per Procedures Manual Beneficiaries: Industry Practitioners and Tech-voc Practitioners
9. Blue Desk Jobs Bringing Services ☺Focal Person Ms. Juvy Caasi-Cahiga ☎(072) 88883968	▶ Attend Jobs Bringing Activities or visit the nearest Blue-Desk Unit (Regional Office, Provincial Office, TESDA Technological Institutes, selected tech-voc institutions) Beneficiaries: Tech-voc trainees, graduates, would be techvoc clients, and displaced workers
10. Youth Profiling for Starring Careers (YP4SC) ☺Focal Person Ms. Barbara Jane Pablico ☎(072) 88883968	▶ Will undergo the YP4SC Profiling Process Beneficiaries: Incoming Tech-voc Trainees (with no NCAE), would be tech-voc beneficiaries (with no NCAE)
11. Issuance of SO/CAV ☺Focal Person Ms. Susan May G. Lorenzano ☎(072) 8883968	▶ Bring Tech-voc Training Certificate of National Certificate of Competency Beneficiaries: Tech-voc Graduates, Skilled Workers certified of his/her competency in a certain qualification

☺ Focal Person Mrs. Charito Santos Provincial Director – TESDA Ilocos Norte 📞(077) 773 2198; 7713690	Beneficiaries: Open to unemployed, underemployed, high school graduates, out of school youth, employed (for skills upgrading), etc.
4. Scholarship Program a. Private Education School Financial Assistance (PESFA) Program	▶ At least 18 years old, high school graduate, 80 GWA (General Weighted Average), must pass the qualifying exam. Beneficiaries: Open to high school graduates and must not be a recipient of any government scholarship grant of similar nature.
b. Training for Work Scholarship Program (TWSP) ☺ Focal Person Mr. Angel Padilla HVCC Banner Program Coordinator 📞2421045-46 Loc.13	▶ At least 18 years old at the start of the training; with NCAE or undergo Career Profiling to determine skills inclinations; Pass the training program. Beneficiaries: Open to unemployed, underemployed, high school graduates, out of school youth, employed (for skills upgrading), etc.
5. Language Skills Institute ☺Focal Person Mr. Artemio Pulido Center Chief-Regional Training Center-SFC 📞 (072) 2425584	▶ Tech-voc Graduate of College Graduate Beneficiaries: Unemployed, underemployed, employed (for skills upgrading), OFW, displaced workers, etc.
6. Assessment & Certification Program ☺ Focal Person Ms. Barbara Jane Pablico 📞(072) 8883968	▶ Must possess skills in a certain qualification and comply with documentary requirements as per Procedures Manual on Assessment and Certification Beneficiaries: Tech-voc Graduate, skilled workers and industry practitioners

- ▶ All barangay elected officials who completed one full term of service (Can be availed in the Municipal/City DILG Office)
- ▶ All Barangay Secretaries and Treasurers who served an aggregate of 3 years of service in the same position (Can be availed in the Municipal/City DILG Office)

Agency Action (detailed steps)	Person in Charge Position Unit/ Division	Maximum Processing Time 7 days (Simple Transaction)
1.1 Receiving (stamp RECEIVED), and put into records (if in the regional and provincial level, records officer forwards the same to the Focal Person)	Regional Focal Person/ Provincial Focal Person / City/Municipal Local Government Operations Officer	10 mins.
1.2 Evaluation and Preparation Focal Person evaluates the documents and checks the name of official reflected on the duly accomplished request form against the BIS or the master list of Local/Barangay Officials If found to be in order, prepares the CSC-ERPO-BOE Form 1 (a) or (b); or CSC SME Form 1, March 2013; and/ portion of the Master list of Barangay and Local Official with cover letter for CSC	Regional Focal Person/ Provincial Focal Person / City/Municipal Local Government Operations Officer	1 wd
1.3 Review and Approval The Division Chief / Section Chief reviews and affixes his/her initials on the prepared documents and the Regional Director / Provincial or HUC Director / C/MLGOO signs the certification	Regional Focal Person/ Provincial Focal Person/ HUC Director/ C/MLGOO	1 wd
2.1 Record and Release Records personnel records and releases the duly signed certification, including the attached documents to client	Records Officer/ C/MLGOO	1 wd
END OF TRANSACTION		

Who may Avail: All Local Officials

SERVICES ARE FREE OF CHARGE

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5. Animal Health Care Program <ul style="list-style-type: none"> a. Operation Rabies Training b. Animal Raising Training c. Pet Show Training 	<p>► Regularly offered by the NLUC-Extension Unit of the University as per requested by the clientele/organizations based on needs and problems.</p> <p>Beneficiaries: Farmers, housekeepers, out of school youth, professional and enthusiasts</p> <p>☺ Focal Person Veterinary Medicine 📞09203988454</p>
6. Farm Motors Program <ul style="list-style-type: none"> a. Non-conventional Energy Training b. Bio-gas Digester Training c. Maintenance of Farm Motors and Supplies Training d. Soil & Water Training Program 	<p>► Regularly offered by the NLUC-Extension Unit of the University as per requested by the clientele/organizations based on needs and problems.</p> <p>Beneficiaries: Farmers, housekeepers, out of school youth, professional and enthusiasts</p> <p>☺ Focal Person Agricultural Engineering 📞09203988454</p>

Agency Action (detailed steps)	Person in Charge Position Unit/ Division	Maximum Processing Time 3 days (Simple Transaction)
1.1 Receiving (stamp RECEIVED), and put into records (if in the Regional and Provincial/HUC level, records officer forwards the same to the Provincial/HUC FP)	Regional Focal Person/ Provincial Focal Person / City/Municipal Local Government Operations Officer	30 mins.
1.2 Evaluation and Preparation C/MLGOO/Focal Person to verify from the master list and prepares certificate of incumbency after verification	C/MLGOO HUC/Provincial Focal Person/ City Director (in the case of HUCs & ICC)	1 wd
1.3 Review and Approval Approval of the Certificate of Incumbency	C/MLGOO HUC/Provincial Focal Person/ City Director (in the case of HUCs & ICC) Provincial Director (in case of Prov'l Gov't)	1 wd
2.1 Record and Release Records personnel records and releases the duly signed certification	C/MLGOO HUC/Provincial Focal Person RFP/PFP Records PD (in the case of Prov'l Gov't)	2 mins.
END OF TRANSACTION		

Service Name: Issuance of Certificate for Foreign Travel Authority of Local Government Officials and Employees
Who may Avail: Local Government Employees, Local Government Elective Officials

Documentary Requirements	Client Action (detailed steps)
<p>Accomplished Citizen’s Charter Request Form For Study and Non-Study Trip</p> <p>1. Endorsement from:</p> <p>i. the Local Chief Executive (if applicant is a Component and Municipal Mayor, Vice Governor, Vice Mayor, Punong Barangay and LG Employees)</p> <p>ii. the Presiding Officer (if applicant is a Sangguniang Panlalawigan Member, Sangguniang Panlungsod and Sangguniang Bayan and Sangguniang employees)</p> <p>iii. the Punong Barangay (Sangguniang Barangay Member and Barangay Employees including Sangguniang Kabataan)</p> <p>2. Invitation Letter from the host country or sponsoring agency</p> <p>3. Acceptance Letter from CHED, TESDA, LGA, organizer or donor, as applicable (for study trip only)</p> <p>4. Affidavit of no pending case</p> <p>5. Clearance from money and property accountabilities</p> <p>6. Indorsement from LCE</p>	<p>1. Client accomplishes and submits Citizen’s Charter Request Form and documentary requirements to City/ Municipal Local Government Operations Officer or Provincial Focal Person</p> <p>2. Client uploads the documents to the portal – FTA online system at fta.dilg.gov.ph</p> <p>3. Client receives the authority and accomplishes the Customer Satisfaction Feedback Form</p>

SERVICES ARE FREE OF CHARGE

<ul style="list-style-type: none"> • Basic Information Technology Course • Multimedia Presentation • Java • Web Development • Visual Basic • C Language • C++ 	<p>Beneficiaries: Farmers, housekeepers, out of school youth, professional and enthusiasts</p> <p>☺ Focal Person Agriculture Department 📞 09203988454</p>
<p>3. Fishery Production</p> <ul style="list-style-type: none"> a. Tilapia Culture Training b. Seaweed Production Training c. Sea Urchin Production Training d. Bangus Production Training e. Processing & Preservation of Seaweed & Sea Urchin 	<p>► Regularly offered by the NLUC-Extension Unit of the University as per requested by the clientele/ organizations based on needs and problems.</p> <p>Beneficiaries: Farmers, housekeepers, out of school youth, professional and enthusiasts</p> <p>☺ Focal Person FRTI 📞 09203988454</p>
<p>4. Environmental Education Program</p> <ul style="list-style-type: none"> a. Global Warming/Climate Change Training b. Sustainable Agriculture Training c. Farming System d. Integrated Pest Management Training e. Soil & Water Training 	<p>► Regularly offered by the NLUC-Extension Unit of the University as per requested by the clientele/ organizations based on needs and problems.</p> <p>Beneficiaries: Farmers, housekeepers, out of school youth, professional and enthusiasts</p> <p>☺ Focal Person Head Extension Unit 📞 09203988454</p>

<p>North La Union Crop Production</p> <p>a. Vegetable b. Root Crops Production Training c. Rice Production Training d. Corn Production Training e. Pomology Training f. Integrated Pest Management g. Organic Fertilizer Training h. Crop Protection Training i. Integrated Farming System j. Olericulture Training</p>	<p>► Regularly offered by the NLUC-Extension Unit of the University as per requested by the clientele/ organizations based on needs and problems.</p> <p>Beneficiaries: Farmers, housekeepers, out of school youth, professional and enthusiasts</p> <p>☺ Focal Person Agriculture Department 📞 09203988454</p>
<p>Animal Production</p> <p>a. Livestock Production a.1. Swine Production Training a.2. Goat Production Training a.3. Sheep Production Training a.4. Cattle Production Training a.5 Carabao Production Training</p>	<p>► Regularly offered by the NLUC-Extension Unit of the University as per requested by the clientele/ organizations based on needs and problems.</p> <p>Beneficiaries: Farmers, housekeepers, out of school youth, professional and enthusiasts</p> <p>☺ Focal Person Agriculture Department 📞 09203988454</p>
<p>b. Poultry Production Training b.1. Broiler Production Training b.2. Layer Production Training b.3. Quail Production Training b.4. Duck Production Training • Floriculture and Landscaping c. Information Technology Training/ Courses</p>	<p>► Regularly offered by the NLUC-Extension Unit of the University as per requested by the clientele/ organizations based on needs and problems.</p>

Agency Action (detailed steps)	Person in Charge Position Unit/ Division	Maximum Processing Time 7 days (Complex Transaction)
1.1 C/MLGOO or PFP reviews the completeness of the documents	C/MLGOO/Provincial Focal Person	1 hr
2.1 CO reviews and evaluates application documents, if found complete, prepares the certificate	Central Office Action Officer	1 wd
2.2 Recommends application for SILG signature for approval	Director	1 wd
2.3 Signs the certificate	SILG	4 wd
2.4 Uploads/emails the approved certificate to the concerned requesting party along with the Customer Satisfaction Feedback Form copy furnished the Regional Office	Action Officer	30 mins.
END OF TRANSACTION		

Service Name: Issuance of Certificate for Foreign Travel Authority of Local Government Officials and Employees
Who may Avail: Local Government Employees, Local Government Elective Officials

Documentary Requirements	Client Action (detailed steps)
<p>Accomplished Citizen’s Charter Request Form</p> <p>For Personal Trip of:</p> <p>Governors, Mayors of Highly Urbanized Cities and Independent Component Cities</p> <p>1. Duly accomplished Application Form for Leave of Absence</p> <p>2. Affidavit of no pending administrative case or criminal case that has been filed or pending against the applicant</p> <p>3. Clearance from Money and Property Accountabilities</p> <p>4. Medical Certificate for medical reasons</p> <p>Other Elected Officials and LGU Department Heads when trip exceeds three (3) calendar months</p> <p>1. Approved Leave of Absence</p> <p>2. Affidavit of no pending administrative case or criminal case that has been filed or pending against the applicant</p> <p>3. Clearance from Money and Property Accountabilities</p> <p>4. Medical Certificate for medical reasons</p>	<p>1. Client accomplishes and submits Citizen’s Charter Request Form and documentary requirements to City/ Municipal Local Government Operations Officer or Provincial Focal Person</p> <p>2. Client uploads the documents to the portal – FTA online system at fta.dilg.gov.ph</p> <p>3. Client receives the authority and accomplishes the Customer Satisfaction Feedback Form</p>

SERVICES ARE FREE OF CHARGE

<p>Lecture on Diabetes, Allergies First Aid and Basic Life Support System</p> <p>Beneficiaries: Barangay Folks</p>	<p>☺ Focal Person Prof. Ofelia O. Valdehueza ☎ 09173717396</p>
<p>Institute of Fisheries</p> <p>Seaweeds Processing Preparation of Calcium enriched cookies, polvoron</p> <p>Beneficiaries: Fisher, Folks, Women in Fisheries</p>	<p>► Contact Dr. Aurora Afalia</p> <p>☺ Focal Person Dr. Aurora Afalia ☎ Institute of Fisheries DMMMSU-SLUC</p>
<p>Institute of Agriculture Aerobic Rice Production</p> <p>Beneficiaries: Rice Farmer</p>	<p>► Contact Dr. Marina Sabado</p> <p>☺ Focal Person Dr. Marina Sabado ☎ 916233232</p>
<p>Continuing Education Program</p> <p>a. Iloko Creative Writing</p> <p>b. Language Proficiency Trainings/Courses</p> <ul style="list-style-type: none"> ❖ Basic English Comm ❖ English Proficiency Skills for Prof. and Job Seekers ❖ Basic Japanese Language and Culture <p>c. Secretarial Finance and Entrepreneurship Trainings/Courses</p> <ul style="list-style-type: none"> ❖ Business Correspondence ❖ Office Practiced and Relations ❖ Accounting for Non-Accountants ❖ Entrepreneurship Dev’t Training ❖ Project Dev’t and Mng’t <p>d. Agri-based Training Courses</p> <ul style="list-style-type: none"> ❖ Orchid Culture: ❖ Propagation, Production, and Mng’t ❖ Mushroom Production ❖ Pomology (Fruit Production) ❖ Olericulture (Vegetable Production) 	<p>► Enroll at the Open University System</p> <p>Beneficiaries:</p> <p>a. Students employed workers and the unemployed who need to learn the basics of vernacular writing</p> <p>b. Professionals and Non-Professional Job Seekers</p> <p>c. Secretaries, Non-Accountants and Entrepreneurs</p> <p>d. Prospective Farmers and orchid growers</p> <p>e. Professional and Non-Professional, employed unemployed and those who are still seeking for a job.</p> <p>☺ Focal Person Buenaventura T. Caluscosin II ☎ (072) 6078323</p>

Farmers Information and Technology Services (FITS) Beneficiaries: Farmers, Entrepreneurs, Students, Housewives	► Contact Prof. Zenaida B. Advincula / Prof. Emerita Galiste ☺ Focal Person Emerita Galiste /Z. Advincula 📞9202824432 / 09192048071
College of Sciences Adopt an Institution a. Adjunctive Therapy b. Counselling c. Entrepreneurial Skills Development Adopt a Barangay Beneficiaries: Children and aging member of SBFCAL Clients of DSWD	► Contact Prof. Lourdes E. Mangaoang ☺ Focal Person Prof. Lourdes Mangaoang 📞072-5210020
College of Computer Sciences Computer Literacy of Public School Teacher and other Professional Beneficiaries: Elem. / Secondary School Teacher (DepEd)	► Contact Dr. Adith T. Vasay ☺ Focal Person Dr. Adith T. Vasay 📞09196446585
Institute of Community Health and Allied Medical Science Mothers Class a. Respiratory Diseases b. Family pressure c. Blood pressure assessment Beneficiaries: Women reproductive age	► Contact Prof. Ofelia O. Valdehueza ☺ Focal Person Prof. Ofelia O. Valdehueza 📞09173717396
Operational Timbony and Feeding Program Beneficiaries: Children under-five	► Contact Prof. Ofelia O. Valdehueza

Agency Action (detailed steps)	Person in Charge Position Unit/ Division	Maximum Processing Time 7 days (Complex Transaction)
1.1 C/MLGOO or PFP reviews the completeness of the documents	C/MLGOO/Provincial Focal Person	1 hr
2.1 CO reviews and evaluates application documents, if found complete, prepares the certificate	Central Office Action Officer	1 wd
2.2 Recommends application for SILG signature for approval	Director	1 wd
2.3 Signs the certificate	SILG	4 wd
2.4 Uploads/emails the approved certificate to the concerned requesting party along with the Customer Satisfaction Feedback Form copy furnished the Regional Office	Action Officer	30 mins.
END OF TRANSACTION		

MULTI STAKEHOLDER ADVISORY COMMITTEE (MSAC) SERVICE OFFERINGS

SMAW NC I & NC II Training (Skills Training)	► Payment of required training fees ☺ Focal Person Dr. Victorio Palabay 📞 9192727472
Moriculture	► Must be new and existing farmer cooperator ☺ Focal Person Dr. Lilia Ancheta 📞 9214434278
Silkwork Realing (cocoon production)	► Must be new and existing farmer cooperator ☺ Focal Person Mr. Francisco Gapuz Jr. 📞 9217639479
Cocoon Processing	► Must be new and existing farmer cooperator ☺ Focal Person Mr. Flory Libunao 📞 722421117
Novelty Items Processing	► Must be new and existing farmer cooperator ☺ Focal Person Mr. Bernard Ipac 📞 9204113399
College of Education Adopt-a-day Care Center	► Contact Prof. Adelina D. Ancheta ☺ Focal Person Prof. Adelina D. Ancheta 📞 9083781085
Music Program at St. Benedict Foundation for Children and Aging Inc. (SBFCAI)	► Contact Prof. Lorna Areola ☺ Focal Person Prof. Lorna Areola 📞 9175220362

<p>5. Accreditation of Academic Programs</p> <p>☺ Focal Person Dr. Honoro C. Buccat VP for Academic 📞242-1117 loc.217</p>	<p>► Apply at AACUP</p> <p>Beneficiaries: All Academic Programs of 3 campuses</p>
<p>CULTURAL AFFAIRS Technical Assistance in Cultural Arts Music Dances</p> <p>☺ Focal Person Dr. Susan P. Buccat or Prof. Resurrection de Catro, SLUC Prof. Irene Gomez, MLUC Prof. Macrina Batoon, NLUC 📞09272407076</p>	<p>► Available on request with minimal fee charged from participants</p> <p>Beneficiaries: Community Organizations</p>
<p>SPORTS AFFAIRS Technical Assistance in Sports Dev't Program -Sports Clinic -Sports Medicine</p> <p>☺ Focal Person Prof. Juanito C. Corpuz Director, Sports Affairs 📞09175641616</p>	<p>► Upon request with minimal fee charged from the participants</p> <p>Beneficiaries: NGOs, GOs and Students</p>
<p>STUDENTS AFFAIRS AND SERVICES Scholarship Mutual Aid Admission Exam Student Leadership Training Guidance and Counselling Medical/Dental Services Spiritual and Values Orientation</p> <p>☺ Focal Person Dr. Mario B. Mendoza Director, SAS 📞09184217876</p>	<p>► Bonafide students / High School Graduates</p> <p>Beneficiaries: Students Incoming Freshmen Student Leaders</p>

ADMINISTRATIVE GOVERNANCE

University of Northern Philippines

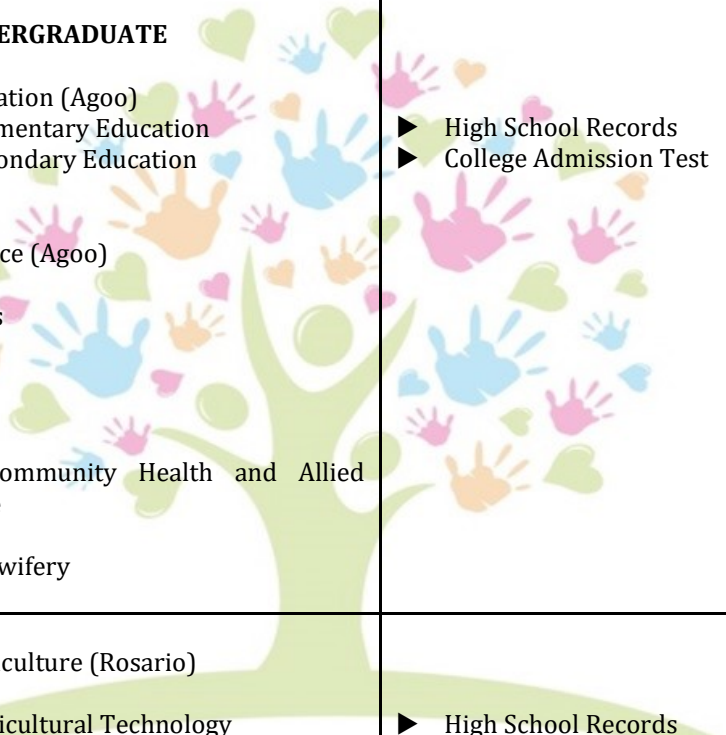
UNP	
Program	How to Avail
<p>a. Conduct of local governance related seminar/workshops</p> <ul style="list-style-type: none"> • Strategic Planning • Community Organizing and Organizational Development • Calamity and Disaster Preparedness and Management • Basic First Aid and Basic Life Support • Human Rights, Leadership and Team building 	<p>► There must be a resolution prepared by the LGU with a letter request to the UNP President stating therein the services requested.</p> <p>Beneficiaries: LGUs, People's Orgs, NGOs</p> <p>☺Focal Person Dr. Marciana de Vera, Extension Services Director 📞09189339575</p>
<p>b. Ilocos Sur Institute of Cooperatives</p> <ul style="list-style-type: none"> • Conduct Training of Cooperatives • Consultancy Work 	<p>► Letter request to the University President</p> <p>Beneficiaries: LGUs, People's Orgs, NGOs who need training</p> <p>☺Focal Person Dr. Antonion Agustin 📞09173865536</p>

ADMINISTRATIVE GOVERNANCE

National Statistics Office

NSO	
Program	How to Avail
1. Databank and Information Services a. Library services for walk-in clients Beneficiaries: Researchers, students, the academe	► Visit our library at the regional office
b. Telephone research / data requests Beneficiaries: Researchers from LGUs GOCCs, Schools	► Call up our statistical unit
c. Inter-library loan Beneficiaries: Schools	► Prepare letter request to borrow brochures / research materials
©Focal Person Ms. Dolores Tipon ☎ 888-2582	
d. Data services for online requests / download of available data posted on the agency's website Beneficiaries: Researchers, businessmen, NSCB NEDA and other gov't. agencies	► Visit our website www.census.gov.ph

D. OUS-UNDERGRADUATE PROGRAMS BS Agriculture BS Management BS Business Administration Certificates Certificate in Local Administration Certificate in Police Administration Certificate in Early Childhood Education Certificate in Teaching Certificate in Entrepreneurship	Beneficiaries: High School Graduates within and outside La Union © Focal Person Dr. Mario B. Mendoza Director, SAS/Student Admission & Records ☎ 242-1117 loc.217
FACULTY BENEFITS:	
1. Faculty & Staff Development Program Beneficiaries: Faculty & Staff of DMMMSU	► Application (Follow guidelines in Faculty Manual)
2. Faculty Evaluation / Promotion (NBC 461) Beneficiaries: Faculty Of DMMMSU	► Submit documents (every 3 years) refer to Faculty Manual
3. Curriculum Enrichments / Enhancements Beneficiaries: Curriculum Designers / Stakeholders / Implementors / Students	► Legal Bases
4. Workload Review / Granting of Overload Pay or Service Credits Beneficiaries: Faculty of DMMMSU	► Submit application for service credits or Overload pay (per campus)

College of Arts and Management Bachelor of Arts BS Business Administration BS Office Management BS Hotel & Restaurant Management Diploma in Medical Office Management Associate in Office Management	
C. SLUC-UNDERGRADUATE Collage of Education (Agoo) Bachelor of Elementary Education Bachelor of Secondary Education BS Education College of Science (Agoo) BS Biology BS Mathematics BS Psychology BS Chemistry BS Physics Institute of Community Health and Allied Medical Science BS Nursing Diploma in Midwifery	 <ul style="list-style-type: none"> ▶ High School Records ▶ College Admission Test
Institute of Agriculture (Rosario) BS Agriculture Bachelor of Agricultural Technology Diploma I Agricultural Technology Institute of Fisheries (Sto. Tomas) BS Fisheries Institute of Computer Science (Agoo) BS Computer Science BS Computer Science (Ladderized Program)	<ul style="list-style-type: none"> ▶ High School Records ▶ College Admission Test

e. Official data request for statistics not available for download / request for special tabulation.	▶ Prepare letter request for data needed
©Focal Person Household Statistics Department Industry and Trade Statistics Department	Beneficiaries: Researchers & Businessmen (02) 716-0298 (02) 715-6505
2. Civil Registration Services	
a. Copy issuance of civil registry documents for walk in clients – Serbilis Outlets	▶ Visit our servicing outlets and accomplish application form
b. Online applications for copy issuance of civil registry documents through the internet / web	▶ Call telephone no. (02)737-111 visit this website bithcertificate.com.ph, ay at Metro Bank or Banknet ATM and wait for deliver for 2 to 4 days.
c. Copy issuance through Batch Requests Entry Systems (BREQS)	▶ Client may file application for civil registry documents with the local Civil Registrar. The MCR's Office will file the applications received and forward in diskette form to NSO with the payment.
d. Copy issuance through accredited travel agencies.	▶ File application form with the accredited travel agency along with authorization letter.
Beneficiaries: General Public and Public intending to travel abroad.	
©Focal Person Jessie E. Campos ☎ 242-7245	

e. Issuance of Certificate of Registration to Solemnize Marriage (CRASM) Beneficiaries: Solemnizing Officers, Office of the Mayor, RTC and MTC and Sharia Courts.	<p>► File application to solemnize marriage to the nearest NSO Provincial Office where the territorial jurisdiction of solemnizing officer is located.</p> <p>©Focal Person Maura A. Florague ☎ 888-2582</p>
f. Legal Services (Review of RA 9048 petitions)	► File petitions with MCR and forward MCR's endorsement for correction.
g. Legal assistance / counseling on civil registration matters.	► Consult Office of the Regional Director
h. Public service program on civil registration matters (Radio Program)	► Listen to local radio stations in the area
<p>©Focal Person Urbana A. Roman ☎ 888-4804</p>	

<p>A. NLUC-UNDERGRADUATE</p> <p>College of Agriculture BS Agriculture BS Agriculture Engineering BS Agribusiness Management Bachelor of Elementary Education Bachelor of Secondary Education</p> <p>Institute of Agroforestry & Watershed Management BS Agroforestry BS Forestry</p> <p>Institute of Veterinary Medicine Doctor of Veterinary Medicine</p> <p>Institute of Environmental Studies BS Environmental Science</p>	<p>► High School Records ► College Admission Test</p>
<p>Institute of Computer Studies BS Information Management BS Information Systems (Ladderized Curriculum)</p> <p>B. MLUC-UNDERGRADUATE</p> <p>College of Engineering BS Electrical Engineering BS Mechanical Engineering</p> <p>College of Technology BS Industrial Technology BS Electromechanical Technology BS Food Technology BS Textile & Garments Technology Diploma of Technology Evening Opportunity Class</p> <p>College of Technical Education Bachelor of Elementary Education BS Industrial Education</p>	<p>► High School Records ► College Admission Test</p>

☺ Focal Person Dr. Paulito Nisperos Dean, MLUC-GC ☎ 700-4516 / 700-2180	Beneficiaries: Employed / unemployed Professionals within and outside the University
C. SOUTH LA UNION CAMPUS Graduate College Ph. D. Science Education Ph. D. Educational Administration Ph. D. Mathematics Education Master in Development Administration MA Educational Management Ma Mathematics Education Ma Science Education MA Guidance and Counseling MA Language Teaching MAT Home Economics MA Teaching Music MA Human Resource Development & Planning MA Special Education Certification in Development Administration	► Undergraduate Transcript of Records ► Enrolment
☺ Focal Person Dr. Remedios Neroza Dean, SLUC-GC ☎ 700-7959	Beneficiaries: Employed / unemployed Professionals within and outside the University
D. OPEN UNIVERSITY SYSTEM Master in Development Administration Master of Arts in Science Education Diploma in Local Government Administration Diploma in Law Enforcement Administration Diploma in Teaching	► Undergraduate Transcript of Records ► Enrolment High School Records
☺ Focal Person Dr. Remedios Corpuz Director, OUS ☎ (242) 701/2423608 / 700-4516 / 700-2180	Beneficiaries: Employed / unemployed Professionals within and outside the University High School Graduates

SOCIAL SERVICES

Philippine Information Agency

PIA	
Program	How to Avail
1. Request for Media Coverage or Press Conference Beneficiaries: RLAs / Private Organizations 2. Request for journalism lecturer, evaluator, judge and other related communication technical support Beneficiaries: RLAs / Private Organizations / Academes / Schools	► A written request address to the RD should be forwarded to the office. Sometimes, request via call is entertained.
☺ Focal Person RD Abraham N. Libadia DRD Jennelyn C. Role ☎ 072-7004178 ☎ 072-6078414	► Personal visit to the office or phone-in call is entertained.
3. Walk-in or Phone-in queries Beneficiaries: General Public	
☺ Focal Person Secretary / Receiving Clerk / Information Clerk ☎ 072-7004178 ☎ 072-6078414	► Requesting party/ media to visit our office or request for email.
4. Provision of News/ Photo releases Beneficiaries: Media and other stakeholders	
☺ Focal Person DRD Jennelyne C. Role ☎ 072-7004178 ☎ 072-6078414	

SOCIAL SERVICES

Commission on Higher Education

CHED	
Program	How to Avail
<p>Students Services</p> <p>1. Issuance of Certification, Authentication and Verification (CAV) of Academic Records for Higher Education Institutions (HEIs)</p> <p>Beneficiaries: College Graduates, Unit Earners, Transferees</p>	<p>REQUIREMENTS:</p> <ol style="list-style-type: none"> 1. Authenticated Official Transcript of Records and Diploma by the School Registrar. 2. Certification of Units Earned (For Unit Earners) 3. Certification from the Registrar specifying number of semesters enrolled in the program. 4. Photocopy of Official Transcript of Records and Diploma (2 copies each) duly certified by the registrar.
<p>☺ Focal Person Administrative Unit ☎ 242-0238</p>	<p>HOW TO AVAIL:</p> <ol style="list-style-type: none"> 1. Registrar / students submits application form accompanied with supporting documents specified thereon. 2. If documents are in order, applicant proceeds to the cashier for payment of CAV Fee in the amount of Php 40.00 for the first two sets (OTR, Diploma) and another Php 40.00 for additional set thereof 3. Submits accomplished form and OR to the officer of the day. 4. Receives claim stub;
<p>2. Issuance of Special Order for Graduation</p>	<p>REQUIREMENTS:</p> <ol style="list-style-type: none"> 1. Application for special order duly signed by the Registrar and/or College/ University Presidents.

SOCIAL SERVICES

Don Mariano Marcos Memorial State University

DMMSU	
Program	How to Avail
<p>A. Northern La Union Campus</p> <p>Ph. D. Agricultural Education Ph. D. Extension Education Ph. D. Agricultural Science MS Agricultural Education MSE Technology & Livelihood Education MS Agronomy MS Animal Science MS Environmental Studies MS Rural Community Development MS Sericulture MS Agroforestry Master in Forestry (Non-Thesis) Master in Rural Community Dev't. (Non-Thesis) Diploma in Agroforestry (1 year)</p>	<p>► Undergraduate Transcript of Records</p> <p>► Enrolment</p>
<p>☺ Focal Person Dr. Orlando P. Almoite Dean, NLUC-GC ☎ (235) 1117</p>	<p>Beneficiaries: Employed / unemployed Professionals within and outside the University</p>
<p>B. MID LA UNION CAMPUS</p> <p>Graduate School Ph. D. Technical Educational Management Ph. D. Development Administration MA Science Education MA Technological Education Master in Development Administration Master in Management Engineering Master in Information Technology</p>	<p>► Undergraduate Transcript of Records</p> <p>► Enrolment</p>

	<p>► Food/Cash for Work</p> <p>Beneficiaries: Families affected by disasters working for community services / rehabilitation</p> <p>► Core Shelter Assistance Project</p> <p>Beneficiaries: Families whose houses are totally damaged due to man-made and natural disasters and are willing to transferred to resettlement sites/areas identified by LGUs</p>
Capacity bldg. & Institutional Strengthening of SWD Basic Sector	<p>Assistance Program to Persons with Disabilities</p> <p>► Organization of PWDs for Self-Help Group, referrals / Endorsements to Focal Person/s</p> <p>Beneficiaries: Persons with Disabilities</p>
Implementation of Special Projects	<p>Pantawid Pamilyang Pilipino Program (4Ps)</p> <p>► Identified as poor households in the target areas of 4Ps</p> <p>Beneficiaries: Poor families / households in identified target LGUs</p>
Supplemental Feeding Program	<p>► Endorsement of day care children from LGUs</p> <p>Beneficiaries: Day care children enrolled in day care centers</p>

Beneficiaries: College / University, Registrar	<ol style="list-style-type: none"> Form IX (Summary of Courses and Grades) Summary of related Learning experiences (for Nursing Program) Copy of the Thesis/dissertations and abstract (for the Graduate Programs)
☺Focal Person Administrative Unit ☎ 242-0238	<p>HOW TO AVAIL</p> <ol style="list-style-type: none"> Registrar submits to the Officer of the day application for the issuance of Special Order (SO). Record Officer verifies the names of graduates against the EL/Form-19 Supervisor-Charged evaluates application against the approved curriculum Records Officer assigns, logs in the SO logbook and types Special Order no. Records officer forwards the Application for the Special Order to the Office of the chief for the final approval (Baccalaureate Degrees), to the Office of the Regional Director (Graduate Degrees) Records Officer releases the approved Special Order to the concerned HEIs, second copy of which is filed for reference / verification purposes.
<p>3. CHED Students Financial Assistance Programs (STUFAPS)</p> <ul style="list-style-type: none"> Scholarships Grants in Aid Loans <p>Beneficiaries:</p> <ul style="list-style-type: none"> Filipino Citizen High School Graduates Gross Annual Income of Parents must not exceed Php 150,000.00 	<p>REQUIREMENTS:</p> <ol style="list-style-type: none"> Duly accomplished application form Passport size latest ID picture NCAE Rating HS Report Card (Photocopy of FORM138) Latest BIR Income Tax Return of parents or Certificate of Tax Exemption issued by BIR Certification of Good Moral Character from the high school principal or guidance counselor. Certificate of good health issued by a government physician Certificate of tribe membership from NCIP (for IEP Applicants)

	<p>9. Certificate of being a solo parent, together with ID, issued by DSWD (for solo parent and their dependents' applicants)</p> <p>10. Medical certificate of disability and latest full size picture (for PWD applicants)</p> <p>FILLING OF APPLICATION FOR:</p> <ol style="list-style-type: none"> 1. ENTERING COLLEGE STUDENTS December – March 2. SECOND YEAR COLLEGE STUDENTS 3. (Study Now Pay Later Program) December – March <p>Phase I of the CHED STUFAPs service primarily involves and dissemination and application stage. The various scholarship programs are disseminated to the public, to include qualifications and deadline of filling applications.</p>
<p>©Focal Person Scholarship Unit ☎ 242-5017, ☎ 700-5017</p>	<p>This stage extends to the screening of applicants and awarding of new slots to qualified grantees. This stage thus further includes the preparation of master list for new and ongoing scholars.</p> <ul style="list-style-type: none"> • Applicants secures application form, fills it up and submits the same to the Regional Director, including supporting documents. • Applicant files duly accomplished application forms to the Scholarships Unit and advised to wait for the official result of the original ranking. <p>Phase II of the service covers the submission of certificates of enrollment, billing and grades by the scholars and grantees for the processing of the financial benefits. As such, this stage involves the preparation of vouchers of scholars/grantees with complete supporting documents.</p>

<p>Rehabilitation Services to Youth Offenders (CICL)</p> <p>☺ Focal Person Clarivel Banzuela Social Welfare Officer II / Unit Head, Retained and Community-based P/S</p>	<p>► Endorsement / Referrals to Social Welfare Officers, Local Social Workers</p> <p>Beneficiaries: CICL released by authorities for community custody</p>
<p>Issuance of Certificates for Minors Travelling Abroad</p> <p>☺ Focal Person Nora Dela Paz Chief, SWO V/ Operations Division</p>	<p>► Completion of required documents and assessment by Social Welfare Officers assigned in the provinces</p> <p>Beneficiaries: Children traveling abroad not accompanied by any of the parents.</p>
<p>Assistance to women in Specially Difficult Circumstances</p> <p>☺ Focal Person Clarivel Banzuela Social Welfare Officer II / Unit Head, Retained and Community-based P/S</p>	<p>► Assessment and Endorsement of MSWDOs / Social Welfare Officers assigned in the provinces</p> <p>Beneficiaries: Disadvantaged Women</p>
<p>Assistance Program to Disaster Victims</p> <p>☺ Focal Person Noemi Escalona Social Welfare Officer II / Unit Head, Crisis Intervention ☎(072) 88-2505</p>	<p>► Disaster Relief Augmentation to LGUs</p> <p>Beneficiaries: Families affected by man-made and natural disasters due to evacuation</p> <p>► Emergency Shelter Assistance</p> <p>Beneficiaries: Families whose houses are totally damaged due to man-made and natural disasters</p>

<p>Crisis Intervention</p> <p>☺ Focal Person Noemi Escalona ☎(075) 888-2505</p>	<p>► Walked-in, referral for LGUs, Intermediaries, Individuals and other stakeholders.</p> <p>Beneficiaries: Person in crisis situations</p>
<p>Implementation of Community-based Programs and services.</p> <p>Self-Employment Assistance sa Kaunlaran (level 9)</p> <p>☺ Focal Person Hermina H. Herrera Project Development Officer III / Unit Head, Livelihood Unit ☎(075)700-5064</p>	<p>► Organization of 15-30 members o form Association financial capital to income generation projects (IGP)</p> <p>Beneficiaries: Economically active poor for income generating projects</p>
<p>Self-Employment Assistance Kabayan (level II)</p> <p>☺ Focal Person Hermina H. Herrera Project Development Officer III / Unit Head, Livelihood Unit ☎(075)700-5064</p>	<p>► Organization of 2 or more SKAs to form a Kabayan for seed capital for IGP and other socio-economic activities.</p> <p>Beneficiaries: Economically active members of SKAs for income generating projects</p>
<p>Assistance to Children in Need of Special Protection</p> <p>☺ Focal Person Clarivel Banzuela Social Welfare Officer II / Unit Head, Retained and Community-based P/S</p>	<p>► Assessment and endorsement of MSWDOs/ Social Welfare Officers assigned in the Provinces</p> <p>Beneficiaries: Children with disabilities, maltreated children</p>

	<ul style="list-style-type: none">• Scholars/grantees submit CEB, certification of grades during the semester to the SU. <p>Phase III of the service includes the preparation and release of checks to the scholars/grantees. This task is primarily undertaken by the Administrative and Finance Unit of the Office.</p> <p>Phase IV is the last stage of the service. It includes notification to the congressional Districts for them to released the checks of there respective grantees.</p> <ul style="list-style-type: none">• Scholar/grantee receives checks.
<p>1. Processing of Applications for permit and Recognition</p> <p>Beneficiaries: Private & Public HEIs</p>	<p>REQUIREMENTS FOR THE NEWLY ESTABLISHED HEI</p> <ol style="list-style-type: none">1. SEC Registration2. Notarized Application3. Copy of the Original Ordinance approving the establishment of the local College/ Universities4. Copy of Budge Allocation duly certified by the Budget Officer5. Copies of Transfer of Certificate of Title6. Statement on the Location of the School7. Document of ownership of school building8. Certificate of occupancy of school building9. Copy of retirement plan duly registered with SEC10. List of School Administrators11. List of teaching and non-teaching staff12. List of laboratory facilities13. List of library holdings including professional journals14. List of Audio Visual Materials15. Medical and Dental Clinic16. Guidance Office17. Research and Extension Office18. Canteen19. Gymnasium

	20. List of Athletic facilities and equipment 21. Proposed schedule of tuition and other fee.
	<p>REQUIREMENTS TO OFFER A PROGRAM</p> <ol style="list-style-type: none"> 1. Feasibility study 2. Qualification of Proposed Dean 3. Qualification of Teaching Staff 4. Qualification of Non-teaching Staff to include Registrar, Librarian, Guidance Counselor, Research and other support staff 5. LGU Resolution approving the opening of a new program (for LUCs) 6. Board Resolution approving the opening of a new program (for Private HEs) <p>FILING OF APPLICATION:</p> <ol style="list-style-type: none"> a. January to 1st Monday of June of the year preceding the intended year of operation b. Three Months before the intended year of operation (for Local Colleges and Universities) <p>FEES: School Bond; Php 6,000.00 Application Fee; Php 4,000.00 per program</p>
☺ Focal Person Technical Unit ☎242-5017, ☎700-5017	<p>HOW TO AVAIL OF THE SERVICE</p> <p>The Liaison Officer of the Higher Education Institution (HEI) submits three folders of application accompanied with documentary requirements per program.</p> <ul style="list-style-type: none"> • Educ. supervisor in charge of the program (ESIP) and Chief Educ. Program Specialist (CEPS) Conducts documentary evaluation using the processing checklist • If found complete and complying with minimum requirements, ESIP prepares letter to the RQAT (Regional Quality Assessment Team) and notice of visit to HEI.

<p>Implementation of Center-Based Programs and Services Area Vocational Rehabilitation Center</p> <p>☺ Focal Person Elizabeth Manuel Training Superintendent ☎(075) 653-4910</p>	<p>► Referral of LGUs to Centers</p> <p>Beneficiaries: Trainable PWDs for mobilization and skills Training</p>
<p>Regional Rehabilitation Center</p> <p>☺ Focal Person Helen Nerona Social Welfare Officer V /Center ☎ (072) 705-2161</p>	<p>► Endorsement referral of the Courts</p> <p>Beneficiaries: Children in Conflict with the law</p>
<p>Home for Girls</p> <p>☺ Focal Person Fe G. Sarmiento Social Welfare Officer III /Center ☎(075) 710-3264</p>	<p>► Endorsement referral of the Courts</p> <p>Beneficiaries: Abused/neglected/maltreated, etc. Girl-children</p>
<p>Haven for Women</p> <p>☺ Focal Person Aida Rufo Social Welfare Officer III /Center Head ☎(072) 653-3284</p>	<p>► Endorsement referral of the Courts</p> <p>Beneficiaries: Disadvantage and in difficult circumstances women.</p>
<p>Haven for Children</p> <p>☺ Focal Person Aida Rufo Social Welfare Officer III /Center Head ☎(072) 653-3284</p>	<p>► Endorsement referral of the Courts</p> <p>Beneficiaries: Abused/neglected/maltreated, street children, etc.</p>

SOCIAL SERVICES

Department of Social Welfare & Development

DSWD	
Program	How to Avail
Provision of Technical Assistance and Related Services to Intermediaries, Stakeholders and Service Providers	
❖ Licensing	<p>► Completion of documents as required of SWAs/SWDAs</p> <p>Beneficiaries: NGOs as Social Welfare & Development Agencies (SWDAs) and Social Welfare Agencies (SWAs)</p>
❖ Accreditation	<p>► Completion of documents as required for SWAs/SWDAs</p> <p>Beneficiaries: Social Welfare & Development Service Providers, Day Care Centers</p>
❖ Issuance of Solicitation Permit	<p>► esentation and completion of documents required for solicitation permit</p> <p>Beneficiaries: NGOs, POs, other Stakeholders and Intermediaries generating solicitation to general public.</p>
☺ Focal Person Leah Mylen B. Lucero Social Welfare Officer III 📞(075) 888-25-05	

	<ul style="list-style-type: none"> • RQAT conducts ocular inspection and submits evaluation report within 5 days after the visit. • If found in order, ESIP and CEPS recommend the deliberation of the application to the Committee on Deliberation, Chaired by the Regional Director upon which the Authorization Certificate is prepared. • If the RQAT report reveals major deficiencies, HEIs informed and given time to comply. • If HEIs did not rectify deficiencies noted within the prescribed period, the application is denied for the year.
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