

Processing of Foreign Travels of Local Government Officials and Functionaries

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

3		Sit comfortably at the lobby while waiting for the release of the endorsement.	<p><u>LGCCD</u> Reviews the completeness of the required documents.</p> <p>Prepares the Endorsement Letter for signature.</p> <p>LGCCD forwards the Endorsement Letter to the ORD for signature of the RD / ARD.</p>	45 Mins.	Imelda A. Estacion / Narvita R. Flores / May Rose R. Ancheta	No fees to be collected
4			<p><u>ORD</u> Signs the endorsement letter.</p>	6 Mins.	RD / ARD / In- Charge of Office	No fees to be collected
5		Receive the endorsement and sign file copy of the office.	<p><u>LGCCD</u> Releases the signed Endorsement Letter and the documents to the Client.</p>	2 Mins.	Diosdado D. Mendoza	No fees to be collected
TOTAL			1 Hour 8 minutes			

Processing of Local Governance Regional Resource Center (LGRRC) Library Services

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

Provision of Technical Assistance on CBMS

STEP	Requirements	Procedures		How long it will take you	Person(s) Responsible	Amount of fees to be collected
		As the client, you:	The responsible office			
1	1. Request Letter from the LGU 2. Memorandum of Agreement	Submit original and duplicate copies of the basic requirements / documents to the Records Unit.	<u>RECORDS UNIT</u> Receives and records the letter request and forwards it to the ORD. For application with complete documents, routes to the ORD.	10 Mins.	Ruby Catherine A. Apilado / Francisco P. Fabie	No fees to be collected
2			<u>ORD</u> Receives and records requirements / documents and routes to the Local Government Monitoring and Evaluation Division (LGMED).	5 Mins.	Von Robert P. Aspillaga / Ingrid Ira M. Ignacio	No fees to be collected
3		Interact with the LGMED CBMS Team and receive the information materials.	<u>LGMED CBMS TEAM</u> Receive and review submitted documents. CBMS Focal Person shall provide MOA with the information on logistical preparation for the conduct of training workshops at the city / municipal level. Advocate the CBMS methodology and instruments in the data collection using Mobile Data Collection (MDC) / CBMS Accelerated Poverty Profiling (APP)	10 Mins. 1 Hour	Julieta C. Galvan / Nicolette May O Amon.	No fees to be collected No fees to be collected
		<u>Note:</u> Client to provide feedback to LGMED CBMS Team on the final schedule of the CBMS Modular Trainings.				No fees

		LGMED CBMS Team may provide on- site TA on the CBMS Modular Trainings, in coordination with the DILG Provincial CBMS Team, per LGU request.			to be collected
TOTAL		1 Hour 25 Minutes			

Processing of Application of Scholarship Grants

STEP	Requirements	Procedures		How long it will take you	Person(s) Responsible	Amount of fees to be collected
		As the client, you:	The responsible office			
1	<p>1. Personal Data Sheet (using the revised CS Form 212) to include training programs attended- 1 original, 4 certified copies</p> <p>2. Certified copies of Transcript/s of records and Diploma/s</p> <p>3. Service Record- 1 original, 2 certified copies</p> <p>4. Statement of PRESENT Actual Duties and Responsibilities that should be RELEVANT to the course / program signed by the immediate supervisor- 1 original, 1 certified copy</p> <p>5. Written consent of Spouse (if Married)- 1 original, 1 certified copy</p> <p>6. Endorsement from the Local Chief executive (LCE)- 1 original, 1 certified copy</p> <p>7. Endorsement from the DILG Regional Director – 1 original, 1 certified copy</p> <p>8. Application Forms (this will be obtained from the DILG- CLGSC Secretariat Office with original passport- size photos- 6 sets</p> <p>9. Copies of Valid Passport (Personalia Pahina only)- 4 sets</p> <p>10. NSO Certified Birth Certificate</p> <p>11. Certification from the Head / Manager of the Human Resource Department- 1 original, 1 certified copy</p>	Submit original and duplicate copies of the basic requirements / documents to the Records Unit.	<p>RECORDS UNIT Receives, records, checks completeness of required attachments</p> <p>For application with complete documents, routes to the ORD.</p>	10 Mins.	Ruby Catherine A. Apilado / Francisco P. Fabie	No fees to be collected
2		Sit comfortably at the lobby while waiting for the release of the endorsement.	<p>ORD Receives and records the letter request and forwards it to the Local Government Capability Development</p>	5 Mins.	Von Robert P. Aspillaga / Ingrid Ira M. Ignacio	No fees to be collected

			Division (LGCDD).			collected
3			<p>LGCDD Reviews the completeness of the required documents.</p> <p>Prepares the Endorsement Letter for signature.</p> <p>Forwards the Endorsement Letter to the ORD for signature of the RD / ARD</p>	38 Mins	Mary Rose R. Ancheta / Diosdado D. Mendoza	No fees to be collected
4			<p>ORD Signs the Endorsement Letter.</p>	5 Mins.	RD / ARD / In-Charge of Office	No fees to be collected
5		Receive endorsement and sign file copy of the Office.	<p>LGCDD Releases the signed Endorsement Letter and the documents to the Client.</p>	2 Mins.	Diosdado D. Mendoza	No fees to be collected
6		Submit the documents and the Endorsement letter to the DILG-Central Local Government Scholarship Secretariat, LGA, 8F Agustin Bldg., F. Ortigas Jr., Ortigas Center, Pasig City.				No fees to be collected
		<p>Note:</p> <p>If client / nominee is qualified for interview and upon notification from the Scholarship Secretariat, LGCDD Staff shall prepare notice to client / nominee.</p> <p>Upon receipt of the notice, client / nominee shall report for the interview a Foreign Scholarship Training Program (FSTP); LUZON-TESDA- FSTP Unit, PEVOTI Building, Fast Service Road, South superhighway, Taguig City.</p>				No fees to be collected
TOTAL				1 Hour		

Issuance of Authority to Conduct Capacity Building Activity

STEP	Requirements	Procedures		How long it will take you	Person(s) Responsible	Amount of fees to be collected
		As the client, you:	The responsible office			
1	Letter Request for Authority to Conduct	Submit Letter Request with required documents to Records Unit.	<p><u>RECORDS UNIT</u> Receives, records, checks completeness of required attachments.</p> <p>For application with complete documents, routes to the ORD.</p>	5 Mins.	Ruby Catherine A. Apilado / Francisco P. Fabie	No fees to be collected
2			<p><u>ORD</u> Receives and records the Letter Request and forwards it to the Local Government Capability Development Division (LGCDD).</p>	5 Mins.	Von Robert P. Aspillaga / Ingrid Ira M. Ignacio	No fees to be collected
3		Sit comfortably at the lobby while waiting for the release of the Letter of Authority.	<p><u>LGCDD</u> Receives and records the request.</p> <p>Reviews and assesses the required documents.</p> <p>Prepares written reply.</p> <p>Forwards to the ORD for signature of the RD / ARD.</p>	5 Mins. 35 Mins.	Imelda A. Estacion / Narvita R. Flores/ May Rose R. Ancheta	No fees to be collected
4			<p><u>ORD</u> Signs the Letter of Authority.</p>	5 Mins.	RD / ARD / In- Charge of Office	No fees to be collected
5		Receive Letter of Authority and sign file copy of the Office	<p><u>LGCDD</u> Records and releases Letter of Authority to client.</p>	5 Mins.	Diosdado D. Mendoza	No fees to be collected
TOTAL			1 Hour			

Provision of Local Government Data

STEP	Requirements	Procedures		How long it will take you	Person(s) Responsible	Amount of fees to be collected
		As the client, you:	The responsible office			
1	USB or Blank CD	Submit Letter Request to secure list of local officials and other local government information data to the records unit	<u>RECORDS UNIT</u> Receives and records the Letter Request and forwards it to the ORD	5 Mins.	Ruby Catherine A. Apilado / Francisco P. Fabie	
2		Sit comfortably at the lobby while waiting for the release of the copy of the requested data.	<u>ORD</u> Receives and records the Letter Request and routes to the RD / ARD. Saves data needed in USB or CD provided by the client.	20 Mins.	Prayandleo E. Cahiga	
3		Receive USB or CD copy of requested data	<u>ORD</u> Releases the USB or CD copy of requested data	2 Mins.	Prayandleo E. Cahiga	
TOTAL			27 Minutes			