

Provincial Planning and Development Office



1. REVIEW OF PROGRAM/PROJECT DESIGN

The review of Program/Project Design is done prior to approval of the Provincial Administrator. Said document is required in the procurement process of government transactions in the PGOM.

Office or Division:	Provincial Planning and Development Office (PPDO) Research, Project Development and Database Management Division			
Classification:	Complex			
Type of Transaction:	G2G - Government to Government			
Who may avail:	Provincial Government of Oriental Mindoro (PGOM) Program/Project Implementers			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Initial Review				
Transmittal/Indorsement Letter (1 original, signed by Department Head)		Program/Project Implementer		
Program/Project Design (1 original, signed by Department Head)		Program/Project Implementer		
Client Satisfaction and Survey Form (CSSF) (1 original)		PPDO-Administrative Division		
Final Review				
Transmittal/Indorsement Letter (1 original, signed by Department Head)		Program/Project Implementer		
Original Program/Project Design with comments (1 original or photocopy)		Program/Project Implementer		
Revised Program/Project Design (1 original, signed by Department Head)		Program/Project Implementer		
Review Report (1 original or photocopy)		PPDO-Research, Project Development and Database Management Division		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the Program/Project Design with transmittal/indorsement letter to the Administrative Division	1. Receive the Program/Project Design with transmittal/indorsement letter and forward to RPDDM Division	None	10 minutes	Administrative Aide VI PPDO

	1.1 Receive and forward documents for review to concerned RPDDM staff	None	10 minutes	<i>Project Development Officer IV</i> PPDO
	1.2 Review the Design as to its completeness and compliance to the prescribed template/format and prepare Review Report (RR) or Endorsement for Approval (EFA)	None	2 days	<i>Project Development Officer II</i> PPDO or <i>Project Development Officer I</i> PPDO
	1.3 Review the Review Report (RR) or Endorsement for Approval (EFA) against the Design	None	1 day	<i>Project Development Officer IV</i> PPDO
	1.4 Finalize Review Report (RR) or Endorsement for Approval (EFA) and forward to PPDC for endorsement	None	1 day	<i>Project Development Officer II</i> PPDO or <i>Project Development Officer I</i> PPDO
	1.5 Endorse the reviewed Program/Project Design	None	1 day	<i>Provincial Planning and Development Coordinator</i> PPDO
2. Receive reviewed Program/Project Design	2. Release Program/Project Design			
Incomplete/Not Compliant Design: receive document for revision/ resubmission	Incomplete/Not Compliant Design: forward Review Report and reviewed design to the implementing office for revision	None	10 minutes	<i>Administrative Aide VI</i> PPDO

Endorsed for Approval: receive copy of endorsement and retrieve design from the Office of the Provincial Administrator upon approval	Endorsed for Approval: forward Endorsement for Approval and reviewed design to the Office of the Provincial Administrator copy furnished program/project implementer	None	10 minutes	Administrative Aide VI PPDO
3. Fill out Client Satisfaction and Survey Form (CSSF) and drop in suggestion box	3. Provide CSSF to client	None	5 minutes	Administrative Aide VI PPDO
TOTAL:			5 days, 35 minutes	

2. PROVISION OF DATA/INFORMATION/MAPS

The Research, Project Development and Database Management (RPDDM) Division maintains a database of secondary information and statistics about the province. These are being used by PGOM in the preparation of plans and by researchers, investors and thesis writers, among others.

Office or Division:	PPDO/Research, Project Development and Database Management Division	
Classification:	Simple	
Type of Transaction:	G2C - Government to Citizen, G2G - Government to Government, G2B - Government to Business	
Who may avail:	All	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
Walk-in		
Request Slip (1 original)	PPDO-Administrative Division	
Letter Request (1 original)	Requesting Client	
Order of Payment (1 original)	PPDO-RPDDM	
Official Receipt (1 photocopy)	Provincial Treasury Office	
Client Satisfaction and Survey Form (CSSF) (1 original)	PPDO-Administrative Division	
Online		
Letter Request (1 scanned copy)	Requesting Client	
Client Satisfaction and Survey Form (CSSF) (1 scanned copy)	PPDO-RPDDM Division	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Walk-in				
1. Submit letter request and accomplish request slip	1. Receive letter request and accomplished request slip and forward to RPDDM Division	None	5 Minutes	<i>Administrative Aide VI PPDO</i>
2. Proceed to RPDDM Division	2. Process data/information/maps requested		30 Minutes	<i>Statistician II or Project Development Officer II or Statistician I PPDO</i>
	2.1 Validate and approve release of requested data/information/maps	None	5 Minutes	<i>Provincial Planning and Development Coordinator or Project Development Officer IV PPDO</i>
	2.2 Determine corresponding fees	<i>PHP 10.00/ page (research fee) PHP 20.00/ page (report-size map)</i>	5 Minutes	<i>Statistician II or Project Development Officer II or Statistician I PPDO</i>
3. Pay research fees at the Provincial Treasury Office	3. Receive payment and issue Official Receipt	<i>PHP 20.00/ page (electronic copy)</i>	c/o PTO	<i>Cashier at the Provincial Treasury Office</i>
4. Present Official Receipt to RPDDM Division	4. Record/ Scan Official Receipt	None	5 minutes	<i>Statistician II or Project Development Officer II or Statistician I PPDO</i>

5. Receive document/s	5. Release document/s	None	5 Minutes	Statistician II or Project Development Officer II or Statistician I PPDO
6. Fill out Client Satisfaction and Survey Form (CSSF) and drop in suggestion box	6. Provide CSSF to client	None	5 minutes	Administrative Aide VI PPDO
TOTAL:			1 hour	

3. PROVISION OF TECHNICAL SERVICES TO SANGGUNIANG PANLALAWIGAN IN THE REVIEW OF CSO APPLICATION FOR ACCREDITATION

Civil Society Organizations (CSOs) may apply to the Sangguniang Panlalawigan (SP) for accreditation for representation to Local Special Bodies and involvement in PGOM projects, among others. The PPDO provides technical assistance to the SP in evaluating the authenticity and completeness of all documents and requirements and corresponding recommendations.

Office or Division:	PPDO/Research, Project Development and Database Management Division	
Classification:	Complex	
Type of Transaction:	G2G - Government to Government	
Who may avail:	Sangguniang Panlalawigan (SP)	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
Endorsement (1 original)		Sangguniang Panlalawigan
Required documents for CSO accreditation		CSO/SP
Letter of Application for Accreditation/Duly approved Board Resolution requesting for accreditation (1 original)		CSO applying for accreditation
Duly accomplished Application for Accreditation (1 original)		CSO applying for accreditation

Certificate of Registration, with any national government agency, supported by Articles of Incorporation and Constitution and By-Laws (1 photocopy)	Securities and Exchange Commission (SEC)/ Department of Labor and Employment (DOLE)/ Cooperative Development Authority (CDA)			
List of Organization's officers and members with Record of Membership contributions duly certified by the Secretary (1 original or photocopy)	CSO applying for accreditation			
Documented Annual Accomplishment Reports for the last two (2) years (1 original or photocopy)	CSO applying for accreditation			
Financial Reports, if any (to include Statement of Current Operations, Balance Sheets, Income Statements, Cash Flows, etc.) (1 photocopy)	CSO applying for accreditation			
Minutes of the last General Assembly Meeting showing the new set of officers, if any (1 photocopy)	CSO applying for accreditation			
Resolution of the concerned Sangguniang Barangay as to its organization's legitimate existence in the barangay (1 original)	Sangguniang Barangay			
Certificate of Affiliation to federations, if applicable (for non-cooperatives) (1 original or photocopy)	Federation where applicant CSO is affiliated			
An affiliate of the duly recognized international or local federation/s, if applicable	Federation where applicant CSO is affiliated			
Certificate of Compliance (for coops only) (1 photocopy)	CSO applying for accreditation			
Resolution of Undertaking (1 original or photocopy)	CSO applying for accreditation			
Client Satisfaction and Survey Form (CSSF) (1 original)	PPDO-Administrative Division			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Endorse CSO application and accreditation documents to PPDO for review	1. Receive CSO Documents with endorsement letter from Sangguniang Panlalawigan and forward to RPDDM Division	None	5 minutes	<i>Administrative Aide</i> VI PPDO

	1.1 Receive and forward CSO documents for review to concerned RPDDM staff	None	10 minutes	<i>Project Development Officer IV</i> PPDO
	1.2. Evaluate and verify CSO documents as to completeness and compliance, and prepare Evaluation Report	None	3 days	<i>Statistician I</i> or <i>Project Development Officer I</i> PPDO
	1.3. Review Evaluation Report	None	1 day	<i>Project Development Officer IV</i> PPDO
	1.4. Endorse the reviewed CSO documents with Evaluation Report	None	1 day	<i>Provincial Planning and Development Coordinator</i> PPDO
2. Receive Review Evaluation Report and reviewed CSO documents	2. Forward CSO documents to Sangguniang Panlalawigan for appropriate action	None	10 minutes	<i>Administrative Aide VI</i> PPDO
3. Fill out Client Satisfaction and Survey Form (CSSF) and drop in suggestion box	3. Provide CSSF to client	None	5 minutes	<i>Administrative Aide VI</i> PPDO
TOTAL:			5 days, 30 minutes	

4. PROVISION OF FEEDBACK INFORMATION TO MANAGEMENT AND OTHER INTERESTED PARTIES ON THE STATUS OF PROGRAM/ PROJECT IMPLEMENTATION

Monitoring and evaluation activities are regularly conducted to ensure timely and quality program/project implementation and determine its effectiveness and impact to the constituents. The findings and recommendations of the programs/projects monitored/ evaluated shall be reported to the top management and implementers to serve as bases for decision/policy making.

Office or Division:	Provincial Planning and Development Office/ Monitoring and Evaluation Division			
Classification:	Simple			
Type of Transaction:	G2G - Government to Government; G2C - Government to Citizen			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter Request (1 original copy)		Requesting Client		
Client Satisfaction Survey Form (1 original copy)		Provincial Planning and Development Office - Administrative Division		
1. Send request to ppdo.monitoring@gmail.com	1. Receive email requesting for information	None	5 minutes	<i>Project Evaluation Officer II</i> PPDO or <i>Project Evaluation Officer III</i> PPDO
	1.1 Validate and approve request	None	5 minutes	<i>Project Evaluation Officer IV</i> PPDO or <i>Provincial Planning and Development Coordinator</i> PPDO
	1.2 Prepare/ process the request	None	30 minutes	<i>Project Evaluation Officer II</i> PPDO or <i>Project Evaluation Officer III</i> PPDO

2. Acknowledge receipt of document/s and send filled-out Client Satisfaction and Survey Form (CSSF)	2. Send requested information	None	5 minutes	<i>Project Evaluation Officer II PPDO or Project Evaluation Officer III PPDO</i>
TOTAL:			45 minutes	

5. PROVISION OF FEEDBACK INFORMATION TO OTHER INTERESTED PARTIES ON THE STATUS OF PROGRAM/ PROJECT IMPLEMENTATION

Monitoring and evaluation activities are regularly conducted to ensure timely and quality program/project implementation and determine its effectiveness and impact to the constituents. The findings and recommendations of the programs/projects monitored/evaluated shall be reported to the top management and implementers to serve as bases for decision/policy making.

Office/Divisions:	Provincial Planning and Development Office/ Monitoring and Evaluation Division			
Classification:	Simple			
Type of Transaction:	G2G - Government to Government; G2C - Government to Citizen			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Walk-in				
Request Slip (1 original copy)		PPDO-Administrative Division		
Letter Request (1 original copy)		Requesting Client		
Online				
Letter Request (1 original copy of email/ scanned copy)		Requesting Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Walk-in				
1. Submit letter request and accomplish request slip	1. Receive letter request and accomplished request slip and forward to M&E Division	None	5 minutes	<i>Administrative Aide IV PPDO</i>

2. Proceed to M&E Division	2.1 Validate and approve request	None	5 minutes	<i>Project Evaluation Officer (PEO) IV PPDO</i> <i>Provincial Planning and Development Coordinator (PPDC) PPDO</i>
	2.2 Prepare/process the request	None	30 minutes	<i>Project Evaluation Officer II PPDO</i> <i>or</i> <i>Project Evaluation Officer III PPDO</i>
3. Receive document/s	3. Release document/s to client	None	2 minutes	<i>Project Evaluation Officer II PPDO</i> <i>or</i> <i>Project Evaluation Officer III PPDO</i>
4. Fill out Client Satisfaction and Survey Form (CSSF) and drop in suggestion box	4. Provide CSSF to client	None	3 minutes	<i>Administrative Aide IV PPDO</i>
TOTAL:			45 minutes	
Online				
1. Send request to ppdo.monitoring@gmail.com	1.1 Receive email requesting for document/s	None	5 minutes	<i>Project Evaluation Officer II PPDO</i> <i>or</i> <i>Project Evaluation Officer III PPDO</i>

	1.2 Validate and approve request	None	5 minutes	<i>Project Evaluation Officer (PEO) IV</i> PPDO <i>Provincial Planning and Development Coordinator (PPDC)</i> PPDO
	1.3 Prepare/process the request	None	30 minutes	<i>Project Evaluation Officer II</i> PPDO or <i>Project Evaluation Officer III</i> PPDO
2. Acknowledge receipt of document/s and send filled-out Client Satisfaction and Survey Form (CSSF)	2.1 Send requested document/s	None	5 minutes	<i>Project Evaluation Officer II</i> PPDO or <i>Project Evaluation Officer III</i> PPDO
	2.2 Download filled-out CSSF for recording	None	5 minutes	<i>Project Evaluation Officer II</i> PPDO or <i>Project Evaluation Officer III</i> PPDO
TOTAL:			50 minutes	

6. PROVISION OF TECHNICAL ASSISTANCE TO THE SANGGUNIANG PANLALAWIGAN IN THE REVIEW OF COMPREHENSIVE LAND USE PLAN (CLUP)

The review of CLUP of every Local Government Unit is in compliance with Executive Order No. 72, s. 1993 where prescribed standards and guidelines governing its preparation are being checked in conformity with land use planning standards. The power to review and approve the CLUPs are devolved to the Sangguniang Panlalawigan. The Provincial Land Use Committee has been created to technically assist the SP in the conduct of the review. The PPDC as chairperson of the PLUC and the PPDO acting as Technical Secretariat makes it a prime responsibility of the Office.

Office or Division:	PPDO/ Planning and Programming Division (PPD)			
Classification:	Highly technical			
Type of Transaction:	G2G - Government to Government			
Who may avail:	Sangguniang Panlalawigan			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter Request/Indorsement Letter		Sangguniang Panlalawigan		
Client Satisfaction Survey Form (CSSF)		PPDO-Administrative Division		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Letter Request/Indorsement Letter	1. Receive the Request/Indorsement Letter	None	1 hour	<i>Administrative Aide VI</i> PPDO
	1.1 Forward request to PPDC for initial assessment and verification	None	1 hour	<i>Administrative Aide VI</i> PPDO
	1.2 Assess/verify request and forward to Administrative Division for routing to PPD	None	2 hours	<i>Provincial Planning and Development Coordinator</i> PPDO
	1.3 Forward document to PPD	None	1 hour	<i>Administrative Aide VI</i> PPDO
	1.4 Receive and record the documents	None	2 hours	<i>Planning Assistant</i> PPDO

	1.5 Verify completion of documents	None	4 hours	<i>Planning Officer II Planning Officer I Planning Assistant PPDO</i>
	1.6 Schedule Review of Plan Documents and Maps	None	1 day	<i>Planning Officer II Planning Officer I PPDO</i>
	1.7 Route Plan Documents/Maps for review by PLUC	None	5 days	<i>Planning Assistant Administrative Aide VI PPDO</i>
	1.8 Individual review by PLUC Members	None	45 days	<i>Provincial Land Use Committee Members PPDO, DILG, DOST, DTI, DAR, PENRO, NCIP, DPWH, PAGASA, PAgO, PG-ENRO, PEO, PTIEDO, PDRRMO, CHUSO, MBCFI, HLURB</i>
	1.9 Retrieve Plan Documents/Maps to PLUC	None	5 days	<i>Planning Officer I Planning Assistant PPDO</i>
	1.10 Conduct of Consultative Meeting	None	2 days	<i>Provincial Land Use Committee (PLUC) and Technical Working Group (TWG) PPDO, DILG, DOST, DTI, DAR, PENRO, NCIP, DPWH, PAGASA, PAgO, PG-ENRO, PEO, PTIEDO, PDRRMO, CHUSO, MBCFI, HLURB</i>

	1.11 Prepare Report - CLUP Review Matrix	None	3 days	<i>Planning Officer II Planning Officer I PPDO</i>
	1.12 Review of CLUP Review Matrix (including consultation with concerned PLUC)	None	5 days	<i>Planning Officer IV Planning Officer I PPDO</i>
	1.13 Submit CLUP Review Matrix to the PPDC/PLUC Chair for final review	None	1 hour	<i>Planning Assistant PPDO</i>
	1.14. Review of CLUP Review Matrix by PPDC/PLUC Chairperson	None	3 days	<i>Provincial Planning and Development Coordinator PPDO</i>
	1.15 Revise/adjust Review Matrix per comment/s of the PPDC/PLUC Chairperson	None	3 days	<i>Provincial Land Use Committee (PLUC) and Technical Working Group (TWG) PPDO, DILG, DOST, DTI, DAR, PENRO, NCIP, DPWH, PAGASA, PAgO, PG-ENRO, PEO, PTIEDO, PDRRMO, CHUSO, MBCFI, HLURB</i>
	1.16 Finalize CLUP Review Matrix for PPDC/PLUC Chairperson's approval	None	2 days	<i>Planning Officer II Planning Officer I PPDO</i>
	1.17 Submit approved CLUP Review Matrix/ Recommendations together with CLUP documents to the Sangguniang Panlalawigan	None	1 hour	<i>Planning Assistant PPDO</i>

2. Fill out Client Satisfaction Survey Form (CSSF)	2. Provide CSSF to client	None	5 minutes	<i>Planning Assistant</i> PPDO
TOTAL:			74 days, 13 hours and 5 minutes	

7. PROVISION OF TECHNICAL ASSISTANCE TO THE SANGGUNIANG PANLALAWIGAN IN THE REVIEW OF DEVELOPMENT PLANS AND INVESTMENT PROGRAMS

The review of development plans and investment programs is in compliance with several governing laws to assess adherence of component cities and municipalities to the prescribed guidelines and processes on CDP formulation/updating; emphasize the importance of evidence-based planning. The review and approval thru an Ordinance or Resolution is the function of the Sangguniang Panlalawigan which requires the technical assessment by the PPDO prior to its approval.

Office or Division:	PPDO/ Planning and Programming Division			
Classification:	Highly technical			
Type of Transaction:	G2G - Government to Government			
Who may avail:	Sangguniang Panlalawigan			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter Request/Indorsement Letter		Sangguniang Panlalawigan		
Client Satisfaction Survey Form (CSSF)		PPDO-Administrative Division		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit letter Request/Indorsement Letter	1. Receive the Request/ Indorsement Letter	None	5 minutes	<i>Administrative Aide VI</i> PPDO
	1.1 Forward request to PPDC for initial assessment and verification	None	5 minutes	<i>Administrative Aide VI</i> PPDO
	1.2 Assess/verify request and forward to Administrative Division for routing to PPD	None	4 hours	<i>Provincial Planning and Development Coordinator</i> PPDO

	1.3 Forward document to PPD	None	5 minutes	<i>Administrative Aide VI</i> PPDO
	1.4 Receive and record the documents	None	30 minutes	<i>Planning Assistant</i> PPDO
	1.5 Verify completion of documents	None	1 day	<i>Planning Officer II</i> <i>Planning Officer I</i> PPDO
	1.6 Initial assessment	None	2 hours	<i>Planning Officer IV</i> PPDO
	1.7 Route Plan Documents to PPD	None	30 minutes	<i>Planning Assistant</i> PPDO
	1.8 Review proper including conduct of researches and preparation of review action report	None	17 days	<i>Planning Officer II</i> <i>Planning Officer I</i> PPDO
	1.9 Submit draft review action report to the division chief for comment/s	None	30 minutes	<i>Planning Officer II</i> <i>Planning Officer I</i> PPDO
	1.10 Review of submitted review action report	None	2 days	<i>Planning Officer IV</i> PPDO
	1.11 Prepare revised/adjusted review action report	None	3 days	<i>Planning Officer II</i> <i>Planning Officer I</i> PPDO
	1.12 Submit revised/adjusted review action report to the Division Chief	None	4 hours	<i>Planning Officer IV</i> PPDO

	1.13 Submit draft review action report to the PPDC for review	None	30 minutes	<i>Planning Assistant PPDO</i>
	1.14 Review by PPDC of submitted draft review action report	None	1 day	<i>Provincial Planning and Development Coordinator PPDO</i>
	1.15 Revise/adjust review action report per comment/s of the PPDC	None	2 days	<i>Planning Officer IV Planning Officer II Planning Officer I PPDO</i>
	1.16 Submit final review action report to the PPDC for approval	None	5 minutes	<i>Planning Assistant PPDO</i>
	1.17 Submit approved review action report together with attached documents and recommendations to the Sangguniang Panlalawigan	None	1 hour	<i>Planning Assistant PPDO</i>
2. Fill out Client Satisfaction Survey Form (CSSF)	2. Provide CSSF to client	None	5 minutes	<i>Planning Assistant PPDO</i>
TOTAL:			26 days, 13 hours and 25 minutes	