

Management Support Staff Services



1. FACILITATION FOR RELEASE OF FUND TO NATIONAL GOVERNMENT AGENCIES (NGAs)

This involves the coordination with other government agencies for the submission of required documents in order to assist them in the processing and issuance of funds as financial assistance to give additional support for their agency's operation.

Office or Division:	Management Support Staff Division			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government			
Who may avail:	National Government Agencies Partners			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Request Letter (1 original copy)		Requesting Office - Preparation of letter to the Governor for the request of fund release for a specific quarter		
Liquidation Report of previous aid (3 original copies)		Requesting Office - Preparation of Liquidation Report and attachment of required supporting document		
Financial Plan for the current year (1 original copy)		Requesting Office - Attachment of Financial Plan		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Client Log Book	Prepare logbook for incoming clients	None	2 mins	Administrative Aide IV
2. Submit request letter, liquidation report, and financial plan	2.1 Receive/review documents to be processed	None	3 mins	Administrative Aide VI
	2.2 Forward letter to Executive Assistant IV		2 mins	Administrative Aide VI
	2.3 Initials/endorse document to the Governor		30 mins	Executive Assistant IV
	2.4 Forward letter to Office of the Governor		3 mins	Administrative Aide VI
	2.5 Forward Financial Plan to Provincial Budget Office		3 mins	Administrative Aide VI
3. Wait for approval	Inform client if approved or for revision	None		Administrative Aide VI
	Total	None	43 mins	

2. KAPITOLYO PARA SA MAMAYAN

MEDICAL and other frontline services in partnership with NGA, NGO's, Health Services, Schools and Private Sector.

Office or Division:	Management Support Staff Division			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government, G2C – Government to Citizen			
Who may avail:	NGA, NGO's with Health Services, Schools and Private Sector			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Request Letter (1 original copy)		Requesting Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Client Log Book	Prepare logbook for incoming clients	None	2 mins	Administrative Aide IV
2. Submit requirement	2.1 Receive documents to be processed	None	3 mins	Administrative Aide IV
	2.2 Evaluate document and interview requesting party		30 mins	Executive Assistant IV
	2.3 Forward letter to Governor's office for approval		5 mins	Administrative Aide V
	2.4 Prepare Purchase Request of necessary requirements and supplies		8 mins	Administrative Aide IV
	2.5 Forward documents to proceeding office		5 mins	Administrative Aide IV
	Total	None	53 mins	