



GO – Special Concerns Division External Services



1. Request for Capability Building for Youth/Sports Clinic and Conduct of or Participation in Sports Competition

To provide capability trainings to requesting youth and youth/sports organizations and the conduct of or facilitate participation in sports competition in the province. This service is available every Monday to Friday, 8:00am-5:00pm.

Upang magbigay ng mga pagsasanay sa mga humihiling ng mga organisasyon ng kabataan at kabataan/isports at ang pagsasagawa o pagpapadali ng pakikilahok samga pampalakang paligsahan sa lalawigan. Bukas ang serbisyong ito tuwing Lunes hanggang Biyernes, 8:00ng umaga -5:00 ng hapon.

| Office or Division: | Special Concerns Division |
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| Classification: | Complex |
| Type of Transaction: | G2C, G2G |
| Who may avail: | <ul style="list-style-type: none"> • Sports and Youth Organizations/Club/Associations • Oriental Mindoro LGUs • All Oriental Mindoro athletes |
| CHECKLIST OF REQUIREMENTS | |
| WHERE TO SECURE | |
| <p>For conduct of trainings – Approved Letter Request (1 original copy)</p> <p><i>Para sa pagsasagawa ng mga pagsasanay – Aprubadong liham (1 orihinal na kopya)</i></p> <p>2. For conduct of /or participation in Sports Competition – Medical Certificate of athletes, Waiver/Consent of Parents to compete, Letter of invitation for participation in sports Competitions (1 original copy)</p> <p>Para sa pagsasagawa ng/ o paglahok sa Kompetisyong Pampalakan – Sertipikong medical ng mga atleta, Pagwawaksi/ Pahintulot ng mga Magulang na makipag-kumpetensya, Liham ng imbitasyon para sa pakikilahok sa mga Kumpetisyon sa palakan. (1 orihinal na kopya)</p> | <p>Requesting client</p> |



| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|--|------------------|----------------------|--|
| 1. Sign in the client log book in the office <i>Magpatala sa listahan ng kliyente sa opisina</i> | 1. Give the log book to the client <i>Patalain ang kliyente</i> | None Wala | 1 min | Community Affairs Assistant (CAA) I |
| 2. Submit letter request <i>Isumite ang liham kahilingan</i> | 2. Receive the request & interview for the details <i>Tumanggap ng kahilingan at panayamin ang mga detalye</i> | None Wala | 1 min 10 mins | Community Affairs Assistant I (CAA I) Youth Development Officer (YDO) II / Sports and Games Regulation Officer (SGRO) II |
| 3. Wait for further instructions or notification about the status of the request <i>Maghintay para sa karagdagang mga tagubilin o abiso tungkol sa estado ng kahilingan)</i> | 3. Prepare Activity/ Training Design and submit to Provincial Governor for approval <i>Ihandang Activity/Training Design at isumite sa gobernador para maaprubahan</i> 3.1. Notify requesting party on the status of the request <i>Ipaalam sa kliyente ang katayuan ng kahilingan</i> 3.2. Facilitate the request | None Wala | 3 days | Youth Development Officer II (YDO II) / Sports & Games Regulations Officer II (SGRO II) Community Affairs Assistant I (CAA I) |



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|--|--------------------------------|------|--------------------|--|
| | <i>Mapadali ang kahilingan</i> | | | |
| 4. Conduct of or Participation in Sports Competition <i>Pagsasagawa ng / o paglahok sa Kumpetitsyong Pampalakasan</i> | | | | |
| TOTAL: | | None | 3 days and 12 mins | |

2. Request for Logistical Assistance for Sports

This procedure covers the steps to be undertaken in providing logistic (sports materials/equipments for the barangay sports benefits and cash incentives for those bemedalled athletes and coaches competing national, regional and international sports competition) to requesting parties from the province of Oriental Mindoro. This service is available every Monday to Friday, 8:00am-5:00pm.

(Sinasaklaw ng serbisyong ito ang pagbibigay ng mga materyales/kagamitang pang-sports para sa mga benepisyo sa palakasan ng barangay at mga pinansyal na insintibo para sa mga atleta at tagapagsanay sa palarong pambansa, rehiyonal at internasyonal na kompetisyon sa mga humihiling ng mga partido mula sa lalawigan ng Oriental Mindoro. Bukas ang serbisyong ito tuwing Lunes hanggang Biyernes sa ganap na 8:00 ng umaga hanggang 5:00 ng hapon.

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| Office or Division: | Special Concerns Division | | |
| Classification: | Simple | | |
| Type of Transaction: | G2C, G2G | | |
| Who may avail: | For provision of sports equipment: barangays of Oriental Mindoro For cash incentives: students and out-of-school youth and Oriental Mindoro athletes | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | |
| For requesting sports materials/ equipments – Approved Letter Request addressed to the Governor or | | Requesting client <i>Humihiling na kliyente</i> | |



| <p>Resolution (1 original copy) <i>Para sa paghiling ng mga materyales/ kagamitang pang-sports – Naaprubahan na Kahilingan na naka-address sa Gobernador o Resolusyon (1 orihinal na kopya)</i></p> <p>For cash incentives – Certification from PESS Supervisor that he/she is a MIMAROPARAA, Palarong Pambansa, Phil. National Game & Batang Pinoy athletes and the authenticated Final Events Result (1 original copy each) <i>Para sa pinansyal na insintibo – Sertipikasyon galing sa PESS Supervisor na siya ay atleta sa gaganaping kumpetisyon tulad ng MIMAROPARAA, Palarong Pambansa, Phil. National Games, Palarong Pambansa at Batang Pinoy at kasama ditto ang Napatunayang Pinal na Resulta ng naturang palakasan (1 orihinal na kopya bawat isa)</i></p> | | | | |
|---|--|-------------------------|-------------------------------------|--|
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Sign in the client log book in the office <i>(Magpatala sa listahan ng opisina)</i> | 1. Give the log book to the client <i>Patalain ang kliyente</i> | None <i>Wala</i> | 1 min | CAA I |
| 2. Submit Letter Request <i>(Isumite ang liham kahilingan)</i> | 2. Receive the approved request <i>Tumanggap ng aprubadong kahilingan</i> 2.1. Interview requesting party <i>Kapanayamin ang kliyente</i> | None <i>Wala</i> | 3 mins 5 mins 3 hours | CAA I CAA I/ SGRO II SGRO II / CAA I |



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|--|---|------|---------------------------------|--|
| | 2.2. Prepare documents <i>Ihanda ang mga dokumento</i> 2.3. Release of logistical assistance or provision of technical assistance <i>Ibigay ang kahilingan</i> | | | |
| 3. Receive requested assistance Tumanggap ng hiniling na tulong | Notify the clients regarding the provision of requested assistance <i>Ipaalam sa mga kliyente ang tungkol sa pagkakaloob ng hiniling na tulong</i> | None | 5 minutes after the competition | |
| TOTAL: | | None | 3 hours and 14 minutes | |

3. Request for Technical Assistance for Youth

This procedure covers the steps to be undertaken in providing technical assistance such as requesting resource person & other youth concerns) to requesting parties from the province of Oriental Mindoro. For Technical assistance desk, traditionally done through on the phone, conducted also online or chat and or face to face method. This service is available every Monday to Friday, 8:00am-5:00pm.

Saklaw nito ang mga hakbang kaugnay sa pagbibigay ng teknikal na tulong tulad ng paghiling ng resource person at iba pang alalahanin ng kabataan) sa mga humihiling ng mga partido mula sa lalawigan ng Oriental Mindoro. Para sa Technical assistance desk, isinasagawa din online o chat at face to face na paraan. Bukas ang serbisyong ito tuwing Lunes hanggang Biyernes, 8:00 ng umaga hanggang 5:00 ng hapon.



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|--|--|------------------------|----------------------------------|---|
| Office or Division: | Special Concerns Division | | | |
| Classification: | Simple | | | |
| Type of Transaction: | G2C, G2G | | | |
| Who may avail: | For youth technical assistance: out-of-school youth, students from age 15-30 years old and youth organizations. | | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| Letter Request addressed to the Governor (1 original copy) | | Requesting client | | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Sign in the client log book in the office <i>.Magpatala sa listahan ng opisina</i> | 1. Give the log book to the client <i>Patalain ang kliyente</i> | None | 1 min | YDA 1 |
| 2. Submit Letter Request <i>Isumite ang liham kahilingan</i> | 2. Interview requesting party <i>Panayamin ang kliyente</i> 2.1 Provision of technical assistance <i>Ibigay ang kahilingan</i> | None | 3 minutes | YDA 1 YDO II / YDO I YDO II / YDO I |
| 3. Receive requested assistance <i>Tumanggap ng hiniling na tulong</i> | 3. Notify the clients regarding the provision of requested assistance <i>Ipaalam sa mga kliyente ang tungkol sa pagkakaloob ng hiniling na tulong</i> | None | 5 minutes/ after the competition | |
| TOTAL | | None | 4 minutes and 5 minutes after | |



GO – Special Concerns Division Internal Services



1. Disbursement of Remuneration of Contractual Employees

This procedure covers the steps to be undertaken in providing money paid for their services as non-permanent employees of the office.

Sinasaklaw nito ang mga hakbang sa pagbibigay ng perang binayaran para sa kanilang mga serbisyo bilang hindi permanenteng empleyado ng opisina .

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|---|--|------------------------|--|---------------------------|
| Office or Division: | Special Concerns Division | | | |
| Classification: | Simple | | | |
| Type of Transaction: | G2G | | | |
| Who may avail: | Non-permanent employees under SCD | | | |
| CHECKLIST OF REQUIREMENTS | | | WHERE TO SECURE | |
| 1. Daily time record – 3 original copies | | | SCD | |
| 2. Accomplishment report – 3 original copies | | | SCD | |
| 3. Travel Order/ Locator Slip – 3 copies with PHRMO Authenticated photocopies | | | Employee | |
| 4. Assumption of Duty (for first salary only) – 2 original copies, 1 photocopy | | | SCD | |
| 5. Notarized Contract (for first salary only) - 1 original copy, 2 authenticated copies | | | PGOM | |
| 6. BIR Receipt (Annual Registration – P500.00 – 3 original copies | | | Bureau of Internal Revenue, Calapan | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Submit requirements | 1. Collate requirements and prepare documentary requirements for the release of salaries | None | 30 mins | CAA I - SCD |
| | 1.1 Check payroll/ deductions | None | 1 hour | CAA I - SCD |



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|----------------------------|----------------------------------|------|---------------------|--|
| | 1.2 Check availability of budget | None | 15 mins | Budget Officer I - PBO |
| | 1.3 Record transaction | None | 30 mins | Local Treasury Operations Officer I/II - PTO |
| | 1.4 Audit Payroll | None | 1 day | Accountant I/II - OPA |
| | 1.5 Approve payment/ release | None | 4 hours | Provincial Administrator - PA |
| | 1.6 Prepare cash advance | None | 2 hours | Local Treasury Operations Officer I/II - PTO |
| 2. Receive salary from PTO | Release salary | None | 15 mins | Local Treasury Operations Officer I/II - PTO |
| TOTAL | | NONE | 2 days & 30 minutes | |