



**Office of the Governor  
External Services**



# 1. ENDORSEMENT LETTERS

(Liham Pang-endorso)

To assist job applicants requesting for the Governor's endorsement.

(Para matulungan ang mga aplikanteng humihiling ng liham ng pag endorso mula sa Gobernador.) **MONDAY to FRIDAY (8:00 a.m. to 5:00 p.m.)**

<b>Office or Division:</b> (Tanggapang o Dibisyon)		Governor's Office		
<b>Classification:</b> (Klasipikasyon)		Simple		
<b>Type of Transaction:</b> (Uri ng transaksyon)		G2C		
<b>Who may avail:</b> (Sino ang maaaring mag-avail)		Anybody who are qualified for the position they are applying for and wanted to be endorsed by the Governor (Sinumang kwalipikado sa posisyong kanilang ina-aplayan at nais magpa-endorso sa Gobernador.)		
<b>CHECKLIST OF REQUIREMENTS</b> (Talaan ng Kinakailangan)		<b>WHERE TO SECURE</b> (Saan maaring kunin)		
Appointment Slip		Office of the Governor		
Personal Data Sheet (PDS) Original/1 photocopy		Client		
<b>CLIENT STEPS</b> (Hakbangin ng kliyente)	<b>AGENCY ACTIONS</b> (Gawain ng Ahensya)	<b>FEES TO BE PAID</b> (Kinakailangang bayaran)	<b>PROCESSING TIME</b> (Oras ng pagpoproseso)	<b>PERSON RESPONSIBLE</b> (Empleyadong nakatalaga)
1. Fill out the appointment slip (Sagutan ang appointment slip)	1. Provide the requested appointment slip and ensure that the form is properly filled out (Ibigay ang hinihinging appointment slip at sigurohing tama ang pagsagot rito.)	None	3 minutes	Administrative Assistant II Governor's Office
2. Give original copy and receiving copy of	2. Prepare the endorsement letter (Ihanda ang	None	5 minutes	Administrative Assistant II, Governor's Office



<p>resolution/requ est, incl. other details as may be requested. <i>(Isumite ang orihinal at ang receiving copy at iba pang dokumento na kailangan)</i></p>	<p><i>endorsement letter)</i>            2.1 Forward letter to COS for initial <i>(Ipasa sa COS ang liham para sa initial)</i>            2.2 Forward to the Governor for his signature. <i>(Isumite sa Gobernador para sa kanyang pagpirma)</i></p>		<p>2 minutes  5 minutes</p>	<p>Chief of Staff, Governor's Office  Governor, PGOM</p>
<p>3. Receive the Governor's endorsement letter resolutions <i>(Tanggapin ang Endorsement letter mula sa Gobernador)</i></p>	<p>3. Record in the logbook for Outgoing Documents other concerns <i>(Itala sa logbook ng outgoing documents)</i></p>	<p>None</p>	<p>3 minutes</p>	<p>Administrative Assistant II Governor's Office</p>
<p>4. Accomplish Client Satisfaction Survey <i>(Sagutan ang client satisfaction survey)</i></p>	<p>4. Guide client on how to accomplish electronic satisfaction survey questionnaire <i>(Gabayan ang kliyente kung papano magsagot sa electronic satisfaction survey)</i></p>	<p>None</p>	<p>3 minutes</p>	<p>Administrative Assistant II Governor's Office</p>
	<p><b>TOTAL</b></p>	<p><b>None</b></p>	<p><b>21 minutes</b></p>	



## 2. INVITATIONS FOR THE GOVERNOR

(Imbitasyon para sa Gobernador)

Request for Governor's Attendance in Special Activities. (Kahilingan para sa pagdalo ng Gobernador sa espesyal na gawain.) **MONDAY to FRIDAY ( 8:00 a.m. to 5:00 p.m.)**

<b>Office or Division:</b> (Tanggapan o Dibisyon)		Governor's Office		
<b>Classification:</b> (Klasipikasyon)		Simple		
<b>Type of Transaction:</b> (Uri ng transaksyon)		G2G; G2C		
<b>Who may avail:</b> (Sino ang maaaring mag-avail)		All		
<b>CHECKLIST OF REQUIREMENTS</b> (Talaan ng mga Kinakailangan)		<b>WHERE TO SECURE</b> (Saan maaring kunin)		
Written Request or Invitation and program (Original 1 copy)		Client		
<b>CLIENT STEPS</b> (Hakbangin ng kliyente)	<b>AGENCY ACTIONS</b> (Gawain ng Ahensya)	<b>FEES TO BE PAID</b> (Kinakailangang bayaran)	<b>PROCESSING TIME</b> (Oras ng pagpoproseso)	<b>PERSON RESPONSIBLE</b> (Empleyadong nakatalaga)
1. Submit invitation/request (please submit at least 3 days in advance for coordination of schedule) (Magsumite ng imbitasyon/kahilingan (magsumite ng imbitasyon tatlong araw bago ang okasyon para sa koordinasyon at iskedyul))	1. Receive the required document and assess the request or invitation (Tanggapin ang kinakailangang dokumento at suriin ang kahilingan o imbitasyon)	None	2 minutes	Administrative Assistant II Governor's Office
	1.1 Encode details of the invitation (time received; agency or office; subject or particular) (Itala ang detalye ng		3 minutes	



	<p><i>imbitasyon (oras ng pagtanggap; ahensya o tanggapan; paksa))</i></p> <p>1.2 Forward invitation to Senior Administrative Assistant (Private Secretary) for scheduling <i>(Isumite ang imbitasyon sa Sr. Admin Asst. para sa iskdyl)</i></p> <p>1.3 Confirm with the Governor of his attendance <i>(Ikukumpirma sa Gobernador ang kanyang pagdalo.)</i></p>		2 days	<p>Governor's Office</p> <p>Senior Administrative Assistant III Governor's Office</p>
2. Follow up for confirmation of attendance / schedule of activity <i>(Muling mag follow –up para sa kumpirmasyon ng pagdalo o iskdyl ng aktibidad)</i>	<p>2. Ask for the Governor's Schedule for the said activity <i>(Tanungin ang iskdyl ng Gobernador para sa nabanggit na Gawain)</i></p> <p>2.1 Confirm the availability of the Governor and inform the client of the Governor's</p>	None	<p>2 minutes</p> <p>1 minute</p>	<p>Senior Administrative Assistant III Governor's Office</p> <p>Senior Administrative Assistant III Governor's Office</p>



	attendance ( <i>Kumpirmahin kung bakante ang Gobernador at ipaabot sa kliyente ang pagdalo ng Gobernador sa aktibidad</i> )			
3. Receive notice for the Governor's confirmation of his attendance ( <i>Matatanggap ng Kliyente ang kumpirmasyon ng pagdalo ng Gobernador</i> )	3. Calendar the schedule of Governor's appointment/activity ( <i>Itala sa kalendaryo ang iskedyul ng Gobernador</i> )	None	2 minutes	Senior Administrative Assistant (Private Secretary) Governor's Office
	<b>TOTAL</b>	<b>None</b>	<b>2 days and 11 minutes</b>	



### 3. PROCESSING OF PROVINCIAL EDUCATION ASSISTANCE PROGRAM (PEAP) (Pagpoproseso ng aplikasyon para sa PEAP)

To provide assistance to indigent students' application to scholarship program. (Para makapagbigay ng tulong sa mga kapus-palad na mag-aaral sa pamamagitan ng pagpoproseso ng aplikasyon para sa PEAP.) **MONDAY to FRIDAY (8:00 a.m. to 5:00 p.m.)**

<b>Office or Division:</b> (Tanggapan o Dibisyon)	Governor's Office			
<b>Classification:</b> (Klasipikasyon)	Simple			
<b>Type of Transaction:</b> (Uri ng transaksyon)	G2C			
<b>Who may avail:</b> (Sino ang maaaring mag-avail)	Indigent college students, with General Weighted Average (GWA) of 80% and taking up a four-year Bachelor's Degree Course. (Kapus-palad na mag-aaral sa kolehiyo, may General Weighted Average (GWA) na 80% at kumukuha ng kursong Batsilyer.)			
<b>CHECKLIST OF REQUIREMENTS</b> (Talaan ng mga Kinakailangan)	<b>WHERE TO SECURE</b> (Saan maaaring kunin)			
1. Properly filled out PEAP Application Form) (1 original copy)	Office of the Governor or Education and Employment Services Division (EESD)			
2. Certificate of Grades duly signed by the School Registrar (1 original copy)	School Registrar's Office			
3. Certificate of Enrollment duly signed by the School Registrar (1 original copy)	School Registrar's Office			
4. Certificate of Good Moral Character from the last school attended (1 original copy)	School Registrar's Office			
5. Certificate of Barangay Indigency (1 original copy)	Barangay Council's Office			
6. Photocopy of School Identification Card	Student applicant			
7. 1-piece 2x2 picture	Student applicant			
<b>CLIENT STEPS</b> (Hakbangin ng kliyente)	<b>AGENCY ACTIONS</b> (Gawain ng Ahensya)	<b>FEES TO BE PAID</b> (Kinakailangang bayaran)	<b>PROCESSING TIME</b> (Oras ng pagpoproseso)	<b>PERSON RESPONSIBLE</b> (Empleyadong nakatalaga)
1. Fill out the PEAP	1. Provide the form and check	None	3 minutes	Administrative Assistant II



<p>application form (<i>Sagutan ang application form ng PEAP</i>)</p>	<p>if properly filled out by the applicant (<i>Ibigay ang form at suriin kung tama ang pagsasagot ng aplikante.</i>)</p> <p>1.1 Record the name/s of applicant/s in the logbook (<i>Itala ang pangalan ng aplikante sa logbook</i>)</p>		<p>2 minutes</p>	<p>Governor's Office</p>
<p>2. Get information for follow up/ additional requirements (<i>Humingi ng impormasyon para sa pagpa-follow-up o di kaya ay para sa karagdagang dokumento.</i>)</p>	<p>2. Inform applicant/s of procedure and turnaround time (<i>Abisuhan ang aplikante para sa daloy ng proseso.</i>)</p> <p>2.1 Compile all documentary requirements and send to EESD (<i>Isaayos ang lahat ng mga dokumento at isumite sa tanggapan ng EESD.</i>)</p>	<p>None</p>	<p>2 minutes</p> <p>1 day</p>	<p>Administrative Assistant II Governor's Office</p>
<p>3. Accomplish Client Satisfaction Survey (<i>Sagutan ang client satisfaction survey</i>)</p>	<p>3. Guide client on how to accomplish electronic satisfaction survey questionnaire (<i>Gabayan ang kliyente kung papano magsagot sa electronic</i>)</p>	<p>None</p>	<p>3 minutes</p>	<p>Administrative Assistant II Governor's Office</p>





	<i>satisfaction survey)</i>			
	<b>TOTAL</b>	<b>None</b>	<b>1 day and 10 minutes</b>	

#### 4. REQUEST/RESOLUTION FOR FINANCIAL ASSISTANCE

(Kahilingan/resolusyon para sa tulong pinansyal)

The Governor's Office accepts and facilitates requests for financial assistance from barangays, accredited NGOs, POs. Individuals and private groups may also avail as long as the purpose is included in the list of allowed assistance from Commission of Audit. (*Ang Opisina ng Gobernador ay tumatanggap at nagkakaloob ng mga kahilingan para sa tulong pinansyal ng Barangay, accredited NGOs, POs. Ang indibidwal at pribadong grupo ay maaari ring humingi basta't ang layunin nito ay nakapaloob sa pinahihintulutan ng Commission on Audit.*) **MONDAY to FRIDAY (8:00 a.m. to 5:00 p.m.)**

<b>Office or Division:</b> ( <i>Tanggapan o Dibisyon</i> )	Governor's Office
<b>Classification:</b> ( <i>Klasipikasyon</i> )	Simple
<b>Type of Transaction:</b> ( <i>Uri ng transaksyon</i> )	G2C
<b>Who may avail:</b> ( <i>Sino ang maaaring mag-avail</i> )	All ( <i>Lahat</i> )
<b>CHECKLIST OF REQUIREMENTS</b> ( <i>Talaan ng Kinakailangan</i> )	<b>WHERE TO SECURE</b> ( <i>Saan maaring kunin</i> )
<p>Documentary requirements depending on purpose of visit: (<i>Kinakaillangang dokumento depende sa layunin ng pagbisita</i>)</p> <p>-Financial Assistance (FA) for Barangay Founding Anniversary / Sports Festival (<i>Tulong Pinansyal para sa Barangay Founding Anniversary / Sports Festival</i>)</p> <ol style="list-style-type: none"> <li>2 original copies of Resolution / Request duly signed by the Sangguniang Barangay (<i>2 orihinal na kopya ng resolusyon/kahilingan na pirmado ng Sangguniang Barangay</i>)</li> <li>2 original copies of Program of activities with estimated expenditures duly signed by the Barangay Captain (<i>2 orihinal na kopya ng programa at aktibidades</i>)</li> </ol>	<p>Resolution from requesting Barangay, Municipality, Cooperative or NGO (<i>Resolusyon mula sa humihiling na Barangay, Munisipalidad, Kooperatiba o NGO.</i>)</p>



<p><i>kalakip ang posibleng halaga ng magagastos at may pirma ng Kapitan ng Baranggay)</i></p> <p>-Financial Assistance (FA) for Sports or Academic Competition and Pageants (<i>Tulong pinansyal para sa isports o pang akademikong kompetisyon at pageants</i>)</p> <p>1. 2 original copies of request Invitation or any proof of communication for joining the competition/pageant (<i>Imbitasyon o anumang dokumentong nagpapatunay ng paglahok sa patimpalak o pageant</i>)</p> <p>-Request for Toilet Bowls/Jetmatic/seedlings (<i>Kahilingan para sa Toilet Bowls/Jetmatic/ seedlings</i>)</p> <p>1. 2 original copies of Resolution/request (<i>2 orihinal na kopya ng resolusyon/ kahilingan</i>)</p> <p>2. 2 original list of recipients (<i>2 orihinal na listahan ng makakatanggap</i>)</p>				
<b>CLIENT STEPS</b> <i>(Hakbangin ng kliyente)</i>	<b>AGENCY ACTIONS</b> <i>(Gawain ng Ahensya)</i>	<b>FEES TO BE PAID</b> <i>(Kinakailangang bayaran)</i>	<b>PROCESSING TIME</b> <i>(Oras ng pagpoproseso)</i>	<b>PERSON RESPONSIBLE</b> <i>(Empleyadong nakatalaga)</i>
<p>1. Sign in the visitor's logbook and give original copy and receiving copy of resolution/request, incl. other details as may be requested (<i>Magtala ng pangunahing impormasyon sa logbook. Ibigay ang orihinal na kopya at</i></p>	<p>1. Check to make sure all necessary information is provided Evaluate what kind of assistance is needed (<i>Suriin upang masigurong tama at kompleto ang inilgay na impormasyon</i>)</p>	<p>None</p>	<p>5 minutes</p>	<p>Administrative Aide VI Administrative Assistant II Local Legislative Staff Employee I Governor's Office</p> <p>Administrative Aide VI Administrative Assistant II</p>



<p><i>pangalawang kopya ng resolusyon o kahilingan kalakip ang iba pa bang detalye na maaaring hingin.)</i></p>	<p>1.1 Evaluate validity of request/ resolution (authenticity of docs, purpose, format, etc). Ensure that all necessary documentary requirements are attached according to purpose of request / resolution (Suriin ang bisa ng resolusyon/ kahilingan (Katunayan ng dokumento, layunin, pormat atbp.) Siguruhi ng nakalakip ang lahat ng kinakailangan g dokumento ayon sa layunin ng resolusyon/ kahilingan)</p> <p>1.2 Stamp both original and receiving copies with "RECEIVED" write date and time, as well as name of receiving personnel (Tatakan ang orihinal kopya at ikalawang</p>			<p>Local Legislative Staff Employee I Governor's Office</p> <p>Administrative Aide VI Administrative Assistant II Local Legislative Staff Employee I Governor's Office</p> <p>Administrative Aide VI Administrative Assistant II</p>
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	<p><i>kopya ng "RECEIVED" . Isulat ang petsa, oras at pangalan ng taong tumanggap ng dokumento.)</i></p> <p>1.3 Record in the logbook/computer for control and monitoring (<i>Itala sa logbook at computer para sa control at monitoring</i>)</p>			Local Legislative Staff Employee I Governor's Office
<p>2. Give contact number for updates and/or other concerns regarding request/resolutions and accomplish client satisfaction survey questionnaire (<i>Magbigay ng numerong maaaring tawagan para sa updates o ibang mga katanungan kaugnay ng inyong resolusyon o kahilingan. Tapusin ang client satisfaction survey</i>)</p>	<p>2. Advise client of next steps, and give contact number for follow ups and other concerns. (<i>Abisuhan ang kliyente ng susunod na hakbangin at magbigay ng numero na maaaring tawagan para sa pag follow-up at iba pang katanungan.</i>)</p> <p>2.1 Guide client on how to accomplish electronic satisfaction survey questionnaire. (<i>Gabayang ang kliyente kung papano magsagot sa</i></p>	None	2 minutes	Administrative Assistant II Local Legislative Staff Employee I Administrative Aide VI Governor's Office



	<i>electronic satisfaction survey.)</i>			
3. Advice client for notification from Governor's Office on the status of request/ resolution and Provincial Treasurer's Office regarding availability of check ( <i>Hintayin ang abiso mula sa Provincial Treasurer's Office upang malaman kung nakahanda na ang cheke.</i> )	3. Forward to the Governor for approval / marginal notes. ( <i>Ipasa sa Gobernador para sa pag-apruba/ marginal notes.</i> ) 3.1 Prepare necessary documents for the processing of assistance. ( <i>Ihanda ang kinakailangan g dokumento para sa pagpoproseso ng tulong pinansyal.</i> ) 3.2 Route for processing ( <i>Ruta para sa pagpoproseso</i> )	None	1 day	Administrative Assistant II Local Legislative Staff Employee I Administrative Aide VI Governor's Office  Administrative Assistant II Local Legislative Staff Employee I Administrative Aide VI Governor's Office  Administrative Assistant II Local Legislative Staff Employee I Administrative Aide VI Governor's Office
	<b>TOTAL</b>	<b>None</b>	<b>1 day and 7 minutes</b>	



## 5. REQUEST FOR THE USE OF PGOM COASTER OR PGOM BUS

*(Kahilingan para sa paggamit ng PGOM bus at coaster)*

The Governor's Office – Management Support Staff Division (GO-MSSD) accepts and facilitates requests for the use of bus and coaster from barangays, NGOs and POs. *(Ang Opisina ng Gobernador – Management Support Staff Division ay tumatanggap at nagsasaayos ng mga kahilingan para sa paggamit ng bus at coaster ng Baranggay, NGOs at POs.)* **MONDAY to FRIDAY (8:00 a.m. to 5:00 p.m.)**

<b>Office or Division:</b> <i>(Tanggapan o Dibisyon)</i>	Governor's Office – Management Support Staff Division			
<b>Classification:</b> <i>(Klasipikasyon)</i>	Simple			
<b>Type of Transaction:</b> <i>(Uri ng transaksyon)</i>	G2C			
<b>Who may avail:</b> <i>(Sino ang maaaring mag-avail)</i>	Barangay, NGOs and POs			
<b>CHECKLIST OF REQUIREMENTS</b> <i>(Talaan ng Kinakailangan)</i>		<b>WHERE TO SECURE</b> <i>(Saan maaring kunin)</i>		
Documentary requirements: <i>(Kinakailangang dokumento)</i>  -Request letter <i>(Sulat kahilingan)</i> 1. 2 original copies of Request duly signed by the Barangay Captain or President of the requesting party <i>(2 orihinal na kopya ng kahilingan na pirmado ng Kapitan ng Barangay o Presidente ng humihiling na grupo)</i>		Requesting Barangay, Municipality, Cooperative or NGO <i>(Barangay, Munisipalidad, Kooperatiba o NGO.)</i>		
<b>CLIENT STEPS</b> <i>(Hakbangin ng kliyente)</i>	<b>AGENCY ACTIONS</b> <i>(Gawain ng Ahensya)</i>	<b>FEES TO BE PAID</b> <i>(Kinakailangang bayaran)</i>	<b>PROCESSING TIME</b> <i>(Oras ng pagpoproseso)</i>	<b>PERSON RESPONSIBLE</b> <i>(Empleyadong nakatalaga)</i>
1. Sign in the visitor's logbook and give original copy and receiving copy of request, incl. other details as may be requested <i>(Magtala ng pangunahing impormasyon sa</i>	1. Check to make sure all necessary information is provided <i>(Suriin upang masigurong tama at kompleto ang</i>	None	5 minutes	Administrative Aide V Management Support Staff Division  Administrative Aide V





<i>(Hintayin ang abiso mula sa MSSD upang malaman status ng kahilingan.)</i>	<i>marginal notes. (Ipasa sa EA IV) para sa pag-apruba/marginal notes.)</i>			Executive Assistant IV Management Support Staff Division
	<b>TOTAL</b>	<b>None</b>	<b>1 day and 7 minutes</b>	





**6. REQUEST FOR THE USE OF TAMARAW HALL, MANGYAN HALL AND MT. HALCON (GO) CONFERENCE ROOM (8:00 a.m. to 5:00 p.m.)**

*(Kahilingan para sa paggamit ng Tamaraw Hall, Mangyan Hall at Mt. Halcon (GO) Conference Room)*

The Governor’s Office – Management Support Staff Division (GO-MSSD) accepts and facilitates requests for the use of Tamaraw Hall, Mangyan Hall and Mt. Halcon (GO) Conference Room from barangays, NGOs and POs. *(Ang Opisina ng Gobernador – Management Support Staff Division ay tumatanggap at nagsasaayos ng mga kahilingan para sa paggamit ng Tamaraw Hall, Mangyan Hall and Mt. Halcon (GO) Conference Room ng Barangay, NGOs at POs.)* **MONDAY to FRIDAY (8:00 a.m. to 5:00 p.m.)**

<b>Office or Division:</b> <i>(Tanggapan o Dibisyon)</i>	Governor’s Office			
<b>Classification:</b> <i>(Klasipikasyon)</i>	Simple			
<b>Type of Transaction:</b> <i>(Uri ng transaksyon)</i>	G2C			
<b>Who may avail:</b> <i>(Sino ang maaaring mag-avail)</i>	Barangay, NGOs and POs			
<b>CHECKLIST OF REQUIREMENTS</b> <i>(Talaan ng Kinakailangan)</i>	<b>WHERE TO SECURE</b> <i>(Saan maaring kunin)</i>			
Documentary requirements: <i>(Kinakailangang dokumento)</i>  -Request letter <i>(Sulat kahilingan)</i> 1. 2 original copies of Request duly signed by the PGOM Department Heads, President of the requesting party, NGAs and or POs <i>(2 orihinal na kopya ng kahilingan na pirmado ng konsernadong puno ng ahensya)</i>	PGOM Department Heads, President/ Chairman of Cooperative or NGAs, POs <i>(sa humihiling na Konsirnadong Opisina/Ahensya, Munisipalidad, Kooperatiba, NGAs o POs.)</i>			
<b>CLIENT STEPS</b> <i>(Hakbangin ng kliyente)</i>	<b>AGENCY ACTIONS</b> <i>(Gawain ng Ahensya)</i>	<b>FEES TO BE PAID</b> <i>(Kinakailangang bayaran)</i>	<b>PROCESSING TIME</b> <i>(Oras ng pagpoproseso)</i>	<b>PERSON RESPONSIBLE</b> <i>(Empleyadong nakatalaga)</i>
1. Sign in the visitor’s logbook and give original copy and receiving copy of request, incl. other details as may be requested	1. Check to make sure all necessary information is provided <i>(Suriin upang masigurong</i>	None	5 minutes	Administrative Assistant II Governors Office





	<p><i>bulwagan/silid ay maaring magamit at abisuhan ang kliyente kung maaari itong magamit))</i></p> <p>1.4. Fill-out the request form provided by the staff in-charge (<i>punan ang request form na magmumula sa tauhang in-charge</i>)</p> <p>1.5. Forward to the Chief of Staff for approval. (Ipasa sa Chief of Staff para sa pag-apruba.)</p> <p>1.6. Forward copy of approved request form to PGSO, MIS and CSD for their information. (<i>Ipadala ang sipi ng request form sa opisina ng PGSO, MIS at CSD para sa kanilang kabatiran.</i>)</p>		<p>1 day</p> <p>3 minutes</p>	<p>Administrative Assistant II Governor's Office</p> <p>Executive Assistant V/ Chief of Staff Governor's Office</p> <p>Administrative Assistant II Governor's Office</p>
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<p>2. Give contact number for updates and/or other concerns regarding request and accomplish client satisfaction survey questionnaire (Magbigay ng numerong maaaring tawagan para sa updates o ibang mga katanungan kaugnay ng inyong resolusyon o kahilingan. Tapusin ang client satisfaction survey)</p>	<p>1. Advise client of next steps, and give contact number for follow ups and other concerns. (Abisuhan ang kliyente ng susunod na hakbangin at magbigay ng numero na maaaring tawagan para sa pag follow-up at iba pang katanungan.)</p> <p>Guide client on how to accomplish electronic satisfaction survey questionnaire. (Gabayan ang kliyente kung papano magsagot sa electronic satisfaction survey.)</p>	<p>None</p>	<p>2 minutes</p>	<p>Administrative Aide V Management Support Staff Division</p>
	<p><b>TOTAL</b></p>	<p><b>None</b></p>	<p><b>1 day and 17 minutes</b></p>	



**Office of the Governor  
Internal Services**



## 1. INVITATIONS FOR THE GOVERNOR

*(Imbitasyon para sa Gobernador)*

Request for Governor's Attendance in Special Activities. *(Kahilingan para sa pagdalo ng Gobernador sa espesyal na gawain o okasyon.) Monday to Friday (8:00 a.m. to 5:00 p.m.)*

<b>Office or Division:</b> <i>(Tanggapan o Dibisyon)</i>		Governor's Office			
<b>Classification:</b> <i>(Klasipikasyon)</i>		Simple			
<b>Type of Transaction:</b> <i>(Uri ng transaksyon)</i>		G2G; G2C			
<b>Who may avail:</b> <i>(Sino ang maaaring mag-avail)</i>		All <i>(Lahat)</i>			
<b>CHECKLIST OF REQUIREMENTS</b> <i>(Talaan ng Kinakailangan)</i>			<b>WHERE TO SECURE</b> <i>(Saan maaring kunin)</i>		
Written Request or Invitation and program (1 original copy)			Client		
<b>CLIENT STEPS</b> <i>(Hakbangin ng kliyente)</i>	<b>AGENCY ACTIONS</b> <i>(Gawain ng Ahensya)</i>	<b>FEES TO BE PAID</b> <i>(Kinakailangang bayaran)</i>	<b>PROCESSING TIME</b> <i>(Oras ng pagpoproseso)</i>	<b>PERSON RESPONSIBLE</b> <i>(Empleyadong nakatalaga)</i>	
1. Submit invitation / request (please submit at least 3 days in advance for coordination of schedule) <i>(Magsumite ng imbitasyon/kahilingan (magsumite ng imbitasyon tatlong araw bago ang okasyon para sa koordinasyon at iskedyul))</i>	1. Receive the required document and assess the request or invitation <i>(Tanggapin ang kinakailangang dokumento at suriin ang kahilingan o imbitasyon)</i>	None	2 minutes	Administrative Assistant II Governor's Office	
	1.1 Encode details of the invitation (time received; agency or office; subject or particular) <i>(Itala ang detalye ng</i>		3 minutes	Administrative Assistant II or Sr. Administrative Assistant III (Private Secretary) Governor's Office	



	<p><i>imbitasyon (oras ng pagtanggap; ahensya o tanggapan; paksa))</i></p> <p>1.2 Forward invitation to Sr. Administrative Asst. for scheduling (<i>Isumite ang imbitasyon sa Sr. Administrative Asst. para sa iskdyl</i>)</p> <p>1.3 Sr. Admin Asst. confirms with the Governor of his attendance (<i>Ikukumpirma ng Sr. Admin Asst sa Gobernador ang kanyang pagdalo.</i>)</p>		<p>1 minute</p> <p>2 days</p>	<p>Sr. Administrative Assistant III (Private Secretary) Governor's Office</p>
<p>2. Follow up for confirmation of attendance / schedule of activity (<i>Muling mag follow-up para sa kumpirmasyon ng pagdalo o iskdyl ng aktibidad</i>)</p>	<p>2. Ask for the Governor's Schedule (<i>Tanungin ang iskdyl ng Gobernador para sa nabanggit na gawain</i>)</p> <p>2.1 If the Governor is available, inform the client of the Governor's attendance (<i>Kumpirmahin kung bakante ang</i></p>	<p>None</p>	<p>2 minutes</p> <p>1 minute</p>	<p>Senior Administrative Assistant III Governor's Office</p> <p>Administrative Assistant II or Sr. Admin. Asst. Governor's Office</p>



	<i>Gobernador at ipaabot sa kliyente ang pagdalo ng Gobernador sa aktibidad)</i>			
3. Client receives the Governor's confirmation of his attendance ( <i>Matatanggap ng Kliyente ang kumpirmasyon ng pagdalo ng Gobernador</i> )	3.Record the schedule of Governor's appointment ( <i>Itala sa kalendaryo ang iskedyul ng Gobernador</i> )	None	2 minutes	Sr. Admin. Asst. Governor's Office
	<b>TOTAL</b>	<b>None</b>	<b>2 days and 11 minutes</b>	







	<p><i>marginal note o pirmahin)</i></p> <p>1.1 Encode details of document (time received; agency or office; subject or particular <i>(Itala ang mga detalye ng dokumento (oras ng pagtanggap; ahensya o tanggapan; paksa))</i>)</p> <p>1.2 Forward the document to Chief-of-Staff for review and appropriate action <i>(Ipassa ang dokumento sa Chief-of-Staff para sa nararapat ng aksyon)</i></p>		2 hours	<p>Administrative Aide II</p> <p>Chief of Staff Governor's Office</p>
2. Client/ concerned office receives the signed document / document with marginal approval <i>(Natanggap ng kliyente/ konsernadong tanggapan ang dokumentong mayroon nang marginal approval.)</i>	2. File a copy and release the document to the client / concerned office. <i>(Magtabi ng kopya at ibigay na ang dokumento sa kliyente o sa konsernadong tanggapan.)</i>	None	3 minutes	Administrative Assistant II or Administrative Aide II
	<b>TOTAL</b>	<b>None</b>	<b>2 hours and 9 minutes</b>	

