

PROVINCIAL PLANNING AND DEVELOPMENT OFFICE External Services



1. PROVISION OF DATA/INFORMATION/MAPS

The Research, Project Development and Database Management Division maintains a database of secondary information and statistics about the province, which serve as inputs in the preparation of plans and project proposals. These are being used by government offices, researchers, investors and thesis writers, among others. This service is available from Monday to Friday (8:00am to 5:00pm) except holidays.

Office or Division:	Provincial Planning	•		,
	Research, Projec (RPDDM) Division	•	ient and Databa	ise Management
Classification:	Simple			
Type of	G2C - Governmen	t to Citizen. 0	G2G - Governmen	t to Government.
Transaction:	G2B - Governmen	•		,
Who may avail:	All			
CHECKLIST OF R	EQUIREMENTS		WHERE TO SEC	URE
Walk-in				
1. Request Slip (1 or	riginal)	PPDO - Adı	ministrative Unit	
2. Letter Request (1 signed)	original and	Requesting	Client	
3. Order of Payment	(1 original)	PPDO - RP	DDM Division	
4. Official Receipt (1	photocopy)	Provincial T	reasurer's Office	
5. Client Satisfaction Measurement via e-portal or Client Satisfaction Measurement Form (CSMF)		PPDO - Administrative Unit		
Online	·	D (:	Ol' (
1. Letter Request (1 copy)	signed scanned	Requesting	Client	
Client Satisfaction Google Forms	Measurement via	PPDO - RPDDM Division		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Walk-in				
Submit letter request and accomplish request slip	1. Receive letter request and accomplished request slip and forward to Research, Project Development and Database	None	5 Minutes	Administrative Aide IV or Administrative Aide VI Administrative Unit-PPDO



	Management Division			
2. Proceed to RPDDM Division	2. Requested process data/information/maps	None	30 Minutes	Statistician II or Project Development Officer II or Statistician I RPDDM Division-PPDO
	2.1 Validate and approve release of requested data/information/maps	None	5 Minutes	Provincial Planning and Development Coordinator (PPDC) PPDO or Project Development Officer IV or Project Development Officer III RPDDM Division-PPDO
	2.2 Determine corresponding fees	PHP 10.00/ page (research fee) PHP 20.00/ page (report- size map) PHP 20.00/ page (electronic copy)	5 Minutes	Statistician II or Project Development Officer II or Statistician I RPDDM Division-PPDO



3. Receive fees at the payment and issue Official Treasurer's Office 4. Present Official Receipt 4. Present Official Receipt 5. Receive document/s 5. Receive document/s 6. Accomplish Client Satisfaction Measurement Via e-portal or Client Satisfaction Measurement Form (CSMF) TOTAL: TOTAL: Cashier at the Provincial Treasurer's Office Coffice Coffi					
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Measurement via e-portal or Client Satisfaction Measurement Form (CSMF) TOTAL: depends on type of documen t 0 1 hour documen t 0 Minutes	6. Accomplish	6. Assist client	None	5 minutes	Administrative
e-portal or Client Satisfaction Measurement Form (CSMF) TOTAL: depends on type of documen t 1. Send letter request to ppdo.rpddm@g mail.com Total: None Administrative Aide VI Administrative Unit-PPDO Administrative Administr	Client Satisfaction	and receive			Aide IV
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Satisfaction Measurement Form (CSMF) TOTAL: depends on type of documen t Dolline 1. Send letter request to ppdo.rpddm@g mail.com Total: None Aide VI Administrative Unit-PPDO	e-portal or Client				Administrative
TOTAL: depends on type of documen t Online 1. Send letter request to ppdo.rpddm@g mail.com 1. Receive letter request and process requested data/ information/ maps Unit-PPDO 1 hour 40 Minutes Statistician II or Project Development Officer II or					Aide VI
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Online 1. Send letter request to ppdo.rpddm@g mail.com 1. Receive letter request and process requested data/information/ maps 1. Receive letter None 40 Minutes Statistician II or Project Development Officer II or		TOTAL:	depends		
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Conline 1. Send letter request to ppdo.rpddm@g mail.com 1. Receive letter and process requested data/information/ maps None 40 Minutes Statistician II or Project Development Officer II or				1 hour	
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Online 1. Send letter request to ppdo.rpddm@g mail.com 1. Receive letter None 40 Minutes 1. Receive letter request and process requested data/ information/ maps 2. Statistician II or Project Development Officer II or					
request to ppdo.rpddm@g process requested data/ information/ maps or Project Development Officer II or	Online		<u> </u>		
ppdo.rpddm@g mail.com process requested data/ information/ maps Project Development Officer II or	1. Send letter	1. Receive letter	None	40 Minutes	Statistician II
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information/ Officer II or	mail.com	requested data/			Development
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		maps			or

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				RPDDM Division-PPDO
	1.1 Validate and approve release of requested data/ information/maps	None	5 Minutes	Provincial Planning and Development Coordinator (PPDC) PPDO or Project Development Officer IV RPDDM Division-PPDO
2. Acknowledge receipt of requested data/information/maps	2. Send requested data/information/ maps thru email	None	10 Minutes	Statistician II or Project Development Officer II or Statistician I RPDDM Division-PPDO
3. Accomplish Client Satisfaction Measurement via Google Forms	3. Record result of Client Satisfaction Measurement Google Forms	None	5 Minutes	Statistician II or Project Development Officer II or Statistician I RPDDM Division-PPDO
	TOTAL:		1 hour	



2. 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. This service is available from Monday to Friday (8:00 am to 5:00 pm) except holidays.

	fice or	Provincial Plannin			PPDO)	
	vision:	Monitoring and Ev	valuation (ivi	&E) DIVISION		
	assification:	Simple				
	pe of ansaction:	C2C Cayarama	nt to Covern	mont: C2C Cov	vornment to Citizen	
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		REQUIREMENTS		WHERE TO S	ECUKE	
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	Request Slip (1			Iministrative Unit		
	Letter Request		Requesting			
3.		on Measurement	PPDO - Ad	Iministrative Unit		
	(CSM) via e-por	asurement Form				
	(CSMF)	asurement i onn				
Or	nline					
		(1 original copy of Requesting Client				
	email/signed sc	`		,		
2.		on Measurement	PPDO - Mo	onitoring and Eva	luation Division	
	(CSM) via Goog	le Forms				
C	LIENT STEPS	AGENCY	FEES TO	PROCESSIN	PERSON	
	LILINI OILI O	ACTION	BE PAID	G TIME	RESPONSIBLE	
Wa	alk-in					
	Submit letter	1. Receive letter	None	5 minutes	Administrative Aide	
	quest and	request and			IV	
	complish	accomplished			or	
rec	quest slip	request slip and			Administrative Aide	
		forward to			VI	
		Monitoring and			Administrative Unit-	
		Evaluation Division			PPDO	
2	Proceed to	2. Prepare/	None	30 minutes	Project Evaluation	
۷.	Monitoring	process the	INOHE	วบ ที่เกินเฮร	Officer II	
	and	process tric			or	

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Evaluation	requested			Project Evaluation
Division	information			Officer III
Biviolori	miormation			M&E Division-
				PPDO
	2.1 Validate and	None	5 minutes	Provincial Planning
	approve release			and Development
	of requested			Coordinator
	information			(PPDC)
				PPDO
				or
				Project Evaluation
				Officer III
				M&E Division-
			_	PPDO
3. Receive	3. Release	None	5 minutes	Project Evaluation
document/s	document/s			Officer II
				Or Project Evaluation
				Project Evaluation Officer III
				M&E Division-
				PPDO
4. Accomplish	4. Assist client	None	5 minutes	Administrative Aide
Client Satisfaction	and receive	110110	0 1111114166	IV
Measurement via	accomplished			or
e-portal or Client	Client			Administrative Aide
Satisfaction	Satisfaction			VI
Measurement	Measurement			Administrative Unit-
				PPDO
	TOTAL:		50 minutes	
Online				
Send letter	1. Receive letter	None	40 minutes	Project Evaluation
request to	request and			Officer II
ppdo.monitoring	process			or
@gmail.com	requested			Project Evaluation
	information			Officer III
				M&E Division-
	1 1 \/alidata and	None	E minutos	PPDO Provincial Planning
	1.1 Validate and approve release	None	5 minutes	Provincial Planning and Development
	of requested			Coordinator
	information			(PPDC)
	Illionnation			PPDO
				or
				Project Evaluation
				Officer III



				M&E Division- PPDO
2. Acknowledge receipt of requested information	2. Send requested information through email	None	10 minutes	Project Evaluation Officer II or Project Evaluation Officer III M&E Division- PPDO
3. Accomplish Client Satisfaction Measurement via Google Forms	3. Check the accomplished Client Satisfaction Measurement if recorded.	None	5 minutes	Project Evaluation Officer II or Project Evaluation Officer III M&E Division- PPDO
	TOTAL:		1 hour	

3. Technical Assistance in the Review of Comprehensive Development Plans (CDPs) of Components Local Government Units

The review of CDP of every Local Government Unit is in compliance with Executive Order No. 152, s. 2018 creating and mobilizing the Comprehensive Development Plan-Technical Assessment Committee Secretariat (CDP-TACS) for the assessment of the CDPs of Component City and Municipalities of the Province of Oriental Mindoro. The Provincial Planning and Development Coordinator as Chairperson of the CDP-TAC and the Provincial Planning and Development Office acting as Technical Secretariat makes it a prime responsibility of the Office. This service is available from Monday to Friday (8:00am – 5:00pm) except holidays.

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Office or	Provincial Planning and Development Office (PPDO)			
Division:	Planning and Progr	amming Division		
Classification:	Highly technical			
Type of	G2G - Government	to Government		
Transaction:				
Who may avail:	Local Government Units (LGUs)			
CHECKLIST OF F	CHECKLIST OF REQUIREMENTS WHERE TO SECURE			
1. Letter Request/	Indorsement Letter	Local Government Units (LGUs)		
2. Comprehensive	Development	Local Government Unit		
Plans (1 original and soft copy)				
3. Client Satisfaction	on Measurement			
Form (CSMF)		PPDO - Administrative Unit		



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit letter Request/Indorse ment Letter	1. Receive and forward the same to the PPD for recording and checking of requirements	None	5 minutes	Administrative Aide IV or Administrative Aide VI Administrative Unit-PPDO Planning Assistant Planning and Programming Division-PPDO
	1.1 Initial assessment and verification of Comprehensive Development Plans and forward the same to concerned Coordinator	None	5 hours	Planning Officer IV Planning and Programming Division-PPDO
	1.2 Review of the planning documents by concerned coordinator including conduct of researches and prepares assessment tool matrices	None	5 days	Planning Officer II Planning and Programming Division-PPDO
	1.3 Submit accomplished assessment tool report to Planning Officer IV	None	30 minutes	Planning Officer II Planning and Programming Division-PPDO
	1.4 Prepare revised/adjusted assessment tool report	None	4 days	Planning Officer II Planning and Programming Division-PPDO



	1.5 Submit revised/ adjusted assessment tool report to Planning Officer IV	None	30 minutes	Planning Officer II Planning and Programming Division-PPDO
	1.6 Submit review action slip report to the PPDC	None	1 day	Planning Officer IV Planning and Programming Division-PPDO
	1.7 Review submit assessment tool report for revision/ finalization	None	50 minutes	Planning Officer IV Planning and Programming Division-PPDO
	1.8 Revise/adjust assessment tool report per comment/s of the PPDC	None	1 day	Planning Officer II Planning and Programming Division-PPDO
	1.9 Submit final assessment tool matrices to the PPDC for approval	None	1 day	Planning Officer II and Planning Officer IV Planning and Programming Division-PPDO
	1.10 Submit final assessment tool matrices to the Governor for signature	None	6 days	Planning Assistant Planning and Programming Division-PPDO
	1.11 Inform the concerned LGU of the assessment result	None	1 hour	Planning Officer IV Planning and Programming Division-PPDO
2. Fill out Client Satisfaction Measurement Form (CSMF)	2. Ask the client to fill out CSMF via e-portal or print out copy	None	5 minutes	Administrative Aide IV or Administrative Aide VI Administrative Unit-PPDO
	TOTAL:		19 days	



PROVINCIAL PLANNING AND DEVELOPMENT OFFICE Internal Services



1. Preparation of Supporting Documents for Disbursement of Remunerations/Salaries/Wages

These pertain to the consolation and completion of necessary supporting documents for the processing and disbursement of remunerations, salaries and wages of permanent and non-permanent employees of the Provincial Planning and Development Office.

Office or Division:	Provincial Planning and Development Office (PPDO) Administrative Unit			
Classification:	Simple			
Type of Transaction:	G2G - Government	to Govern	ment	
Who may avail:	All PPDO Employee	S		
CHECKLIST OF R	EQUIREMENTS		WHERE TO SE	CURE
Travel Order (2 ori authenticated copi	es	Provincia (PPDO)	al Planning and De	evelopment Office
Certificate of Appe copies) or 2 auther		Provincia (PPDO)	al Planning and De	evelopment Office
3. Application for Leav or 2 authenticated of	` ` ,	Provincial Planning and Development Office (PPDO)		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit Accomplishment Report and Daily Time Record (DTR) attachments	Receive and evaluate documents for errors	None	10 minutes	Administrative Aide VI Administrative Unit-PPDO
	1.1 Indicate necessary deductions	None	3 minutes	Administrative Aide VI Administrative Unit-PPDO
2. Sign and approve		None	5 minutes	Provincial Planning and Development Coordinator (PPDC) PPDO
	TOTAL:		18 minutes	



2. PROVISION OF TECHNICAL SERVICES TO SANGGUNIANG PANLALAWIGAN IN THE REVIEW OF CIVIL SOCIETY ORGANIZATIONS' APPLICATION FOR ACCREDITATION

Civil Society Organizations may apply for accreditation to the Sangguniang Panlalawigan for purposes of representation to Local Special Bodies and involvement in Provincial Government of Oriental Mindoro projects, among others. The Provincial Planning and Development Office provides technical assistance to the Sangguniang Panlalawigan in evaluating the authenticity and completeness of all documentary requirements and provide corresponding recommendations. This service is available from Monday to Friday (8:00AM to 5:00PM) except holidays.

Office or Division:	Provincial Planning and Development Office (PPDO) Research, Project Development and Database Management (RPDDM) Division			
Classification:	Simple			
Type of Transaction:	G2G - Government to	o Government		
Who may avail:	Sangguniang Panlala	awigan		
CHECKLIST OF I	REQUIREMENTS	WHERE TO SECURE		
1. Endorsement (1 or	iginal)	Sangguniang Panlalawigan		
Required document Organization accre		Civil Society Organization / Sangguniang Panlalawigan		
Letter of Application for Accreditation/Duly approved Board Resolution requesting for accreditation (1 original)		Civil Society Organization applying for accreditation		
Duly accomplished Application Form for Accreditation (1 original)		Civil Society Organization applying for accreditation		
5. Certificate of Registration, with any national government agency, supported by Articles of Incorporation and Constitution and By-Laws (1 photocopy)		Securities and Exchange Commission / Department of Labor and Employment / Cooperative Development Authority		
6. List of Organization's officers and members with Record of Membership contributions duly certified by the Secretary (1 original or photocopy)		Civil Society Organization applying for accreditation		



7. Documented Annual Accomplishment Reports for the last two (2) years, if applicable (1 original or photocopy)	Civil Society Organization applying for accreditation
8. Financial Reports, if any (to include Statement of Current Operations, Balance Sheets, Income Statements, Cash Flows, etc.) (1 photocopy)	Civil Society Organization applying for accreditation
9. Minutes of the last General Assembly Meeting showing the new set of officers, if any (1 photocopy)	Civil Society Organization applying for accreditation
10. Resolution of the concerned Sangguniang Barangay as to its organization's legitimate existence in the barangay (1 original)	Civil Society Organization applying for accreditation / Sangguniang Barangay
11. Certificate of Affiliation to federations, if applicable (for non-cooperatives) (1 original or photocopy)	Federation where applicant Civil Society Organization is affiliated
12. An affiliate of the duly recognized international or local federation/s, if applicable	Federation where applicant Civil Society Organization is affiliated
13. Certificate of Compliance (for coops only) (1 photocopy)	Civil Society Organization applying for accreditation
14. Resolution of Undertaking (1 original or photocopy)	Civil Society Organization applying for accreditation
15. Client Satisfaction Measurement Form (1 original)	PPDO - Administrative Unit

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Endorse Civil Society Organization application and accreditation documents to the Provincial Planning and Development Office for review	Panlalawigan and	None	10 minutes	Administrative Aide IV or Administrative Aide VI Administrative Unit-PPDO



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	1.1 Receive and forward documents for review to concerned staff	None	20 minutes	Project Development Officer IV RPDDM Division-PPDO
	1.2. Evaluate and verify documents as to completeness and compliance, and prepare Evaluation Report	None	2 days	Statistician I, II or Project Development Officer I, II RPDDM Division-PPDO
	1.3 Initial review of Evaluation Report	None	4 hours	Project Development Officer III RPDDM Division-PPDO
	1.4 Final review of Evaluation Report	None	2 hours	Project Development Officer IV RPDDM Division-PPDO
	1.5 Endorse the reviewed documents with Evaluation Report	None	1 hour	PPDC PPDO
2. Receive Review Evaluation Report and reviewed documents	2. Forward Review Evaluation Report and reviewed documents to Sangguniang Panlalawigan for appropriate action	None	20 minutes	Administrative Aide IV or Administrative Aide VI Administrative Unit-PPDO
3. Accomplish Client Satisfaction Measurement Form (CSMF)	3. Receive accomplished CSMF	None	10 minutes	Administrative Aide IV or Administrative Aide VI Administrative Unit-PPDO



TOTAL:	3 days	

3. Review of the Offices' Annual/ Supplemental Investment Programs (A/SIPs)

The Local Government Code of 1991, prescribes that the Provincial Planning and Development Office to prepare comprehensive plans and other development planning documents for consideration of the local development council. The PPDO as Technical Secretariat of the Provincial Development Council, should ensure that investment programs being formulated promotes local development and are aligned with regional and national agenda. This service is available from Monday to Friday (8:00am – 5:00pm) except holidays.

Office/Division:	Provincial Planning and Development Office (PPDO)			
	Planning and Pro	ogramming I	Division	·
Classification:	Complex			
Type of	G2G - Governme	ent to Gover	nment	
Transaction:				
Who may avail:	Provincial Gover	nment of Or	iental Mindoro Of	fices
CHECKL	IST OF		WHERE TO S	ECURE
REQUIRE	MENTS			
1. Letter request/Ir Letter 2. A/SIPs (1 originals). Worksheets 1, 2 and soft copy) 4. Project Brief (1 copy) 5. Client Satisfaction Measurement Form	al and soft copy) 2, 3 (1 original original and soft	PGOM Cor PGOM Cor PGOM Cor	ncerned Offices ncerned Offices ncerned Offices ncerned Offices tive Unit - PPDO	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit letter Request/Indorse ment Letter	1. Receive and forward the same to the PPD for recording and	None	5 minutes	Administrative Aide IV or Administrative Aide VI



checking of requirements			Administrative Unit- PPDO
			Planning Assistant Planning and Programming Division-PPDO
1.1 Initial assessment and verification of AIP and its attachments and forward the same to concerned Coordinator	None	15 minutes	Planning Officer IV and Planning Officer II Planning and Programming Division-PPDO
1.2 Review of the planning documents by concerned coordinator including conduct of researches; prepares document review slip	None	2 days	Planning Officer II Planning and Programming Division-PPDO
1.3 Submit initial document review slip to the Planning Officer IV	None	1 hour	Planning Officer II Planning and Programming Division-PPDO
1.4 Review of submitted documents (review slip/AIP attachments) to concerned coordinator for revisions/ finalization	None	2 days	Planning Officer IV Planning Officer II Planning and Programming Division-PPDO



1.5 Prepare revised/adjuste d review slip	None	4 hours	Planning Officer II Planning and Programming Division-PPDO
1.6 Submit revised/ adjusted review slip to Planning Officer IV	None	20 minutes	Planning Officer II Planning and Programming Division-PPDO
1.7 Submit review slip to the PPDC	None	5 minutes	Planning Assistant Planning and Programming Division-PPDO
1.8 Review submitted action slip for revision/finaliz ation	None	5 hours	PPDC PPDO
1.9 Revise/adjust document review slip per comment/s of the PPDC	None	4 hours	Planning Officer IV or Planning Officer II or Planning Officer I Planning and Programming Division-PPDO
1.10 Submit final review slip to the PPDC for approval	None	40 minutes	Planning Assistant Planning and Programming Division-PPDO
1.11 Submit final document review slip together with attached documents and recommendati ons to the concerned office	None	30 minutes	Planning Officer I Planning and Programming Division-PPDO

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2. Fill out Client Satisfaction Measurement Form (CSMF)	2. Ask the client to fill out CSMF via e-portal or print out copy	None	5 minutes	Administrative Aide IV or Administrative Aide VI Administrative Unit- PPDO
TOTAL:			6 days	

4. REVIEW OF PROGRAM/PROJECT DESIGN

The review of Program/Project Design is done prior to approval by the Provincial Administrator. Said document is required in the procurement process of government transactions in the Provincial Government of Oriental Mindoro. This service is available from Monday to Friday (8:00AM to 5:00PM) except holidays.

Office or Division:	Provincial Planning and Development Office (PPDO) Research, Project Development and Database Management (RPDDM) Division		
Classification:	Simple		
Type of Transaction:	G2G - Governm	nent to Government	
Who may avail:	Provincial Gove Implementers	ernment of Oriental Mindoro Program/Project	
CHECKLIST OF REQ	UIREMENTS	WHERE TO SECURE	
Initial Review			
Transmittal/Indorsement Letter (1 original, signed by Department Head)		Program/Project Implementer	
Program/Project Design with attached supporting documents (1 original, signed by Department Head)		Program/Project Implementer	
3. Client Satisfaction Measurement Form		PPDO - Administrative Unit	
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 with attached supporting documents (1 original, signed by Department Head)	Program/Project Implementer
4. Review Report (1 original or	PPDO - RPDDM Division
photocopy)	
5. Client Satisfaction Measurement Form	PPDO - Administrative Unit
(1 original)	

(1 original)				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the Program/ Project Design with transmittal/indorse ment letter to the Administrative Division	1. Receive the Program/Project Design with transmittal/ indorsement letter and forward to Research, Project Development and Database Management Division	None	10 minutes	Administrative Aide IV or Administrative Aide VI Administrative Unit-PPDO
	1.1 Receive and forward documents for review to concerned staff	None	10 minutes	Project Development Officer IV RPDDM Division-PPDO
	1.2 Review the Design as to its completeness and compliance to the prescribed template/ format and prepare Review Report or Endorsement for Approval	None	2 days	Project Development Officer II or Project Development Officer I RPDDM Division-PPDO
	1.3 Review of Review Report or Endorsement for Approval	None	2 hours	Project Development Officer IV RPDDM Division-PPDO
	1.4 Forward the Review Report or Endorsement for Approval to the Provincial	None	10 minutes	Project Development Officer II or Project



	TOTAL:	None	3 days	
(00)				Aide VI Administrative Unit-PPDO
3. Accomplish Client Satisfaction Measurement Form (CSMF)	3. Assist client and receive accomplished CSMF	None	5 minutes	Administrative Aide IV or Administrative
2.2 Endorsed for Approval: receive copy of endorsement and retrieve design from the Office of the Provincial Administrator upon approval	2.2 Endorsed for Approval: forward Endorsement for Approval (EFA) and reviewed design to the Office of the Provincial Administrator and furnish implementing office with copy of EFA	None	25 minutes	Administrative Aide IV or Administrative Aide VI Administrative Unit-PPDO
2.1 Incomplete/Not Compliant Design: receive document for revision/ resubmission	2.1 Incomplete/Not Compliant Design: release Review Report and reviewed design to the implementing office for revision	None	25 minutes	Administrative Aide IV or Administrative Aide VI Administrative Unit-PPDO
2. Receive reviewed Program/Project Design	Design 2. Release Program/ Project Design			
	1.5 Endorse the reviewed Program/ Project	None	1 hour	PPDC PPDO
	Planning and Development Coordinator for endorsement			Development Officer I RPDDM Division-PPDO



5. Technical Assistance to the Sangguniang Panlalawigan in the Review of Local Development Investment Programs/Annual/Supplemental Investment Programs (LDIPs/A/SIPs)

Act as technical arm of the Sangguniang Panlalawigan in the review of Local Development Investment Program/Annual/Supplemental Investment Programs (LDIPs/A/SIPs) before its approval. This is to ensure that process, form and content are in compliance with the JMC No.2007-01 on the Harmonization of Local Planning and Investment Programming, Revenue Administration, Budgeting and Expenditure Management. This service is available from Monday to Friday (8:00am – 5:00pm) except holidays.

Office/Division:	Drovincial Planning	and Davola	nmont Office (DD	DO	
Office/Division.	Provincial Planning and Development Office (PPDO) Planning and Programming Division				
Classification:	Highly technical				
Type of	G2G - Government	to Governm	ent		
Transaction:	020 - Government	to Governin	ici it		
Who may avail:	Sangguniang Panla	lawigan			
CHECKLIST OF F			O SECURE		
Letter Request Letter	/Endorsement		ng Panlalawigan		
2. Local Developr	ment Investment	Sangguna	ng Panlalawigan		
	ual/ Supplemental				
•	• •	PPDO - Ac	dministrative Unit		
copy)	Investment Programs (1 original				
1 7 /	ion Measurement				
Form (CSMF)					
CLIENT STEPS	AGENCY	FEES TO	PROCESSING	PERSON	
	ACTION	BE PAID	TIME	RESPONSIBLE	
1. Submit letter	1. Receive and	None	10 minutes	Administrative	
Request/Indorse	forward the same			Aide IV	
ment Letter	to the PPD for	or			
	recording and	Administrative			
	checking of			Aide VI	
	requirements			Administrative	
		Unit-PPDO			
				Planning Assistant	
				Planning and	
				Programming	
I	1	1		Division-PPDO	



1.1 Initial assessment and verification of Development Plans and Investment Programs and forward the same to concerned Coordinator	None	5 hours	Planning Officer IV Planning and Programming Division-PPDO
1.2 Review of the planning documents by concerned coordinator including conduct of researches and prepares review action report	None	9 days	Planning Officer II Planning and Programming Division-PPDO
1.3 Submit initial draft document review action report to the Planning Officer IV	None	2 hours	Planning Officer II Planning and Programming Division-PPDO
1.4 Prepare revised/adjusted review action report	None	4 days	Planning Officer II Planning and Programming Division-PPDO
1.5 Submit revised/ adjusted review action slip to Planning Officer IV	None	45 minutes	Planning Officer II Planning and Programming Division-PPDO
1.6 Submit review action slip report to the PPDC	None	2 days	Planning Officer IV Planning and Programming Division-PPDO
1.7 Review submit action slip for revision/ finalization	None	4 hours	Planning Officer IV Planning and Programming Division-PPDO

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	1.8 Revise/adjust document review slip per comment/s of the PPDC	None	1 day	Planning Officer II Planning and Programming Division-PPDO
	1.9 Submit final review action slip to the PPDC for approval	None	1 day	Planning Officer II Planning Officer IV Planning and Programming Division-PPDO
	1.11 Submit final review action slip to the Sangguniang Panlalawigan together with attached documents	None	5 hours	Planning Assistant or Planning Officer I Planning and Programming Division-PPDO
2. Fill up Client Satisfaction Measurement Form (CSMF)	2.1 Ask the client to fill out CSMF via e-portal or print out copy	None	5 minutes	Administrative Aide IV or Administrative Aide VI Administrative Unit-PPDO
	TOTAL:		19 days	