



**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 and Development Office (PPDO) Research, Project Development and Database Management (RPDDM) 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				
1. Request Slip (1 original)		PPDO - Administrative Unit		
2. Letter Request (1 original and signed)		Requesting Client		
3. Order of Payment (1 original)		PPDO - RPDDM Division		
4. Official Receipt (1 photocopy)		Provincial Treasurer's Office		
5. Client Satisfaction Measurement via e-portal or Client Satisfaction Measurement Form (CSMF)		PPDO - Administrative Unit		
Online				
1. Letter Request (1 signed scanned copy)		Requesting Client		
2. Client Satisfaction Measurement via Google Forms		PPDO - RPDDM Division		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Walk-in				
1. Submit letter and accomplish request slip	1. Receive letter request and accomplished request slip and forward to Research, Project Development and Database	None	5 Minutes	<i>Administrative Aide IV or Administrative Aide VI</i> Administrative Unit-PPDO



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



3. Pay research fees at the Provincial Treasurer's Office	3. Receive payment and issue Official Receipt		c/o Provincial Treasurer's Office	<i>Cashier at the Provincial Treasurer's Office</i>
4. Present Official Receipt to Research, Project Development and Database Management Division	4. Record/ Scan Official Receipt	None	5 minutes	<i>Statistician II or Project Development Officer II or Statistician I RPDDM Division-PPDO</i>
5. Receive document/s	5. Release document/s	None	5 Minutes	<i>Statistician II or Project Development Officer II or Statistician I RPDDM Division-PPDO</i>
6. Accomplish Client Satisfaction Measurement via e-portal or Client Satisfaction Measurement Form (CSMF)	6. Assist client and receive accomplished CSMF	None	5 minutes	<i>Administrative Aide IV or Administrative Aide VI Administrative Unit-PPDO</i>
TOTAL:		depends on type of document	1 hour	
Online				
1. Send letter request to ppdo.rpddm@gmail.com	1. Receive letter request and process requested data/information/maps	None	40 Minutes	<i>Statistician II or Project Development Officer II or Statistician I</i>



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

Office or Division:	Provincial Planning and Development Office (PPDO) Monitoring and Evaluation (M&E) 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				
1. Request Slip (1 original copy)		PPDO - Administrative Unit		
2. Letter Request (1 original copy)		Requesting Client		
3. Client Satisfaction Measurement (CSM) via e-portal or Client Satisfaction Measurement Form (CSMF)		PPDO - Administrative Unit		
Online				
1. Letter Request (1 original copy of email/signed scanned copy)		Requesting Client		
2. Client Satisfaction Measurement (CSM) via Google Forms		PPDO - Monitoring and Evaluation 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 Monitoring and Evaluation Division	None	5 minutes	<i>Administrative Aide IV or Administrative Aide VI Administrative Unit-PPDO</i>
2. Proceed to Monitoring and	2. Prepare/ process the	None	30 minutes	<i>Project Evaluation Officer II or</i>



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



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

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



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit letter Request/Indorsement Letter	1. Receive and forward the same to the PPD for recording and checking of requirements	None	5 minutes	<i>Administrative Aide IV</i> or <i>Administrative Aide VI</i> Administrative Unit-PPDO <i>Planning Assistant</i> 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	<i>Planning Officer IV</i> 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	<i>Planning Officer II</i> Planning and Programming Division-PPDO
	1.3 Submit accomplished assessment tool report to Planning Officer IV	None	30 minutes	<i>Planning Officer II</i> Planning and Programming Division-PPDO
	1.4 Prepare revised/adjusted assessment tool report	None	4 days	<i>Planning Officer II</i> Planning and Programming Division-PPDO



	1.5 Submit revised/ adjusted assessment tool report to Planning Officer IV	None	30 minutes	<i>Planning Officer II</i> Planning and Programming Division-PPDO
	1.6 Submit review action slip report to the PPDC	None	1 day	<i>Planning Officer IV</i> Planning and Programming Division-PPDO
	1.7 Review submit assessment tool report for revision/ finalization	None	50 minutes	<i>Planning Officer IV</i> Planning and Programming Division-PPDO
	1.8 Revise/adjust assessment tool report per comment/s of the PPDC	None	1 day	<i>Planning Officer II</i> Planning and Programming Division-PPDO
	1.9 Submit final assessment tool matrices to the PPDC for approval	None	1 day	<i>Planning Officer II</i> and <i>Planning Officer IV</i> Planning and Programming Division-PPDO
	1.10 Submit final assessment tool matrices to the Governor for signature	None	6 days	<i>Planning Assistant</i> Planning and Programming Division-PPDO
	1.11 Inform the concerned LGU of the assessment result	None	1 hour	<i>Planning Officer IV</i> 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	<i>Administrative Aide IV</i> or <i>Administrative Aide VI</i> 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 consolidation 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 Government			
Who may avail:	All PPDO Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Travel Order (2 original copies) or 2 authenticated copies		Provincial Planning and Development Office (PPDO)		
2. Certificate of Appearance (2 original copies) or 2 authenticated copies		Provincial Planning and Development Office (PPDO)		
3. Application for Leave (2 original copies) or 2 authenticated copies		Provincial Planning and Development Office (PPDO)		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Accomplishment Report and Daily Time Record (DTR) attachments	1. Receive and evaluate documents for errors	None	10 minutes	<i>Administrative Aide VI</i> Administrative Unit-PPDO
	1.1 Indicate necessary deductions	None	3 minutes	<i>Administrative Aide VI</i> Administrative Unit-PPDO
2. Sign and approve		None	5 minutes	<i>Provincial Planning and Development Coordinator (PPDC)</i> 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 Government	
Who may avail:	Sangguniang Panlalawigan	
	CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
	1. Endorsement (1 original)	Sangguniang Panlalawigan
	2. Required documents for Civil Society Organization accreditation	Civil Society Organization / Sangguniang Panlalawigan
	3. Letter of Application for Accreditation/Duly approved Board Resolution requesting for accreditation (1 original)	Civil Society Organization applying for accreditation
	4. 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	1. Receive Civil Society Organization documents with endorsement letter from Sangguniang Panlalawigan and forward to Research, Project Development and Database Management Division	None	10 minutes	<i>Administrative Aide IV</i> or <i>Administrative Aide VI</i> Administrative Unit-PPDO



	1.1 Receive and forward documents for review to concerned staff	None	20 minutes	<i>Project Development Officer IV</i> RPDDM Division-PPDO
	1.2. Evaluate and verify documents as to completeness and compliance, and prepare Evaluation Report	None	2 days	<i>Statistician I, II</i> or <i>Project Development Officer I, II</i> RPDDM Division-PPDO
	1.3 Initial review of Evaluation Report	None	4 hours	<i>Project Development Officer III</i> RPDDM Division-PPDO
	1.4 Final review of Evaluation Report	None	2 hours	<i>Project Development Officer IV</i> RPDDM Division-PPDO
	1.5 Endorse the reviewed documents with Evaluation Report	None	1 hour	<i>PPDC</i> 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	<i>Administrative Aide IV</i> or <i>Administrative Aide VI</i> Administrative Unit-PPDO
3. Accomplish Client Satisfaction Measurement Form (CSMF)	3. Receive accomplished CSMF	None	10 minutes	<i>Administrative Aide IV</i> or <i>Administrative Aide VI</i> 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 Programming Division			
Classification:	Complex			
Type of Transaction:	G2G - Government to Government			
Who may avail:	Provincial Government of Oriental Mindoro Offices			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter request/Indorsement Letter 2. A/SIPs (1 original and soft copy) 3. Worksheets 1, 2, 3 (1 original and soft copy) 4. Project Brief (1 original and soft copy) 5. Client Satisfaction Measurement Form (CSMF)		PGOM Concerned Offices PGOM Concerned Offices PGOM Concerned Offices PGOM Concerned Offices Administrative Unit - PPDO		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit letter Request/Indorsement Letter	1. Receive and forward the same to the PPD for recording and	None	5 minutes	<i>Administrative Aide IV or Administrative Aide VI</i>



	checking of requirements			Administrative Unit-PPDO <i>Planning Assistant</i> 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	<i>Planning Officer IV</i> and <i>Planning Officer II</i> 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	<i>Planning Officer II</i> Planning and Programming Division-PPDO
	1.3 Submit initial document review slip to the Planning Officer IV	None	1 hour	<i>Planning Officer II</i> Planning and Programming Division-PPDO
	1.4 Review of submitted documents (review slip/AIP attachments) to concerned coordinator for revisions/ finalization	None	2 days	<i>Planning Officer IV</i> <i>Planning Officer II</i> Planning and Programming Division-PPDO



	1.5 Prepare revised/adjusted review slip	None	4 hours	<i>Planning Officer II</i> Planning and Programming Division-PPDO
	1.6 Submit revised/adjusted review slip to Planning Officer IV	None	20 minutes	<i>Planning Officer II</i> Planning and Programming Division-PPDO
	1.7 Submit review slip to the PPDC	None	5 minutes	<i>Planning Assistant</i> Planning and Programming Division-PPDO
	1.8 Review submitted action slip for revision/finalization	None	5 hours	<i>PPDC</i> <i>PPDO</i>
	1.9 Revise/adjust document review slip per comment/s of the PPDC	None	4 hours	<i>Planning Officer IV</i> or <i>Planning Officer II</i> or <i>Planning Officer I</i> Planning and Programming Division-PPDO
	1.10 Submit final review slip to the PPDC for approval	None	40 minutes	<i>Planning Assistant</i> Planning and Programming Division-PPDO
	1.11 Submit final document review slip together with attached documents and recommendations to the concerned office	None	30 minutes	<i>Planning Officer I</i> 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	<i>Administrative Aide IV</i> or <i>Administrative Aide VI</i> 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 - Government to Government	
Who may avail:	Provincial Government of Oriental Mindoro Program/Project Implementers	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
Initial Review		
1. Transmittal/Indorsement Letter (1 original, signed by Department Head)	Program/Project Implementer	
2. 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		
1. Transmittal/Indorsement Letter (1 original, signed by Department Head)	Program/Project Implementer	
2. Original Program/Project Design with comments (1 original or photocopy)	Program/Project Implementer	



3. Revised Program/Project Design with attached supporting documents (1 original, signed by Department Head)		Program/Project Implementer		
4. Review Report (1 original or photocopy)		PPDO - RPDDM Division		
5. Client Satisfaction Measurement Form (1 original)		PPDO - Administrative Unit		
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 Research, Project Development and Database Management Division	None	10 minutes	<i>Administrative Aide IV or Administrative Aide VI Administrative Unit-PPDO</i>
	1.1 Receive and forward documents for review to concerned staff	None	10 minutes	<i>Project Development Officer IV RPDDM Division-PPDO</i>
	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	<i>Project Development Officer II or Project Development Officer I RPDDM Division-PPDO</i>
	1.3 Review of Review Report or Endorsement for Approval	None	2 hours	<i>Project Development Officer IV RPDDM Division-PPDO</i>
	1.4 Forward the Review Report or Endorsement for Approval to the Provincial	None	10 minutes	<i>Project Development Officer II or Project</i>



	Planning and Development Coordinator for endorsement			<i>Development Officer I</i> RPDDM Division-PPDO
	1.5 Endorse the reviewed Program/ Project Design	None	1 hour	<i>PPDC</i> PPDO
2. Receive reviewed Program/Project Design	2. Release Program/ Project Design			
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	<i>Administrative Aide IV</i> or <i>Administrative Aide VI</i> Administrative Unit-PPDO
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	<i>Administrative Aide IV</i> or <i>Administrative Aide VI</i> Administrative Unit-PPDO
3. Accomplish Client Satisfaction Measurement Form (CSMF)	3. Assist client and receive accomplished CSMF	None	5 minutes	<i>Administrative Aide IV</i> or <i>Administrative Aide VI</i> Administrative Unit-PPDO
TOTAL:		None	3 days	



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:	Provincial Planning and Development Office (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		
<ol style="list-style-type: none"> Letter Request/Endorsement Letter Local Development Investment Programs/ Annual/ Supplemental Investment Programs (1 original copy) Client Satisfaction Measurement Form (CSMF) 		Sangguniang Panlalawigan Sangguniang Panlalawigan PPDO - Administrative Unit		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit letter Request/Indorsement Letter	1. Receive and forward the same to the PPD for recording and checking of requirements	None	10 minutes	<i>Administrative Aide IV</i> or <i>Administrative Aide VI</i> Administrative Unit-PPDO <i>Planning Assistant</i> Planning and Programming Division-PPDO



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



	1.8 Revise/adjust document review slip per comment/s of the PPDC	None	1 day	<i>Planning Officer II</i> Planning and Programming Division-PPDO
	1.9 Submit final review action slip to the PPDC for approval	None	1 day	<i>Planning Officer II</i> <i>Planning Officer IV</i> Planning and Programming Division-PPDO
	1.11 Submit final review action slip to the Sangguniang Panlalawigan together with attached documents	None	5 hours	<i>Planning Assistant</i> or <i>Planning Officer I</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	<i>Administrative Aide IV</i> or <i>Administrative Aide VI</i> Administrative Unit-PPDO
TOTAL:			19 days	