



#### 4. Benchmarking of other LGUs

Facilitation, assistance, participation, or attendance to the Benchmarking, Forums, Visits, Expo, or Convention

**Office or Division:** Bataan Public-Private Partnership and Investment Center / Local Economic Development and Investment Promotion Division

**Classification:** Complex

**Type of Transaction:** G2G - Government to Government

**Who may avail:** Other LGUs

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
N/A		N/A		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PRO-CESSESSING TIME	PERSON RESPONSIBLE
1. Sends request letter to email or to our office	Reviews and forwards the request letter to LEDIP Office	None	1 hour	<i>Administrative Assistant III or Project Development Officer I or Administrative Officer I</i> Local Economic Development and Investment Promotion Division
2. Waits for the reply email	Prepares and sends a reply email re: the request meeting/benchmarking activity	None	1 day	<i>Project Development Officer I</i> Local Economic Development and Investment Promotion Division
3. Participates in the meeting/Benchmarking activity	Prepares the presentation materials and presents the PPP Programs of Bataan to the visitors and accompanies them to tourist spots in Bataan	None	3 days	<i>Project Development Officer II or Project Development Officer I</i> Local Economic Development and Investment Promotion Division
<b>TOTAL:</b>		<b>None</b>	<b>4 days, 2 hours</b>	