



3. Request of Financial Assistance From Private Individuals (Sports League/ Basketball)

Financial Assistance that is given to private Individuals for their Sports League/ Basketball Event.

Office or Division:	Office of the Provincial Governor/ Processing Division
Classification:	Complex
Type of Transaction:	G2C- Government to Citizen
Who may avail:	Private Individuals

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>GOVERNOR'S OFFICE CHECKLIST for SPORTS LEAGUE/ BASKETBALL</p> <ol style="list-style-type: none"> 1. Letter Request addressed to Governor (1 Original) 2. Invitation/certification from the event Host (1 Photocopy) 3. Authorization letter to the person receiving the Financial Assistance issued by majority of the Officers and members of the organization (1 Original) 4. List of Expenses PREPARED BY: the requesting party (1 Original) 5. List of Players with SIGNATURE (1 Original) 6. Letter of Commitment to Submit Liquidation Report within Five (5) days (Summary List and Receipt of Expenses, and Pictures taken during the event) (1 Original) 7. Photocopy of Valid I.D of Payee / Claimant with SIGNATURE 	<ol style="list-style-type: none"> 1. Client 2. Event Host 3. Client 4. Client 5. Client 6. Client/ Focal Person for form 7. Client

CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits request for assistance from private individuals with documentary requirements	<ol style="list-style-type: none"> 1.1 Receives document and stamps with name, date, time, and control number 1.2 Forwards receiving copy of document to client after stamp 	None	6 minutes	<i>Front Desk Officer Processing Division</i>



CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>2. Receives a copy of timestamped document submitted at PGO Front Desk .</p> <p>> Leaves contact number for updates on the request</p>	<p>2.1 Scans and uploads received documents to Google Drive</p> <p>2.2 Encodes received documents to Correspondence Tracker (Spreadsheet)</p> <p>2.3 Endorses incoming documents to Executive Assistant for initial and for recommendation on transmittal</p> <p>2.4 Executive Assistant affixes initials in the transmittal slip and recommends for routing and forward back to Front Desk</p> <p>2.5 Forwards incoming documents to Provincial Administrator for notation and signature of transmittal slip</p> <p>2.6 Provincial Administrator notes and signs the transmittal slip and forward back to Front Desk</p> <p>2.7 Records the Note, Type of Transaction, and the Department concerned to Correspondence Tracker (Spreadsheet)</p> <p>2.8 Prints Transmittal Sheet for routing (If multiple Departments concerned, prepares copies for all)</p> <p>2.9 Routes correspondences to concerned Department Head / focal person</p>	None	4 hours	<p><i>Front Desk Officer</i> <i>Executive Assistant IV</i></p> <p><i>OIC-Provincial Administrator</i></p>



CLIENTS STEPS	AGENCY ACTION	FEEES TO BE PAID	PROCES SING	PERSON RESPONSIBLE
3. None	3. Checks / evaluates details of request, advice regarding other documentary requirements.	None	20 minutes	<i>Processing Section Staff / Computer Operator IV</i>
4. None	4. Approval of the amount that will be granted and preparation of documents for processing transaction. (ObR and DV)	None	30 minutes	<i>Processing Section Staff Processing Division</i>
5. None	5. Processing of ObR and Disbursement Voucher for signature of Provincial Governor's Office Head and Finance Committee	None	2 days	<i>Processing Section Staff and Finance Committee</i>
6. None	6. After approval of transaction, preparation of financial assistance check and for signature of OIC-PGO Department Head and Provincial Treasurer.	None	2 days	<i>OIC-PGO Department Head Provincial Treasurer.</i>
7. Claims FA check for clients once it is ready for release.	Release check	None	2 hours	Treasury Department/ Cash Division
TOTAL:		None	4 days, 6 hours, 26 minutes	