



5. Request of Financial Assistance from LGUs/NGA's	
Financial Assistance given to LGUs/NGOs/NGA's for their activities / events	
Office or Division:	Office of the Provincial Governor/ Processing Division
Classification:	Complex
Type of Transaction:	G2G - Government to Government
Who may avail:	LGUs/NGA's
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Original Request Letter from LGU (1 Original) 2. Project Proposal/Cost Estimates/Program of Work (1 Original)	1. LGU 2. LGU



CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>1. Submits request for assistance from private individuals with documentary requirements</p>	<p>1.1 Receives document and stamps with name, date, time, and control number</p> <p>1.2 Forwards receiving copy of document to client after stamp</p>	None	6 minutes	<p><i>Front Desk Officer</i> <i>Processing Division</i></p>
<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 /</p>	None	4 hours	<p><i>Front Desk Officer</i> <i>Executive Assistant IV</i> <i>Processing Division</i></p> <p><i>OIC- Provincial Administrator</i></p>



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	1 day	<i>Processing Section Staff Processing Division Governor</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 Processing Division Finance Committee</i>
6. None	6. Preparation of financial assistance check and for signature of OIC-PGO Department Head and Provincial Treasurer.	None	1 days	<i>OIC-PGO Department Head Provincial Treasurer.</i>
7. Claiming of FA check once it is ready for release.	7. Releasing of check	None	2 hours	Treasury Department/ Cash Division
TOTAL:		None	4 days, 6 hours, 20 minutes	