



## 7. Request of Financial Assistance from Trial Court

FINANCIAL ASSISTANCE FROM LGUs/NGOs/NGA's (Trial Court) EVENTS/ACTIVITIES.

<b>Office or Division:</b>	Provincial Governor's Office / Processing Division	
<b>Classification:</b>	Complex	
<b>Type of Transaction:</b>	G2G - Government to Government	
<b>Who may avail:</b>	Trial Court Judges and Clerks of Court	
	<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
	1. Original Request Letter (1 Original) 2. Original Training Design / Cost Estimates, signed by Requestor (1 Original) 3. Invitation for joining the seminar (1 Photocopy) 4. Certification from the event host that he/she is a participant to the seminar (1 Original) 5. List of Members / Officers (1 Original) 6. Organization w/out SEC Registered Official Receipt will provide authorization letter (1 Original) 7. Photocopy of Official Receipt (if any) 8. Photocopy of Cedula and ID of claimant 9. Contact Nos.	1. Client 2. Client 3. Inviter 4. Event Host 5. Client 6. Client 7. Inviter 8. Client 9. Client



CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits request for assistance from private individuals with documentary requirements	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</i> Processing Division
2. Receives a copy of timestamped document submitted at PGO Front Desk .  > Leaves contact number for updates on the request	2.1 Scans and uploads received documents to Google Drive  2.2 Encodes received documents to Correspondence Tracker (Spreadsheet)  2.3 Endorses incoming documents to Executive Assistant for initial and for recommendation on transmittal  2.4 Executive Assistant affixes initials in the transmittal slip and recommends for routing and forward back to Front Desk  2.5 Forwards incoming documents to Provincial Administrator for notation and signature of transmittal slip  2.6 Provincial Administrator notes and signs the transmittal slip and forward back to Front Desk  2.7 Records the Note, Type of Transaction, and the Department concerned to Correspondence Tracker (Spreadsheet)	None	4 hours	<i>Front Desk Officer</i> <i>Executive Assistant IV</i> Processing Division  <i>OIC-Provincial Administrator</i>



	<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>			
3. None	3. Checks / evaluates details of request, advices regarding other documentary requirements.	None	20 mins	<i>Processing Section Staff / Computer Operator IV</i>
4. None	4. Approves of the amount that will be granted and preparation of documents for processing transaction. (ObR and DV)	None	1 day	<i>Processing Section Staff</i>
5. None	5. Processes 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. After approval of transaction, 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. Releases check	None	2 hours	Treasury Department/ Cash Division
<b>TOTAL:</b>		<b>None</b>	<b>4 days, 2 hours, 6 minutes</b>	