



1. Provision of Sectoral Information and Data About the Province and its Development Plans

Sectoral information and data about a province and its development plans is crucial for effective planning and decision-making. It includes statistics on key sectors like economy, infrastructure, social services, natural resources, and more. Access to this information helps policymakers and stakeholders develop evidence-based policies, identify growth opportunities, and assess the impact of development plans.

Office or Division:	Office of the Provincial Planning and Development Coordinator
Classification:	Simple
Type of Transaction:	G2G - Government to Government/ G2B - Government to Business Entity/ G2C- Government to Citizen
Who may avail:	Developers, Business Sector, Private Individuals, Students, Professionals, NGAs, NGOs, POs, Public Officials

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Endorsement Letter from School/Office/ Agency, ID Card, Flash Drive or Email Address (2 copies) (for those who are requesting electronic copies).		School/Office/Agency		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Provides an endorsement or request letter that clearly indicates the intended purpose.	1.1 Receives documents from internal / external clients and endorse to division in charge	None	2 minutes	<i>Computer Operator</i> Admin Division
2. Processes and evaluates the request.	2.1 Provides technical data and information for SEP and AAE	None	15 minutes	<i>Statistician III</i> Research Division
	2.2 Provides technical data and information for sectoral programs & projects & development plans of the Provincial Government	None	30 minutes	<i>Project Development Officer IV</i> Plans and Program Division
	2.3 Provides electronic copy of PDPFP and AIP	None	10 minutes	<i>Computer Operator III</i> Admin Division



	2.4 Provides technical data and information for NRC, BMDP, BTDP, CMGP and other Pipeline PPAs	None	30 minutes	<i>Project Development Officer IV</i>
	2.5 Provides technical data and information for GIS graphical presentation, interpretation of data and useful to mapping puposes	None	30 minutes	<i>Project Development Officer IV</i> Special Project Division
	2.6 Provides technical data and information for PRDP and DOE	None	30 minutes	<i>Supervising Administrative Officer</i> Admin Division
	2.7 Provides technical data and information for convergence Programs (Roll-IT, TRIPPC, TIKAS and Others)	None	30 minutes	<i>Project Development Officer II</i> Plans and Program Division
	2.8 Provides technical data and information for PPA's Proposed under NGA's Funding	None	30 minutes	<i>Project Development Officer II</i> Plans and Program Division
3. Receives the requested copy of information, data or pertinent development plans of the province	3. Provides copy (Electronic / Physical) of requested information, data and pertinent development plans of the province	None	10 minutes	<i>Computer Operator III</i> Admin Division
TOTAL:		None	3 hours, 37 minutes	