



4. 2-3 Days Orientation, Seminar, and/or Training for Adolescent Health and Development (AHD), Responsible Parenthood and Family Planning (RFPF), and Population and Development (POPDEV)

The Provincial Population Office of Bataan provides technical assistance in the conduct of 2-3 day seminar, orientation, and/or training on Adolescent Health and Development (AHD), Responsible Parenthood and Family Planning (RFPF), and Population and Development (POPDEV) from the preparation of proposals and presentation materials, facilitation of training and and serving as resource speaker.

Office or Division:	Office of the Provincial Population Officer/ Technical Division
Classification:	Complex
Type of Transaction:	G2C - Government to Citizen
Who may avail:	AHD: Schools and Students (10-19 y.o); Community; LGUs and other government agencies/ Schools (Teachers, Students, and Parents of Students)/ Youth/ Service Providers) Other Special Groups RFPF: Women and Men of Reproductive Age/ Other Special Groups/ BPWs POPDEV: LGUs and other government agencies/ Brgy. Secretaries and BPWs



CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Duly signed letter / notice of request via mail or email or social media account (1 original copy or 1 electronic copy)		To be provided by requesting client		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PRO-CESSING TIME	PERSON RESPONSIBLE
1. Sends request/ inquiry through email or personal.	1. Receives the request and informs on the availability of the requested service.	None	30 minutes	Population Program Worker II Technical Division
2. Sets schedule, venue, and identify audience. Provides necessary information being asked to be used in the training and other needed proposals and logistics.	2. Assists in the preparation of pre-requisites such as zoom link (for webinars), project proposal (optional), endorsement to the speaker, preparation of presentation materials, studying of materials, and projector and laptop (for face to face).	None	2 days, 7 hours, 30 minutes	Population Program Worker II Technical Division
3. Coordinates with the PPW and set-up the venue, logistics and registration.	3. Assists in setting-up of the venue, logistics and registration	None	30 minutes	Population Program Worker II Technical Division
4. Attends to the seminar and sign-up in the attendance sheet.	4. Provides the orientation/seminar/training.	None	3 days	Provincial Population Officer
TOTAL:		None	6 days, 30	