

Service Title: Issuance of certification of compliance to Full Disclosure Policy (FDP) for endorsement to Central Office

Duration: 1 Day 4 Hours - 2 Days 4 Hours

Responsible division: Local Government Monitoring and Evaluation Division (LGMED)

Service Description:

Who may avail: All Provinces, Cities, and Municipalities thru the FDP Focal Persons

Requirements:

1. Letter request stating the purpose; and,
2. Certification of Compliance to FDP issued by DILG Provincial Offices attested by Civil Society Organization.

Availability of Service: Monday to Friday 8 am to 5 pm (No Noon Break)

Fees: No payment required

How to avail of the Service:

RESPONSIBILITY			DURATION
CLIENT	OFFICE	PERSON IN CHARGE	(1 DAY 4 HOURS – 2 DAYS 4 HOURS)
1. Submits letter request and requirements to forwards the documents to receiving officer.	1. Receiving clerk (stamp RECEIVED) records and forwards the documents to division concerned.	Jeffrey R. Caangay	1 hour
	Focal person reviews Certification issued by the DILG P.O. and checks the FDP Portal (thru onsite validation or thru other reliable means) *for consultation with BLG	Maria Antonieta A. Porol	1 day - 2 days (if with onsite validation or may vary depending on geographical location of subject LGU) *for consultation with BLGS

	3. Focal Person prepares the endorsement letter with the P.O. Certification on FDP – compliance to posting on conspicuous places (attested by CSO)	Maria Antonieta A. Porol	1 hour
	4. RD signs the certification and the endorsement letter and returns the same to division concerned.	RD Arnel M. Agabe	1 hour
2. Client receives the signed endorsement including the attached documents. (upon request)		Ivy Gella J. Roa	1 hour

Service Title: Request for Authority to Purchase Vehicle

Duration: 8 Hours

Responsible Division: Local Government Monitoring and Evaluation Division (LGMED)

Service Description:

Who may avail: All LGUs

Requirements:

1. Original LCE Letter-request stating the purpose for which the vehicle will be used and deployed, No. of units to be purchased, type of vehicle and specification (no. of cylinders, fuel, engine displacement);
2. Original Certificate of Availability of Funds (CAF) from LGU Accountant, BO or Treasurer
3. Certified True Copy Appropriation Ordinance or Sanggunian Resolution approving the purchase; and
4. Original Updated Inventory of Existing Motor Vehicles using prescribed template signed by the Property Custodian or Supply Officer

Availability of Service: Monday to Friday 8:00 am to 5:00 pm (No Noon Break)

Fees: No payment required

How to avail of the Service:

RESPONSIBILITY			DURATION (8 HOURS)
CLIENT	OFFICE	PERSON IN CHARGE	
1. Submits request and supporting documents	1. Receiving clerk (stamp RECEIVED), records and forwards the documents to division concerned.	Jeffrey R. Caangay	1 hour
	2. Person in charge evaluates the documents and prepares the endorsement letter	Maria Antonieta A. Porol	4 hour
	3. The Division Chief reviews and affixes his/her initials	Corazon S. Vicente	1 hour
	4. Regional Director signs the endorsement letter and returns the same to division concerned	RD Arnel M. Agabe	1 hour
2. Client receives the endorsement including the attached documents.	5. Records personnel records and releases the duly signed Endorsement, including the attached documents to DILG Central Office or to client (upon request)	Ivy Gella J. Roa	1 hour

Service Title: Request for Death Benefit Funding Allocation

Duration: 2 Days, 4 Hours and 30 Minutes

Responsible Division: Local Government Monitoring and Evaluation Division (LGMED)

Service Description:

Who may avail: Beneficiaries of deceased Barangay officials.

Requirements:

1. Application of Death Benefit Claims (DBC Form -001) in three(3) copies;
2. Certified true copy of Death Certificate of deceased Barangay Officials;
3. Certified true copy of marriage contract (if the claimant is the spouse of the deceased barangay official);
4. Certified true copy of the Birth Certificate of the Claimant if the son or daughter of the deceased Brgy. Official;
5. Certified true copy of the birth certificate of the deceased or affidavit of two (2) disinterested parties; if the deceased Brgy. Official is single and the claimant is his surviving parent/brother/sister;
6. Affidavit of guardianship, if the claimant is minor;
7. Special Power of Attorney, authorizing one of the legal beneficiaries to claim the benefit.
8. Photocopy of the government issued Identification card, such as Voter's ID, Driver's License, Postal ID, or a certification from the Barangay that he/she is a resident of the said Barangay.

Availability of Service: Monday to Friday, 8am to 5pm (No Noon Break)

Fees: No payment required

How to avail of the Service:

RESPONSIBILITY			DURATION (2 DAYS, 4 HOURS AND 30 MMINUTES)
CLIENT	OFFICE	PERSON IN CHARGE	
1. Submits application form with the complete supporting documents to the C/MLGOO	1. Receiving clerk (stamp RECEIVED) the documents	Clerk assigned at DILG at the Municipality	5 minutes
	2. C/MLGOO evaluates the completeness of the documents;	C/MLGOO concerns	20 minutes
	<ul style="list-style-type: none"> Controls and maintains electronic records of claimants (including cross-checking with BODS, BOIS and previous fund releases; 		10 minutes
	<ul style="list-style-type: none"> Prepares consolidated list of claimants; 		10 minutes
	<ul style="list-style-type: none"> Prepares endorsement with complete supporting documents to provincial Office; 		10 minutes
	3. Provincial focal person evaluates the completeness of the documents and prepare the endorsement for the P.D signature	C/MLGOO concerns	30 minutes

	4. Provincial Director signs endorsements and transmittal to Regional Office.	PD concerns	10 minutes
	5. The Provincial Focal Person forwards to Record Unit of the province for submission to Regional Office.	Provincial/Focal Person concerns	1 day (varies with the geographical location of the PO to RO)
	6. Records Unit of the Region receives the endorsed DBC and forwards to concerned Division	Ivy Gella J. Roa	10 minutes
	7. Regional Focal Person reviews, evaluates the completeness of DBCs and prepares consolidated list thereof;	Abigail Hope P. Luna	1 hour
	8. Prepares endorsement to NBOO signature of the RD thru ARD;		30 minutes
	9. RD signs the endorsement and returns the same to RFP;	RD Arnel M. Agabe	1 hour
	10. RFP forwards the endorsement to Records Unit for submission to NBOO	Abigail Hope P. Luna	15 minutes
	11. Records Unit transmits endorsement to NBOO thru e-mail, fax, etc. (varies per region)	Ivy Gella J. Roa	1 day

Service Title: Release of Death Benefit Claims

Duration: 3 Days 15 Hours 5 Minutes

Responsible Division: Local Government Monitoring and Evaluation Division (LGMED)/ FAD

Service Description:

Who may avail: Beneficiaries of deceased Barangay officials

Requirements:

1. List of Claimants covered by Fund allocation from NBOO and FMS
2. Certified true copy of Death Certificate of deceased Barangay Officials;
3. Certified true copy of marriage contract (if the claimant is the spouse of the deceased barangay official);
4. Certified true copy of the Birth Certificate of the Claimant if the son or daughter of the deceased Brgy. Official;
5. Certified true copy of the birth certificate of the deceased or affidavit of two (2) disinterested parties; if the deceased Brgy. Official is single and the claimant is his surviving parent/brother/sister;
6. Affidavit of guardianship, if the claimant is minor;
7. Special Power of Attorney, authorizing one of the legal beneficiaries to claim the benefit.
8. Photocopy of the government issued Identification card, such as Voter's JD, Driver's License, Postal JD, or a certification from the Barangay that he/she is a resident of the said Barangay.

Availability of Service:

Fees: No payment required

How to avail of the Service:

RESPONSIBILITY			DURATION
CLIENT	OFFICE	PERSON IN CHARGE	(3 DAYS 15 HOURS 5 MINUTES)
	1. Regional Focal Person reviews the funded claims versus the list of claimants endorsed to NBOO	Abigail Hope P. Luna	5 minutes
	2. RFO prepares the disbursement vouchers and Obligation Request Slip with the complete documents for signature of LGMED Chief;		3 hours
	3. LGMED Chief reviews and signs the DV and ORS and forwards to Budget Section/FAD	Corazon S. Vicente	30 minutes
	4. Budget Section processes, provides funding and forwards to Accounting Section;	Gracia S. Waban	3 hours
	5. Accounting Section process the claim and forwards to Regional Director for approval;	Cedrix R. Aguiñot	3 hours
	6. The Regional Director approves and forwards the claim to Cash Section;	RD Arnel M. Agabe	1 hour
	7. The Cash Section prepares the check and bank advice and submits the same to the bank;	Elizabeth Q. Villareal	3 hours

	8. Cash Section Informs LGMED/RFO of the availability of signed checks;		30 minutes
	9. RFO informs the Field Offices of the availability of checks Cash Section transmit the checks to Field Office concerned;	Abigail Hope P. Luna	3 days
1. Client receives the checks from the field office concerned.	0. Field Office informs the claimants to pick-up the check at the field offices concerned.	Provincial Office concerns	1 hour

Service Title: Certification for Service Rendered by Sanggunian Members for application for CSC Eligibility

Duration: 5 Hours

Responsible Division: Local Government Monitoring and Evaluation Division (LGMED)

Service Description:

Who may avail: All Sanggunian Members (PCM) who served on aggregate of 6 years, completed at least 72 units leading to bachelor's degree (first level eligibility) or an aggregate of 9 years having completed baccalaureate degree (2nd level eligibility). (both should start in 1991)

Requirements:

1. Certification of Services Rendered issued by PD/CD /MLGOO
2. Dry sealed master list per term

Availability of Service: Monday to Friday 8:00 a.m. to 5:00 pm. (No Noon Break)

Fees: No payment required

How to avail of the Service:

RESPONSIBILITY			DURATION (5 HOURS)
CLIENT	OFFICE	PERSON IN CHARGE	
1. Submits request and supporting documents	1. Receiving clerk (stamp RECEIVED), records and forwards the documents to division concerned.	Jeffrey Romeo Q. Caangay	1 hour
	2. Person in charge evaluates the documents and prepares the certification using SME Form with the certified master list	Abigail Hope P. Luna	1 hr 30 min

	3. The Division Chief reviews and affixes his/her initials	Corazon S. Vicente	30 minutes
	4. Regional Director signs the certification and returns the same to division concerned	RD Arnel M. Agabe	1 hour
2. Client receives the signed certification including the attached documents.	5. Records personnel records and releases the duly signed certification, including the attached documents to client	Ivy Gella J. Roa	1 hour

Service Title: LGU Request for Review of Training Design

Duration: 2 Days and 5 Hours

Responsible Division: Local Government Capability Development Division (LGCDD)

Service Description:

Who may avail: LGUs, Local Leagues and other service provider except those covered by consultancy contracts.

Requirements:

1. Complete training/ Activity Design
2. Endorsement from the DILG Provincial/ City office
3. Certification from the Provincial/City DILG that the activity is included in the CapDev Agenda of the proponent;
4. Endorsement of the LCE/ President/ Head of proponent organization for the conduct of the training/ Activity.
5. CapDev Agenda of the proponent
6. Written request for DILG Personnel as training facilitator, resource speaker and/or lecturer, if applicable

Availability of Service:

Fees: No payment required

How to avail of the Service:

RESPONSIBILITY			DURATION
CLIENT	OFFICE	PERSON IN CHARGE	(2 DAYS AND 5 HOURS)
1. Submits letter request and supporting documents	1. Receiving clerk (stamp RECEIVED) records and forwards the documents to division concerned.	Victor L. Lagang	1 hour
	2. Person in charge reviews contents (objectives, methodology, budgetary requirements, venue, etc.) of the training design and prepares the endorsement with comments	Concerned Program Focal Person	2 days
	3. The Division Chief reviews and affixes his/her initials	Hazel L. Occeña	2 hours
	4. Regional Director signs the endorsement letter and returns the same to division concerned	RD Arnel M. Agabe	1 hour
2. Client receives the signed endorsement including the attached documents.	5. Records personnel releases the duly signed endorsement, including the attached documents to requesting LGU.	Ivy Gella J. Roa	1 hour

Service Title: Endorsement of Application for Scholarship Grants /Study Leave

Duration: 8 Hours *

Responsible Division: Local Government Capability Development Division (LGCDD)

Service Description: Local Officials and employees application for Scholarship Grants to ensure that the grants shall be in accordance with the terms and conditions of the program/grants. Favorable endorsed application for Scholarship Grants.

Who may avail: Local Government officials and employees.

Requirements:

The complete documents should reach the Local Government Academy or DILG Central Office before the prescribed deadline.

Common requirements for scholarships (to be streamlined by LGA)

1. Endorsement from the DILG Regional Director, Provincial Director / City Director
2. LCE's endorsement
3. Certificate of no pending administrative and/or criminal case, ;
4. Resume with 2x2 picture;
5. Transcript of Records -Certified true copy
6. List of Seminars/ Trainings attended
7. Updated Service Records
8. Certified Actual Duties and responsibilities relevant to the course/ program
9. Performance Ratings for the last two (2) rating periods, January-June and July to December (Certified true copy)

10. Certificate of No pending nomination in local arid/for Foreign Scholarship Grants

11. Statement of direct benefits derived from scholarship grant

Availability of Service: Monday to Friday 8 am to 5 pm (No Noon Break)

Fees: No payment required

How to avail the Services:

RESPONSIBILITY			DURATION (8 HOURS)
CLIENT	OFFICE	PERSON IN CHARGE	
1. Submits letter (stamp RECEIVED), records and forwards the documents to division concerned.	1. Receiving clerk (stamp RECEIVED), records and forwards the documents to division concerned.	Jeffrey Romeo Q. Caangay	1 hour
	2. Person in charge evaluates the documents and prepares the endorsement letter	Marydhel C. Daelo	4 hours
	3. The Division Chief reviews and affixes his/her initials	Corazon S. Vicente	1 hour
	4. Regional Director signs the endorsement letter and returns the same to division concerned	RD Arnel M. Agabe	1 hour
2. Client receives the signed endorsement including the attached documents. (upon request)	5. Records personnel records and releases the duly signed Endorsement, including the attached documents to DILG Central Office	Ivy Gella J. Roa	1 hour

Service Title: Endorsement of Request for Issuance of Authority to Travel Abroad

Duration: 6 Hours

Responsible Division: Local Government Monitoring and Evaluation Division (LGMED)

Service Description:

Who may avail: Local Government officials and employees.

Requirements: All requirements should be in at least two copies. The complete documents should reach the central office at least ten calendar days prior to the actual travel/departure.

A. Required Documents for All Types of Travel

1. Letter request stating the nature and purpose of the travel, indicating also the inclusive dates and place(s) of destination;
2. Endorsement from the DILG Regional Director, Provincial Director, City Director, City or Municipal Local Government Operations, as the case maybe;
3. Endorsement from the Provincial Governor, City or Municipal Mayor, as the case maybe;
4. Sworn statement attesting that no administrative charge or criminal case has been filed against the applicant;
5. Clearance from money and property accountability

B. Additional Documents for Official Travel (Study or Non-study Trip)

1. Statement as to the immediate and direct benefits to the local government, when the travel involves the use of public funds;
2. In the event of a non-study trip, submit the invitation from the host country, sponsoring agency or organizer,
3. In case of study trip, submit endorsement from the TESDA or CHED, and a copy of the acceptance or invitation-letter from the organizer or donor;
4. If the travel is for trade and investment purpose, submit endorsement from the DTI Central or Regional Office; and,

C. Additional Documents for Official Travel (Study or Non-study Trip)

1. Submit a duly accomplished Application for Leave of Absence, in case applicant is a Provincial Governor or Mayor of Highly Urbanized/Independent Component City.

Availability of Service: Monday to Friday 8:00 am to 5:00 pm (No Noon Break)

Fees: No payment required.

How to avail of the Service:

RESPONSIBILITY			DURATION (6 HOURS)
CLIENT	OFFICE	PERSON IN CHARGE	
1. Submits request and supporting documents	1. Receiving clerk (STAMP RECEIVES) records and forwards the documents to division concerned.	Jeffrey Romeo Q. Caangay	1 hour
	2. Person in charge evaluates the documents and prepares the endorsement letter	Marydhel C. Daelo	2 hours
	3. The Division Chief reviews and affixes his/her initials	Corazon S. Vicente	1 hour
	4. Regional Director signs the endorsement letter and returns the same to division concerned	RD Arnel M. Agabe	1 hour
2. Client receives the signed endorsement including the attached documents.	5. Records personnel records and releases the duly signed Endorsement, including the attached documents to DILG Central Office or to client (upon request)	Ivy Gella J. Roa	1 hour