

1. ISSUANCE OF CERTIFICATE OR APPEARANCE

The Certificate of Appearance is issued to the general public, official or employee of Local Government Unit, RPCO, PSO, and Government Line Agency on the day

OFFICE OR DIVISION	Philippine Rural Development Project- Project Planning Management and Implementing Unit			
Classification	Simple			
Type of Transaction	G2G			
Who may avail	Government to Government			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. <i>Approved Travel Order (1 Original Copy)</i>		Local Government Unit/ Barangay/ Government Line Agency		
2. <i>Valid Identification Card with Photo and signature (1 original ID)</i>		Local Government Unit/ Barangay/ Government Line Agency		
3. <i>Personal Appearance</i>				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the client/ visitors Log	Give the log book to the client	none	1 Minute	Assistance Front Desk
2. Present the required	Check authenticity of the documents presented,	none	5 Minutes	Administrative Aide
3. Sign in Log Book	Record details in the logbook and in computer	none	1 Minute	Administrative Aide
TOTAL:				

2. FINANCIAL TRANSACTIONS

All payments for salaries, bonuses, overtime services, travel claims and other personnel benefits, remittances, and payment bills; water, telephone/internet, etc

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CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. <i>Salaries for newly-hired/ Casual</i>				
1.1 <i>Obligation Request (OBR) - 3 copies (1 Original 2 duplicate copies)</i>		Administrative Services Division of department/ Office Concerned		
1.2 <i>Disbursement vouchers (DVs) - 3 copies (1 Original 2 duplicate copies)</i>		Administrative Services Division of department/ Office Concerned		
1.3 <i>Appointment/ Plantilla of Casual (1 authenticated copy)</i>		Administrative Services Division of department/ Office Concerned		
1.4 <i>Assumption of Duty (with received stamp of PHRMO) (1 authenticated copy)</i>		Administrative Services Division of department/ Office Concerned		

1.5 Statement of Assests , Liabilities and Networth (SALN) (1 authenticated copy)	Administrative Services Division of department/ Office Concerned
1.6 Daily Time Record (1 original)	Administrative Services Division of department/ Office Concerned
1.7 Application for leave (if any) (1 duplicate copy)	Administrative Services Division of department/ Office Concerned
1.8 GSIS Membership/Update Form (1 Original copy received by AAO)	Provincial Human Resource Management Office
1.9 Pag-ibig Membership/ Update Form (1 original copy with received by Pag-Ibig)	Pag-ibig
1.10 BIR Membership/Update Form (1 original copy with received by BIR)	BIR, Bacolod Branch
1.11 Philhealth MDR Form (1 original copy with received by Philhealth)	Philhealth

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the client/ visitors Log	Give the log book to the client	none	1 Minute	Assistance Front Desk
2. Submit the required documents to Assigned Staff for initial assessment and verification	Received the required documents and check for completeness of requirements, receive in DTS, stamp received, affix initial , control number and date received	none	5 Minutes	Administrative Aide/ Frontline Services
3	Record details in the logbook and in computer system for monitoring purposes	none	3 Minutes	Administrative Aide/ Frontline Services
4	Review the documents, affix initial/sign in the Obligation Request and recommending approval in Disbursement Voucher	none	5 Minutes	Administrative Aide/ Frontline Services
5	Forward to the Provincial Budget Office thru DTS for signature as to existence of available appropriation	none	3 Minutes	Provincial Budget Office Liason
6	Forward to the Provincial Accounting Office for audit and signature	none		Provincial Accounting Office Liason
7	Forward to Provincial Treasurer's Office for preparation of checks, signature in DV and check	none		Administrative Aide/ Assistant
8	Forward to the Provincial Accounting Office for advice	none		Administrative Aide II
9	Received the Disbursement Voucher with check, encode in DTS	none	2 Minutes	Administrative Officer V
10	Sign the Disbursement Voucher and check	none	2 Minutes	Provincial Administrator's Office

11	Release to the Provincial Treasurer's Office - Cash Division	none	5 Minutes	Provincial Administrator's Office
Sign in the Disbursement	Release the check	none		PTO- Cash Division
TOTAL:				

3. AVAILMENT OF INFRASTRUCTURE PROJECT

PRDP will partner with the LGUs and the private sector in providing key infrastructure, facilities, technology and information that will raise incomes, productivity To generate at least 5% increase in annual real household incomes of farmer beneficiaries, 7 % increase in value of annual marketed output and 20 %

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CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<i>Availment of PRDP subprojects</i> 1. The proponent LGU and Beneficiaries must be willing and capable to contribute the required equity I-BUILD - LGU Equity 10 % I-REAP - PG Equity 20% subproject 3. The proponent LGU must be a recipient of the Seal of Good Housekeeping		Mayors' Office Planning Office		
<i>Documentary Requirement</i> 1. LGU Letter of Intent for the availment of the project address to the Governor 2. Provide socio-economic profile for FS/ Business Plan preparation 3. Facilitate acquisition/ retrieval of road right of way documents and assist in the compliance of social and environmental safeguards requirements 4. Provide budget for the Operation and Maintenance of finished projects as indicated in the approved IMA				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the client/ visitors Log	1. Give the log book to the client	none	1 Minute	Administrative Staff

2. Submit the required	2. Received the required documents and check for	none	5 Minutes	Administrative Staff
TOTAL:				

4.AVAILMENT OF I-REAP Subprojects

To increase productivity and marketability of agriculture and fishery products through increased access to information and support services;

To increase farm and fishery household incomes through engagement in value adding activities; and

To improve the protection and conservation of the natural resource base of identified enterprises through alternative livelihoods and support facilities

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CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<i>Availment of IREAP subprojects</i> 1. Legal personality of cooperatives, NGO, producers groups, private sector and other stakeholders in the value chain 2. Financial Capability 3. Organizational Capability building, labor, equipment, materials) been liquidated and liquidation documents are post audited and properly taken up in				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the client/ visitors Log Book in the Office	1. Give the log book to the client	none	1 Minute	Administrative Staff
2. Submit the required documents to Assigned Staff for initial assessment and verification	2. Received the required documents and check for completeness	none	5 Minutes	Administrative Staff
TOTAL:				