

EXTERNAL SERVICES**1. BOOKINGS OF EVENTS**

The use of Panaad Park and Stadium facilities as multi-purpose facility by the general public. Such events are as follows : Sports-related trainings, Securities & safety - related trainings, other gatherings allowed by the Provincial Government

OFFICE OR DIVISION	PANAAD PARK ADMIN OFFICE			
Classification	SIMPLE			
Type of transaction	G2C, G2B, G2G			
Who may avail	THE GENERAL PUBLIC, GOVERNMENT AGENCY, NON-GOVERNMENT AGENCY			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1.1.a. Official Receipt 1.1.b. Approved letter request 1.2. Reservation Slip		1.1.a. Panaad Park Admin Office 1.1.b. To be submitted by requesting entity 1.2. Panaad Park Admin Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	RESPONSIBLE OFFICER
Fill-up request slip (***) specific activity/s)	Check availability of facility/s for possible booking schedule		2 - 5 minutes upon request	Clerk II / Park Admin Personnel
Check corresponding fee/s (brochure/s will be shown)	Prepare billing statement		2 - 5 minutes upon request	Clerk II / Park Admin Personnel
Pay to Revenue Collector	Issue Official Receipt		2 - 5 minutes upon request	Clerk II / Park Admin Personnel
Present Official receipt	Check Official Receipt details (facility/s to be used)		2 - 5 minutes upon request	On-duty Security Personnel for a particular facility
Present Official Receipt & Reservation Slip	Accommodate client & orient for the proper facility usage		30 minutes upon receipt of OR	Assigned facility Admin personnel

2. HOSTINGS OF ASEAN, NATIONAL & LOCAL COMPETITIONS

The hosting of ASEAN, National & Local Competitions, such as : ASEAN Football Cup, Palarong Pambansa, Regional Meet, Division Meet, Area Meet & other sports competitions.

OFFICE OR DIVISION	PANAAD PARK ADMIN OFFICE EXTERNAL SERVICES			
Classification	SIMPLE, COMPLEX			
Type of transaction	ALL			
Who may avail	ALL			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		

1.1. Approved Official letter request for use of facility/s		1.1. To be submitted by requesting entity/government agency		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	RESPONSIBLE OFFICER
Fill-up request slip (***) specific activity/s)	Check availability of facility/s for possible booking schedule		2 - 5 minutes upon request	Clerk II / Park Admin Personnel
Check corresponding fee/s (brochure/s will be shown), In case of free use, show approved letter request	Prepare billing statement		Within 1 hour upon receipt	Clerk II / Park Admin Personnel
Pay to Revenue Collector	- Issue Official Receipt		2 - 5 minutes upon request	Clerk II / Park Admin Personnel
Present Official receipt	Check Official Receipt details (facility/s to be used)		2 - 5 minutes upon request	On-duty Security Personnel for a particular facility
Present Official Receipt & Reservation Slip	Accommodate client & orient for the proper facility usage		30 minutes upon receipt of OR	Assigned facility Admin personnel

EXTERNAL SERVICES

1. Implementation Barangay Insurance Program

The BIP provides annual life insurance coverage to qualified Barangay Officials, Tanods and Select Employees with a rider on a medical reimbursement for Accident related causes not resulting to death.

OFFICE OR DIVISION	PUBLIC AFFAIRS SECTION			
Classification	HIGHLY TECHNICAL (20 Days)			
Type of transaction	G2G			
Who may avail	Barangay Tanods (18 - 64 years old)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1.1 Enlistment of Beneficiaries(Original & Certified Copy, 1 copy) - Accomplished Individual Membership Form - Tripartite Memorandum of Agreement		Public Affairs Office (PAFF)		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	RESPONSIBLE OFFICER
1. Submit requirements of 1.1	1.1 Check submitted requirements for completeness	NONE	30 minutes	District Coordinator
	1.2 Appraise client on the status of		15 minutes	District or Program

	membership form.		15 minutes	Coordinator
	1.3 Finalization of Master list and email to service provider/insurer for confirmation of total number of insured.		3 days	District Coordinator
	1.4 Preparation of Billing Statement for LGU and Barangay share.		3 days	
2. For Payment, present requirements and secure Order of Payment	2.1 Check record on the file and issue Order of Payment		30 minutes	PAFF
3. Proceed to Provincial Treasurer's Office (PTO) and present Order of Payment and			10 minutes	PTO Cashier
4. Present Official Receipt to District Coordinator	4.1 Record O.R details and return to payee		5 minutes	District Coordinator
5. For Claims, Submit requirements of either 1.2.a,	5.1 Validate submitted documents and appraise client of status of claims		45 minutes	District or Program Coordinator
	5.2 Consolidate claims and prepare transmittal		2 hours	Program Coordinator
	5.3 Sign Transmittal		10 minutes	CAO III or Division Head
	5.4 Transmittal of Complete Documents to Insurer and Evaluation/Assessment of		7 days	Liaison and Insurer's Coordinator
6. On releasing day, present copy of facsimile/radio message and	6.1 For Releasing of Claims; Agency will send out facsimile/radio message to LGU for the		1 day	PAFF
	6.2 Check records and provide Release & Satisfaction Report Form (RSRF) to claimant		15 minutes	District or Program Coordinator
7. Accomplish and sign RSRF	7.1 Facilitate turnover of check by the		2 hours	Division Head
TOTAL			14 days,	

INTERNAL SERVICES

1. PERSONNEL TRANSACTION

SPCD is composed of three different sections with different duties and responsibilities from each personnel. Personnel are expected to perform accordingly.

OFFICE OR DIVISION	SPECIAL PROGRAMS AND CONCERNS DIVISION
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Classification	SIMPLE			
Type of transaction	G2G			
Who may avail	GOVERNMENT EMPLOYEE			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Application for Leave Request from personnel		Admin Officer/Desk		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	RESPONSIBLE OFFICER
1. Files leave of absence through the Administrative Officer 5 days	1. Preapre ant print the leave application form through the Provincial Management	NONE	10 minutes	Administrative Officer/Desk
2. Sign Leave Application	2.1 Affix signature of Head/Supervisor		30 minutes	Admin Officer
	2.2 DTS and transmit to HR for approval		2 days, 4 hours	HR Personnel
3. Wait for the leave form to be release from HRMO				
TOTAL			2 days, 4 hours and 40 minutes	

2. ISSUANCE TRANSACTIONS

OFFICE OR DIVISION	SPECIAL PROGRAMS AND CONCERNS DIVISION			
Classification	SIMPLE			
Type of transaction	G2G			
Who may avail	GOVERNMENT EMPLOYEE			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Loan Application		Admin officer/desk		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	RESPONSIBLE OFFICER
1.Accomplish Personnel Certification Request	1. Affix signature of Office Head/Supervisor for approval	NONE	10 minutes	Admin Officer
TOTAL			10 MINUTES	

3. FINANCIAL TRANSACTIONS

OFFICE OR DIVISION	SPECIAL PROGRAMS AND CONCERNS DIVISION			
Classification	SIMPLE			
Type of transaction	G2G			

Who may avail	GOVERNMENT EMPLOYEE			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Preparation of Payroll DTR Application Leave (if needed) Collection List		Admin officer/desk		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	RESPONSIBLE OFFICER
1. Completion of DTR with signature	1.1 Check completeness of DTR	NONE	30 minutes	Admin Officer
	1.2 Print payroll, attach supporting documents and enorse to Head of Office for		30 minutes	
	1.3 DTS payroll and transmit to Budget Office		2 days	
TOTAL			3 days	

1. SPORTS TECHNICAL ASSISTANCE

Render technical assistance to different LGUs, other government and private sectors in preparation and management of their sports programs and tournaments.

OFFICE OR DIVISION	SPECIAL PROJECTS & CONCERNS DIVISION - SPORTS DEVELOPMENT PROGRAM MANAGEMENT SECTION			
Classification	COMPLEX			
Type of Transaction	G2C			
Who may avail	ALL			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
• Letter from requesting party		LGUs, Government & Prtivate Entities		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of Letter Request :	1.1 Receive letter request, log- in and forward to Provincial Sports Coordinator	NONE	15 minutes	Administrative Aide III
	1.2 Assign staff to coordinate with the Client		15 minutes	Provincial Sports Coordinator
2. Provide details of the request on technical assistance	2.1 Discuss details with the Client and make necessary arrangements on the conduct of sports activity/event		1 hour	Sports Staff In Charge

3. Provide needed logistics	3.1 Render technical assistance as requested		Variable	Sports Personnel
TOTAL:			1 Hour, 30 minutes	

2. SPORTS EQUIPMENT BORROWING PROCEDURE

The Provincial Sports Section is dedicated to the attainment and promotion of a more comprehensive, mass- based physical fitness and sports program fro healthy and energetic Negrenses. Thus, the borrowing of sports equipment to LGUs, other government and private sectors is allowed with certain terms and conditions.

OFFICE OR DIVISION	SPECIAL PROJECTS & CONCERNS DIVISION - SPORTS DEVELOPMENT PROGRAM MANAGEMENT SECTION			
Classification	COMPLEX			
Type of Transaction	G2C			
Who may avail	ALL			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter from requesting party 2. Issuance of Borrower's Slip 3. Provision of valid and updated ID		<ul style="list-style-type: none"> • LGUs, Government & prtivate Entities • Sports Section • LGUs, Government & prtivate Entities 		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of Letter Request	1.1 Receive letter request, log- in and forward to Provincial Sports Coordinator	NONE	15 minutes	Administrative Aide III
	1.2 Approval of the Provincial Sports Coordinator to borrow		15 minutes	Provincial Sports Coordinator
2. Borrow of Sports Equipment	2.1 Accommodate Client's request and check availability of requested sports equipment		20 minutes	Sports Equipment In- charge
3. Sign Borrower's Slip, provide	3.1 Release of sports equipment requested		20 minutes	Sports Equipment In- charge
4. Return of Borrowed sports equipment as stipulated in the	4.1 Inspection of returned sports equipment		30 minutes	Sports Equipment In- charge

Borrower's Clip	4.2 Return of Borrower's Slip & ID			
TOTAL:			1 Hour, 40 minutes	