

SERVICE NAME: CONSIGNMENT AND MARKETING OF MSME'S FOOD PRODUCTS

OFFICE OR DIVISION:	TLDC-FOOD SECTOR			
CLASSIFICATION:	G2B			
TYPE OF TRANSACTION:	SIMPLE			
WHO MAY AVAIL:	ALL (MSME's seeking help/assistance as to their livelihood and start-up business)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Product Client's Profile Label		TLDC-FOOD SHOP		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	ROCESSING TIM	PERSON RESPONSIBLE
1. Food Producers intent to avail of the services offered by the office.	Assist and interview Food Producer need of the service and provide Food Producer's Profile sheet to be filled out.	NONE	15 MINS.	PSA/CLERK
2. Submit accomplished Food Producers Profile Sheet.	Check Food Producer's Profile Sheet for the accuracy of entries of information forwarded to be checked by person in-charge.	NONE	15 MINS.	PDO II
3. Presentation and Acceptance of Food Producer's Product.	3.1. Product evaluation will be submitted for further examination of FOOD TECHNOLOGIST.	NONE	30 MINS	PDO II
	3.2. Assist the Food Producer to avail the label design of Food Products.	NONE	1 HOUR	assigned staff for Label design
	3.3. Approval and provision of space for Product display at the Food Shop after the final assessment and examination of Products.	NONE	10 MINS.	CLERK
4. Deliver Products for consignment to TLDC Food Shop	4.1. Received products w/ Delivery Receipt, place price tag, arranged and display the Food Products for selling.	NONE	10 MINS	CLERK
	4.2. Encode and file Delivery Receipt	NONE	10 MINS	CLERK

	of Food Producers.			
5. Check sales and inventory of consigned food products.	5.1. Check and inventory for sales of Food Producer's consigned Products.	NONE	15 MINS.	CLERK
	5.2. Release sales to Food Producer with Proper documentation.	NONE	15 MINS.	CLERK
	5.3. Remit the monthly 10% mark-up (TAX ORDINANCE) on gross sales to the Provincial Treasurer's Office	10% TAX ORDINANCE <i>(Other Service Income)</i>	15 MINS.	CLERK
	5.4. Summarize and submit report to the Program Manager.	NONE	15 MINS.	PDO III/PDO IV
6. Client's Financial Support	Facilitate and conduct orientation on financial assistance on accredited project proposals from the different agencies, private and business institutions, banks and/or from grants	NONE	30 MINS	PSA
TOTAL			4 HOURS	

SERVICE NAME: MARKETING PROMOTION DIVISION

OFFICE OR DIVISION:	Technology & Livelihood Development Center			
CLASSIFICATION:	Complex, Simple			
TYPE OF TRANSACTION:	G 2 G & G 2 B			
WHO MAY AVAIL:	ALL			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Product Promotion Assessment Entrepreneur Business Permit Official Receipt		TLDC Office		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	ROCESSING TIM	PERSON RESPONSIBLE
Submit requirements and present sample products	Receive requirements and check sample products for quality control	NONE	30 minutes	PDO II, PDO III

	Prepare recommendation on QC Passed and submit to Program Manager for Approval	NONE	30 minutes	PDO II
	Evaluate the recommendation and approve the proposal.	NONE	20 minutes	PDO III/PDO IV
	Advice client to deliver the products approved for consignment.	NONE	10 minutes	PDO II, PDO III
Prepare and deliver products for consignment to TLDC with acknowledgement receipt.	Receive the products, display at showroom and sell.	NONE	2 days	Producer & PDO II, PDO III
Collect sales on consigned products	Release sales to client with proper documentation.	NONE	15 minutes	PDO II, PDO III

SERVICE NAME: ADMINISTRATIVE SUPPORT SERVICES

OFFICE OR DIVISION	Technology & Livelihood Development Center		
Classification			
Type of Transaction	G 2 G		
Who may avail	TLDC Staff,Supplier		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
Financial Transaction			
Mobile allowances		PTO Cashier	
Telephone Bill		PTO Cashier	
Cash Advance		PTO Cashier	
Payroll		PTO Cashier	
Liquidation			
Procurement			
Purchase Request		BAC Office	
Supplies		PTO Cashier	
Repair Service Vehicle		PTO Cashier	
Computers, Equipment		PTO Cashier	

Personnel Transaction				
Leave		HR		
Monitize		HR		
Travel order		Admin Office		
AREP		GSO		
WASTE Material Report		GSO		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	ROCESSING TIM	PERSON RESPONSIBLE
Submit Billing Statement	Prepare Attachment Doc's and process payment	Mobile Allowance (Php 1,500.00) Telephone Expense (Php3,000.00 - Php4,000.00), Special Event Cash advance case to case	10 days	Head of Office A.O and Liason
Gather the Need of supplies to be purchase same for the repair of Equipment.	Request Approval of AO and Head Of Office. Process attachment for purchase request	Case to case	5 minutes	Head of Office A.O and Liason
	Process the Purchase request with supporting documents attached the Project Procurement Management Program (PPMP) receive by BAC Office,Pre-inspection report .			
	The End-user release to Admin Office for review and signature of the documents .		2 days	
	After for the approval of Admin the P.R release to Budget Office for review			
	The BAC Secretariat inform the End-user for the Bidding Schedule.		2 days	
	The end-user infrom the Supplier for the Schedule of Bidding.			
	Prepare the items for Inspection by the GSO inspector and Admin Inspector when the items approved.		2 days	

	Process the Payment attachment the supporting documents including I.C.S and Waste, Voucher for Audit of Accounting.		3 days	
	Monitor the payment made and comply the difficiency from Audit.		10 days	
	Monitor the papers until it made check at the Cashier's office.		3 days	
	After the check was made the PTO release the papers to Accounting Advice.		3 days	
	The Accounting Advice release the check to Admin Office for Provincial Administrator's Signature.		3 days	
	The Admin Office release the check to the PTO Cashier.			PTO Cashier-In Charge
Request form TLDDC/PESO Staff	Prepare the request form of leave,travel,office supplies,document request	Case to case	5 days	Clerk -I, A.O, Head of Office, Liason

SERVICE NAME: LIVELIHOOD SKILLS TRAINING

OFFICE OR DIVISION:	Technology & Livelihood Development Center			
CLASSIFICATION:	G 2 C, G 2 B, G 2 G			
TYPE OF TRANSACTION:	SIMPLE, COMPLEX			
WHO MAY AVAIL:	ALL (STUDENT, PWD, SOLO PARENT, SENIOR CITIZEN)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
LOG BOOK / FOOD PRODUCERS FORM WRITTEN REQUEST LETTER RECIPE / MENU COPIES LIVELIHOOD SKILLS TRAINING (ACTUAL DEMONSTRATION) EVALUATION / FEED BACK / SURVEY FORM GIVING OF CERTIFICATE OF ATTENDANCE		TLDC - FOOD SECTOR OFFICE		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	ROCESSING TIM	PERSON RESPONSIBLE

1.a. Log in/write (Date, Name, Address, LGU/Association, Purpose, Signature)	Provide log book to fill out Livelihood Skills Training request	N O N E	2 MINUTES	PDO II
1.b. Consult/Give data about the Livelihood Skills Training they need. (what, where, when, How)	Interview/Get data for what raw materials available in their area	N O N E	15 MINUTES	PDO II
1.c. Fill out Food Producers data Form (FPDF)	Provide Food Producers Data Form (FPDF) for client	N O N E	5 MINUTES	PDOII
1.d. Submit Accomplished (FPDF)	Check for completeness and discuss important points of the record such as updating of record if necessary	N O N E	5 MINUTES	PDO II
2.a. Submit written intent to Governor's Office to avail the service Livelihood Skills Training (LST).	Receive and refer to the Head of office for approval of the letter intent (LST)	N O N E	5 MINUTES	PDO II
2.b. Wait for the approved letter of intent for LST schedule	Call / Inform client and schedule the requested LST	N O N E	2 DAYS	PDO II
3. a. Prepare the raw materials, ingredients, equipment need for LST	Check for the clients preparation for LST	N O N E	1 DAYS	PDO II
3.b. Inform the availability of the raw materials and other ingredients finalize the date of LST	Provide client with requirements, preparation and date of activity to be conducted	N O N E	5 MINUTES	PDO II
4.a. Facilitate preparation of the venue, ensure availability of all utensils, materials, ingredients as agreed	Conduct the the requested Livelihood Skills Training / seminar	N O N E	2 DAYS	PDO II
4.b. Fill out the Attendance and Participants Profile to secure their data	Gather Participants to sign the Attendance sheet and fill out Participants profile form	N O N E	3 MINUTES	PDO II