

SUMMARY OF SERVICES OF THE PROVINCE OF DAVAO DE ORO

Name of Office	Services	Documents Required	Fees	Processing Time	Classification
PROVINCIAL ACCOUNTANT'S OFFICE	Accounting Services				
	1. Certification of No Outstanding Balance	1. Memorandum of Agreement	None	1 Hour and 30 Minutes	Simple
	2. Certification of Premium and Loan Repayment (Employed Before 2006)	1. Any valid ID	None	2 Days, 4 Hours and 11 Minutes	Simple
	3. Certification of Premium and Loan Repayment (Employed from 2006 and Onwards)	1. Request Form 2. Report of Checks Issued 3. Report of Collections and Deposits 4. Liquidation Reports	None	4 Hours and 11 Minutes	Simple
	4. Issuance of Supplies Availability Inquiry	1. SAI form (1 original) 2. RIS with P.O number	None	15 Minutes	Simple
	5. Preparation and Submission of Fund Utilization Reports (FUR)	1. Request Form 2. Report of Checks Issued 3. Report of Collections and Deposits 4. Liquidation Reports	None	3 Days	Simple
	Fiscal Management Services				
	1. Certification of Voucher for Financial Assistance to Indigents	1. Voucher with supporting documents (1, original)	None	50 Minutes	Simple
	2. Certification of Various Payrolls	1. Payroll with supporting documents	None	1 Day	Simple
	3. Certification of Various Vouchers	1. Voucher with supporting documents (1, original)	None	3 Days	Simple
PROVINCIAL AGRICULTURIST'S OFFICE	Cooperative Development Services				
	1. Facilitation of Loan Application Through Compostela Valley Koop Negosyo Surety Fund (CVKSF)	1. Loan Application (1 original/photocopy) 2. Board Resolutions/ Endorsement 3. Other documents that may be required(Authorization letter, valid Government issued ID)	None	7 Days, 6 Hours and 50 Minutes	Highly Technical
	2. Facilitation of Pre-Membership and Education Seminar (PMES), Loan Promotion Seminar and Cooperative Trainings	(1 original copy of each of the ff.) 1. Letter Request 2. Other documents that may be required(Authorization letter, any valid ID)	None	2 Days, 2 Hours and 35 Minutes	Simple
	3. Facilitation for the Release of Loan for Micro Credit Assistance Program to Cooperatives (MCAPC)	(1 original copy of each of the ff.) 1. Loan Application 2. Board Resolutions/ Endorsement 3. Other documents that may be required(Authorization letter, any valid ID)	None	18 Days, 4 Hours and 45 Minutes	Highly Technical
	Crops and Fisheries Production and Engineering Services				

	1. Facilitation in the Conduct of Immersion of On-The-Job Trainings for Senior High Schools & College Agriculture Students	(1 original copy of each of the ff.) 1. Letter Request 2. Other documents that may be required (Authorization letter, valid Government issued ID)	None	14 Days, 7 Hours and 55 Minutes	Highly Technical
	2. Preparation of Agri Business Plan	1. Letter Request (1 original/photocopy) 2. Other documents that may be required (Authorization letter, valid Government issued ID)	None	19 Days and 30 Minutes	Highly Technical
	3. Facilitation of Agriculture and Fishery Situationer and Commodity Profile	1. Letter Request (1 original/photocopy) 2. Other documents that may be required (Authorization letter, any valid ID)	None	1 Hour	Simple
	4. Facilitation of Trainings/Seminars on Package of Technology (POT), Farmers Field School (FFS), Aquaculture, Food and Processing, Fishery Law Orientation and Seed Orientation	(1 original copy of each of the ff.) 1. Letter Request 2. Barangay Indorsement 3. Other documents that may be required(Authorization letter, valid Government	None	10 Days, 7 Hours and 55 Minutes to 4 Months, 9 Days and 55 Minutes	Highly Technical
	5. Facilitation of Farm Machineries and Equipment Rental	(1 original copy of each of the ff.) 1. Letter Request 2. Barangay Endorsement 3. Other documents that may be required(Authorization letter, any valid ID)	Php 2,300/ha. (disc plow) Php 1,500/ha. (harrow-ing)	1 Day, 4 Hours and 30 Minutes to 1 Day, 5 Hours and 30 Minutes	Simple
	6. Facilitation of the Delivery, Installation, Establishment, Design and Rehabilitation of Agricultural Infrastructure Projects/Machinery and	(1 original copy of each of the ff.) 1. Letter Request	None	3 Days	Simple
	7. Provision of Agricultural Inputs, Biological Control Agents, Fingerlings and High Value Crops	(1 original copy of each of the ff.) 1. Letter Request 2. Barangay Endorsement	None	3 Days	Simple
	Planning and Administrative Support Services				
PROVINCIAL ADMINISTRATOR'S OFFICE	Administrative Support and Records Management Services				
	1. Approval of Non-Financial Documents	1. Travel Order (2 original) 2. Leave Request (1 original) 3. Request for Overtime (2 original)	None	35 Minutes	Simple
	2. Approval of Limited Financial Assistance	1. Obligation Request (1 Original)	None	28 Minutes	Simple
	3. Approval of Requests for Financial Assistance	1. Disbursement Voucher with Attachments (1, Original)	None	33 Minutes	Simple

4. Control of Purchase Orders	1. Obligation Request 2. Purchase Request 3. Purchase Order	None	43 Minutes	Simple
5. Approval of Transfer of Funds	1. Disbursement Voucher with Attachments (1, Original)	None	33 Minutes	Simple
6. Archiving and Filing of Provincial Issuances	1. Land Titles 2. Provincial Issuances	None	4 Hours and 49 Minutes	Simple
7. Provision of Duplicating Services	1. Request Form for reproduction (1 Original)	None	2 Hours and 41 Minutes per 200 Copies	Simple
8. Provision of Secretariat Services		None	1 Day, 2 Hours and 39 Minutes	Simple
Internal Audit Services				
1. Conduct of Baseline Assessment of Internal Control Systems	1. Request Letter	None	16 Days, 3 Hours and 45 Minutes	Highly Technical
2. Conduct of Internal Audit	1. Request Letter	None	19 Days, 5 Hours and 8 Minutes	Highly Technical
3. Conduct of Audit Follow-up and Audit Monitoring	1. Audit Notification/ Instruction	None	8 Days, 4 Hours and 45 Minutes	Highly Technical
4. Conduct of Orientation and Knowledge Transfer	1. Request Letter	None	1 Day, 4 Hours and 30 Minutes	Simple
5. Provision of Management and Advisory	1. Request Letter 2. Consultation Form	None	3 Hours and 25 Minutes	Simple
6. Provision of Technical Assistance in Crafting of Business Processes	1. Procedures Manual 2. Consultation Form	None	3 Hours and 30 Minutes	Simple
Information and Communications Technology Services				
1. Installation of Computer Hardware and Software	1. Approved Request Letter	None	3 Days	Simple
2. Installation of Radio Communication Equipment	1. Approved Request Letter	None	4 Days, 3 Hours and 50 Minutes	Complex
3. Repair and Maintenance of Computer IT Equipment	1. Approved Request Letter	None	5 Days and 55 Minutes	Complex
4. Provision of Web Services	1. Approved Request Letter	None	18 Days and 20 Minutes	Highly Technical
5. Development of Information Systems	1. Approved Request Letter	None	60 Days and 35 Minutes	Highly Technical
6. Maintenance of Information Systems	1. Approved Request Letter	None	3 Days, 6 Hours and 25 Minutes	Complex
7. Provision of ICT Technical Support		None	2 Days and 55 Minutes	Simple
Information Services				
1. Production of AVP and Visual Presentations	1. Approved Request Letter	None	5 Days, 2 Hours and 20 Minutes	Complex

2. Provision of Assistance in the Conduct of Press Conference	1. Request Letter	None	6 Hours and 15 Minutes	Simple
3. Provision of Graphic/ Computer-generated Designs	1. Request Letter 2. Form 1-Job Order	None	3 Days	Simple
4. Provision of Print Press Release	1. Request Letter 2. Form 4-Job Order	None	2 Days and 4 Hours	Simple
5. Provision of Technical Assistance (Broadcast and Digital Media)	1. Request Letter 2. Form 2: Programming and Guest List	None	6 Hours and 15 Minutes	Simple
6. Assistance and Documentation of Production	1. Request Letter 2. Form 1-Job Order	None	vs, 6 Hours and 5 Mi	Complex
Tourism and Investments Promotion Services				
1. Facilitation of Approval of Clients, Stakeholders, and Tourists' Requests	1. Request Letter (1, Original)	None	1 Day and 30 Minutes	Simple
2. Inspection, Exploration and Validation of Site Destination and Other Related Tourism Establishments	1. Request Letter 2. Other documents that maybe Required (valid Government issued ID)	Php 1,000 for TOE/TRE	4 Days, 4 Hours and 50 Minutes	Complex
3. Participation to Tourism Exhibition and Exposition	1. Invitation letter (1 original) 2. Other documents that maybe Required (Program of activities/ Profile of event)	None	5 Days, 4 Hours and 45 Minutes	Complex
4. Conduct of Capacity Enhancement Trainings for Industry Workers, Service Frontliners and Community-based Managed Destinations	1. Request letter 2. Other documents that maybe Required (Training proposal)	None	6 Days, 3 Hours and 45 Minutes	Complex
5. Facilitation for the Accreditation Tourism-Oriented and Tourism-Related Establishments (TRE/TOEs)	1. Request letter 2. Other documents that maybe required (Any valid	None	23 Days, 4 Hours and 45 Minutes	Highly Technical
6. Provision of Technical Support Services to Tourism Stakeholders TOE/TRE/LGUs, NGAs, POs, Others)	1. Request letter 2. Other documents that maybe required (Any valid	None	6 Days, 2 Hours and 5 Minutes	Complex
7. Application of Investments Incentives	1. Application for incentives 2. Business permits and other pertinent requirements as stated in the Investment Code depending on the business category	Refer to payment schedule on the Invest-ment Code	31 Days, 1 Hour and 55 Minutes	Highly Technical
8. Provision of Technical Support Services to MSME, Business Chamber, NGA Partners, LGU, Investors	1. Request letter 2. Other documents that maybe required (Any valid ID, business permits)	None	1 Day, 1 Hour and 5 Minutes	Simple
9. Facilitation for Non-Fiscal Incentives Investments	1. Request letter 2. Other documents that maybe required (Any valid ID, business permits)	None	3 Days and 2 Hours	Complex
Rehabilitation Services				

	1. Reception of Persons Deprived of Liberty for Rehabilitation	1. Commitment Order (2 original) 2. Information Sheet 3. Medical Certificate	None	3 Hours and 43 Minutes	Simple
	2. Facilitation of Requests for Conjugal Visit	1. Marriage Certificate 2. Barangay Certificate (for live in partners) 3. Conjugal visit card	None	1 Hour and 55 Minutes	Simple
	3. Receiving of Person Deprived Liberty (PDL) From Concerned/ Assisting Office/Agency	1. Mittimus 2. Medical Certificate 3. Information of the Case	None	1 Hour and 6 Minutes	Simple
	4. Escorting of Person Deprived liberty (PDL) Subpoenaed for Court Hearing	1. Order / Notice of Hearing 2. Masterlist	None	2 Hours and 25 Minutes	Simple
	5. Transfer of Inmate to Another	1. Commitment Order 2. Case Information	None	1 Day, 2 Hours and 25 Minutes	Simple
	6. Release of Inmate	1. Release / Court Order 2. Verification	None	5 Hours, 40 Minutes	Simple
	7. Issuance of Certificate of Detention	1. Valid ID 2. Request Letter	None	38 Minutes	Simple
	8. Assessment, Hospitalization and Health Monitoring of Persons Deprived	1. Travel Order	None	1 Day and 10	Simple
	9. Receiving of Legitimate Visitors	1. Valid ID	None	1 Hour	Simple
	10. Eligibility Screening of Persons Deprived of Liberty Requesting for Conjugal Visit	1. Marriage Certificate 2. Barangay Certificate (for live in partners) 3. Conjugal visit card	None	2 Hours and 10 Minutes	Simple
	Community Relations Services				
	1. Production of Streamers	1. Approved Request Letter	None	2 Hours and 25 Minutes	Simple
	2. Provision of Sound System	1. Approved Request Letter	None	1 Day, 7 Hours and 30 Minutes	Simple
	3. Delivery of Communication	1. Request Form	None	1 Day, 1 Hour and 20 Minutes	Simple
PROVINCIAL ASSESSOR'S OFFICE	Assessment and Records Management				
	1. Issuance of Certificate of Landholding	1. Request Form (1 original) 2. Official Receipt (1 original)	Php100 per property owner	1 Hour and 15 Minutes	Simple
	2. Issuance of Certificate of No Landholding	1. Request Form (1 original) 2. Official Receipt (1 original)	Php100 per property owner	40 Minutes	Simple
	3. Issuance of Tax Declaration	1. Request Form (1 original) 2. Official Receipt (1 original)	Php100 per property owner	1 Hour and 8 Minutes	Simple
	4. Preparation and Issuance of Real Property Tax Order of Payment (RPTOP)	1. Request Form (1 copy original)	None	41 Minutes	Simple
	5. Annotation of Real Estate Mortgage	1. Request Form (1 original) 2. Official Receipt (1 original)	Php100 per property owner	37 Minutes	Simple
	Property Valuation and Examination Services				

1. <i>Appraisal and Assessment on Real Property</i>	1. <i>Request Letter (1 copy original)</i> 2. <i>Photocopy of Certified True Copy of Title</i> 3. <i>Deed of Sale</i> 4. <i>Tax Clearance</i> 5. <i>Subdivision Plan</i> <i>Note: If the Land is Subdivided</i> 6. <i>Extra Judicial Partition</i>	None	2 Days and 25 Minutes	Simple
2. <i>Cancellation of Assessment</i>	1. <i>Request Letter (1 copy original)</i>	None	2 Days, 1 Hour and 30 Minutes	Simple

	3. Preparation of Inspection Report	1. Request Letter (1 copy original)	None	2 Days and 10 Minutes	Simple
	4. Reclassification of Assessment	1. Request Letter (1 copy original)	None	2 Days, 3 Hours and 55 Minutes	Simple
	Tax Mapping Services				
	1. Issuance of Photocopy or Certified Copy of Property Index Map (PIM)/Tax Map Control Roll (TMCR)	1. Request Form (1 original) 2. Official Receipt (1 original)	Php100 per property owner	1 Hour and 10 Minutes	Simple
PROVINCIAL BUDGET OFFICE	Provincial Budget Operations Services				
	1. Verification as to Appropriation - Project/Activity Design	1. Project/Activity Design shall have the following information: a. Project Title b. Rationale c. Objective d. Activities e. Expected Output f. Beneficiaries g. Time Frame h. Budgetary Requirements i. Source of Funds j. Monitoring and Evaluation (4 Original Copies)	None	1 Hour and 25 Minutes	Simple
	2. Preparation of Allotment Release Order (ARO)	1. Request Letter (2 original) 2. Project/Activity Design (1 original) 3. Cash Disbursement Forecast (CDF) (1 original) 4. ARO for Personal Services (PS) (LBE Form No.1) (4 original) ARO for Maintenance and Other Operating Expenses (MOOE) (LBE Form No. 1A) (4 original) ARO for Financial Expenses (LBE Form No. 1B) (4 original) ARO for Capital Expenditures (LBE For No.2) (4 original)	None	2 Days, 3 Hours and 5 Minutes	Simple
	3. Certification of Obligation Request as to Availability of Funds	1. Obligation Request LBEF No. 10 (2 Original) 2. Other documents that may be required	None	1 Hour and 10 Minutes	Simple
	4. Augmentation/Reprogramming of Budget	1. Request letter for Augmentation (3 Original copies)	None	3 Hours and 20 Minutes	Simple
	Municipal Budget Initial Review and Coordination Services				

<p>1. Review of Municipal Annual Budget (AB)</p>	<p>1. Checklist on Documentary & Signature Requirements for Annual Budget (LBR Form No.1A) (1 Original) 2. Summary of Findings & Recommended Review Actions (LBR Form No. 2) (1 Original) 3. Summary Worksheet- Receipts & Expenditures (LBR Form No. 3A) (1 Original) 4. Budgetary Requirements & Limitations (LBR Form No. 3B) (1 Original)</p>	<p>None</p>	<p>17 Days and 22 Minutes</p>	<p>Highly Technical</p>
<p>2. Review of Municipal Supplemental Budget (SB)</p>	<p>1. Checklist on Documentary & Signature Requirements for Supplemental Budget (LBR Form No.1B) (1 Original) 2. Summary of Findings & Recommended Review Actions (LBR Form No. 2) (1 Original) 3. Summary Worksheet- Receipts & Expenditures (LBR Form No. 3A) (1 Original) 4. Budgetary Requirements & Limitations (LBR Form No. 3B) (1 Original)</p>	<p>None</p>	<p>10 Days and 22 Minutes</p>	<p>Highly Technical</p>

PROVINCIAL ECONOMIC ENTERPRISE MANAGEMENT OFFICE	Medical Services				
	1. Provision of Medical Services at the Emergency Room	1. ER forms (1, original) 2. Laboratory Form (1, original) 3. Radiology Form (1, original) 4. IV Label Form (1, original) 5. Patients Chart 6. Consent Form (1, original)	Refer to Billing and Claims Section for the corresponding fees	3 Hours and 10 Minutes	Simple
	2. Provision of Medical Services for Out-Patient Department	1. OPD Triage Form (1 original) 2. OPD Patient Record 3. Laboratory Request (1 original)	Refer to Billing and Claims Section for the corresponding fees	6 Hours and 29 Minutes	Simple
	3. Provision of Medical Services for Minor Surgery	1. ER form (1 original) 2. Consent form (1 original)	Refer to Billing and Claims Section for the corresponding fees	1 Hour and 9 Minutes	Simple
	4. Provision of Medical Services for Anti-Rabies Vaccination	1. OPD triage form (1 original) 2. OPD patient record 3. Post-Exposure Prophylactic (PEP) card	Refer to Billing and Claims Section for the corresponding fees	4 Hours and 11 Minutes	Simple
	5. Provision of Medical Services for Major Surgery	1. Patient's chart 2. Surgery Safety Checklist 3. Prior Informed consent 4. Cardio-pulmonary Clearance form (1 original)	Refer to Billing and Claims Section for the corresponding fees	3 Hours and 15 Minutes	Simple
	6. Provision of Medical Services at Delivery Room	1. Prior Consent form (1 original) 2. Patient's chart 3. OB Sheet Form(1 original)	Refer to Billing and Claims Section for the corresponding fees	1 Day, 7 Hours and 27 Minutes	Simple
	7. Provision of Medical Services at Ward	1. Patient's chart 2. Prior Consent form (1 original) 3. Discharge Clinical Summary (1 original)	Refer to Billing and Claims Section for the corresponding fees	4 days, 1 Hour and 20 Minutes	Complex
	8. Provision of Dental Services	1. Patient's chart 2. Prior Consent form (1 original) 3. Discharge Clinical Summary (1 original)	Refer to Billing and Claims Section for the corresponding fees	1 Hour	Simple
Ancillary Services					

1. Provision of Laboratory Services	1. Laboratory Request (1 original) 2. Official Receipts (for OPD)	Refer to Billing and Claims Section for the corresponding fees	2 Hours and 30 Minutes	Simple
2. Provision of Radiology Services	1. X-Ray Request	Refer to Billing and Claims Section for the corresponding fees	2 Days and 40 Minutes	Simple
3. Provision of Medical Social Services	1. Confinement /Medical Certificate (1 original) 2. Barangay Clearance (1 original) 3. Hospital Statement of Accounts (1 original)	None	45 Minutes	Simple
4. Provision of Health Information and Management Services (HIMS)	1. Pre – Application Form (1 original) 2. Authorization Slip from the patient – for watcher (1 original) 3. Official Receipt	Refer to Billing and Claims Section for the corresponding fees	30 Minutes	Simple
Billing and Claims Services				
1. Issuance of Statement of Account (SOA) For In-Patients	1. Statement of Account (SOA) 2. Claim Form (CF2) 3. Hospital Clearance	Refer to Billing and Claims Section for the corresponding fees	48 Minutes	Simple
2. Issuance of Statement of Account (SOA) For Out- Patients	1. Statement of Account (SOA) (1 original) 2. Claim Form (CF2)- 1 original 3. Hospital Clearance (1 original)	Refer to Billing and Claims Section for the corresponding fees	25 Minutes	Simple
3. Issuance of Statement of Account (SOA) For ER Patient	1. Statement of Account (SOA) – 1 original 2. Claim Form (CF2) – 1 original 3. Hospital Clearance (1 original)	Refer to Cashier for the corresponding fees	28 Minutes	Simple
4. Facilitation for the Availment of Philhealth Benefits	1. Members Data Record (MDR) (1 photocopy) 2. Valid Identification Cards (1 photocopy) 3. Birth Certificate and Marriage Certificate (for married) – 1 photocopy	None	40 Minutes	Simple
Patient Transport Services				
1. Provision of Patient Transport Services	1. Referral Slip (1 original) 2. Trip Ticket (1 original)	None	3 Hours and 26 Minutes	Simple
Financial Reporting Services				
1. Preparation of Monthly Financial Report	1. Accountable Form # 51 (1 original) 2. Report of Cash Deposits (RCD)	None	5 Hours and 3 Minutes	Simple

PROVINCIAL ENGINEER'S OFFICE	Construction, Rehabilitation, Repairs and Maintenance Services for District I and II				
	1. Implementation of Construction and Public Works	1. Approves list of projects (1 original) 2. Resolutions from Barangays/Municipalities/Agencies	None	6 Days, 4 Hours, and 5 Minutes (Plus Duration of Project Implementation based on POW)	Highly Technical
	2. Rehabilitation, Repair, and Maintenance of Roads and Bridges	1. Request Letter 2. Resolutions from Barangays/Municipalities/Agencies	None	5 Days, 3 Hours and 5 Minutes	Complex
	Technical & Social Services				
	1. Conduct of Civic Action Services	1. Request Letter	None	4 Days and 50 Minutes	Complex
	2. Conduct of Site Inspection and Validation for Barangay Request / Resolutions	1. Request Letter	None	1 Day, 2 Hours, and 25 Minutes	Simple
	Equipment Pool Services				
	1. Provision of Equipment Rental for Barangays	1. Barangay Resolutions / Requests (With governor's recommendation)	None	4 Days, 1 Hour and 45 Minutes	Complex
	2. Provision of Equipment Rental for Private Sector	None	Dump truck =11,419/8hours Backhoe =24,823/8hours Grader =17,280/8hours Loader = 23,158/8hours Road Roller =10,541/8 hrs Dozer = 19,008/8 hours	4 days, 3 Hours and 20 Minutes	Complex

	3. Provision of Reinforced Concrete Pipe Culvert (RCPC) for Barangays	1. Barangay Resolutions / Letter Requests	None	1 Day, 4 Hours and 40 Minutes	Simple
	4. Provision of Reinforced Concrete Pipe Culvert (RCPC) for Private Sector	None	RCPC Size 18 – 1,600.00 Size 24 – 1,860.00 Size 36 – 3,350.00 Size 48 – 4,460.00 Size 72 – 10,260.00	1 Hour and 30 Minutes	Simple
	5. Repair of Light Equipment (Minor and Major)	1. Pre-Repair and Inspection Report	None	Minor: 2 Days, 4 Hours and 15 Minutes Major: 5 Days 4 Hours and 15 Minutes	
	6. Conduct of Preventive Maintenance (Change oil, Lubrication and Change Tire)	1. Request Form 2. Oil, Oil Filter, Lubricants and Tires	None	4 Hours and 35 Minutes	
	Preparation of Contractors Billing (Mobilization, Progress and Final Billing)				
	1. Preparation of Contractors Billing	15 % Mobilization: 1. Request Letter (1 original) 1 certified photocopy of the following:	None	1 Hour and 25 Minutes	Simple
PROVINCIAL	Environmental Management Services				

ENVIRONMENT AND NATURAL RESOURCES	1. <i>Distribution of Seedlings</i>	1. <i>Request Letter</i>	None	2 Days, 3 Hours and 20 Minutes	
	Land and Mineral Resources Management Services				
	1. <i>Issuance of Various Quarrying Permits</i>	1. <i>Letter of intent (1 original)</i> 2. <i>Application Form duly Accomplished and</i>	FOR CLARIFICATION	FOR CLARIFICATION	Highly Technical
	2. <i>Issuance of Small Scale Miners License</i>	1. <i>Certificate of Attendance to the Small Scale Mining Safety Seminar</i> 2. <i>Duly Accomplished Registration Form</i> 3. <i>Updated Certificate of Community Tax</i>	Php 500.00	1 Day, 1 Hour and 5 Minutes	Simple
	3. <i>Issuance of Ore Transport Permit</i>	1. <i>Letter of intent (1 original)</i> 2. <i>Application Form duly Accomplished (1 original)</i> 3. <i>Paid Excise Tax (1 original)</i>	Transport Permit Fee per Truckload of Php 200.00 Verification Fee per applied area of Php 4,000.00 and Extraction Fee of 10% of prevailing market value X number of truckloads	5 Days, 1 Hour and 8 Minutes	Complex

<p>4. Settlement of Violations of Transport Vehicles</p>	<p>1. Directory of the Approved Permit within Davao de Oro Province 2. Delivery Receipts 3. Seizure Receipts</p>	<p>i. Failure to carry Delivery Receipts</p> <p>1st offense – Php 2000 per cu. m. 2nd offense – Php 3000 per cu.m. 3rd offense – Php 4000 per cu. m.</p> <p>ii. Failure to Issue DRs or Issuing Fraudulent Receipts</p> <p>1st offense – Php 3000 2nd offense – Php 5000 3rd offense – Php 7500 and shall be subject</p>	<p>FOR CLARIFICATION</p>	
<p>Administrative Support Services</p>				

<p>1. Approval of Transfer of Funds and/or Financial Assistance to Local Government Units (LGUs), Non-Government Organizations (NGOs) and Peoples Organizations (Pos)</p>	<p>Transfer of Funds to Local Government Units (LGUs) 1. Disbursement Voucher (1, Original) 2. Obligation Request (ObR) (3, Original) 3. Letter request for transfer duly approved by the Governor (1, Original)</p>	<p>None</p>	<p>2 Days and 35 Minutes</p>	<p>Simple</p>
<p>2. Approval of Various Requests from Local Government Units, National Government Agencies, and other Government Instrumentalities</p>	<p>1. Request letter/resolution (2, Original) 2. Requisition Issue Slip (4, Original)</p>	<p>None</p>	<p>7 Days and 45 Minutes</p>	<p>Highly Technical</p>
<p>3. Approval of Administrative Documents</p>	<p>1. Administrative Documents: 1 Copy, Original – Leave Forms</p>	<p>None</p>	<p>2 Days and 20 Minutes</p>	<p>Simple</p>

4. Approval of Financial Documents	1. Financial Documents	None	2 Days and 20 Minutes	Simple
5. Approval of Appointments/Courtesy Calls	1. Request Letter (2, Original)	None	2 Days and 20 Minutes	Simple
6. Provision of Message of the Governor to Souvenir's Program	1. Request Letter (2, Original)	None	2 Days and 50 Minutes	Simple
7. Approval of Governor's Invitation	1. Letter of Invitation/Program (2, Original)	None	2 Days and 20 Minutes	Simple
Women Development Program Services				
1. Conduct of Skills and Livelihood Training and Seminar Workshop on Various Topic	1. Request Letter 2. WDP Project Design 3. Attendance Sheet for Participants 4. CV of Trainer 5. Payroll for the Trainer's Honorarium 6. Summary of Payroll 7. Disbursement Voucher	None	2 Days and 30 Minutes	Simple
2. Provision of Financial Assistance to Provincial Women Development Council and for the prizes of various activities of Barangay/ Municipal Local Council of Women and Sectoral Organizations	Financial Assistance to Provincial Women Development Council participation to different seminars, workshops and trainings 1. Request Letter signed by PWDC Chairperson duly approved by the Governor (2, Original) 2. Disbursement Voucher (1, Original) 3. Obligation Request (ObR) (3, Original) Financial Assistance for Prizes of various activities of Barangay/ Municipal Local Council of Women and Sectoral Organizations 1. Request Letter (2, Original) 2. Activity Design (1, Original or Certified True Copy) 3. Tabulation Sheet	None	2 Days and 35 Minutes	Simple

<i>3. Provision of Food Assistance to LGUs Women's Day/Summit</i>	<i>1. Request Letter (2, Original) 2. Activity Design (1, Original or Certified True Copy)</i>	<i>None</i>	<i>2 Days and 35 Minutes</i>	<i>Simple</i>
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	Sports Development Program Services				
	1. Provision of Sports Equipment	1. Request Letter (2, Original)	None	2 Days and 30 Minutes	Simple
	2. Provision of Professional Fees, Cash Awards and Prizes	1. Request Letter (2, Original) 2. Certification 3. Profile (1, Original) 4. Activity Design/Project Design (1, Original or Certified True Copy) 5. Payroll (3, Original) 6. Summary of Payroll (1, Original) 7. Obligation Request (3, Original) 8. Disbursement voucher (1, Original)	None	2 Days and 30 Minutes	Simple
	Music Literacy Program Services				
	1. Conduct of Musical Instruments, Drum and Bugle Corp Trainings	1. Request Letter (2, Original)	None	2 Days and 40 Minutes	Simple
PROVINCIAL TREASURER'S OFFICE	Collection and Management Services				
	1. Collection of Real Property Tax	1. Latest Tax Declaration (Citizen) (1, Original) 2. Latest Tax Bill (Business) (1, Original) 3. Latest Official Receipt (1, Original)	2% of the Total Assessed Value	25 Minutes	Simple
	2. Collection of Franchise Tax	1. Latest Official Receipt (1, Original) 2. Certified Statement of Latest Gross Sales (1, Original)	Updated Revenue Code (Provincial Ordinance)	20 Minutes	Simple
	3. Collection of Tax on Transfer of Real Property Ownership	1. Latest tax declaration (1, Original) 2. Deed of Sale/Extra Judicial Partition/Deed of Donation (1, Original and Notarized)	Updated Revenue Code (Provincial Ordinance)	30 Minutes	Simple
	4. Collection of Professional Tax	1. Professional Regulation Commission ID (PRC ID)	Updated Revenue Code (Provincial Ordinance)	20 Minutes	Simple
	5. Collection of Amusement Tax	1. Collection letter (1, Original) 2. Monthly Report of Collection (3, Original)	Updated Revenue Code (Provincial Ordinance)	20 Minutes	Simple
	6. Collection of Tax on Business of Printing and Publication	1. Certified Statement of Gross Annual Receipts (1, Original)	Updated Revenue Code (Provincial Ordinance)	20 Minutes	Simple

7. Collection of Annual Fixed Tax on Delivery Trucks/Vans	1. Notice of Collection/Collection Letter (1, Original)	Updated Revenue Code (Provincial Ordinance)	20 Minutes	Simple
8. Collection of Tax on Sand and Gravel	1. Monthly Report of Extraction (3, Original)	Updated Revenue Code (Provincial Ordinance)	30 Minutes	Simple
9. Collection of Fees and Charges	1. Order of Payment Form (2, Original)	Updated Revenue Code (Provincial Ordinance)	20 Minutes	Simple
10. Issuance of the Tax Clearance Certificate	1. Latest Tax Receipt (1, Original) 2. Latest Tax Declaration (1, Original)	Updated Revenue Code (Provincial Ordinance)	1 Hour and 5 Minutes	Simple
Cash Receipts and Disbursement Services				
1. Remittances of Collection	1. Duplicate Copy of Issued Official Receipts (1 Copy) 2. Report of Collection and Deposit (3 Copies) 3. Triplicate Copy of Issued Official Receipts (1 Copy)	None	35 Minutes	Simple
2. Payment of Payroll Drawn Out of Cash Advance	1. Valid Identification Card (1)	None	20 Minutes	Simple
3. Certification of Cash Availability (For Cash Advance and Financial Assistance Vouchers)	1. Disbursement Voucher (duly audited with attached supporting documents) (1 Copy) 2. Checklist of Documentary Requirements (1 Copy)	None	1 Hour	Simple
4. Certification of Cash Availability (For Commercial and Personal Claims Vouchers)	1. Disbursement Voucher (duly audited with attached complete supporting documents) (1 Copy) 2. Checklist of Documentary Requirements (1 Copy)	None	35 Minutes	Simple
5. Certification of Cash Availability (For Cash Advance Voucher of ATM Payroll)	1. Duly Audited Disbursement Voucher (1 Copy) 2. Checklist of Documentary Requirements (1 Copy) 3. Approved Payrolls (with attached supporting documents) (Original Copy/ies)	None	1 Hour and 15 Minutes	Simple
6. Preparation of Voucher for Cash Advance of Approved Payrolls of Allowances, Honoraria and other Similar Expenses	1. Approved Payrolls with attached supporting documents) (Original Copy/ies) 2. Checklist of Documentary Requirements (1 Copy)	None	50 Minutes	Simple

	7. Certification of Cash Availability (For Cash Advance Voucher of Payrolls for Salaries, Wages, Allowances, Honoraria and other Similar Expenses)	1. Duly Audited Disbursement Voucher (1 Copy) 2. Checklist of Documentary Requirements (1 Copy) 3. Approved Payrolls (with attached supporting documents) (Original Copy/ies)	None	55 Minutes	Simple
	8. Release of Checks for Various Claims	1. Approved Disbursement Voucher (with attached supporting documents) (1 Copy) 2. Approved Check (1 Copy) 3. Provincial Accountant's Advice (1 Copy) 4. Valid Identification Card (1)	None	30 Minutes	Simple
	Local Treasury Review Operations services				
	1. Sale of Accountable Forms	1. Approved Disbursement Voucher (1, Original) 2. Requisition and Issue Slip (with attached authorization if applicable) (1 Original) 3. Invoice and Receipt of Accountable Forms (1 Original) 4. Official Receipt (1 Original)	None	1 Hour and 20 Minutes	Simple
PROVINCIAL GENERAL SERVICES OFFICE	Procurement Management Services				
	1. Procurement of Goods, Civil works, and Consulting Services	1. Purchased Request (PR) 2. Bidding Documents 3. Bids Security 4. Purchase Order / Contract 5. Acceptance and Inspection Report 6. Checklist of documentary requirements	None	137 Days and 55 Minutes	Highly Technical
	Supply and Property Management Services				
	1. Facilitation of Disposal through Transfer without Cost of Unserviceable Equipment	1. Resolution (RE: Request of Transfer)	None	48 Days, 4 Hours and 15 Minutes	Complex
	2. Facilitation of Request for Transport Services	1. Request Letter	None	1 Hour and 20 Minutes	Simple
	Building and Ground Maintenance Services				
	1. Provision of Special Event Support	1. Request Letter	None	1 Hour and 15 Minutes	Simple
PROVINCIAL HEALTH OFFICE	Field Health Operation Services				
	1. Facilitation for the Conduct of Various Health Related Services	1. Approved request letter	None	50 Minutes	Simple
	2. Conduct of Information and Education Campaign on All Programs	1. Approved request letter	None	45 Minutes	Simple
	3. Conduct of Random Blood Sugar (RBS) Testing	1. Individual Treatment Record (ITR) 2. Medicine Dispensing Forms	None	55 Minutes	Simple

	4. Conduct of HIV Testing and Counseling	None	None	2 Hours and 55 Minutes	Simple
	5. Conduct of Smoking Cessation Counseling	None	None	1 Hour and 50 Minutes	Simple
	6. Conduct of Anti-Smoking Orientation for Newly Hired Personnel	None	None	25 Minutes	Simple
	Population Management Services				
	1. Facilitation of fund mobilization for Barangay Population Volunteers and Barangay Health Workers	1. Summary of Referred Clients 2. Referral slip 3. Certificate of the Service Rendered 4. Service Slip 5. Form 1 (Class Report)	None	16 Days, 1 Hour and 40 Minutes	Highly Technical
	Administrative Support Services				
	1. Issuance of Medical Certificate	1. Laboratory Results 2. Drug Test Results 3. Chest X-Ray 4. Official Receipt (OR)	100	1 Hour and 10 Minutes	Simple
	2. Provision of Medical Check-up	1. Individual Treatment Record (ITR) 2. Prescription Form 3. Laboratory Request	None	55 Minutes	Simple
	3. Releasing of Medicines	1. Prescription	None	30 Minutes	Simple
PROVINCIAL HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT OFFICE	Recruitment, Selection and Placement Services				
	1. Recruitment, Selection & Placement				
	Permanent	1. Application Letter (1 copy) 2. Personal Data Sheet 3. Transcript of Records/Diploma/SO 4. Certificate of Eligibility/Photocopy of License for practice of profession and driver 5. Medical Certificate (Attach with results of Blood Test, Urinalysis, Chest Xray and Drug Test) 6. NBI Clearance 7. Birth Certificate (1 Original Copy) 8. Sworn Statement of Asset, Liabilities and Net Worth (SALN) 9. Performance Rating 10. Marriage Certificate (1 original) 11. Work experience Sheet	None	34 Days and 2 Hours	Highly Technical
	Casual	1. Recommendation Letter (1 copy) 2. Personal Data Sheet with Work experience Sheet attached	None	26 Days, 2 Hours and 5 Minutes	Highly Technical

Job Order	1. Application Letter 2. Recommendation Letter (1 copy) 3. Personal Data Sheet with Work experience Sheet attached (if applicable)	None	13 Days, 1 Hour and 15 Minutes	Highly Technical
2. Issuance of Certificate of Employment	1. Request Form 2. Official Receipt (OR) 3. Letter from the PG Department Head of PEEMO (for hospital employees)	100	45 Minutes	Simple
3. Issuance of Service Record	1. Request Form 2. Official Receipt (OR)	100	55 Minutes	Simple
4. Preparation of Clearance Form				
Human Resource and Development Services				
1. Conduct of Trainings/Seminars/Workshops	1. List of Participants	None	4 Days and 45 Minutes	Complex
2. Issuance of Anti-Red Tape ID/Employees' Identification	1. ID Request Form	None	4 Hours and 20 Minutes	Simple
3. Issuance of Memorandum/Office Order/Administrative Order	1. Request Letter	None	1 Day, 7 Hours and 50 Minutes	Simple
4. Facilitation of On-The-Job Training (OJT)	1. Application/Request letter from students/school (2 original copies) 2. On-the-Job Training Waiver (2 copies) 3. Personal Data Sheet (PDS) (1 copy) 4. OJT Endorsement Letter	None	3 Days, 2 Hours and 25 Minutes	Complex
5. Issuance of On-The-Job Training (OJT) Certification	1. OJT Evaluation Sheet 2. Daily Time Record (DTR)	None	32 Minutes	Simple
6. Facilitation of Governor's Awards for Service Excellence	1. Nomination Form 2. Credentials of the Nominee 3. Requirements set by the committee	None	13 Days, 6 Hours and 35 Minutes	Highly Technical
7. Issuance of Approved Job Description	1. Job Description Form	None	1 Day, 1 Hour and 5 Minutes	Simple
8. Conduct of Monitoring and Evaluation of Employees' on Probationary Status	1. IPCR (1st 3months) 2. IPCR (2nd 3months)	None	2 Days, 1 Hour and 25 Minutes	Simple
9. Issuance of IPCR Copy	1. Request Form	None	1 Hour and 10 Minutes	Simple
10. Issuance of Certificate of Rating	1. Request Form	None	1 Hour and 55 Minutes	Simple
Rewards and Recognition				
11. Issuance of Memorandum Order (re: Detox)	1. Letter of Intent to Retire	None	5 Hours and 40 Minutes	Simple
12. Recognition of Graduates, Passers and Awardees	1. Endorsement Letter (1 original copy) 2. Examination result 3. Photocopy of the plaque received	None	3 Days, 3 Hours and 50 Minutes	Complex
Payroll and Benefits Services				

<p>1. Preparation of Payroll for Permanent and Casual Employees</p>	<p>1. Tracking Sheet 2. Transmittal 3. Checklist of Documentary Requirements 4. Approved DTR (2 original copies-for old employees, 3 original copies for first claim -per employee) 5. Change Status/ Reassignment Order (1 certified copy)</p>	<p>None</p>	<p>1 Day and 2 Hours</p>	<p>Simple</p>
	<p>(For First Claim)</p> <ul style="list-style-type: none"> • Permanent/Casual Appointment (1 certified copy) • Certificate of Assumption (1 original copy) • Oath of Office (1 certified copy) (For Newly appointed permanent employee and newly elected official only) • Statement of Assets, Liabilities and Net Worth (1 certified copy) (For Newly appointed permanent employee only) • Home Development Mutual Fund (HDMF) Member's Data (MDF) or Member's Change Information (MCIF) Form (2 original copies) (Note: with attachments) • Group Personal Accident Insurance (GPAI) Form (Note: with attachments) • Social Security Services (SSS) E1 or E4 Form (1 received copy) • Bureau of Internal Revenue (BIR) 1902 Form (1 received copy) • Land Bank of the Philippines (LBP) ATM Card (1 photocopy) (Note: with attachments) 			

(Additional Requirements For First Claim – Transferees)

- Clearance from money, property and legal accountabilities from the previous agency (1 original copy)
- Pre-audited disbursement voucher of last salary from previous agency and/or Certification by the Chief Accountant of last salary received from previous agency (1 original copy)
- Bureau of Internal Revenue (BIR) withholding certificates (Forms 1902 and 2305) from previous agency (1 original copy)
- BIR Form 2316 (Certificate of Compensation Payment/Tax Withheld) (1 original copy)
- Certificate of Available Leave Credits (1 original copy)
- Service Record (1 certified copy)

(Additional Requirements For First Claim – Newly Elected Provincial Officials/Ex Officio)

- Certification of Canvass (1 certified copy)
- Approved SP Resolution (1 certified copy)

(Additional Requirements For First Claim – Newly Elected Provincial Officials/Ex Officio)

- Certification of Canvass (1 certified copy)
- Approved SP Resolution (1 certified copy)

Attachments: Photocopies of PSA Birth Certificate of the employee, Marriage Contract, Birth Certificate of the Dependents, Valid IDs, Casual or Permanent appointment, and payment for GPAI(depends on the type of insurance to be availed)

For ATM Card:

- Endorsement letter from PHRMD- APRD
- Initial deposit of P 100.00
- Two (2) valid IDs

<p>2. Preparation of Salary Payroll for Job Order Employees</p>	<p>1. Tracking Sheet 2. Transmittal 3. Checklist of Documentary Requirements 4. Approved DTR (1 original copy-for old job orders, 2 original copies for first claim -per employee) 5. Change Status/ Reassignment Order (1 certified copy)</p>	<p>None</p>	<p>6 Hours</p>	<p>Simple</p>
	<p>(For First Claim)</p> <ul style="list-style-type: none"> • Certificate of Assumption (1 original copy) • Job Order Contract (1 certified copy) • Land Bank of the Philippines (LBP) ATM Card (1 photocopy) (Note: with attachments) • Home Development Mutual Fund (HDMF) Member's Data (MDF) or Member's Change Information (MCIF) Form (2 original copies) (Note: with attachments) • Group Personal Accident Insurance (GPAI) Form (1 original copy) (Note: with attachments) • Social Security Services (SSS) E1 or E4 Form (1 received copy) • Philhealth Insurance Corporation (PHIC) PMRF Form (1 original copy) • Bureau of Internal Revenue (BIR) 1901 Form and 0605 Form (1 received copy) • Notarized Sworn Statement Application for BIR Tax Withholding 			
	<p>Attachments: Photocopies of PSA Birth Certificate of the employee, Marriage Contract, Birth Certificate of the Dependents, Valid IDs, Job Order Contract, and payment for GPAI(depends on the type of insurance to be availed)</p>			

3. Preparation of Overtime Payroll	1. Tracking Sheet 2. Transmittal 3. Checklist of Documentary Requirements 4. Approved DTR (1 certified copy per employee) 5. Accomplishment Report (1 original copy per employee) 6. Casual Appointment and/or Job Order Contract (1 certified copy per employee) 7. Approved Overtime Request/Approved Authority to Render Overtime (1 original copy) 8. Approved Overtime Request /Approved Authority to Render Overtime (1 original copy) 9. Change Status/ Reassignment Order (1 certified copy)	None	6 Days and 30 Minutes	Highly Technical
4. Preparation of Subsistence Allowance, Hazard & Laundry Pay of Permanent and Casual Employees	1. Tracking Sheet 2. Transmittal 3. Checklist of Documentary Requirements 4. Approved DTR (1 original copy per employee) 5. Change Status/ Reassignment Order (1 certified copy)	None	2 Days, 7 Hours and 40 Minutes	Simple
5. Preparation of Payroll for Collective Negotiation Agreement Incentives (Per Batch)	1. List of Qualified casual and permanent Employees to receive CNA Incentives (2 original copies)	None	1 Day and 2 Hours	Simple
6. Facilitation of Terminal Leave Claims	1. Approved Permission/Grant of Authority Absence from work (1 original copy) 2. Checklist of documentary requirements 3. Clearance (money, property and legal accountability) (3 original copies) 4. Complete Service Record (3 original copies) 5. Statement of Assets Liabilities and Net Worth (SAL'N) (1 certified copy) (for permanent/coterminous employees) 6. Affidavit of No Pending Case (1 original copy)	None	10 Days, 5 Hours and 50 Minutes	Highly Technical

	<p>Other documents may be required:</p> <ul style="list-style-type: none"> • Acceptance/Acknowledgement of Resignation/Retirement/Transfer (1 photocopy) • Death Certificate (1 authenticated copy) • Marriage Contract (1 authenticated copy) • Birth Certificate (All surviving legal heirs) (1 authenticated copy) • Loan Billing • Endorsement letter (re: End of term) 			
7. Facilitation of claims for Maternity Leave Benefits	<ol style="list-style-type: none"> 1. Request form 2. Approved Permission/Grant of Authority Absence from work form 3. Checklist of documentary requirements 4. Approved DTR (2 copies) 5. Clearance (money, property and legal accountability) (3 copies) 6. Medical Certificate (indicating the expected date of delivery or date of emergency termination) (1 original copy) 	None	1 Day 4 Hours 50 Minutes	Simple
8. Preparation of Voucher Claims for Refund (Loans & Contribution)	<ol style="list-style-type: none"> 1. Tracking Sheet 2. Checklist of Documentary Requirements 3. Approved Request for Refund Form (2 original copies) 4. Proof of Payment (e.g. Official Receipt) (1 original copy) 	None	2 Hours	Simple
9. Preparation of Voucher for Salary Differential (due to Step Increment/Salary Adjustment)	<ol style="list-style-type: none"> 1. Tracking Sheet 2. Transmittal 3. Checklist of Documentary Requirements 4. Approved DTR (2 original copies) 	None	3 Hours and 30 Minutes	Simple

<p>Other requirement as may be required:</p> <ul style="list-style-type: none"> • <i>Notice of Step Increment</i> (1 certified copy) • <i>Notice of Salary Adjustment</i> (1 certified copy) • <i>Permanent Appointment</i> (1 certified copy) • <i>Oath of Office</i> (1 certified copy) • <i>Casual Appointment</i> (1 certified copy) • <i>Job Order Contract</i> (1 certified copy) • <i>Certificate of Assumption</i> (1 original copy) 				
<p>10. Preparation of Vouchers for Last Salary & Last Claim/s, Overtime Pay, Subsistence Allowance, Hazard and Laundry Pay (due to Resignation, Retirement and Death-due to heirs</p>	<ol style="list-style-type: none"> 1. Tracking Sheet 2. Transmittal 3. Checklist of Documentary Requirements 4. Approved DTR (signed by the authorize claimant) (2 original copies) 5. Clearance from money, property and legal accountabilities (1 certified copy) 	<p>None</p>	<p>3 Hours 25 Minutes</p>	<p>Simple</p>

Other requirements as the case may be required:
In case of Resignation or Retirement
• *Acceptance of Resignation*
(1 certified copy)
• *Acknowledgment of Retirement*
(1 certified copy)
• *Special Power of Attorney (SPA) for authorized claimant* (1 original copy)
• *Two (2) Valid IDs* (2 photo copies)
In case of Death– due to heirs of deceased employee
• *Death certificate*
(1 authenticated copy by the LCR)
• *Marriage contract*
(1 authenticated copy by the PSA)
• *Birth Certificate of all surviving legal heirs*
(1 authenticated copy by the PSA)
(if applicable)
• *Designation of next-of-kin*
(if applicable)
• *Waiver of rights of the children 18 years old and above*
(if applicable)
• *Two (2) Valid ID's*
(2 photo copies)

<p>11. Preparation of Payroll for Representation & Transportation Allowance (RATA)</p>	<p>For First Claim</p> <ul style="list-style-type: none"> • Approved DTR (2 original copies) • Certification that the official/employee did not use government vehicle and no government vehicle is assigned to the official/employee (for TA claims only) (12 original copies) • Permanent Appointment (1 photo copy) • Certificate of Assumption (1 photo copy) • Oath of Office (1 photo copy) • Certificate of Canvass (1 photo copy) • SP Resolution (for the appointment) (1 photo copy) • Office Order as OIC/Designate (1 photo copy) <p>For instances when need to claim TA:</p> <ul style="list-style-type: none"> • Certification/Report from Provincial General Services Office (PGSO) that the official/employee did not use government vehicle for a specific period of time due to instances of repair/maintenance of the assigned vehicle (2 original copies) 	<p>None</p>	<p>3 Hours and 50 Minutes</p>	<p>Simple</p>
<p>12. Administration of Leave (Per Batch)</p>	<p>Forced Leave</p> <ul style="list-style-type: none"> • Approved Permission/Grant of Authority Absence from Work (for first leave application only) (1 copy) <p>Magna Carta for Women</p> <ul style="list-style-type: none"> • Approved Permission/Grant of Authority Absence from Work (1 copy) • Medical Certificate (indicating the procedure for surgical operation for gynecological disorder undertaken) (1 original copy) <p>Other documents as may be required:</p> <ul style="list-style-type: none"> • Clinical summary • Histopathological Report • Operative Technique used for the surgery • Duration of the surgery including the peri-operative period • Employee's estimated period of recuperation 	<p>None</p>	<p>4 Hours and 35 Minutes</p>	<p>Simple</p>

Monetization Leave

• *Approved Permission/Grant of Authority Absence from Work*

(1 copy)

• *Monetization Waiver*

(for Regular Employees)

(copy depends on the number of days to be monetized)

• *Appointment*

(for Casual employees)

(1 certified copy)

• *Request letter approved by the Governor (2 copies)*

• *Checklist of documentary requirements*

Other documents as may be required: (In case of monetizing 50% of leave)

• *Clinical abstract/Medical procedure to be undertaken in case of health, medical or hospital needs*

• *Barangay Certification in case of need for financial assistance brought about by calamities, typhoons, fire etc.*

• *School billing for tuition fees*

• *Such other documents to support the reason of the claim*

Parental Leave (Solo Parent)

• *Approved Permission/Grant of Authority Absence from work form (1 copy)*

• *Solo Parent ID (1 photocopy)*

• *Birth Certificate of child*

(1 authenticated copy)

Paternity Leave

• *Approved Permission/Grant of Authority Absence from work form (1 copy)*

• *Birth Certificate of child*

(1 authenticated copy)

• *Marriage contract*

(1 authenticated copy)

Rehabilitation Leave

• *Approved Permission/Grant of Authority Absence from work form (1 copy)*

• *Incident report/Request letter approved by the Governor (1 copy)*

• *Medical Certificate (1 Original copy)*

• *Approved Travel Order*

(In case there is no travel order issued, covered place of accident should be from workplace to residence only or vice versa)

• *Police Report (1 copy)*

	<p>Sick Leave</p> <ul style="list-style-type: none"> • Approved Permission/Grant of Authority Absence from work form (1 copy) • Medical Certificate • (if leave is more than 5 days) • Approved leave application form • Approved Clearance Form (if leave is 30 days or more) (3 copies) <p>Special Privilege Leave</p> <ul style="list-style-type: none"> • Approved Permission/Grant of Authority Absence from work form (1 copy) <p>Study Leave</p> <ul style="list-style-type: none"> • Approved Permission/Grant of Authority Absence from work form (1 copy) • Request letter approved by the Governor (1 copy) • Approved Study Leave Grant Agreement (1 copy) • Learning and Development Nomination Form <p>Vacation Leave</p> <ul style="list-style-type: none"> • Approved Permission/Grant of Authority Absence from work form (1 copy) • Approved Clearance Form (if leave is 30 days or more) (3 copies) 			
13. Issuance of Certificate of Overtime Credits	<ol style="list-style-type: none"> 1. Transmittal 2. Daily Time Record (DTR) 3. Accomplishment Report (1 original copy) 4. Approved Overtime Request (1 original copy) 	None	7 Hours and 10 Minutes	Simple
14. Administration of Compensatory Time Off (Per Batch)	<ol style="list-style-type: none"> 1. Compensatory Time Off application Form (3 copies) 	None	1 Day, 1 Hour and 10 Minutes	Simple

<p>15. Facilitation of Loans and Claims</p>	<p>LOANS Home Development Mutual Fund (HDMF) Loans <ul style="list-style-type: none"> • HDMF-Multi-Purpose Loan (MPL) - HDMF-MPL Application Form - 2 valid ID's (1 copy) (except TIN card) - Request Form for Net Take Home Pay <ul style="list-style-type: none"> • HDMF-Calamity Loan - HDMF-Calamity Application Form - 2 valid ID's (1 copy) (except TIN card) - Land Bank Cash Card Enrollment Form - Request Form for Net Take Home Pay Nabunturan Integrated Cooperative (NICO) Loan <ul style="list-style-type: none"> - NICO Loan Application Form - 1 valid ID (Borrower and Co-borrower) - Request Form for Net Take Home Pay One Network Bank <ul style="list-style-type: none"> - ONB Loan Application Form - 1 valid ID (Borrower and Co-borrower) (1 copy) <ul style="list-style-type: none"> - Request form for Net Take Home Pay and Leave Credits </p>	<p>None</p>	<p>2 Hours and 35 Minutes</p>	<p>Simple</p>
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	CLAIMS Philippine Health Insurance Corporation (PHIC) - Claim Signature Form (CSF) - Member's Data Record (MDR) (1 copy) Pag-ibig Provident Claim (Maturity/Retirement) - Application for Provident Benefits (APB) Claim Form - MDF Form - Service Record (1 copy) - 2 valid ID cards (1 copy) (with 3 specimen signature at the bottom) - Birth Certificate-PSA (1 authenticated copy) GSIS Retirement/Separation/Life Insurance Benefits - Application for Retirement/Separation/Life Insurance Benefit Form - Service Record (1 copy) - Declaration of Non-Pendency of case (PPNPC) Form			
16. Issuance of Certificate of Leave Credits & Net Take Home Pay	1. Request Form	None	1 Hour and 30 Minutes	Simple
Public Employment Services				
1. Conduct of Pre-Employment Seminar for Local Applicants (PESLA)	1. Request letter 2. National Skills Registry Program (NSRP) Form	None	2 Hours and 5 Minutes	Simple
2. Facilitation and conduct of Job Fair (Local/Overseas)	1. POEA Permit 2. Job Order 3. Forms	None	45 Days, 5 Hours and 15 Minutes	Highly Technical
3. Processing of New SPES Applicants	1. SPES Registration Form	None	46 Days, 6 Hours and 30 Minutes	Highly Technical
4. Processing of Old SPES	1. SPES Registration Form (2 copies original) 2. Birth Certificate (2 photocopies) 3. Brgy. Certification of Low Income (2 original copies) 4. Report Card (2 photocopies) 5. Passport size Picture (2 copies)	None	5 Days and 1 Hour	Highly Technical

	5. Conduct of SPES Orientation	1. SPES Contract (6 copies) 2. Placement report 3. Certification	None	3 Hours and 10 Minutes	Simple
	6. Facilitation/Assistance PESO and CTEC Activities	1. Request Letter	None	1 Day, 2 Hours and 5 Minutes	Simple
	7. Provision of Honorarium for Trainers	1. Profile of Trainers	None	1 Hour and 15 Minutes	Simple
	8. Conduct of Community Based Skills and Livelihood Training	1. Request Letter 2. Attendance Sheet 3. Learners Profile	None	31 Days, 1 Hour and 45 Minutes	Highly Technical
	9. Facilitation of Referral for Employment	1. NSRP Form (1 copy) 2. Application Letter (1 copy) 3. Resume (1 copy) 4. Referral Form	None	1 Hour and 10 Minutes	Simple
	10. Facilitation of Request Assistance for OWWA	1. OWWA Request Assistance Form 2. Valid ID	None	40 Minutes	Simple
	11. Facilitation of Free Assessment for National Certificate Qualification	1. Application for Assessment 2. Passport size Photo ID (3 pcs) 3. Birth Certificate Photocopy 4. Certificate of Employment	None	1 Day and 50 Minutes	Simple
	Administrative Support Services				
	1. Provision of Mortuary Assistance	1. Death Certificate	None	30 Minutes	Simple
	2. Issuance of Employees' ID Card (Casual and Job Order) (Per batch)	1. ID Form	None	2 Days, 1 Hour and 50 Minutes	Simple
	3. Issuance of Permit (Selling, Product Presentation and Caroling)	1. Valid ID	None	1Hour and 10 Minutes	Simple
PROVINCIAL LEGAL OFFICE	Trial, Litigation and Investigation Services				
	1. Provision of Legal Opinion for MOA/Resolution/ Ordinance/ Executive Order and other Legal instruments	1. Routing Slip/ Endorsement (1 original) 2. MOA, Resolution, Ordinance and Executive Orders	None	4 Days, 1 Hour and 3 Minutes	Complex
	Program, Research, Administrative and Records Services				
	1. Notarization of Documents	None	None	5 Hours and 10 Minutes	Simple
	2. Issuance of Deeds and other Instrument	1. Affidavits, Special Power of Attorney, Contracts or any other legal document. (3 original copies) 2. Government Issued I.D (1 photocopy)	None	45 Minutes	Simple
PROVINCIAL SOCIAL	Protective Services				

WELFARE AND DEVELOPMENT OFFICE	1. Provision of Financial Assistance to Indigent – Medical	<ul style="list-style-type: none"> 1. Certificate of Confinement/ Medical Certificate/ Medical Abstract/ Prescription (1 original/ certified copy) 2. Barangay Certification (1 original/ certified copy) 3. MSWDO Certification (1 original/ certified copy) 4. Statement of Account/ Invoice (for above 3,000.00 assistance) (1 original/ certified copy) 5. Referral Slip from the Governor (for above 3,000.00 assistance) 	None	45 Minutes	Simple
	2. Provision of Financial Assistance to Indigent – Burial	<ul style="list-style-type: none"> 1. Death Certificate (1 certified true copy) 2. Barangay Certification (1 original) 3. MSWDO Certification (1 original) 4. Statement of Account/Invoice (for above 3,000.00 assistance) (1 original) 5. Referral Slip from the Governor (for above 3,000.00 assistance) 	None	40 Minutes	Simple
	3. Provision of Financial Assistance to Indigent – Fire Victims	<ul style="list-style-type: none"> 1. Barangay Certification (1 original/certified copy) 2. MSWD Certification (1 original/certified copy) 3. Fire Marshall/Police Report/ Certification (1 original/certified copy) 4. Pictures of the damaged/ burned building/structure (at least, 2 angles – side/ front) 	None	40 Minutes	Simple
	4. Provision of Financial Assistance to Indigent Individuals in the Rehabilitation Centers	<ul style="list-style-type: none"> 1. Psychological Report/Certification (1 original/certified copy) 2. Barangay Certification (1 original/certified copy) 3. MSWDO Certification (1 original/certified copy) 4. Statement of Account (1 original/certified copy) 5. 9. Referral Slip from the Governor (for above 5,000.00 assistance) 	None	45 Minutes	Simple

5. Provision of Assistive Devices to Persons with Disabilities (PWD) - Wheelchair/ Crutches/ Cane	<ol style="list-style-type: none"> 1. Whole Body Picture (1 copy) 2. Request Letter (1 original/certified copy) 3. Medical Certificate (1 original/certified copy) 4. Barangay Certification (Residency) (1 original/certified copy) 5. Case Summary Report (1 original/certified copy) 	None	20 Minutes	Simple
6. Provision of Financial Assistance to the Bereaved Family of Deceased Veterans	<ol style="list-style-type: none"> 1. Death Certificate (1 certified copy) 2. Barangay Certification (Residency) (1 original/certified copy) 3. MSWDO Certification (Indigency) (1 original/certified copy) 4. Certification of Membership (1 original) 5. Post Commander Certificate (1 original) 6. Special Power of Attorney (SPA), if spouse is deceased. Must be signed by all children (1 original) 	None	40 Minutes	Simple
7. Provision of Financial Assistance to Violence Against Women (VAW) and Rape Victims/Survivors	<ol style="list-style-type: none"> 1. Medical Certificate (1 original/ certified copy) 2. Case Study Report (1 original/ certified copy) 3. Police Blotter (1 original/ certified copy) 4. Barangay Certification (1 original/ certified copy) 	None	45 Minutes	Simple
8. Admission of Children in Conflict with the Law (CICL) at Bahay Pag Asa	<ol style="list-style-type: none"> 1. Commitment/Court Order 2. Medical Certificate 3. Social Case Study Report 4. Original/ Certified Copy of Birth Certificate 5. School Records 	None	50 Minutes	Simple
9. Processing of Payment to Compostela Valley Provincial Hospitals (Pagkalinga sa Bayan Program)	<ol style="list-style-type: none"> 1. Disbursement Voucher (1 original copy) 2. Checklist of Documentary Requirements 3. Obligation Request (ObR) (2 original copies) 4. Summary of Hospital Bill with Certification (1original/ certified true copy) 5. Hospital Bill (1original/ certified true copy) 6. Valid Identification Card / Patient Identification Card 7. General Intake Sheet (1 original copy) 8. Certificate of Eligibility (1 original copy) 	None	25 Minutes	Simple
Special Operations and Programs Services				

	1. Endorsement of Qualified Indigent Individuals to PhilHealth Office for Enrolment	1. Philhealth Member Registration Form (PMRF) (1 original) 2. Marriage Certificate, if married (1 photocopy) 3. Birth Certificate of Dependents (1 photocopy) 4. Certificate of confinement/ medical certificate/ medical abstract (1 original/certified copy)	None	1 Day and 20 Minutes	Simple
	2. Distribution of Relief Goods	1. Request Letter 2. Incident/ Disaster Report	None	2 Days and 1 Hour	Simple
	Youth Development Services				
	1. Approval of Limited Financial Assistance	1. School Bill/Statement of Account of Current Semester (1 original) 2. School Ratings of Previous Semester (1 original) 3. Certificate of Scholarship (for newly accepted scholar) (1 certified copy)	None	40 Minutes	Simple
PROVINCIAL VETERINARY OFFICE	Animal Health and Regulatory Services				
	1. Vaccination of Animals	1. Animal to be vaccinated 2. Animal Vaccination Card/Record (to be issued by PVO for first time vaccination clients)	None	39 Minutes	Simple
	2. Clinical and Surgical Management of Animals	1. Request Letter/ Form 2. Animal to be checked/ operated 3. Animal Vaccination Card/Record (to be issued by PVO for first time animal check-up and surgery clients)	None	4 Hours and 10 Minutes	Simple
	3. Deworming, De-ticking, and Supplementation of Animals	1. Approved Request Letter/ Accomplished Request Form 2. Animal to be dewormed, de-ticked, and/or supplemented 3. Animal Vaccination Card/Record (to be issued by PVO for first time animal deworming, de-ticking, or supplementation clients)	None	2 Hours	Simple
	4. Necropsy of Animals	1. Request Form 2. Body of dead animal 3. Animal Vaccination Card/Record (to be issued by PVO for first time animal check-up and surgery clients)	None	10 Days and 6 Hours	Highly Technical

	5. <i>Physical Examination of Animals</i>	1. Request Form 2. Animal for Physical Examination 3. Animal Vaccination Card/Record (to be issued by PVO for first time animal check-up and surgery clients)	None	1 Hour and 40 Minutes	Simple
	6. <i>Conduct of Trainings/Seminars</i>	1. Request Letter Approved by the Governor	None	8 Days, 2 Hours, and 40 Minutes	Complex
	7. <i>Treatment of Animal Diseases</i>	1. Request Form 2. Animal needing treatment 3. Animal Vaccination Card/Record (to be issued by PVO for first time animal check-up and surgery clients)	None	1 Hour and 10 Minutes	Simple
	8. <i>Mass Rabies Vaccination of Companion Animals</i>	1. Request Letter for Mass Vaccination Approved by the Governor 2. Companion Animal (dog and cat to be vaccinated) 3. Animal Vaccination Card/Record	None	5 Days and 35 Minutes	Complex
	9. <i>Issuance of Veterinary Health Certificate (VHC) and Shipping Permit</i>	1. Certificate of Inspection (COI) 2. Official Receipt (OR) of payment for Certificate of Concurrence	None	30 Minutes	Simple
	Animal Production Services				
	1. <i>Distribution of Liquid Nitrogen (LN2)</i>	1. Liquid Nitrogen (LN2) Tank	80.00 Php/ Kilograms	20 Minutes	Simple
	2. <i>Conduct of Artificial Insemination</i>	1. Request Form 2. Potential female ruminant animal to be artificially inseminated	None	2 Hours and 25 Minutes	Simple
	3. <i>Dispersal of Animals</i>	1. Request letter for dispersal of animals approved by the Governor	None	6 Days, 4 Hours, and 65 Minutes	Complex
PROVINCIAL PLANNING AND DEVELOPMENT OFFICE	Development Planning and Programming Services				
	1. <i>Facilitates Request for Provincial Development Council (PDC) Endorsement On Sectoral Development Plans, and Project Proposals For Provincial Funding Or For National Government Funding (e.g, fund sourcing agencies: DA, DILG, DOT, etc)</i>	1. Letter Request 2. Hardcopy of the Sectoral Plans/ Project Proposals – 3 copies 3. Electronic Copy of the Sectoral Plans/Project Proposals	None	15 Days and 20 Minutes	Highly Technical
	2. <i>Provision of Technical Assistance (Development Planning Related Training/Workshops, Geo-Tagging, Road Right of Way, etc.)</i>	1. Letter request specifying the kind of technical assistance needed	None	20 Days, 11 hours and 5 minutes	Highly Technical

	3. Review and Evaluation of Development Plans (Municipal CDPs, Municipal Annual GAD Plans and Budgets, or Other Development Planning Documents)	1. Transmittal Letter addressed to the CDP Technical Committee (CDP-TAC) Head (the PPDC); 2. Hardcopy of the CDP – 3 copies; 3. E-copy of the CDPs (in CD files) – 25 CD files; 4. Executive Order Creating and Mobilizing the Municipal Planning Team (MPT) for the Preparation of the Municipal Comprehensive Land Use Plan (CLUP) and Comprehensive Development Plan (CDP), Designating its Composition, Roles and Responsibilities and for other purposes – 1 Original and 1 Photocopy, and 1 E-copy for presentation; 5. Harmonized Work Plan for the Preparation of the CLUP and CDP - 1 Original and 1 Photocopy, and 1 E-copy for presentation; and 6. Minutes of Meetings/Documentation of the CDP Preparation Process – 1 Original and 1 Photocopy, and 1 E-copy for presentation;	None	14 Days, 2 Hours and 1 Minute	Highly Technical
	Data Research and Statistics Services				
	1. Provision of Various Socio-Economic Data, Maps and planning Documents (SEP/EP, PDPFP, PDIP, AIP and Brief Profile)	1. Letter Request 2. Office or Company ID 3. Student's ID (for student researchers)	Payments are subject to approved provincial Revenue Code	2 Hours & 48 Minutes	Simple
	Monitoring and Evaluation Services				
	1. Validation/Monitoring of Hard (Infra) and Soft (Non-Infra) socio-economic programs and projects, for preparation of validation and monitoring reports	1. Letter Request for inspection/monitoring or evaluation/assessment	None	8 Days, 5 Hours, and 18 Minutes	Highly Technical
PROVINCIAL DISASTER RISK REDUCTION AND MANAGEMENT OFFICE	Research and Planning Services				
	1. Issuance of Local Risk Maps	1. Request letter approved by the Governor	None	4 Hours and 30 Minutes	Simple
	2. Provision of DRRM (Disaster Risk Reduction Management) Technical Assistance	1. Request letter approved by the Governor	None	5 Hours	Complex
	Operations and Warning Services				
	1. Conduct of Search, Rescue and Retrieval Operations 2. Responding to Emergency Medical Situation (EMS)	1. Report / Phone Call from MLGU 1. Report / Phone Call	None None	50 Minutes 18 Minutes	Simple Simple
LEGISLATIVE DEPARTMENT (Vice Governor's	Legislative Services				
	1. Issuance of Copies of Approved Resolutions, Ordinances, Journal of Proceedings and Minutes	1. Request Form	P20.00 / Document	40 Minutes	Simple

Office, Sangguniang Panlalawigan Office and the Office of the Secretary to the Sanggunian)	<i>2 Issuance of Certificate of Posting</i>	<i>1. Letter Request for Certificate of Posting (1 original copy) 2. Documents for Posting (2 original copies)</i>	<i>P100.00</i>	<i>15 Day, 1 Hour, and 25 Minutes</i>	<i>Complex</i>
	<i>3 Issuance of Certificate of Accreditation</i>	<i>1. Request Form</i>	<i>P500.00</i>	<i>6 Days and 50 Minutes</i>	<i>Complex</i>