



4. Request of Financial Assistance from LGUs/NGOs/NGA's (NGOs/NGA's)				
Financial assistance that is given to LGUs/NGOs/NGA's (NGOs/NGA's) for their activities/ events.				
Office or Division:	Office of the Provincial Governor/ Processing Division			
Classification:	Complex			
Type of Transaction:	G2C- Government to Citizen (G2C)			
Who may avail:	NGOs/COs			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
GOVERNOR'S OFFICE CHECKLIST for FIN. ASST. of NGO's & NGA's 1. Letter Request addressed to Governor (1 Original) 2. List of Expenses or Project proposal (1 Original) 3. List of Officers & members (1 Original) 4. Authorization letter to the person receiving the Financial Assistance issued by majority of the Officers with photocopy of ID's (1 Original) 5. Valid I.D. of payee/ claimant (1 Photocopy) 6. Commitment letter to submit liquidation report (1 Original) 7. Invitation/certification from the event host (1 Photocopy) 8. Photo copy of Official Receipt (If any and should have a Bank Account and/or BIR registered) 9. Follow-up Letter if the event is already done (1 Original) Others: REMARKS: ALL ORGANIZATIONS SHOULD BE SEC REGISTERED & HAVE OFFICIAL RECEIPT BIR REGISTERED		1. Client 2. Client 3. Client 4. Client 5. Client 6. Client 7. Event Host 8. Client 9. Client		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits request for assistance from private individuals with documentary requirements	1.1 Receives document and stamps with name, date, time, and control number 1.2 Forwards receiving copy of document to client after stamp	None	6 minutes	<i>Front Desk Officer Processing Division</i>



CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>2. Receives a copy of timestamped document submitted at PGO Front Desk .</p> <p>> Leaves contact number for updates on the request</p>	<p>2.1 Scans and uploads received documents to Google Drive</p> <p>2.2 Encodes received documents to Correspondence Tracker (Spreadsheet)</p> <p>2.3 Endorses incoming documents to Executive Assistant for initial and for recommendation on transmittal</p> <p>2.4 Executive Assistant affixes initials in the transmittal slip and recommends for routing and forward back to Front Desk</p> <p>2.5 Forwards incoming documents to Provincial Administrator for notation and signature of transmittal slip</p> <p>2.6 Provincial Administrator notes and signs the transmittal slip and forward back to Front Desk</p> <p>2.7 Records the Note, Type of Transaction, and the Department concerned to Correspondence Tracker (Spreadsheet)</p> <p>2.8 Prints Transmittal Sheet for routing (If multiple Departments concerned, prepares copies for all)</p> <p>2.9 Routes correspondences to concerned Department</p>	None	4 hours	<p><i>Front Desk Officer / Executive Assistant IV / OIC-Provincial Administrator</i></p>
3. None	3. Checks / evaluates details of request, advice regarding other documentary requirements. If incomplete	None	20 minutes	<p><i>Processing Section Staff / Computer Operator IV</i></p>



4. None	4. Approval of the amount that will be granted and preparation of documents for processing transaction. (ObR and DV)	None	30 minutes	<i>Processing Section Staff Processing Division Governor</i>
5. None	5. Processing of ObR and disbursement Voucher for signature of Provincial Governor's Office Head and Finance Committee	None	2 days	<i>Processing Section Staff Processing Division Finance Committee</i>
6. None	6. After approval of transaction, preparation of financial assistance check and for signature of OIC-PGO Department Head and Provincial Treasurer.	None	2 days	<i>OIC-PGO Department Head Provincial Treasurer</i>
7. Claiming of FA check once it is ready for release.	7. Releasing of check	None	2 hours	Treasury Department/ Cash Division
TOTAL:		None	4 days, 6 hrs, 26 minutes	