



2. Preparation of Indorsement Letter for Additional Priority Projects and Additional Appropriation for Program, Project, Activity of Different Offices for Inclusion in the Approved Annual Investment Program and 20% Dev't. Fund

Involves the preparation of an endorsement letter for additional priority projects and appropriations for different programs, projects, and activities of various offices. The purpose of the endorsement letter is to include these additional items in the approved Annual Investment Program and 20% Development Fund Listing it also involves coordination between different departments or offices within an organization or government agency.

Office or Division:	Office of the Provincial Planning and Development Coordinator
Classification:	Simple
Type of Transaction:	G2G - Government to Government
Who may avail:	Provincial Capitol Departments/Offices; LGUs

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Request Letter from the Requestors, Listing of PPA's for inclusion & revision (1 copy)		Respective Department		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits Request letter for additional/revision and realignment of priority PPA's of different offices for inclusion in the approved AIP and 20% Dev't Fund List	1.1 Verifies, Review & Validate request for additional/revision and realignment of priority PPA's of different offices for inclusion in the approved AIP and 20% Dev't Fund	None	2 days	<i>Project Development Officer II</i> Plans and Program Division
	1.2 Prepares and encode Indorsement Letter	None	30 minutes	<i>Project Development Officer II</i> Plans and Program Division
	1.3 Signs and release the documents	None	15 minutes	<i>Department Head</i>
TOTAL:		None	2 days, 45 minutes	