



6. Orientation, Seminar, and/or Training on Gender and Development (GAD)- Internal and External

The Provincial Population Office of Bataan provides technical assistance in the conduct of seminar, orientation, and/or training on Gender and Development serving as resource speaker and Chief of the Bataan GFPS TWG.

Office or Division:	Office of the Provincial Population Officer/ Technical Division	
Classification:	Simple	
Type of Transaction:	G2G- Government to Government	
Who may avail:	Government Offices, NGAs, LGUs, and CSOs	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
Duly signed letter / notice of request via mail or email or social media account (1 original copy or 1 electronic copy)		To be provided by requesting client



CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sends request/inquiry through email or personal.	1. Receives the request and informs on the availability of the re-	None	30 minutes	<i>Administrative Aide IV Technical Division</i>
2. Sets schedule, venue, and identify audience. Provides necessary information being asked to be used in the training and other needed logistics.	2. Assists in the preparation of pre-requisites such as zoom link (for webinars), project proposal (optional), endorsement to the speaker, preparation of presentation materials, studying of materials, and projector and laptop (for face to face).	None	7 hours ,30 minutes	<i>Administrative Aide IV Technical Division</i>
3. Coordinates with GAD Coordinator and set-up the venue and logistics. Attends the orientation/training/seminar.	3. Provides the orientation/seminar/training	None	4 hours	<i>Provincial Population Officer</i>
4. Answers post-exam	4. Provides post-exam, feedback forms and certificate of appearance/participation.	None	30 minutes	<i>Administrative Aide IV Technical Division</i>
5. NONE	5. Checks the post exam and input into system	None	2 hours	<i>Administrative Aide IV Technical Division</i>
TOTAL:		None	1 day, 6 hours, 30 minutes	