



8. Population and Development Integration (Registry of Barangay Inhabitants and Migrants)

Population and Development Integrated Strategies aims to contribute to the data-driven plans, services, policies and programs that will help the government attain a well-manage population and well-planned families, resulting to population outcomes that facilitate sustainable socio-economic and human development

Office or Division:	Office of the Provincial Population Officer
Classification:	Simple
Type of Transaction:	G2C- Government to Citizen
Who may avail:	LGU and Barangay Officials

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. Requests for assistance in the conduct of Registry of Barangay Inhabitants and Migrants	1. Receives the request and record letter/notice from requesting clients or institutions.	None	30 minutes	<i>Administrative Aide IV Technical Division</i>
	2. Disseminates letter of requests to PPO IV	None	15 minutes	<i>Population Program Officer IV Technical Division</i>



2. Coordinates with PPO for specific arrangements	3. Endorse request to concerned Local Population Worker	None	15 minutes	<i>Population Program Officer IV Technical Division</i>
	4. Coordinates with requesting client or institutions	None	Before the date of the activity	Concerned or assigned division or staff
	5. Provides needed technical assistance on RBIM	None	During the date of the activity	Concerned or assigned division or staff
TOTAL:		None	1 hour	