



3. Assistance to Youth Inquiries (Issues, Concerns, and Opportunities)

Provide assistance to the youth through linking them with the proper office/agency/organization concerned.

Office or Division:	Provincial Social Welfare and Development Office - Local Youth Development Division
Classification:	Simple
Type of Transaction:	G2C
Who may avail:	Youth (ages 15 to 30 years old)

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Filled-up Youth Inquiries Google Form		1: Link to be sent by the office		
2. Supporting documents (if applicable) - Valid ID related to the concern - Documents from the related office/agency concerned		2: Client		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit inquiry through the Youth Inquiries Google Form	Receive and review the inquiry	NONE	1 hour	YDO I <i>Local Youth Development Division</i>
2. If needed, submit other details or documents	Contact concerned office/agency/organization and communication with client for endorsement	NONE	6 hours	YDO I <i>Local Youth Development Division</i>
3. Receive endorsement from the office and fill up the feedback form (online/on-site)	NONE	NONE	1 hour	YDO I <i>Local Youth Development Division</i>
TOTAL:		NONE	1 day	