



## 2. Technical Assistance to Youth Development Programs (YDP)

Provide assistance to youth-related offices, agencies, and organizations in the preparation and execution/ implementation of their Youth Development PPAs.

<b>Office or Division:</b>	Provincial Social Welfare and Development Office / Local Youth Development
<b>Classification:</b>	Highly Technical
<b>Type of Transaction:</b>	G2C - Government to Citizen
<b>Who may avail:</b>	Local Government Offices, National Government Agencies, Youth/Youth-serving Organizations, and Non-Government Organizations

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter of Request 2. Filled-up Collaboration and Partnerships Google Form (if applicable) 3. Training Needs Analysis Instrument (if applicable) 4. Community Needs Analysis Instrument (if		1. Requestor 2. Link to be sent by the office  3-4 File to be sent by the office		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PRO-CESSING TIME	PERSON RESPONS- SIBLE
1. NONE	Send Collaborations and Partnerships Google Form to client	NONE	NONE	<i>YDO I</i> Local Youth Develop- ment Division
2. Submit request through filling up the Collaboration and Part- nerships Google Form and uploading a letter of request in the form	2.1 Receive and review the request  2.2 Send the Training Needs Analysis Instru- ment (TNAI) or Commu- nity Needs Analysis In- strument (CNAI) to the client, if applicable	NONE	2 hours	<i>YDO I</i> Local Youth Develop- ment Division
3. If needed, submit other details or docu- ments	Coordinate with the cli- ent and/or review the TNAI or CNAI, if applica- ble	NONE	2 days, 6 hours	<i>YDO III</i> Local Youth Develop- ment Division
4. Continue coordina- tion with the office	Processing of Technical Assistance requests (YDP preparations to ex- ecution/ implementation)	NONE	17 days	<i>YDO III</i> Local Youth Develop- ment Division
<b>TOTAL:</b>		<b>NONE</b>	<b>20 days</b>	