



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.

Office or Division:	PGO - Bataan Youth Development Office
Classification:	Highly Technical
Type of Transaction:	G2G- Government to Government , G2C - Government to Citizen
Who may avail:	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	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits of request (through a letter or Collaboration and Partnerships Google Form)	1. Receives and Reviews of Request	None	1 hour	Youth Development Officer I Bataan Youth Development Office
2. If needed, submit other details or documents	2.1 Coordinates with the Requestor. 2.2 Sends of Training Needs Analysis Instrument (TNAI) or Community Needs Analysis Instrument (CNAI) to the Requestor, if applicable.	None	1 day, 7 hours	Youth Development Officer III Bataan Youth Development Office
3. If needed, submit TNAI or CNAI	3. Reviews of the TNAI or CNAI, if applicable	None	1 day	Youth Development Officer III Bataan Youth Development Office
4. Continue coordination with the office	4. Processes Technical Assistance requests (YDP preparations to execution/ implementation)	None	17 days	Youth Development Officer III Bataan Youth Development Office
TOTAL:		None	20 days	