



9. Teen Information Center				
As introduced by the Provincial Population Officer being one of its flagship programs, and now included as one of the indicators of the Seal of Good Local Governance(SGLG) - Teen Information Center (TIC) is a one -stop-shop facility that aims to provide comprehensive information and services for adolescents. This is reinforced by the Information and Service Delivery Network for Adolescent Health and Development (ISDN4AHD) which is a strategy to harmonize existing information and service interventions at the local level.				
Office or Division:	Office of the Provincial Population Officer/ Technical Division			
Classification:	Complex			
Type of Transaction:	G2G- Government to Government			
Who may avail:	LGU, Barangay Officials (SK), Schools			
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	PRO-CESSING TIME	PERSON RESPONSIBLE
1. Requests for assistance in the establishment of Teen Information Center	1. Receives the request and record letter/notice from requesting clients or institutions.	None	30 minutes	<i>Population Program Worker Technical Division</i>
2. Coordinates with Local Population Worker for specific arrangements	2. Goes to the barangay / school and discuss the pre-requisites for the establishment of TIC and the needed standards	None	4 hours	<i>Population Program Worker Technical Division</i>
3. Sets schedule for TIC Peer Facilitators Training, venue and identify audience. Provides necessary information being asked to be used in the training and other needed proposals and logistics.	3. Assists in the preparation of pre-requisites such as project proposal (optional), endorsement to the speaker, preparation of presentation materials,studying of materials	None	3 days	<i>Population Program Worker II Technical Division</i>



CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PRO-CESSING TIME	PERSON RESPONSIBLE
4. Coordinates with the PPW and set-up the venue, logistics and registration, and gather the participants	4. Provides the orientation/ seminar/training and award certificate of training to peer facilitators	None	2 days	<i>Population Program Worker II Technical Division</i>
5. Prepares selected venue for Teen Information Center and other logistics	5. Guides the client in the establishment and organization of TIC. Draft and print ISDN partnership agreement and coordinates partner agencies	None	5 days	<i>Population Program Worker II Technical Division</i>
6. Coordinates PPW on the activity status. Joins the activity through giving of inspirational message and other creative forms of messages, ribbon cutting and leading of ISDN signing of part-	6. Facilitates the Establishment of TIC, program discussing the roles of the TIC and partner agencies, Ribbon Cutting, and signing of ISDN partnership agreement	None	4 hours	<i>Population Program Worker II Technical Division</i>
TOTAL:		None	11 days, 30 minutes	