1. **Service Title**: Request for Authority to Purchase Vehicle

**Duration:** 8 Hours

**Responsible Division**: Local Government Monitoring and Evaluation Division (LGMED)

**Service Description:**

**Who may avail:** All LGUs

**Requirements:**

1. Original LCE Letter-request stating the purpose for which the vehicle will be used and deployed, No. of units to be purchased, type of vehicle and specification (no. of cylinders, fuel, engine displacement);
2. Original Certificate of Availability of Funds (CAF) from LGU Accountant, BO or Treasurer
3. Certified True Copy Appropriation Ordinance or Sanggunian Resolution approving the purchase; and
4. Original Updated Inventory of Existing Motor Vehicles using prescribed template signed by the Property Custodian or Supply Officer

**Availability of Service:** Monday to Friday 8:00 am to 5:00 pm (No Noon Break)

**Fees:** No payment required

**How to avail of the Service:**

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| --- | --- | --- | --- |
| **RESPONSIBILITY** | | | **DURATION** (8 HOURS) |
| **CLIENT** | **OFFICE** | **PERSON IN CHARGE** |
| 1. Submits request and supporting documents | 1. Receiving clerk (stamp RECEIVED), records and forwards the documents to ORD. | RUBY CATHERINE A. APILADO / FRANCISCO P. FABIE | 1 hour |
| 2. ORD receives and records documents and routes it to the LGMED. | ELVIN JAKE R. EMPLEO / JULIE ANN B. QUILATES |
| 3. Person in charge evaluates the documents and prepares the endorsement letter | VIDA J. GONZALES / ALDRIN D. NOLASCO | 4 hours |
| 4. The Division Chief reviews and affixes his/her initials | RHODORA G. SORIANO / LESLIE CAROL L. ISIP | 1 hour |
| 5. Regional Director signs the endorsement letter and returns the same to division concerned | REGIONAL DIRECTOR / ASSISTANT REGIONAL DIRECTOR / In-Charge of Office | 1 hour |
| 2. Client receives the signed endorsement including the attached documents. | 6. Records personnel records and **forwards** the duly signed Endorsement, including the attached documents to DILG Central Office **(funded by LGU); DBM Regional Office 1 (National Government Fund – GAA) or releases** to client **(upon request)** | RUBY CATHERINE A. APILADO / FRANCISCO P. FABIE | 1 hour |

**3. Service Title:** Issuance of certification of compliance to Full Disclosure Policy (FDP) for endorsement to Central Office

**Duration:** 3 Days 3 Hours

**Responsible division:** Local Government Capability and Development Division (LGCDD)

**Service Description:   
  
Who may avail:** All Provinces, Cities, and Municipalities thru the FDP Focal Persons

**Requirements:**

1. Letter request stating the purpose; and,
2. Certification of Compliance to FDP issued by DILG Provincial Offices attested by Civil Society Organization.

**Availability of Service**: Monday to Friday 8 am to 5 pm (No Noon Break)

**Fees**: No payment required

**How to avail of the Service:**

|  |  |  |  |
| --- | --- | --- | --- |
| **RESPONSIBILITY** | | | **DURATION** (3 Days 3 Hours) |
| **CLIENT** | **OFFICE** | **PERSON IN CHARGE** |
| 1. Submits letter request and requirements to receiving officer. | 1. Receiving clerk (stamp RECEIVED) records and forwards the documents to ORD. | RUBY CATHERINE A. APILADO / FRANCISCO P. FABIE | 1 hour |
| 2. ORD receives and records documents and routes it to the LGCDD. | ELVIN JAKE R. EMPLEO / JULIE ANN B. QUILATES |
| 3. Focal person prepares data requirements (DCF, Certification and M & E Tool) for onsite and requires Province to provide the name of the CSO who will join the FDP validation | MAY ROSE R. ANCHETA / AMILY D. DULAY | 1 day  2 days ( if with onsite validation or may vary depending on geographical location of subject LGU) |
| 4. Focal Person thru the PO coordinates with the LGU of the incoming validation (attested by CSO) | MAY ROSE R. ANCHETA / AMILY D. DULAY | 1 hour |
| 5. Focal Person conducts an onsite validation in the three (3) Conspicuous Places in the LGU for the two (2) preceding quarters of the current year together with the CSO. | MAY ROSE R. ANCHETA / AMILY D. DULAY | 1. DAY |
| 6. Focal Person prepares an indorsement to the CO for the Issuance of FDP Certificate to the LGU. | MAY ROSE R. ANCHETA / AMILY D. DULAY |
| Note: Waiting time for the Issuance of FDP Certificate will be three weeks. | BLGS |  |
| 2. Client receives the signed endorsement including the attached documents. (upon request) | 7. Region to provide a copy of the issued FDP Certificate to the province for immediate dissemination to the LGU. | MAYROSE ANCHETA / AMILY D. DULAY | 1. hour |

**4. Service Title**: Endorsement of Application for Scholarship Grants /Study Leave

**Duration:** 8 Hours \*

**Responsible Division**: Local Government Capability Development Division (LGCDD)

**Service Description**: Local Officials and LGU employees application for Scholarship Grants to ensure that the grants shall be in accordance with the terms and conditions of the program/grants. Favorable endorsed application for Scholarship Grants

**Who may avail**: Local Government officials and employees.

**Requirements**:

The complete documents should reach the Local Government Academy or DILG Central Office before the prescribed deadline.

Common requirements for scholarships

1. Endorsement from the DILG Regional Director, Provincial Director / City Director
2. LCE’s endorsement
3. Certificate of no pending administrative and/or criminal case, ;
4. Resume with 2x2 picture;
5. Transcript of Records –Certified true copy
6. List of Seminars/ Trainings attended
7. Updated Service Records
8. Certified Actual Duties and responsibilities relevant to the course/ program
9. Performance Ratings for the last two (2) rating periods , January—June and July to December (Certified true copy)
10. Certificate of No pending nomination in local and/for Foreign Scholarship Grants
11. Statement of direct benefits derived from scholarship grant

**Availability of Service**: Monday to Friday 8 am to 5 pm (No Noon Break)

**Fees**: No payment required

**How to avail of the Service:**

|  |  |  |  |
| --- | --- | --- | --- |
| **RESPONSIBILITY** | | | **DURATION** (8 HOURS) |
| **CLIENT** | **OFFICE** | **PERSON IN CHARGE** |
| 1. Submits letter request and supporting documents | 1. Receiving clerk (stamp RECEIVED), records and forwards the documents to ORD. | RUBY CATHERINE A. APILADO / FRANCISCO P. FABIE | 1 hour |
| 2. ORD receives and records documents and routes it to the LGCDD. | ELVIN JAKE R. EMPLEO / JULIE ANN B. QUILATES |
| 3. Person in charge evaluates the documents and prepares the endorsement letter | MAYROSE ANCHETA / DIOSDADO M. MENDOZA | 4 hours |
| 4. The Division Chief reviews and affixes his/her initials | PEDRO G. GONZALES | 1 hour |
| 5. Regional Director signs the endorsement letter and returns the same to division concerned | REGIONAL DIRECTOR / ASSISTANT REGIONAL DIRECTOR / In-Charge of Office | 1 hour |
| 2. Client receives the signed endorsement including the attached documents. (upon request) | 6. Records personnel records and releases the duly signed Endorsement, including the attached documents to DILG Central Office | DIOSDADO D. MENDOZA | 1 hour |

\* DOCUMENTS ARE CORRECT AND COMPLETE

**5. Service Title**: Provision of Legal Opinion

**Duration:** 5 – 15 Days\*

**Responsible Division**: Legal Unit

**Service Description**: Provision of Legal Opinion on local governance administration and related concerns

**Who May avail**: Local Officials, functionaries and citizens

**Requirements:**

1. Original copy of the written request
2. Relevant documents on the request, if any

**Availability of Service:** Monday to Friday, 8 am to 5 pm (No Noon break)

**Fees**: No payment required

**How to avail of the Service:**

|  |  |  |  |
| --- | --- | --- | --- |
| **RESPONSIBILITY** | | | **DURATION**  (5 – 15\* DAYS) |
| **CLIENT** | **OFFICE** | **PERSON IN CHARGE** |
| 1. Submits query together with relevant documents, if any | 1. Receiving clerk (stamp RECEIVED), records and forwards the documents to ORD. | RUBY CATHERINE A. APILADO / FRANCISCO P. FABIE | 1 hour |
| 2. ORD receives and records query and routes it to the ORD- Legal Unit. | ELVIN JAKE R. EMPLEO / JULIE ANN B. QUILATES |
| 3. Legal Unit acts/ research on the query and prepares legal opinion for endorsement to DILG-CO or direct to the client. | ATTY. JOSEPH O. APOLONIO | 5 days |
| 4. RD signs legal opinion or endorsement. | REGIONAL DIRECTOR / ASSISTANT REGIONAL DIRECTOR / In-Charge of Office | 1 hour |
| 2. Receives update from RO | 5. Records personnel logs and releases legal opinion or endorsement. | RUBY CATHERINE A. APILADO / FRANCISCO P. FABIE | 1 hour |

\* 5 days – Simple cases; 15 days – Complex cases

**6. Service Title**: Request for Death Benefit Funding Allocation

**Duration:** 1DAY 3 HOURS & 15 MINUTES

**Responsible Division**: Local Government Capability Development Division (LGCDD)

**Service Description**:

**Who may avail**: Beneficiaries of deceased Barangay officials.

**Requirements**:

1. Application of Death Benefit Claims (DBC Form –001) in three(3) copies;
2. Certified true copy of Death Certificate of deceased Barangay Officials;
3. Certified true copy of marriage contract (if the claimant is the spouse of the deceased barangay official);
4. Certified true copy of the Birth Certificate of the Claimant if the son or daughter of the deceased Brgy. Official;
5. Certified true copy of the birth certificate of the deceased or affidavit of two (2) disinterested parties; if the deceased Brgy. Official is single and the claimant is his surviving parent/brother/sister;
6. Affidavit of guardianship, if the claimant is minor;
7. Special Power of Attorney, authorizing one of the legal beneficiaries to claim the benefit.
8. Photocopy of the government issued Identification card, such as Voter’s ID, Driver’s License, Postal ID, or a certification from the Barangay that he/she is a resident of the said Barangay.

**Availability of Service**: Monday to Friday, 8am to 5pm (No Noon Break)

**Fees:** No payment required

**How to avail of the Service:**

|  |  |  |  |
| --- | --- | --- | --- |
| **RESPONSIBILITY** | | | **DURATION**(1DAY 3 HOURS & 15 MINUTES) |
| **CLIENT** | **OFFICE** | **PERSON IN CHARGE** |
|  | REGIONAL OFFICE  1. Records Unit of the Region receives the endorsed DBC FROM THE Provincial Offices and forwards to ORD | RUBY CATHERINE A. APILADO / FRANCISCO P. FABIE | 10 minutes |
| 2. ORD receives and records query and routes it to the LGCDD. | ELVIN JAKE R. EMPLEO / JULIE ANN B. QUILATES | 20 minutes |
| 3. Regional Focal Person reviews, evaluates the completeness of DBCs and prepares consolidated list thereof; | DIOSDADO M. MENDOZA | 1 hour |
| 4. Prepares endorsement to NBOO for signature of the RD; | PEDRO G. GONZALES / DIOSDADO D. MENDOZA | 30 minutes |
| 5. RD signs the endorsement and returns the same to RFP; | REGIONAL DIRECTOR / ASSISTANT REGIONAL DIRECTOR / In-Charge of Office | 1 hour |
| 6. RFP forwards the endorsement to Records Unit for submission to NBOO; | DIOSDADO D. MENDOZA | 1 day & 15 minutes |

**7. Service Title:** Release of Death Benefit Claims and Fund to the Provincial Offices

**Duration:** 1 DAY 6 HOURS & 5 MINUTES

**Responsible Division:** Finance and Administrative Division (FAD)

**Service Description:**

**Who may avail:** Beneficiaries of deceased Barangay officials

**Requirements:**

1. List of Claimants covered by Fund allocation from NBOO and FMS
2. Sub-allotment Release Order and Notice of Transfer allocation

**Availability of Service:**

**Fees:** No payment required

NOTE: Region I downloads the DBC Funds to the Provincial Offices thus payment or release of DBC Claims will be done at the Provincial Offices.

**How to avail of the Service:**

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| --- | --- | --- | --- |
| **RESPONSIBILITY** | | | **DURATION (**1 DAY 5 HOURS & 5 MINUTES**)** |
| **CLIENT** | **OFFICE** | **PERSON IN CHARGE** |
|  | 1. Accounting Staff reviews the funded claims versus the list of claimants endorsed to NBOO and prepares the Disbursement Vouchers and Obligation Request Slip with the copy of the list of claimants. | SETY ZORAYDA S. PEREZ / JEROME T. COLCOL | 3 hours & 5 minutes |
| 2. FAD Chief reviews and signs the DV and ORS and forwards to Budget Section/FAD | ALICA C. BANG-OA | 30 minutes |
| 3. Budget Section processes, provides funding and forwards to Accounting Section; | MERCEDES C. LLANES | 3 hours |
| 4. Accounting Section process and forwards to Regional Director for approval ; | SETY ZORAYDA S. PEREZ / JEROME T. COLCOL | 3 hours |
| 5. The Regional Director approves and forwards the claim to Cash Section; | REGIONAL DIRECTOR / ASSISTANT REGIONAL DIRECTOR | 1 hour |
| 6. The Cash Section prepares the LDDAPand bank advice and submits the same to the bank; | LORELIE H. CAOILE | 3 hours |
| 7. Cash Section Informs the Provinces of the LDDAP of the availability of signed checks; | LORELIE H. CAOILE | 30 minutes |