



GENDER AND DEVELOPMENT OFFICE



Service Office

SOCIAL SERVICE



1. PROCESSING OF LETTER REQUEST

These are documents received by the GAD Office from different offices, barangays, community organization and individual

Office or Division:	Administrative Section			
Classification:	Administrative			
Type of Transaction:	Request			
Who may avail:	Department, Office, Schools, Barangays			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Request letters – Trainings and others Accomplishment Reports / Liquidation Memos Invitations Proposals/Quotations Budget Request GAD Work Program Draft Letters for Approval (GAD) GAD Liquidation		Office of the Requesting Party		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit request, reports, communication letters	Stamp Logbook Recording Date /Time Series #	None	3-5mins	Frontline Admin Staff
Evaluation of Request	Forward to the Program Director	None	3-5mins	Frontline Admin Staff
Forward to Program Director	Action and Evaluation	None	1 day	Program Director
Evaluation of Program Director	Approval RECORD /RELEASE / NOTIFY / REPLY / CONCERNED STAFF	None	1 day	Administrative Officer
Evaluation of Program Director	Disapproval RECORD /RELEASE / NOTIFY / REPLY	None	1 day	Administrative Officer



Evaluation of Program Director	Filing RECORD /RELEASE / NOTIFY / REPLY	None	1 day	Administrative Officer
Evaluation of Program Director	Assessment Forward to Concern Section	None	1 day	Administrative Officer Concern Officer

2. PAKAY : MEDICAL AND FINANCIAL ASSISTANCE

These are requests received by the GAD Office from women, men and children in need of assistance

Office or Division:	Administrative Section			
Classification:	Social Service			
Type of Transaction:	Medical and Financial Assistance			
Who may avail:	Department, Office, Schools, Barangays			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Filled-up PAKAY Form (with contact details) 2. Voter's ID or any Valid ID CARE CARD 3. Community Tax Certificate (current year) 4. Certificate of BARANGAY Indigency (Original and issued within three (3) months) 5. Medical prescription / Abstract (latest), PROTOCOL , QUOTATION 6. Medical Certificate (latest) 7. SOCIAL CASE STUDY (IF NEEDED FOR WOMEN IN CRISIS)		1. GAD Office 2. Requesting Party 3. Treasury Office 4. Office of the Barangay 5. Hospital / Doctor 6. Hospital / Doctor 7. Social Service Department		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit complete request	Record Interview Check Requirements	None	3-5mins	Frontline Admin Staff
Check Pakay System	Eligible For Approval	None	3-5mins	Project Officer
Check Pakay System	Not Eligible	None	3-5mins	Project Officer



	Return to Client			
Forward to Program Director	For Approval / Disapproval	None	1 day	Project Officer
Action of Program Director	Approved -Certification of Indigency - Attachment of Endorsement Letter - Forward to Mayor's Office	None	15 working Days	Project Officer
Action of Program Director	Disapproved Refer to Other Fund Source	None	1 day	Project Officer

3. REQUEST FOR THE USE OF FACILITIES

These are requests received by the GAD Office for the use of facilities such as Conference Room, Resource Center and Vehicle

Office or Division:	Planning, Research and Education Section			
Classification:	Administrative			
Type of Transaction:	Request			
Who may avail:	Department, Office, Schools, Barangays			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter of Request		Requesting Party		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit letter of request	Stamp Logbook Recording Date /Time Series #	None	3-5mins	Frontline Admin Staff
Submit letter of request	Check availability	None	3-5mins	Frontline Admin Staff
Forward to Program Director	For Approval / Disapproval	None	1 day	Administrative Officer
Forward to concern Section	Approved Disapproved	None	1 day	Administrative Officer