

## Local Government Capability Development Division (LGCDD)

### Processing of Request for Authority to Conduct Various Activities (Seminar, Trainings, Lakbay-Aral)

**Type of Service:**

Frontline       Non-Frontline

**Kind of Transaction:**

Simple       Complex       Highly Technical

**Duration:**

2 Hours and 5 Minutes

**Responsible Division:**

Local Government Capability Development Division (LGCDD)

**Service Description:**

**Who may avail:**

LCEs, Barangay Officials and Functionaries, Private Sectors, Planning Coordinators

**Requirements:**

1. Letter request stating the purpose;
2. Activity Design
3. Itinerary of Travel
4. Copy of CAPDEV
5. Endorsement from the Mayor, MLGOO/CLGOO and Provincial/City Director

**Availability of Service:**

Monday to Friday 8AM to 5PM (No Noon Break)

**Fees:**

No payment required

**How to avail of Service:**

RESPONSIBILITY			DURATION
CLIENT	OFFICE	PERSON IN CHARGE	(2 Hours and 5 Minutes)
1. Submits letter of request and requirements to the receiving officer	1. Receiving staff (stamp RECEIVED) records and forwards the documents to the division concerned.	Records Officer	30 Minutes
	2. Focal person evaluates, review and prepare Authority or Endorsement for RD/ SILG's approval	LGCDD - Focal Person	30 Minutes
	3. LGCDD staff records Issuance of Authority or Endorsement for RD/ SILG's approval	LGCDD staff	5 Minutes
	4. Regional Director (RD) signs the certification and the endorsement letter and returns the same to the division concerned	Regional Director/ Asst. Regional Director/ Designated Official	30 Minutes
2. Client receives the signed endorsement including the attached documents	5. LGCDD staff records client records and releases Issuance of Authority or Endorsement	LGCDD Staff	30 Minutes