

Local Government Capability Development Division (LGCDD)

Processing of CBMS Documents: MOA Signing

Type of Service: Frontline Non-Frontline

Kind of Transaction: Simple Complex Highly Technical

Duration: 1 Hour and 15 Minutes

Responsible Division: Local Government Capability Development Division (LGCDD)

Service Description:

Who may avail: Local Government Units (LGU)

Requirements: 1. Endorsement/ Transmittal from the Mayor, MLGOO/CLGOO and Provincial/ City Director
 2. Signed Memorandum of Agreement
 3. Copy of Work and Financial Plan

Availability of Service: Monday to Friday 8AM to 5PM (No Noon Break)

Fees: No payment required

How to avail of Service:

RESPONSIBILITY			DURATION (1 Hour and 15 Minutes)
CLIENT	OFFICE	PERSON IN CHARGE	
1. Submits letter of request and requirements to the receiving officer	1. Receiving staff (stamp RECEIVED) records and forwards the documents to LGCDD.	Records Officer	15 Minutes
	2. Focal Person receives MOA, check completeness of CBMS documentary requirements and endorse to Regional Director then to DILG-BLGD	LGCDD - Focal Person	30 Minutes
	3. Focal person receives signed MOA from BLGD and endorse to LGUs thru the DILG Field Office for Notarization	LGCDD - Focal Person	10 Minutes
2. Client receives the signed endorsement including the attached documents and notarize the endorsement	4. Focal person receive Notarized MOA from the LGU in three copies for distribution to the signatories (RD, DILG-BLGD, CBMS Network)	Regional Director/ Asst. Regional Director	15 Minutes
	4. Records personnel records and releases the signed endorsement, including the attached documents to the Local Government Academy	LGCDD Staff/ Records staff	5 Minutes