

Local Government Capability Development Division (LGCDD)

Processing of CBMS Documents: Provision of Technical Assistance

Type of Service: Frontline Non-Frontline
Kind of Transaction: Simple Complex Highly Technical
Duration: 1 Hour and 10 Minutes
Responsible Division: Local Government Capability Development Division (LGCDD)
Service Description:
Who may avail: Local Government Units (LGU)
Requirements: 1. Request letter from Provincial/ City Director
 2. 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 10 Minutes)
CLIENT	OFFICE	PERSON IN CHARGE	
1. Submitts letter of request for modular trainings	1. Receiving staff (stamp RECEIVED) records and forwards the request to LGCDD.	Records Officer	10 Minutes
	2. Focal Person prepares the administrative requirements (ex. Regional Order)	LGCDD - Focal Person	30 Minutes
	3. Regional Director sign the Regional Order or Memorandum	LGCDD - Focal Person	20 Minutes
	4. Records personnel release the Regional Order or Memorandum for the conduct of the requested CBMS Training	Records Officer	10 Minutes