

LOCAL GOVERNMENT MONITORING AND EVALUATION DIVISION (LGMED)

ISSUANCE OF CERTIFICATION OF COMPLIANCE TO FULL DISCLOSURE POLICY (FDP) FOR ENDORSEMENT TO CENTRAL OFFICE

Type of Service: Frontline Non-Frontline

Kind of Transaction: Simple Complex Highly Technical

Duration: 1 Day and 4 Hours - 2 Days and 4 Hours

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

Service Description:

Who may avail: All Provinces, Cities, Municipalities thru the FDP Focal Persons

Requirements:

1. Letter of Request stating the purpose; and
2. Certification of Compliance to FDP issued by DILG Provincial Offices (P.O.) attested by Civil Society Organizations

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	(1 Day 4 Hours - 2 Days and 4 Hours)
1. Submits letter of request and requirements to the receiving officer	1. Receiving Clerk (stamp RECEIVED) records and forwards the documents to the division concerned	Records Officer	1 Hour
	2. Focal Person reviews certification issued by the DILG P.O and checks the FDP Portal (thru onsite validation or thru other reliable means)	LGMED - Focal Person	1 Day 2 days (if onsite validation or may vary depending on geographical location of LGU and subject to availability)
	3. Focal person prepares the endorsement letter with the P.O Certification on FDP - compliance to posting on conspicuous places (attested by CSO)	LGMED - Focal Person	1 Hour
	4. Regional Director (RD) signs the certification and the endorsement letter and returns the same to the division concerned	Regional Director/ Asst. Regional Director	1 Hour
2. Client receives the signed endorsement including the attached documents (upon request)	5. Records personnel records and releases the duly signed endorsement, including the attached documents to the DILG Central office	Records Officer	1 Hour