

# Local Government Capability Development Division (LGCDD)

## Processing of LGU GAD Plan and Accomplishment Report

**Type of Service:**

Frontline       Non-Frontline

**Kind of Transaction:**

Simple       Complex       Highly Technical

**Duration:**

2 Days and 1 Hour and 10 Minutes

**Responsible Division:**

Local Government Capability Development Division (LGCDD)

**Service Description:**

**Who may avail:**

Local Government Units (LGU)

**Requirements:**

1. Complete documents of GAD Plan and Budget of P/HUC (with HGDG Test Result)
2. Complete documents of GAD Accomplishment of P/HUC (with HGDG Test Result with Activity/ Project Design and GAD Plan and Budget)

**Availability of Service:**

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

**Fees:**

No payment required

**How to avail of Service:**

RESPONSIBILITY			DURATION (2 Days and 1 Hour 10 Minutes)
CLIENT	OFFICE	PERSON IN CHARGE	
1. Submits LGU GAD Plan and Accomplishment Report	1. Receiving staff (stamp RECEIVED) records and forwards the documents to LGCDD.	Records Officer	10 Minutes
	2. Focal Person reviews LGU GAD Plan and Budget and LGU GAD Accomplishment Report	LGCDD - Focal Person	2 Days
	3. Issuance of Certificate of Review and Endorsement	LGCDD - Focal Person	1 Hour
2. Client receives the Certificate of Review and Endorsement	4. LGCDD Staff records and releases Certificate of Review and Endorsement	LGCDD Staff	10 Minutes