

LOCAL GOVERNMENT MONITORING AND EVALUATION DIVISION (LGMED)

CERTIFICATION OF THE FUNDED PEACE AND ORDER PROGRAM FOR CURRENT YEAR AS BASIS FOR THE COMPUTATION OF CONFIDENTIAL FUND

Type of Service: Frontline Non-Frontline

Kind of Transaction: Simple Complex Highly Technical

Duration: 2 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. A 2-column matrix indicating name of LGU and amount of funded POP for the current year, prepared by P/C/MLGOO addressed to the RD signed by the concerned LCE
3. Endorsement from Provincial/City Director on the total amount of the funded POP for the current year
4. Photocopy of the LCU's Appropriation Ordinance of the current year
5. Photocopy of the Peace and Order and Public Safety Plan for the current year
6. Certification from the Provincial/City/Municipal Budget Officer indicating the appropriated peace and order programs and projects for the current year

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

Fees: No payment required

How to avail of Service:

RESPONSIBILITY			DURATION (2 Hours)
CLIENT	OFFICE	PERSON IN CHARGE	
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	15 Minutes
	2. Focal Person reviews the submitted set of documents. Issues the Certification if found to have complied the required documents	LGMED - Focal Person	45 Minutes
	3. LGMED Chief signs the certification	LGMED Chief	15 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	30 Minutes
2. Client receives the signed endorsement including the attached documents	5. Records personnel records and releases the duly signed endorsement, including the attached documents to the client	Records Officer	15 Minutes