

# **PROVINCIAL GOVERNOR'S OFFICE PROVINCIAL EARLY CHILDHOOD CARE AND DEVELOPMENT SECTION**

The **Office of the Provincial Governor** with its section **Provincial Early Childhood Care and Development (PECCD)** have multiple tasks that focus on promoting and enhancing the wellbeing of a child ages range from 0 to 6 years old. Promotes and enhance their wellbeing in all aspects of development especially education, health and to increase economic level of every family where they live. These efforts are necessary to unleash their hidden potentials to become empowered and contributing members of our community.

## **VISION**

Every born Quirinians child must be progressive, God loving and empowered citizen, living peacefully in an economically stable, ecologically sustainable environment, enjoying the benefits for education, proper nutrition, adequate infra-structure and advance information technology in pursuit of his/ her continuing development under good governance.

## **MISSION**

To implement ECCD programs through the concerted efforts of consultation, collaboration and cooperation among multi-sectoral and inter-agency levels working together as stakeholders in taking into consideration the Rights of every Quirinians child to survival, health and nutrition, early education and social services programs that provide for their basic holistic needs to attain optimum growth.

**PROVINCIAL GOVERNOR'S OFFICE  
ECCD SECTION  
PROVINCIAL ENGINEERING COMPOUND CAPITOL  
C BARROGUIS, QUIRINO**

**A. SERVICE: CONDUCT ECCD EVENTS IN COORDINATION WITH PARTNER AGENCIES**

**CLIENT:** Populace, children, Mothers/Parents, Couples, Day Care workers

S T E P S	PROCESS/ACTIVITY		DURATION	REQUIREMENTS	FEES	PERSON RESPONSIBLE	LOCATION
	CLIENT	SERVICE PROVIDER					
1.	Receives the invitation for a particular ECCD activity	Takes appropriate action by making initial steps prior to the event (Project Proposal)	2 weeks	None		PGO- ECCD STAFF and PECCDCC	ECCD Section/ Office
		Convene Partner Agencies to come up with a plan and for tasking purposes	1 day	None		PECCDCC and Prov'l ECCD Officer	ECCD Section/ Office
2.	Participates in the activity	Facilitates the conduct of the different activities	Depending on the duration of the activity	None		PECCDO & Staff/ Partner Agencies	Venue of the activity
		Documents the activity by preparing reports of accomplishments	2 days	None		Ms. Daisy F. Vadil- .Garcia SOO-IV, PECCDO	ECCD Section/ Office Technical Section

**B. SERVICE: PROVIDES TECHNICAL ASSISTANCE TO MUNICIPAL ECCD COORDINATING COMMITTEE (MECCDCC)**

CLIENT : Municipal ECCD Coordinating Committee (MECCDCC), BCPC

S T E P S	PROCESS/ACTIVITY		DURATION	REQUIREMENTS	FEES	PERSON RESPONSIBLE	LOCATION
	CLIENT	SERVICE PROVIDER					
1.	Presents letter request of assistance	Acknowledges the request	5 mins.	None		ECCD Staff	Admin. Section
2.	Registers in the logbook indicating his/her purpose	Asks the clients to sign in the visitors logbook and present the request to PECCDO	2 mins.	None		ECCD Staff	Admin. Section
3.	Wait for the result of the request	PECCDO give schedule for technical assistance	3 mins.			Ms. Daisy F. Vadil- .Garcia	ECCD Office
4.	Leaves the office with the request acted upon	Responsible person prepares the necessary technical assistance needed	Depending on the assistance requested (30 mins to 1 week)			Ms. Daisy V. Garcia- PECCDO	ECCD Section/ Office

**C. SERVICE: MANAGE ECCD INFORMATION CENTER**

CLIENT : Students, development workers (internal/external), line agencies/ dept.

S T E P S	PROCESS/ACTIVITY		DURATIO N	REQUIRE MENTS	FEES	PERSON RESPONSIBLE	LOCATION
	CLIENT	SERVICE PROVIDER					
1.	<p>Presents request for research/ data gathering</p> <p>Signs in the logbook indicating his/her purpose</p>	Acknowledges the request and asks the client sign in the visitor's logbook	5 mins.	None		ECCD Staff.	ECCD Section/ Office
2.	Wait for the approval of her/his request	Attaches Action Slip for the PECCDO to approve such request	2mins.	none		ECCD Staff.	ECCD Section/ Office
3.	Do the research work from the references provided and leave the office with the needed data	Acts upon the request by providing the data and references needed	10 mins.	none		Ms. Daisy F. Vadil- .Garcia SOO-IV, PECCDO	ECCD Section/ Office

**D. SERVICE: SERVES AS SECRETARIAT TO THE PECCDCC/MECCDCC  
MEETINGS/CHILDREN MONTH CULMINATING ACTIVITIES**

**CLIENTS:** Representatives of Partner Agencies/PECCDCC, MECCDCC, BNPC

S T E P S	PROCESS/ACTIVITY		DURATI ON	REQUIRE MENTS	FEES	PERSON RESPONSIBLE	LOCATION
	CLIENT	SERVICE PROVIDER					
1.	Acknowledge letter of invitation and gives confirmation/ signs the log book	Prepares letter of invitation	20 mins.			PGO-ECCD Staff	Admin. Section
		Signs invitation letters noted by the governor					Ms. Daisy V. Garcia
		Disseminates letters of invitation and gets confirmation	1 day	Transportation expenses	PGO-ECCD Staff	Admin. Section	
2.	Attend scheduled meeting	Prepares minutes of previous meetings, Attendance Sheet, Venue <ul style="list-style-type: none"> <li>• Reproduce/ assort handouts</li> </ul>	1 day			PGO-ECCD Staff	
3.	Participates actively in the agenda discusses	Facilitates the conduct of the meetings	1 day			Ms. Daisy V. Garcia	ECCD Section
		Documents the proceedings of the meetings/ conferences	1 day			PGO-ECCD Staff	Technical Section

**E. SERVICE: CONDUCTS MONITORING AND EVALUATION/INSPECTION OF ECCD PROGRAM AND PROJECTS**

**CLIENT:** Representative from line agencies (local & national), MECCDCC, PEO, Suppliers

S T E P S	PROCESS/ACTIVITY		DURATION	REQUIREMENTS	FEES	PERSON RESPONSIBLE	LOCATION
	CLIENT	SERVICE PROVIDER					
1.	Presents letter request for evaluation/ inspection	Acknowledges the request and asks the clients sign in the visitors logbook	5 mins.	None		PGO-ECCD Staff	Admin. Section
2.	Registers in the logbook indicating his/her purpose	Attaches Action Slip for ECCD Officer to approve such request	2 mins.	None		PGO-ECCD Staff	Admin. Section
3.	Waits for the result of the request	ECCD Officer decides and approves the date of evaluation/ inspection	5 mins.			Ms. Daisy V. Garcia	Technical Section
4.	Leaves the office with the request acted upon	ECCD officer give the final schedule for the activity	Depending on the distance/ area to be inspected			Ms. Daisy V. Garcia	Depend on the area to be inspected

**F. SERVICE: SPEARHEAD THE PREPARATION OF DOCUMENTS NEEDED FOR THE FINANCIAL  
SUBSIDY OF DAY CARE WORKERS**

**CLIENT :** MSWDOs, Day Care Workers, Representative of Line Agencies

S T E P S	PROCESS/ACTIVITY		DURATI ON	REQUIR E MENTS	FEES	PERSON RESPONSIBLE	LOCATION
	CLIENT	SERVICE PROVIDER					
1.	MSWDO submits the list of all Day Care Workers in their municipality	Receives the reports submitted and let the client signs the visitors logbook	5 mins.	None		PGO-ECCD Staff	Admin. Section
2.	Registers in the logbook indicating his/her purpose	Checks the reports submitted for any discrepancies , if none compile the reports for consolidation (list of DCW in the Province)	2 mins.	None		PGO-ECCD Staff	Admin. Section
3.		Consolidate the lists of Day Care workers in the province.	1hr.			Ms. Daisy V. Garcia	Technical Section
4.		Prepare the payroll for the financial subsidy for the day care workers for governors approval and funding	1hr.			Ms. Daisy V. Garcia	PGO-Accounting Division
5.		Follow-up the approval and funding of the DCW payroll	5min.			Ms. Daisy V. Garcia	PGO-Accounting Division
6.	Receives information on the disbursement of DCW subsidy	Upon approval of funding for the subsidy the ECCD officer will inform the line agencies/ departments thru letter that the cash subsidy for DCW is ready for disbursement	1 day			PGO-ECCD Staff	Entire municipality of the province

**PROVINCIAL GOVERNORS OFFICE  
PROVINCIAL EARLY CHILDHOOD CARE AND DEVELOPMENT**

**Programs and Services with Line Agencies/Departments**

PROGRAMS	PROJECTS/CTIVITIES	Responsibilities
<p><b>A. EARLY CHILDHOOD EDUCATION AND PSYCHO-SOCIAL CARE</b></p>	<p>✓ <b>Upgrading of Day Care Centers.</b></p>	<p><b>DSWD</b>- Originates data for this project  <b>PPDO</b>-Planning and Funding  <b>PGO- ECCD section</b> - Coordinate with line agencies for the project implementation &amp; monitoring  <b>PEO</b>- Preparation of POW/monitoring</p>
	<p>✓ <b>Provision of Learning materials and equipments.</b></p>	<p><b>DSWD</b>- Originates data for this project  <b>PGO - ECCD Section</b> -&gt;prepares purchase request for approval and for Funding  <b>PGSO</b>- Preparation of PO/Inspection/ release</p>
	<p>✓ <b>Capability building Of service providers.</b></p>	<p><b>DSWD/MNO/MHO</b>-&gt;Prepares project proposal and request for the training  <b>PGO-ECCD Section</b>-&gt; Review project proposal and endorse to the governor for approval and funding.</p>
	<p>✓ <b>Financial Subsidy for Day Care Workers</b></p>	<p><b>MSWDO</b> -&gt;submit updated list of Day Care workers  <b>PGO- ECCD Section</b> -&gt; Prepares and submit payroll for approval and funding.</p>



<p><b>B. SURVIVAL, HEALTH AND NUTRITION</b></p>	<p>✓ <b>Upgrading of Barangay Health Center(BHC)</b></p> <p>✓ <b>Provision of medical equipment's, supplies and essential medicines for children and pre-post natal care.</b></p>	<p><b>MHO</b> -&gt;Originates the data of BHC for repairs  <b>PPDO / DOH</b> -Planning and Funding  <b>PGO- ECCD SECTION</b>- Coordinate with line agencies for the project implementation.  <b>PEO- Preparation of POW/monitoring</b></p> <p><b>MHO /BHO</b>- Originates data for this project  <b>PGO - ECCD Section</b> Coordinate with line agencies for the project preparation and implementation.  <b>PPDO/DOH</b> – Planning and funding  <b>PGSO</b>- Preparation of PO/Inspection/release</p>
<p><b>C. CAPABILITY BUILDING FOR SERVICE PROVIDERS</b></p>	<p>✓ <b>Provides necessary trainings for service providers</b></p>	<p><b>MSWD, MHO, MNO</b>- submits training needed for their areas.  <b>PGO- ECCD Section</b>-&gt; consolidates training needs and endorse to the Governor for approval and funding  <b>LINE AGENCIES/DEPARTMENTS</b>-&gt; Preparation for the needed activities and documents for the training.</p>