

**PROVINCIAL GOVERNOR'S OFFICE**

**POPULATION DIVISION**

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

**CLIENT:** Populace, Youth/Students, Mothers/Parents, Couples

S T E P S	PROCESS/ACTIVITY		DURATION	REQUIREMENTS	FEES	PERSON RESPONSIBLE	LOCATION
	CLIENT	SERVICE PROVIDER					
1.	Receives the invitation for a particular activity he/she/school/ agency participates in	Takes appropriate action by making initial steps prior to the event (Project Proposal)	2 weeks	None		PPO & Staff	Population Division
		Convene Partner Agencies to come up with a plan and for tasking purposes	1 day	None		Mr. Froilan B. Herrera PPO III	Population Division
2.	Participates in the activity	Facilitates the conduct of the different activities	Depending on the duration of the activity	None		PPO & Staff/ Partner Agencies	Venue of the activity
		Documents the activity by preparing reports of accomplishments	2 days	None		Ms. Cleofe C. Ordinario – PPO I  Mr. Froilan B. Herrera – PPO III	Special Operations Section  Technical Section

**B. SERVICE: OPERATES A POPULATION INFORMATION CENTER**

**CLIENT :** Students, development workers (internal/external)

S T E P S	PROCESS/ACTIVITY		DURATION	REQUIREMENTS	FEES	PERSON RESPONSIBLE	LOCATION
	CLIENT	SERVICE PROVIDER					
1.	Presents request for research/ data gathering  Signs in the logbook indicating his/her purpose	Acknowledges the request and ask/lets the client sign in the visitor's logbook	5 mins.	none		Ms. Marina C. Gattu –AA III	Administrative Section

S T E P S	PROCESS/ACTIVITY		DURATION	REQUIREMENTS	FEES	PERSON RESPONSIBLE	LOCATION
	CLIENT	SERVICE PROVIDER					
2.	Waits for the approval of his/her request	Attaches Action Slip for the PPO to approve such request	2 mins.			Ms. Marina C. Gattu –AA III Mr. Forilan B. Herrera – PPO III	Administrative Section
	Do the research work from the references provided and leaves the office happy	Acts upon the request by providing the IEC Materials and references needed	10 mins.			Ms. Cleofe C. Ordinario - PPO I	Special Operations Section

**C. SERVICE: PROVIDES INFORMATION ON POPULATION MANAGEMENT – RPM/NFP CLASSES**

CLIENT : Couples, would be couples

S T E P S	PROCESS/ACTIVITY		DURATION	REQUIREMENTS	FEES	PERSON RESPONSIBLE	LOCATION
	CLIENT	SERVICE PROVIDER					
1.	Presents invitation and program of activity/schedule	Acknowledges the request	3 minutes	-	-	Ms. Marina C. Gattu - AA III	Administrative section
	Signs in the logbook	Verify Calendar of Activities if there's no conflict of schedules					
2.	Listens/Participates/Clarifies unclear topics	Attends classes/Discusses topics assigned		Fuel		Mr. Froilan B. Herrera	
		Verifies signatures in all the required documents for reimbursement of meal expenses		Attendance sheet		Ms. Cleofe C. Ordinario	
	Submits participants' profile, attendance sheets and other documents	Prepares vouchers for processing		Participants Profile		Ms. Marina C. Gattu PPO staff	
	Receives reimbursement of meals and snacks						

**D. SERVICE: PROVIDES TECHNICAL ASSISTANCE ON VARIOUS POPULATION MANAGEMENT PROGRAM (Queries, Pieces of Advice)**

**CLIENT :** Internal and External (walk-ins)

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 and asks the clients sign in the visitors logbook	5 mins.	None		Ms. Marina C. Gattu –AA III	Administrative Section
2.	Registers in the logbook indicating his/her purpose	Attaches Action Slip for PPO to approve such request	2 mins.	None		Ms. Marina C. Gattu –AA III	Administrative Section
3.	Waits for the result of the request	PPO decides and assigns responsible person to provide technical assistance	5 mins.			Mr. Forilan B. Herrera	Population Division
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			Mr. Froilan B. Herrera – PPO III  Ms. Cleofe C. Ordinario – PPO I	Population Division

**E. SERVICE: SERVES AS SECRETARIAT TO THE PPCC/PIAT MEETINGS, PROVINCIAL POPULATION MANAGEMENT CONFERENCES AND CORE GROUP MEETINGS**

**CLIENTS:** Representatives of Partner Agencies/Advocacy Team members, Municipal Population Officers

S T E P S	PROCESS/ACTIVITY		DURATION	REQUIREMENTS	FEES	PERSON RESPONSIBLE	LOCATION
	CLIENT	SERVICE PROVIDER					
1.	Acknowledges letter of invitation and gives confirmation	Prepares letter of invitation	10 mins.			Mr. Froilan B. Herrera – PPO III	Technical Section
		Signs invitation letters noted by the governor				Ms. Cleofe C. Ordinario –PPO I	Special Operations Section
		Disseminates letters of invitation and gets confirmation				1 day	Transportation expenses

S T E P S	PROCESS/ACTIVITY		DURATION	REQUIREMENTS	FEES	PERSON RESPONSIBLE	LOCATION
	CLIENT	SERVICE PROVIDER					
2.	Attends scheduled meeting	Prepares minutes of previous meetings, Attendance Sheet, Venue  Reproduce/ assort handouts	1 day			Ms. Cleofe C. Ordinario –PPO I  Ms. Marina C. Gattu –AA III	
3.	Participates actively in the agenda discusses	Facilitates the conduct of the meetings  Documents the proceedings of the meetings/conferences  Distributes handouts	1 day  1 day			Mr. Froilan B. Herrera – PPO III  Ms. Cleofe C. Ordinario  Ms. Marina C. Gattu	Population Division
4.	Waits for the documented agreements for implementation	Finalizes/encodes the proceedings for dissemination to attendees	2 days	TEV/gas slips		Mr. Froilan B. Herrera – PPO III  Ms. Cleofe C. Ordinario  Ms. Marina C. Gattu	Population Division