



Republic of the Philippines
PROVINCE OF QUIRINO
 Cabarroguis
QUIRINO LIVELIHOOD FOR EVERYONE (Q-LIFE) OFFICE
CITIZEN'S CHARTER
INFORMATION BILLBOARD

VISION

Q-LiFE envisions self-reliant and God-loving Quirinians imbued by the entrepreneurial spirit that Propels them towards advancement and prosperity.

MISSION

Q-LiFE shall provide livelihood to Quirinians through effective and efficient delivery of services By committed and dedicated workforce.

Frontline Service	Step by step procedure		Person Responsible/Office	Time	Requirements	Fees (if any)
	Client	Service Provider				
1. Provision for Livelihood Assistance a. In Cash	Submit Letter Request & fill up application form	Receive letter request & form; interview client & pre assess project & document requirements	Sharon C. Guzman; Ofelia P. Abon	5 minutes	1 pc-2x2 ID picture, Government ID/ 1 pc-xerox copy of any valid ID, 1 pc-Original Barangay Certificate (Bonafide Resident)	none
		Actual Validation if project/business is existing	Collector		Income Generating Projects *Sari-sari Store *Ambulant Vending *Household Handicraft	none
		Approval of the Request Letter	Hon. Junie E. Cua- LCE	10 minutes		none
		Conduct of Seminar/Signing of Contract/MOA	Ofelia P. Abon, Technical Field Staff, Collector	4 hours		none
		Disbursement Voucher, payroll of approved request letters	Sharon C. Guzman/Ofelia P. Abon-Q-LiFE Agricredit			none
b. In Kind	Submit Letter Request & fill up application form	Receive letter request & form; interview client & pre assess project & document requirements	Sharon C. Guzman; Ofelia P. Abon	5 minutes	1 pc-2x2 ID picture, Government ID/ 1 pc-xerox copy of any valid ID, 1 pc-Original Barangay Certificate (Bonafide Resident)	

		Actual Validation on counterpart of client	Technical Field Staff of Q-LIFE		Location of Project & Housing for Livestock-Pig Fattening & Swine Breeding; Broiler Production, Free Range Chicken; Goat Raising; Other Income Generating Projects- Sari-sari Store, Ambulant Vending, Household Handicraft	
		Approval of the Request Letter	Hon. Junie E. Cua – LCE	10 minutes		
		Conduct of Seminar/Signing of Contract/MOA	Ofelia P. Abon/Albert Olidan & Technical Field Staff, Admin	4 hours		
		Process Document for Delivery	Eunice Joy R. Narciso	16 hours		none
		Numbering of tracking slip, review of documents	Hazel De Guzman-OPAd	35 minutes		none
		Check availability of funds & sign the documents	Carmelita Sulio-OPAc	30 minutes		none
		Receive approved Purchase Request, prepare canvass, abstract, purchase order or job order	Rosalie Salavante, Marissa Eugenio, BAC	16 hours		none
		Approval of Purchase Order	Elizabeth Nicolas-OPAd	8 hours		none
		Award to supplier (lowest quotation)	PGO/BAC	30 minutes		none
	Acceptance & Inspection Report (AIR), requisition & Issue Slip (RIS)	Prepare AIR, RIS & PAR form. Inspect deliveries from suppliers. Store & issuance of items to clients/end-user.	Dr. Noel Martinez, Eden Fuentes & Zenaida Dayawon-PGSO	8 hours		none
		Process and sign Disbursement Voucher	Carmelita Sulio, Cecilia B. Valdez-OPAc	30 minutes		none

		Approval of the Disbursement Voucher	Elizabeth Nicolas/Ellen Mauricio-OPAd	30 minutes		none
		Preparation of Check	Lolinda Pagulayan-PTO	60 minutes		none
		Approval of Check	Hon. Junie E. Cua- LCE	30 minutes		none
		Clearance of Checks	Clara Catu- OPAd	30 minutes		none
		Preparation of Check Advise	Carmelita Sulio-OPAc			none
		Release of check/cash to client	Lolinda Pagulayan-PTO	5minutes		none
		Release of check to the supplier	Lolinda Pagulayan-PTO	30 minutes		

We, the employees of the Provincial Government of Quirino- Quirino Livelihood For Everyone, pledge to deliver quality public services as promised in this Citizen's Charter. We will provide prompt and reliable service to our clients.

LEONIDA N. SIBAYAN
Assistant Cashier

SHARON C. GUZMAN
Admin. Staff

CRISPIN P. JUGUIAD
Logistics Officer

JOSIE G. AGUSTIN
Bookkeeper

EUNICE JOY R. NARCISO
Liaison Officer

AGUSTIN DAQUIOAG
Logistics Assistant

FREDA A. ORIA
Accounting Clerk

BRYAN JAY C. VILLANUEVA
Collector (Diffun, Saguday)

MICHAEL T. ARCEGA
Logistics Assistant

GAUDENCIO M. NICOLAS
Collector (Cabarroguis, Aglipay)

EDGAR M. DOMINCEL
Driver

NELSON L. CAMANGEG
Project Coordinator

OFELIA P. ABON
Agricredit Manager

JESUSA E. MARASIGAN
Consultant (Internal Auditor)

ANTHONY A. PARAGOSO
Consultant