

VISION:

A Strong, Proactive, and United arm of the Provincial Government operating to help the province become the Prime Agro-industrial and Eco-tourism Destination of the North



Republic of the Philippines
Province of Quirino
Cabarroguis

CITIZEN'S CHARTER
INFORMATION BILLBOARD

MISSION:

Implementing and interlinking projects and all potential resources toward a Self-sustaining, Prosperous and Upstanding Quirino province

SPECIAL PROJECTS UNIT

Frontline Service/s	STEP	STEP BY STEP PROCEDURE		PERSON RESPONSIBLE	MAXIMUM WAITING TIME	REQUIREMENTS/ SUPPORTING DOCUMENTS	FEES COLLECTED	LOCATION
		CLIENT	SERVICE PROVIDER					
A.1. Development of Special Projects/Programs			Conceptualize and package proposal for different funding institutions	Dencio A. Pagbilao		Household Surveys Result, Maps, Minutes of Brgy. Consultations	NONE	SPU Office, Capitol Hills, Cabarroguis, Quirino
			1. World Bank – Department of Agriculture	Estrella A. Pasion	3 months			
			2. Korea International Cooperation Agency (KOICA)	Vivian D. Piar	3 months			
			3. Department of Environment and Natural Resources (DENR)	Wyndee Pearl Anne A. Lucas	2 months			
			4. People's Survival Fund (PSF)	Enrile M. Eniego	2 months			
				Vilma J. Buen				
				Jobee A. Hobli				
				Bernard S. Natividad				

			<p>Coordinate with implementing agencies (concerned offices): WB-DA project = PEO, OPag, BAC, PLO, OPAC, PPDO KOICA project = PVet, OPag, PNREO, PEO, Q-LiFE, PBO, BAC, Project Management Consultant (PMC) DENR project = PNREO, OPag, PVet, Q-LiFE PSF = PNREO, OPag, PVet, Q-LiFE</p>	<p>Dencio A. Pagbilao Estrella A. Pasion Vivian D. Piar Wyndee Pearl Anne A. Lucas Enrile M. Eniego Vilma J. Buen Jobee A. Hobli Bernard S. Natividad</p>			NONE	<p>SPU Office, Capitol Hills, Cabarroguis, Quirino</p>
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Service Pledge

We, the officials and employees of the Special Projects Unit, pledge to deliver quality public services as promised in this Citizen’s Charter. We will provide prompt and reliable service to our clients.

BERNARD S. NATIVIDAD
Administrative Aide III

JOBEE A. HOBLI
Administrative Aide IV

VILMA J. BUEN
Security Agent I

ENRILE M. ENIEGO
Agricultural Technician II

WYNDEE PEARL ANNE A. LUCAS
Administrative Officer III

VIVIAN D. PILAR
Administrative Officer III

ESTRELLA A. PASION, EnP
OIC-PNRE Officer

DENCIO A. PAGBILAO, EnP
Prov’l Planning & Dev’t Coordinator

Allowable Period of Extension of the Maximum Response Time

The LGU gives five (5) working hours for the extension of time to the provision of frontline services to its clients in case of unforeseen events, man-made or natural.

Feedback/complaint Mechanisms

If your request has not been attended to promptly and courteously, please send your suggestions and complaints to Gov. Junie E. Cua or you may fill-up the prescribed form from the Officer of the Day and drop it in the Suggestion Box provided for the purpose of the lobby of the Capitol or you may call

ENGR. DENCIO A. PAGBILAO, CP # 09175007275

FOR. ESTRELLA A. PASION, CP # 09171425328