

1. Partnership Program

The Local Government Code of 1991, provides that Local Government Units shall promote the establishment and operations of Peoples organization, non-governmental and the private sector, to make them active partners in the pursuit of local autonomy, and to directly involve them in the plans, programs, projects or activities in local government unit, such as, but not limited to, membership in local special bodies (LSBs) and involvement to the delivery of basic services and facilities. As per Ordinance No. SP-2392, which mandates the creation of NGO/POs accreditation committee to process applications for accreditation of NGO and POs. The BCRD as a member of the said committee was tasked to receive, pre-evaluate and transmit applications for accreditation to the office of City Secretary.

Office/Division:	BARANGAY AND COMMUNITY RELATIONS DEPARTMENT	
Classification:	Simple	
Type of Transaction:	Government to Citizen (G2C)	
Who may avail:	Civil Society Organization (CSOs) Quezon City-Based	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
<ul style="list-style-type: none"> <input type="checkbox"/> Letter of Intent <input type="checkbox"/> Duly accomplished Application Form <input type="checkbox"/> Board Resolution signifying intention for accreditation <input type="checkbox"/> Copy of Certificate of Registration <input type="checkbox"/> Constitution/By-Laws <input type="checkbox"/> List of current officers and members (with their addresses, citizenship and contact numbers) <input type="checkbox"/> Annual Accomplishment Report/Previous Activities/Projects <input type="checkbox"/> Financial Statement <input type="checkbox"/> Copy of Minutes of the Meeting duly certified by Board Secretary <input type="checkbox"/> Attendance of majority of the members who attended such meeting with their affixed signatures <input type="checkbox"/> Barangay Certification attesting to existence of the organization (in the case POs not registered in any registering Agency) <p>Note: Application shall be submitted in <u>THREE (3) SETS</u>, one (1) set to be retained by the applicant organization.</p>		BCRD Receiving Desk

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>Step 1. Sign in to client logbook</p> <p>Step 2. Submit the required documents to BCRD's receiving desk for initial assessment and verification.</p> <p>Step 3. Transmittal of all required documents to the committee on accreditation thru the City Secretary for appropriate action</p> <p>Step 4. Approval of the City Council</p> <p>Step 5. Issuance of Certificate of Accreditation</p> <p>Step 6. Release of Accreditation Certificate</p>	<ol style="list-style-type: none"> 1. Receipt of Letter of Intent together with the required documents 2. Orientation of CSO Applicant's officer on its role and functions. 3. Pre-evaluation 4. Transmittal of all required documents to the Committee on Accreditation thru the City Secretary for appropriate action. 5. Approval of the City Council 6. Issuance of Certificate of accreditation by the OVM 	None	Depending on the Calendar of the Committee of People's Participation and Public affairs of the QC Council	<ul style="list-style-type: none"> • Receiving Clerk • In-charge Records Section • Head of office • Chairperson/Accreditation Committee • Office of the Vice Mayor –City Council • Records Section
TOTAL:		NONE		

2. Community Assistance Program

This program aims to encourage active participation of Communities and Civil Society Organizations in building a safe and quality city by providing life-saving equipment/s and materials against emerging infectious diseases, natural and man-made calamities

Office/Division:	BARANGAY AND COMMUNITY RELATIONS DEPARTMENT			
Classification:	Simple			
Type of Transaction:	Government to Citizen (G2C)			
Who may avail:	Community-based Civil Society Organizations			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
<ul style="list-style-type: none"> • Letter Request duly signed by solicitor/organizations • Certificate of Accreditation 			BCRD Receiving Desk	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Step 1: Log-in to the BCRD Log Book Step 2: Submission of Letter Request Step 3: Follow up Step 4: Receiving of Solicited Materials	<ol style="list-style-type: none"> 1. Receipt of Solicitation Letter and other required documents 2. Processing of request <ul style="list-style-type: none"> • Classification of Request • Evaluation • Recommendation for Appropriate Action 3. Logistical Assistance 	None	5 working days	<ul style="list-style-type: none"> • Receiving Clerk • In-charge of the Community Assistance Program • Head of the Office • Supply Officer • Mayor's Office
TOTAL:		NONE	5 working days	

3. Support and Assistance for Incumbent and Former Barangay Officials

A. Issuance of Service Records/Certification/Authentication.

B. Facilitation of burial benefits to Barangay Officials, regular members of Barangay Public Security Officers (BPSO) and the members of Lupon Tagapamayapa who died in line of service during their term of office.

Office/Division:	BARANGAY AND COMMUNITY RELATIONS DEPARTMENT			
Classification:	Simple			
Type of Transaction:	Government to Government (G2G)			
Who may avail:	Incumbent and Former Barangay Officials 1. Punong Barangay 2. Barangay Kagawads 3. Lupon Tagapamayapa 4. BPSOs Regular Tanod 5. Sangguniang Kabataan Officials			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ol style="list-style-type: none"> 1. Letter Request/Request Form 2. Government Issued IDs 3. Barangay Certification 4. Birth Certificate 5. Marriage Certificate 6. Death Certificate 		BCRD Receiving Desk		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Step 1: Submission of Letter Request a. For Claims/Burial and Financial Assistance b. Request for Service Record/Certification and Authentication. Step 2: Submission of Required Documents Step 3: Receiving of requested materials	A. For Service Record 1. Receipt of Required Documents 2. Processing of the request 3. Issuance/Release of Certificate/Service Record B. For Burial Benefits and Financial Request 1. Interview 2. Evaluation of Request Document 3. Recommendation to the City Treasurer	P 50.00 per certification excluding for Burial/Financial Assistance	A. 1-2 working days B. Depending on availability of funds	<ul style="list-style-type: none"> • Receiving/Releasing Clerk • Encoder • In-charge of Burial/Financial request • Liaison
TOTAL:		P 50.00		