

## II. FACILITATION SERVICES

PDAO has a pool of resource persons that can be provided for the facilitation requirement of the Capability Development Programs of barangays and PWD organizations. Barangays and PWD organizations may request for their required resource persons (speakers/facilitators) for Training and seminars.

<b>Office or Division:</b>	Data Management and Monitoring Unit			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2C - Government to Citizen, G2G - Government to Government G2B – Government to Business			
<b>Who may avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Formal Request / Invitation (1 Original copy)		Requesting Party		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
<b><u>For Walk-ins:</u></b>  1. Send a formal request complete with detailed information	1.1. Receive the request letter from requesting section  1.2 Record request letter in logbook and assign document tracking slip  1.3 Forward the letter to the assigned Officer  1.4 Review the request for further instruction	None	3 days	<b>RENATO B. CADA</b>  ( <i>OIC-Head, Data Management and Monitoring Unit</i> )
<b><u>For E-mails:</u></b>  2. Response to the acknowledgment via email  <i>PDAO@quezoncity.gov.ph</i>	2.1 Record request letter in logbook and assign document tracking slip  2.2 Review the request for further instruction	None	7 days	
	<b>TOTAL</b>		<b>10 Days</b>	

(Request for resource person and information related PWDs) qualified for multi-stage processing.

