



6. Programs/Projects/Activity Coordination and Monitoring

Assists in the overall coordination among concerned stakeholders in the implementation of a program, project or activity.

OFFICE OR DIVISION:		Operations, Coordination and Monitoring Division		
CLASSIFICATION:		Simple, Complex		
TYPE OF TRANSACTION:		G2C (Government to Citizen) G2G (Government to Government) G2B (Government to Business)		
WHO MAY AVAIL:		City Councilors City Departments/Offices/Units Private entities National Government Agencies Local Government Units		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> Letter Project/Program Description 		None		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits letter-request with supporting documents as warranted.	1.1. Receives and encodes document/s in the Documents Tracking System for Reference/ Control Number. Routes to the Operations, Coordination and Monitoring Division.	None	5 minutes	<i>Assigned Staff</i> Administrative Division
	1.2. Coordinates with requesting party on their logistics. Prepares and submits report and drafts of proper action documents on resources/logistics needed, if warranted.		5 days	<i>Assigned Staff</i> Operations, Coordination and Monitoring Division



	1.3. Reviews evaluation report and appropriate action document/s. Recommends final action to the City Administrator.	None	1 day	<i>Special Operations Officer V/Acting Head Operations, Coordination and Monitoring Division</i>
	1.4. Approves/signs final revised action document/s	None	1 day *	<i>City Administrator</i>
	1.5. Releases action document/s, if warranted.	None	5 minutes	<i>Assigned Staff Administrative Division</i>
TOTAL		NONE	7 DAYS * 10 MINUTES	

Note: * Subject to time availability of the signatory due to prior meetings scheduled and/or due to immediate notice by the City Mayor.