



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.

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

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