



## 2. Programs/ Projects/ Activity Coordination and Monitoring

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

<b>Office or Division:</b>	Operations, Coordination and Monitoring Division			
<b>Classification:</b>	Simple, Complex			
<b>Type of Transaction:</b>	G2C – Government to Citizen G2B – Government to Business G2G – Government to Government			
<b>Who may avail:</b>	City Councilors City Departments/Offices/Units Private entities National Government Agencies Local Government Units			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Letter		None		
2. Project/Program Description				
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
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 Min.	<i>Assigned Staff</i> Administrative Division
	1.2. Coordinates with the 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		1 Day	<i>Head</i> Operations, Coordination and Monitoring Division
	1.4. Approves/ signs final revised action document/s		1 Day	<i>City Administrator</i>
	1.5. Releases action document/s, if warranted		5 Min.	<i>Assigned Staff</i> Administrative Division
<b>TOTAL:</b>		<b>None</b>	<b>7 Days* and 10</b>	



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