



FACILITATION SERVICES

External Service



VI. FACILITATION SERVICES

PDAO has a pool of resource persons available to meet the facilitation needs of the Capability Development Programs for QCG Frontliners, barangays, organizations serving persons with disabilities, and other stakeholders. These groups may request the necessary resource persons (speakers/facilitators) for training sessions and seminars. Currently, the PDAO is doing Disability Awareness & Sensitivity Training, Filipino Sign Language Training, and Disability Inclusive Disaster Risk Reduction Management.

Office or Division:	Learning and Capacity Development Section			
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
1. The requesting party may submit a formal request letter of training with detailed information either walk-in or through email	1.1. Receive the request letter if it is received via walk-in while acknowledging receipt if it is received via email	None	5 minutes	Receiving-Admin Section
	1.2 Record request letter in the logbook and assign document tracking slip, then transmit to the head of the office for intrusion	None	5 minutes	Receiving-Admin Section
	1.3 Forward the letter to the division chief	None	5 minutes	Receiving-Admin Section
	1.4 Review the request for further instruction from the head of the office	None	5 minutes	Division Chief

<p>For E-mails:</p> <p>PDAO@quezoncity.gov.ph</p> <p>marlyn.castro@quezoncity.gov.ph</p> <p>jeffrey.alipio@quezoncity.gov.ph</p>	<p>1.5 Transmit to the Section Head for action taken (i.e., coordination with the requesting party, scheduling of the training)</p>	<p>None</p>	<p>2 Days, 23Hrs. & 40 mins</p>	<p>Section Head</p>
	<p>TOTAL</p>		<p>3 Days</p>	

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