

DILG Regional Office 8 FRONTLINE SERVICES

Service: Processing of Documents for the Release of Fund Allocation under the Special Local Roads Fund (SLRF)

Client: Local Government Officials and Employees

FRONTLINE SERVICES / CLIENT	PROCEDURES	TIME	RESPONSIBLE PERSON	REQUIREMENTS	OUTPUT
<p>Service: Processing of Documents for the Release of Fund Allocation under the Special Local Roads Fund (SLRF)</p> <p><i>Client: Local Government Officials and Employees</i></p>	1. Receiving / recording of documents	5 minutes	RACHEL PAPISTOL Records Officer	<p>If by Contract:</p> <ol style="list-style-type: none"> 1. Annual Works Program 2. Implementation Schedule 3. Individual Program of Works (IPW) 4. Detailed Estimates 5. Back-up Computations 6. Detailed Plans and Drawings 7. Vicinity / Location Map 8. Pictures of Proposed Project Site 9. LCE Indorsement 10. Local Road Inventory 11. DPWH Certification that LGU is technically capable to implement project if to be undertaken by administration 12. Certificate of Availability of Funds for projects with LGU counterpart 13. SP resolution for the declaration of road classification (if not included / no local inventory submitted) 14. CLGOO's / PD's Indorsement 	<p>Checklist of Requirements for Technical Evaluation of Individual Program of Works</p> <p>Indorsement to Central Office</p> <p>Checklist of Lacking Documents for concerned LGU through PDs/CLGOOs</p>
	2. Verification and technical evaluation of supporting documents	1 week	<u>OFELIA PIDO</u> SLRF Coordinator		
	<ul style="list-style-type: none"> • If documents are incomplete, prepare written instructions /checklist of lacking documents addressed to concerned LGU • If complete, prepare Checklist of Requirements for Technical Evaluation of Individual Program of Works for C.O. reference 	15 minutes	<u>OFELIA PIDO</u> SLRF Coordinator		
	3. Preparation of indorsement to Central Office	10 minutes	<u>OFELIA PIDO</u> SLRF Coordinator		
	4. Signing of Indorsement	Half-day	<u>OFELIA PIDO</u>		
		10 minutes	<u>OFELIA PIDO</u> SLRF Coordinator		
			RD PEDRO A. NOVAL JR. Regional Director		

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	5. Releasing of documents to Central Office		JENNEFER PAGATPAT Releasing Clerk		