

Processing of Barangay Officials Death Benefit Assistance

Client: Beneficiaries of Deceased Barangay Officials

Requirements:

- Duly accomplished application DILG Death Benefit Claim Form with the following attachments:
 - * Death Certificate
 - * Certificate of Incumbency (DILG and Local Chief Executive)
 - * Marriage Certificate 9surviving spouse)
 - * Birth Certificate of each of the claimants/beneficiaries
 - * Birth Certificate of deceased if claimant is parent
 - * Special power of Attorney if the claimant is children, sister/brother or other beneficiary

Procedures: 8 steps

1. Records Officer receives and records documents.
2. Documents are routed to the Monitoring and Evaluation Division (MED) by the Records Officer.
3. Documents undergoes evaluation and review as to completeness
4. Verifies with the Record of Masterlist of BODS.
5. Consolidate submitted claims to Central Office for funding request.
6. After receipt of Sub-Allotment and Notice of Cash Allotment from Central Office, DIULG Budget and Accounting Section process the documents of claimant for payment.
7. Checks to be signed by the Regional Director.
8. Budget Officer notifies claimants through DILG Provincial/ City Director concerned for release of check to the rightful beneficiary.

“Meeting the Customer’s Need with Quality Service”

“Satisfying Customer’s Expectations with Integrity, Respect and Courtesy”

Processing of Documents for Release of Fund Allocation under the Special Local Road Funds (SLRF)

Client: Target LGU beneficiaries of SLRF

Requirements:

- Indorsement from Local Chief Executives (LCE)
- Individual Program of Works (IPW)
- Annual Work Program (AWP)
- Back-up Computations
- Detailed Plans
- Location/Vicinity Maps
- Photos/Pictures of Project Site
- Certification from District Engineer Office (DEO) if the project is implemented by administration
- Detailed Estimate

Procedures: 5 steps

1. Records Officer receives and records documents.
2. Documents are routed to the Project Development Monitoring Unit (PDMU), CDD.
3. Individual Program of Works (IPW) undergoes evaluation and review Evaluate and review of by the PDMU.
4. PDMU prepares Indorsement for RD’s signature.
5. PDMU releases indorsement for Central Office action.

Estimate Total of Servicing Time: 10 working days

Feedback Mechanism

A citizen who after availing of our frontline services satisfied or not may pose any issues, concerns and/or comment and suggestions through various ways and means such as:

1. Formal Letter
2. Citizens Feedback Form available at the Officer-of-the-Day Desk
3. Client’s Box at the Lobby

DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT

Regional Government Center
Barangay Maimpis, City of San Fernando
Pampanga

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DEPARTMENT OF THE
INTERIOR AND
LOCAL
GOVERNMENT

Regional Government Center, Maimpis,
City of San Fernando, Pampanga, Philippines



VISION

DILG is the primary catalyst for excellence in local governance that nurtures self-reliant, progressive, orderly, safe and globally-competitive communities sustained by GOD-centered and empowered citizenry.

MISSION

The **Department** shall promote peace and order, ensure public safety, strengthen capability of local government units through active people participation and a professionalized corps of civil servants.

PERFORMANCE PLEDGES

We, the men and women of the Department of the Interior and Local Government, Regional Office 3, located at Government Center, Barangay Maimpis, City of San Fernando, Pampanga, hereby commit to fulfill the following performances pledges to the best of our ability:

- *Immediate, transparent, complete and honest service in all our transactions.*
- *Fair and non-discriminatory service coupled with warm reception at all times.*
- *No fees required to all frontline services.*
- *Provision of necessary action to rightful client only.*

Request for Foreign Travel Authority

Client: Local Government Officials and Employees.

Requirements:

- Endorsement from the DILG Provincial/City Director and City/Municipal Local Government Operations Officer (C/MLGOO)
- Endorsement from the Governor, City/Municipal Mayor
- Endorsement from the Special Committee on Scholarship NEDA, and a copy of the acceptance or invitation letter from the organizer or donor in the case of study trip
- Endorsement from the DTI Central or Regional Office if the travel is for trade and investment purposes
- Invitation from the host country, sponsoring agency or organizer in the event of a non-study trip
- Statement as to the immediate and direct benefits to the local government when the travel involves the use of public funds
- Sworn statement attesting that no administrative charge or criminal charge has been filed against the applicant
- Clearance from Money and Property Accountabilities
- Duly accomplished application for leave of absence in the case of a Governor or Mayor of HUC or ICC when the purpose of the travel is personal in nature

Procedures: 7 steps

1. Records Officer receives and records documents
2. Documents are routed to the Monitoring and Evaluation Division (MED) by the Records Officer.
3. Documents undergoes review as to completeness
4. MED prepares indorsement for RD's Signature.
5. Documents to be route to the Office of the Regional Director (ORD).
6. Indorsement to be signed by the Regional Director and released to MED by ORD's staff.
7. MED to release the indorsement to requesting party.

Estimate Total of Servicing Time: 30 minutes

Issuance of DILG Indorsement for Nomination to Scholarship Grants

Client: Local Government Officials and Employees.

Requirements:

- Resume (with 2X2 recent picture)
- Transcript of Records (certified true copy of BS Degree and MS, if any)
- Diploma (certified true copy)
- List of Trainings/Seminars Attended
- Updated Service Record
- Certified Actual duties and Responsibilities
- Performance Ratings for the last two (2) rating periods (January to June and July to December—certified true copy)
- Certificate of No Pending Nomination in Local and/or Foreign Scholarship Programs
- Certificate of No Pending Administrative and Criminal Case
- Certificate of No Service Obligation from Local and/or Foreign Scholarship Program
- Local Chief Executive's Indorsement

Procedures: 6 steps

1. Records Officer receives and records documents
2. Documents are routed to the Capability Development Division (CDD) by the Records Officer.
3. Documents undergoes evaluation and review as to completeness
4. CDD prepares indorsement and routes documents to the Office of the Regional Director (ORD) for RD's Signature.
5. Indorsement to be signed by the Regional Director and released to CDD by ORD's staff.
6. Releasing of Indorsement to Central Office or Local Government Academy (LGA) for appropriate action.

Estimate Total of Servicing Time: 20 minutes



Issuance of Certificate of Incumbency

A. To support application for Barangay Official Eligibility, scholarship and other purposes

Client: Barangay Officials and SK Chairmen or Brgy. Officials' Beneficiaries

Requirements:

- Appointment
- Identification Card
- National Statistic Office (NSO) Birth Certificate
- 1X1 picture with name tag
- Certificate of Incumbency from Punong Barangay/Local Chief Executive/DILG Provincial/City Director or City/Municipal Local Government Operations Officer

Procedures: 8 steps

1. Records Officer receives and records documents
2. Documents are routed to the Monitoring and Evaluation Division (MED) by the Records Officer.
3. Documents undergoes evaluation and review as to completeness
4. Verifies with the Record of Masterlist of Barangay Officials Database System (BODS).
5. MED prepares Certificate of Incumbency for Rd's signature.
6. Documents to be routed to the Office of the Regional Director (ORD).
7. Certificate of Incumbency to be signed by the Regional Director and released to MED by ORD's staff.
8. MED to release the Certificate of Incumbency to requesting party.

Estimate Total of Servicing Time: 20 minutes.