



Issuance of Gender and Development (GAD) Consultation Clearance

Office or Division	Gender and Development Focal Office
Classification	Simple
Type of Transaction	G to G and G to B
Who may avail	Public and Private Schools, Private and Government Institution, Establishments, Agencies
CHECKLIST REQUIRED	WHERE TO SECURE
Letter request	Client

CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit request letter	Receive, log, attach routing slip and forward letter to GAD Focal Person	None	3 mins.	Administrative Aide II
	Prepare clearance	None	3 mins.	Development Management Officer II
Discuss details of activity	Discuss regulations of GAD Code pertaining to request	None	10 mins.	Development Management Officer II
Receive Clearance	Sign clearance	None	2 mins.	Department Head
	Release clearance	None	1 min.	Development Management Officer II
	File office copy	None	2 mins.	Administrative Aide II (JO)
Total			21 minutes	

END OF TRANSACTION

**Note: Client/s may drop their comments and/or suggestions of the services at the box provided at the PACD.