



2. LECTURE / TRAINING REQUEST PROCEDURE

Office or Division	Population Management Program, 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 Institutions, 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, and attach routing slip to letter and forward to Department Head / Acting Department Head	None	5 mins.	Administrative Aide II
	Read letter and put notations on routing slip	None	5 mins.	Department Head
	Forward letter to Division Chief concern	None	1 min.	Administrative Aide III
	Instruct Population Program Officer in-charge to coordinate activity with the requesting party	None	5 mins.	Division Head
Discuss details of activity	Coordinate with customer and discuss details of lecture or training	None	2 hrs.	Population Program Officer I

	Prepare IEC materials and present to Division Chief for approval	None	4 hrs.	Population Program Officer I
	Review and approve IEC materials: lecture / training	None	1 hr. / 4 hrs.	Division Head
	Conduct activity: lecture / training	None	4 hrs. / 3 days	Population Program Officer I
	Prepare MOV and submit to Head of Office	None	3 days	Population Program Officer I
	Return MOV to lecturer	None	1 min.	Administrative Aide III
Total			1 day, 4 hrs & 17 mins (Lecture); 4 days, 2 hrs & 17 mins (Training)	

END OF TRANSACTION

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