



External Services

3. Request for Issuance of Authorization to Conduct Fundraising Activities for the Benefit of Persons with Disabilities

This service regulates any unauthorized fundraising activities meant to use the name of persons with disabilities for personal profit purposes

Office or Division:	Persons with Disabilities Affairs Office			
Classification:	Simple			
Type of Transaction:	G2C			
Who may avail:	1. Association/groups/organizations/individuals/charitable institutions in General Santos City			
CHECKLIST OF REQUIREMENT/S		WHERE TO SECURE		
1. Letter of intent to conduct fundraising activities 2. Barangay Certification		1. Provided by applicant 2. Barangay where the association/group/organization/individual/charitable institution dwells		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits letter of intent to conduct fundraising activities with barangay certification though: a. Visit to the PDAO Office b. email at pdaogensan@gmail.com	1. Receives letter or email of intent and barangay certification	None	2 minutes	<i>Administrative Aide II, PWD Center</i>
	2. Evaluates fundraising activity and recommend approval/disapproval to PDAO Chief	None	5 minutes	<i>Disability Affairs Officer III, Receiving Area, PWD Center.</i>
	3. Approves/disapproves fundraising activity	None	1 minute	<i>Disability Affairs Officer IV, PWD Center.</i>
2. Receives Authorization to Conduct Fundraising Activity	4. Issues Authorization to Conduct Fundraising Activity	None	10 minutes	<i>Administrative Aide II, PWD Center</i>
	TOTAL	None	18 minutes/ transaction	
END OF TRANSACTION				