

2. Availing of Solicitation Funds from the Vice Governor

This service allots funds for sponsorship requests, approves donation requests, among others, subject to availability of funds.

Office or Division:	Vice Governor's Office			
Classification:	Simple			
Type of Transaction:	Government to Citizen			
Who may avail:	Indigent residents of Province of Davao del Norte			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter request stating the needs/ purpose therein. (1 original & 1 photocopy)		1. Requesting party.		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit his/her letter request which states his/her need or purpose for asking solicitation funds from the Vice Governor.	1. Accept letter request 1.1. Forward the letter request to Vice Governor for his feedback or comments 1.2. The assigned staff for donation requests processes the documents based on the procurement law, strictly.	None		Officer of the Day Vice Governor's Office
2. Wait for the staff for updates on his/her request.	2. The assigned staff finally communicates with the client as soon as his/her request is available and ready for awarding.			
3. The solicitor acknowledges receipt of solicitation funds/requested item.	3. The assigned staff/liaison officer awards the request.			

	3.1 In case of no funds available, the assigned staff presents alternatives			
TOTAL:		Not Applicable	Indefinite	