

6. Preparation for the Conduct of Seminars/ Trainings for Business Process Flow (BPF), Risk Assessment (RA) and Risk Management Planning (RMP)

The conduct of seminar/ training for BPF, RA and RMP in the concerned offices will be based on a first come first serve basis. IASD staff will be given topics to be discussed during the conduct of such seminar/ training.

It aims to provide learning on the benefits of having BPF, RA and RMP in their respective offices.

Office or Division:	Provincial Administrator's Office- IAS Division			
Classification:	Simple			
Type of Transaction:	G2G			
Who may avail:	LGUs			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Approved request letter (1 original)		Provincial Administrator's Office Provincial Governor's Office		
CLIENT STEPS	AGENCY ACTION	FEE TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit approved letter request to PADO-IASD	1.1 Receive, log and forward letter request for seminar/ training for BPF, RA and RMP		(Under Normal circumstances) 5 minutes	
	1.2 Receive request, set schedule and assign responsible technical staff/s		30 minutes	
	1.3 Prepare for the set scheduled and inform the requesting office for the schedule		1 hour and 30 minutes	
	1.4 Prepare for preliminaries/ schedule of activities		4 hours	
	1.5 Discuss assignments of possible topics		4 hours	
TOTAL:		None	1 day, 2 hours and 5 minutes	