

CITIZENS' CHARTER- Davao del Norte Investment and Promotion (DNIPC):

1. Training on Product Enhancement, Packaging and Labeling/ Entrepreneurship and Business Management, Marketing and Promotion and Another Related Training-Workshop

This particular training-workshop intended to all DavNor Micro, Small and Medium Entrepreneurs (MSMEs) for them to appreciate the importance of product packaging and labeling and its effect in profitability and sustainability in the market and understand the basic in business management & ignite an entrepreneurial mindset.

Office or Division:	Provincial Administrators Office – DNIPC			
Classification:	Highly Technical			
Type of Transaction:	G2G, G2B and G2C			
Who may avail:	LGUs, Cooperatives, Associations, Single Proprietor and Partnership			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter of request address to the Governor (2 Original and 1 receive copy)		Requesting Party		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of request letter to PADO-Admin. Division	1. Officer-in-charge Forward the letter to P.A./ Gov. Office	none	5- 10 working days	<i>Officer of the day</i> PADO-ADMIN
	1.1 Routing slip from Admin to DNIPC		1 hr.	<i>Administrative Assistant II</i> PADO
	1.2 Coordinate with the requesting party for date schedule, venue and time		5-10 days	<i>DMO II and III</i> PADO-DNIPC
	1.3 Prepare activity design, training materials, kits, etc. and other logistics		5-7 days	<i>DMO II</i> PADO-DNIPC

CLIENT STEPS	AGENCY ACTION	FEEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2. Coordinate with DNIPC on the activity	2. Actual conduct of training (on-site with the requesting party)		2 days	DMO II and III PADO-DNIPC
TOTAL:		None	29 days & 1 hr.	