

**CITIZENS' CHARTER- Tourism Division (TD):**

**1. Subsidies to Local Government Units (LGUs) for Site Development**

Pursuant to the Strategic Direction of the Logical Framework of Provincial Tourism Division that is to develop and market competitive products and destinations; improve market access; connectivity and destinations infrastructure; and institutionalizing tourism governance. The Provincial Tourism Office through the Tourism Development Program -Site Development Project facilitate the transfer of funds for Subsidies to City/Municipality of Davao Del Norte for Tourism Sites Development.

<b>Office or Division:</b>	Provincial Administrators Office – Tourism			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2G-Government to Government			
<b>Who may avail:</b>	Local Government Units of Davao Del Norte			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Request letter for transfer of funds signed by respective Local Chief Executive (1 Original)		Requesting LGUs		
2. Program of Works (1 Original)		Requesting LGUs		
3. Memorandum of Agreement (1 Original)		Requesting LGUs and Provincial Government of Davao Del Norte		
4. SP Resolution (1 Original)		Provincial Government of Davao Del Norte		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
Submit the following requirements to PADO-Tourism Division:	1.Verifies the requests and the attached requirements	none		<i>Administrative Assistant VI</i> PADO-Tourism
1.Letter Request signed by the Local Chief Executive	1.1. Forwards the complete documents to respective officials for Signature and approval i, e PBO, PADO & PGO		at least 2 months (depends on the approval of the Program of Work (POW)and Issuance of SP Resolution	
2. Program of Works				
3. SP Resolution				

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	2.Pre pares Obligation Request, Memorandum of Agreement and Disbursement Voucher for processing		1 Week processing	<i>Admin Aide III</i> PADO-Tourism
<b>TOTAL:</b>		<b>None</b>	<b>2 months &amp; 1 week</b>	