

CITIZEN'S CHARTER 2023

DOCUMENTS FOR REVIEW OF SUPERVISING GAD SPECIALIST

Documents submitted to the Office of the Provincial GAD for Review.

Who may avail : Local Gov't. Units

List of Services/Checklist of Requirements :

- DOCUMENTS FOR REVIEW OF SGADS (*GAD Accomplishment Report, GAD Plan and Budget*)

Step(s)	Action of the Client	Service Provider's Action	Person In-Charge	Time
1	Submit/Present document for Review by the SGADS	Checks and receives (stamps) the submitted documents, sign the receiving copy of submitting LGU/MGAD Focal Person/Liasson Officer	GAD staff (front desk)	3-5 minutes

INCOMING COMMUNICATIONS ADDRESSED TO THE SUPERVISING GAD SPECIALIST

Who may avail : Government Agencies, Transacting Individuals

List of Services/Checklist of Requirements :

- INCOMING COMMUNICATIONS (*copy furnished to SGADS, SP Resolutions, Ordinances, Executive Orders, Admin. Orders, Office Orders*)

Step(s)	Action of the Client	Service Provider's Action	Person In-Charge	Time
1	Present the communication/letter address to SGADS	Receives the communication/letter (stamps), sign the receiving copy/sign on the logbook of transacting agency or	GAD staff (front desk)	3-5 minutes

REQUEST FOR SGADS's ATTENDANCE OR PRESENCE IN SPECIAL ACTIVITIES

Who may avail : Government Agencies, Transacting Individuals

List of Services/Checklist of Requirements :

- REQUEST FOR SGADS's ATTENDANCE OR PRESENCE IN SPECIAL ACTIVITIES (*meetings, forums, and other GAD-Related activities*)

Step(s)	Action of the Client	Service Provider's Action	Person In-Charge	Time
1	Present Notice of Meetings/letters	Receives (stamps) the Notice of meetings/letters, sign the receiving copy / sign on the logbook of transacting agency or office	GAD staff (front desk)	3-5 minutes

OFFICE	ADDRESS	Contact Information
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