



Internal/External

8. SERVICE NAME: PROVISION OF FINANCIAL AND MATERIAL ASSISTANCE TO BARANGAYS, LGUS, AND CSOS

Description of the Service: The City Government of Ilagan supports barangays, NGOs, and People’s Organizations (POs) as partners in implementing programs and projects that promote the welfare of the community. Financial and material assistance is provided to help realize these projects and programs. Requests are assessed by the Office of the City Mayor and released based on availability, project cost, and priority.

Office or Division:	Office of the City Mayor
Classification:	Simple Transaction
Type of Transaction:	G2C – Government to Citizen
Who may avail:	Barangay Officials, CSOs, POs

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ol style="list-style-type: none"> 1. Request Letter 2. Resolution, Project Proposal, and Cost Estimates (for NGOs/POs) 3. Accreditation Certificate (for CSOs only) 		<ul style="list-style-type: none"> ➤ From Barangay, CSO, or PO ➤ From Barangay or organization; Estimates prepared by City Engineering Office ➤ Sangguniang Panlungsod Office of Ilagan 		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit request letter, project proposal, resolution, and other requirements for review and consideration	Accept, assess, and verify completeness and authenticity of documents	None	2 minutes	Valerie Santiago, <i>City Cooperative Officer</i>



2. Wait for approval and release of financial assistance (projects below P100,000.00)	Review request; approve and release financial assistance if below P100,000. For projects above P100,000, endorse to CPDO for inclusion in next year's budget and PPAs or for urgent funding	None	3-5 minutes	Hon. Josemarie L. Diaz, <i>City Mayor</i> Engr. Crisanta Concepcion, <i>CPDC</i>
TOTAL		5 minutes		