



1. BRO FOR EDUCATION (COLLEGE SCHOLARSHIP)

Pag-aplay para sa Provincial Scholarship Program

Office or Division:	Provincial Youth Development Office (PYDO)
Classification:	Simple
Type of Transaction:	G2C – Government to Citizen
Who may avail:	Youth/Students
CHECKLIST OF REQUIREMENTS	
1. Scholarship Application Form (1 Copy) 2. 2x2 ID picture (1 Copy) 3. Barangay Certificate of Indigency (1 Original Copy) 4. High School Report Card (Form 137) or Certificate of Grades (COG) na nilagdaan ng School Registrar (1 Photocopy) 5. Birth Certificate para sa mga 17 taong gulang pababa o Voter's ID para sa mga 18 taong gulang pataas (1 Photocopy) 6. Certificate of Academic Rank na nilagdaan ng Principal (With Highest Honor, With High Honor at With Honor) (1 Original/Authenticated Copy)	WHERE TO SECURE
	Provincial Youth Development Office (PYDO)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Ipapasa ang mga requirements sa PYDO	1.1. Tatanggapin ang mga scholarship requirements. 1.2. Susuriin kung tama ang pagsagot sa Application Form at ang mga ipinasang requirements. 1.3. linterbyuhin ang estudyante patungkol sa kanyang aplikasyon at bibigyan ng oryentasyon tungkol sa mahahalagang impormasyon patungkol sa scholarship program.	Wala	10-15 minuto bawat estudyante	JAYSON E. AQUINO <i>Administrative Aide II</i> / DIANA ROSE T. BAGAIN <i>Administrative Assistant I</i> / JOSEPH S. SUMAJIT <i>Administrative Aide V</i> / PYDO
	1.4. Kapag pumasa o kwalipikado ang aplikante, iisyuhan ng Certificate of Scholarship.	Wala	10-15 minuto bawat estudyante	REY MEL C. RESPOSO <i>OIC-PYDO</i>
TOTAL:		Wala	30 minuto	



2. YOUTH ORGANIZATION REGISTRATION PROGRAM (YORP)

Pagpaparehistro para sa local Youth Organization Program

Office or Division:	Provincial Youth Development Office (PYDO)
Classification:	Simple
Type of Transaction:	G2C – Government to Citizen
Who may avail:	Youth and Youth-Serving Organizations

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Official Registration Form (1 Original Copy) 2. Listahan ng mga Officers at mga Advisers ng Organisasyon (Posisyon, Pangalan, Edad, Kasarian, Address, Email Address, Contact Number (1 Original Copy) 3. Listahan ng mga aktibong Miyembro (Pangalan, Address at Contact Number) (1 Original Copy) 4. Endorsement/Certification mula sa highest authority na tagapangasiwa ng organisasyon (School Authority, Mayor o Barangay Captain, Parish Priest / Head Pastor, Head of Congregation o Head of Religious Sect atbp.) (1 Original Copy) 5. Constitution and By-Laws ng organisasyon (1 Photocopy)	Provincial Youth Development Office (PYDO)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Ipapasa ang mga requirements sa PYDO	1.1. Tatanggapin ang mga YORP requirements. 1.2. Susuriin kung tama ang pagsagot sa Application Form at ang mga ipinasang requirements. 1.3. Iinterbyuhin ang pinuno o representante ng organisasyon. 1.4. Itatala sa logbook ng mga organisasyong nagpaparehistro. 1.5. Ii-scan ang mga dokumento at ia-upload sa YORP Hub ang mga requirements.	Wala	10-20 minuto bawat organisasyon	MICHELLE ANN D. MARQUEZ <i>Administrative Officer II</i> / STEPHANIE JOY A. MAMURI-FATALLA <i>Administrative Assistant I</i> / PYDO
	1.4. Kapag pumasa, iisyuhan ng YORP Unique Registration	Wala	20-30 minuto bawat organisasyon	REY MEL C. RESPOSO <i>OIC-PYDO</i>



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Number at Certificate of Accreditation/Registration.			
TOTAL:		Wala	40 minuto	



TECHNICAL ASSISTANCE TO SK, LYDO, LYDC AND YOUTH ORGANIZATIONS

Pagbibigay ng tulong pinansyal, lohistikal at teknikal para sa mga programa, proyekto, mga iba pang gawain at oportunidad pang-kabataan; pagbibigay ng libreng trainings at seminars sa kabataan; pag-eendorso at pag-promote sa mga aktibidad ng kabataan

Office or Division:	Provincial Youth Development Office (PYDO)
Classification:	Simple
Type of Transaction:	G2C – Government to Citizen
Who may avail:	Youth leaders and Youth Organizations

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Request Letter nan aka-address sa Gobernador sa pamamagitan ng Provincial Youth Development Office (PYDO). 2. Project Proposal / Project Design / Program of Activities	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Ipapasa ang request letter at project design sa PYDO.	1.1. Tatanggapin ang request. 1.2. Susuriin ang mga ipinang dokumento. 1.3. Itatala sa logbook ng mga request.	Wala	10-20 minuto	GODLEY M. PADILLO <i>Administrative Aide II</i> / STEPHANIE JOY A. MAMURI-FATALLA <i>Administrative Assistant I</i> / MICHELLE ANN D. MARQUEZ <i>Administrative Officer II</i> / PYDO
	1.4. Pagsumite at pag-endorso sa Governor's Office ang request para maaprubahan.	Wala	20-30 minuto	GODLEY M. PADILLO <i>Administrative Aide II</i> / REY MEL C. RESPOSO <i>OIC-PYDO</i>
	1.5. Pag-apruba ng Gobernador sa request.	Wala	1 araw	
	1.5. Kapag naaprubahan ang request, iisyuhan ng karampatang tulong at aksyon.	Wala	1 araw	REY MEL C. RESPOSO <i>OIC-PYDO</i>
TOTAL:		Wala	2-3 araw	