

A. Handling and Preparation of Regular Reports and/or Requested Reports				
CLIENT STEPS	AGENCY	FEES TO BE PAID	PROCESSING TIME	PERSON
1. Request for regional reports from requesting parties	1. 1. Receipt of monthly accomplishment reports	None	5 minutes	Planning Officer and/or Staff
	1.2. Consolidation, evaluation and preparation of the required accomplishment reports		2 days	Planning Officer and Staff Provincial Science and Technology Center Staff Units Staff
	1.3. Review and approval of the reports		20 minutes	Regional Director or Officer-In-Charge, Office of the Regional Director
2.Acknowledging receipt of the requested report	1.4. Submission of reports to requesting parties either thru email or courier		10 minutes	Planning Officer and/or Staff, Office of the Regional Director Staff