

A. LGIA Proposal Request				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit letter of intent	1. Conduct of TNA	None	1 working day	Provincial Science and Technology Director and Staff
	2. Proposal preparation with complete documentary requirements		10 working days	
	3. Review and endorsement of project proposal		1 working day	Provincial Science and Technology Director
	4. Packaging of project proposal		2 hours	Provincial Science and Technology Center Staff
	5 Submission to the Regional Office through courier/bus		2 working days	