

IV. PLANNING UNIT

A. Handling and Preparation of Regular Reports and/or Requested Reports				
This involves the preparation of regular reports and other reports being requested by agencies, other institutions and individuals, by the Planning Unit in coordination with the Provincial Science and Technology Centers (PSTCs) and the concerned Units in the Regional Office.				
Office or Division:	Planning Unit, Office of the Regional Director			
Classification:	Simple			
Type of Transaction:	G2C - for services whose client is the transacting public			
	G2B - for services whose client is a business entity			
	G2G - for services whose client is another government agency, government employee or official			
Who may avail:	Government agencies, LGUs, academes, other government instrumentalities, and other authorized/recognized individual/officer			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Request letter signed by an authorized official or his/her representative		Sent by the requesting office/agency thru email/courier and received by the Office of the Regional Director Staff		
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