**IV. PLANNING UNIT**

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| **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** |
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| 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 |