



PROVINCIAL POPULATION OFFICE



Planning, Provision and Evaluation of Responsible Parenthood and Family Planning (RP-FP)

Office or Division:	Provincial Population Office			
Classification:	Simple (3 days)			
Type of Transaction:	Government to Citizens; Government to Government; Government to Business			
Who may avail:	General Public			
CHECKLIST OF REQUIREMENTS				WHERE TO SECURE
Letter Request				Requestor
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Request for Seminar on RP-FP / GAD	1.1 Receive request and record in the logbook	None	5 minutes	Eloisa L. Comia Mercedita M. Nueva Mark Lester B. Alarca Ma. Aira G. Fernan <i>Administrative Section Personnel</i>
	1.2 Forward to PPO for approval	None	30 minutes	Eloisa L. Comia Mercedita M. Nueva Mark Lester B. Alarca Ma. Aira G. Fernan
	1.3 Forward to Operation Section head and Technical Services Section Head	None	5 minutes	Lorena R. Cron <i>Provincial Population Officer</i>
	1.4 Confirm date, venue and number of participants	None	10 minutes	Marieta B. San Juan Anna Viela V. Amparo Krizelle A. Peñalba Rose-Anne M. dela Cruz Christle V. Tolentino Rita S. Nocon Rose Ann P. Catibog Marienoll Joy T. Villalobos Jelerie Elaine L. Villanueva Lerry Ann Genial P. de Sagun Zenaida Ferma <i>Field Operation Section Personnel</i>
	1.2 Conduct of requested seminar	None	GAD - 8 hours RP-FP – 3 hours	Marieta B. San Juan Anna Viela V. Amparo Krizelle A. Peñalba Rose-Anne M. dela Cruz Christle V. Tolentino Rose Ann P. Catibog Rita S. Nocon Marienoll Joy T. Villalobos Jelerie Elaine L. Villanueva Lerry Ann Genial P. de Sagun Zenaida Ferma
	TOTAL	NONE	3 HOURS 50 MINUTES	

PROOF OF POSTING

Citizen's Charter of Cavite Provincial Population Office is posted at the Clients' Lounge.



Cavite Provincial Population Office's Citizen's Charter Handbook displayed at the Frontdesk of the Client's Lounge





COMMUNICATION PLAN

The Provincial Population Office as mandated to provide services on the population-related concerns of the province is exploring digital platforms to deliver its services. The office put up social media account where it posts IEC materials and news briefings on the latest population issues. Through the office's online presence, its services were accessed by its clients and its mandate was realized.

CONTACT INFORMATION

OFFICE	COMPLETE ADDRESS	CONTACT INFORMATION
Provincial Population Office	Ground Floor, Government Center Building, Cavite Provincial Capitol Compound, Trece Martires City, Cavite	Telephone: 487-1125 Email Address: popcomcavite@gmail.com