

3. Request for Youth Development Activities/Training/Program

This service is for individual or group of individuals who wish to avail youth development activities/training/program. The Youth Development Division under the Provincial Sports and Youth Development Office facilitates any youth trainings to individuals in terms of promoting learning and education activities that can boost academic performance and promote physical health. Trainings are supported by the following projects: **L**earning and **E**ducation **A**ctivities for a **R**esponsive **Y**outh **N**ation (LEARN) to equip the youth with the necessary knowledge to excel in their chosen career path; **L**eadership, **E**mpowerment and **A**Dvocacy (LEAD) to cater the youth with leadership skills as well as a strong sense of public service; and **A**rts, **C**ulture and **T**alents (ACT) to showcase the youth their talents and skills from different fields of art that can boost their personality and behavior.

Office or Division:	Provincial Sports and Youth Development Office - Youth Development Division			
Classification:	Technical			
Type of Transaction:	G2C - Government to Citizen, G2B - Government to Business, G2G - Government to Government			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Request letter (1 original, 1 photocopy)		Citizen or client, government office concerned, business owner		
Recommendation letter (1 original)		Office of the Provincial Sports and Youth Development		
Approval letter (1 original)		Office of the Governor, Office of the Provincial Administrator		
Activity Design (3 original)		Office of the Provincial Sports and Youth Development		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the required documents for initial assessment and verification	1. Receive the required documents and determine the nature of request	None	5 minutes	<i>Administrative Division PSYDO</i>
	2. If request is simple, endorse to PSYDO - Youth Development Division for recommendation 2.1 If request is		3 working days	<i>P.G. Department Head PSYDO</i>

	complex, endorse to Office of the Governor for approval			
3. Follow-up the request at PSYDO within 3 working days upon receipt	3. Contact the client and inform the status of their request 3.1 Endorse the request to PSYDO - Youth Development Division *If request is approved		5 minutes	<i>Administrative Division PSYDO</i>
4. Proceed to PSYDO - Youth Development Division for proper deliberation	4. Receive the request and discuss the technical concerns, work mechanics and availability of funds 4.1 Formulate the Activity Design and endorse to the Office of the Governor for approval 4.2 Coordinate with the client for proper execution		10 working days	<i>Youth Development Division PSYDO</i>
TOTAL:			13 days and 10 minutes	