

1. Request for Data Information

Provision of data information concerning the plans, programs, laws governing the welfare of the youth.

Office or Division:	Office of the SK Provincial Federation President			
Classification:	Simple			
Type of Transaction:	G2G and G2C			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter of request noted by the authorized person.		Requesting Party		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit or endorse letter or memo	1.Receives and records the letter/memo for appropriate action	None	5 mins.	<i>Private Secretary II or I, or Executive Assistant I</i> Sangguniang Panlalawigan Office – Hon. Silutan
	1.1Prepares the required data		5 mins.	
	1.2Prepares the required data and information/written reply to the requesting party		5 mins.	
	1.3Release the data to the requesting party.		5 mins.	
TOTAL:		None	20 mins.	