

## 1. Request/s and/or Recommendations for Program Inclusion

The Modified Conditional Cash Transfer Division facilitates all referrals, recommendation and request for inclusion in the program.

<b>Office or Division:</b>	4Ps - Modified Conditional Cash Transfer Division (MCCTD)			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2C - Government to Client			
<b>Who may avail:</b>	General Public, Local Government Units, and other interested parties			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Endorsement/Recommendation/Request Letter		Office/Organization of Origin and/or Personal Request		
Complete Information of Recommended/Requested Families <i>(Complete Name, Birth Date and Complete Address)</i>		Office/Organization of Origin and/or Personal Request		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Endorsement of request for inclusion to NPMO	1.1. Receive, review, and record letter of recommendation/request including the required attachments, as deemed necessary	None	10 mins.	Administrative Assistant II
	1.2. Review and endorse request to corresponding regional monitor/focal person	None	10 mins	Division Chief, MCCT
	1.3 Review request including the area, potential modality and completeness of required information of the recommended/requested families/household	None	60 mins	Project Development Officer III

1.4 Prepare and submit acknowledgement letter to requesting party on the processing of recommendation for crossmatching in the Pantawid Pamilya Information System and Listahanan Database for approval of Division Chief	None	15 minutes	Project Development Officer III
1.5 Prepare and submit request for cross-matching to Listahanan and PMED on the requested families for approval of Division Chief	None	15 minutes	Project Development Officer III
1.6 Review and comment on acknowledgement letter to requesting party and endorsement letter to Listahanan and PMED.	None	15 minutes	MCCT Project Development Officer IV
1.7 Review and Approve acknowledgement letter to requesting party and endorsement letter to Listahanan and PMED.	None	5 minutes	Division Chief, MCCT
1.8 Record and Transmit Acknowledgement and Endorsement Letters to Office of the Deputy Program Manager for Operations and National Program Manager	None	10 minutes	Administrative Assistant II
1.9 Crossmatching of Requested Families to Listahanan and Pantawid Pamilya Databases	None	<i>Separate highly technical service of other office</i>	PMED
1.10 Receive, review, and record cross matching results from PMED and/or Listahanan and forward to Division Chief for further instructions	None	10 minutes	Administrative Assistant II

1.11 Endorse results of crossmatching to corresponding regional monitor and provide additional instructions, if necessary.	None	3 hours	Division Chief, MCCT
1.12 Review results of crossmatching and prepare acknowledgement letter to Listahanan and/or PMED as well as memorandum to regions on the validation of unmatched households to include instructions on registration if applicable.	None	8 hours	Project Development Officer III
1.13 Review and Approve memo to regions on validation of crossmatching results.	None	5 minutes	Division Chief, MCCT
1.14 Record and Transmit memorandum to Office of the Deputy Program Manager for Operations and National Program Manager	None	10 minutes	Administrative Assistant II
1.15 Validation of Unmatched Households	None	12 days	Regional Program Management Office
1.16 Consolidate results of validation and submit to NPMO; Proceed to registration of eligible households, if applicable.	None	5 days	Regional Program Management Office
1.17 Receive, review, and record regional memo on validation results and forward to Division Chief for further instructions	None	10 minutes	Administrative Assistant II
1.18 Endorse results of regional validation to corresponding regional monitor and provide additional instructions, if necessary.	None	5 minutes	Division Chief, MCCT

	1.19 Prepare acknowledgement memo to region and communication letter to requesting party on validation/registration results	None	60 minutes	Project Development Officer III
	1.20 Review and Approve response memo to regions and communication letter to requesting party.	None	5 minutes	Division Chief, MCCT
	1.21 Record and Transmit memorandums to Office of the Deputy Program Manager for Operations and National Program Manager	None	10 minutes	Administrative Assistant II
<b>TOTAL:</b>		<b>None</b>	<b>19 days</b>	