

PUBLIC AFFAIRS AND ASSISTANCE DIVISION

Bacolod City

The Public Affairs and Assistance Division (PAAD) has three sections namely; Barangay Operations Bureau (BOB), Office of Youth & Sports Development (OYSD) and Youth Affairs Office (YAO). PAAD, in general renders assistance to Barangays and Sangguniang Kabataan purok programs and activities. It also assists conduct of leadership trainings to youth organizations and sports development programs to youth sectors. PAAD serves as the implementing arm of the City Mayor in the discharge of his official functions in the grassroots level, the barangay. This office monitors, facilitates requests of barangays and coordinates with lead agencies in the implementation of various government programs.

Location: 3rd floor, Bacolod City Government Center, Barangay Villamonte, Bacolod City

Phone number: (034) 433-7323, (034) 434-8485

1. Request for Purok Election

All Barangay Officials of Bacolod city may request the services of PAAD to serve as Election Officers during Purok Election.

Office or Division:	Barangay Operations Bureau (BOB)			
Classification:	<input type="checkbox"/> Simple <input type="checkbox"/> Complex <input checked="" type="checkbox"/> Highly Technical			
Type of Transaction:	<input type="checkbox"/> G2C – Government to Citizen <input type="checkbox"/> G2B – Government to Business Entry <input checked="" type="checkbox"/> G2G – Government to Government			
Who may avail:	Barangay & Purok Officials of Bacolod City			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
<ul style="list-style-type: none"> Letter of request from the Barangay addressed to the PAAD Head. 			<ul style="list-style-type: none"> Barangay Council/Chairman, Committee on Purok Affairs 	
CLIENT STEPS	AGENCY ACTION	FEEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit letter of request to PAAD-BOB and other optional attachment (e.g. Barangay Resolution)	1. BOB receives the request letter and evaluates the proposed dates of "purok election"	None	5 – 10 minutes	Rolando M. Villamor, Jr. CAO IV Carlo S. Descutido AO III Fatima L. Aragon CAO I

1.2 Submit other optional attachment (e.g. Barangay Resolution)				Assigned Zone Coordinator
2. Provide all information necessary to facilitate approval.	2. BOB evaluates the request for approval.	None	10 – 20 minutes	Rolando M. Villamor, Jr. CAO IV Carlo S. Descutido CAO III Fatima L. Aragon CAO I Assigned Zone Coordinator
3. The Barangay conducts survey of bonafide residents in their respective Puroks to finalize the masterlist of voters to be used during the election.	3. BOB starts to conduct orientation of the candidates and assists the Barangay Officials in preparing the materials and venue of the election.	None	1 week	Rolando M. Villamor, Jr. CAO IV Carlo S. Descutido AO III Fatima L. Aragon CAO I
4. Receive assistance.	4. BOB conducts the election of the requesting Barangay.	None	1 day	Assigned Zone Coordinator
TOTAL		None	8 days and 30 minutes	

2. Request for Barangay Profile/Barangay Boundary Maps/Barangay & Purok Fiestas

All Barangay Officials, private businesses & bonafide residents of Bacolod city may request for a copy of the following documents.

Office or Division:	Barangay Operations Bureau (BOB)
Classification:	<input checked="" type="checkbox"/> Simple <input type="checkbox"/> Complex <input type="checkbox"/> Highly Technical
Type of Transaction:	<input type="checkbox"/> G2C – Government to Citizen <input checked="" type="checkbox"/> G2B – Government to Business Entry <input checked="" type="checkbox"/> G2G – Government to Government
Who may avail:	All bonafide residents of Bacolod City
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	

<ul style="list-style-type: none"> Letter of request from the Barangay addressed to the PAAD Head. 		<ul style="list-style-type: none"> Barangay Council/Chairman, Committee on Purok Affairs 		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit letter of request to PAAD-BOB	1. BOB receives the request and evaluates approval.	None	5 – 10 minutes	Rolando M. Villamor, Jr. CAO IV
2. Receive assistance.	2. BOB releases the requested documents.	None	5 – 10 minutes	Carlo S. Descutido CAO III
TOTAL		None	20 minutes	

3. Facilitates Request for Issuance of Dance Permit

All Barangay officials/purok officials/bonafide residents may request for Dance Permit through the office of PAAD.

Office or Division:	Barangay Operations Bureau(BOB)			
Classification:	<input checked="" type="checkbox"/> Simple <input type="checkbox"/> Complex <input type="checkbox"/> Highly Technical			
Type of Transaction:	<input type="checkbox"/> G2C – Government to Citizen <input type="checkbox"/> G2B – Government to Business Entry <input checked="" type="checkbox"/> G2G – Government to Government			
Who may avail:	All bonafide residents of Bacolod City			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
<ul style="list-style-type: none"> Letter of request from the Barangay 			<ul style="list-style-type: none"> Barangay Council/Chairman, Committee on Purok Affairs 	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit letter of request to PAAD - BOB.	1. BOB endorses request to CMO-Permits & Licensing Division	None	15 minutes	Rolando M. Villamor, Jr. CAO IV Carlo S. Descutido CAO III
2. Receive assistance.	2. CMO-Permits & Licensing Division releases the documents	None	20 minutes	CMO-Permits & Licensing Division staff
TOTAL		None	35 minutes	

4. Invitation for Sports Programs/Activities

The Office of Youth & Sports Development (OYSD) is a section of Public Affairs and Assistance Division where sports activities and events for youth is being coordinated. This office aims to promote and enhance the youth of Bacolod City's sportsmanship and skills for a healthy environment.

Office or Division:	Office of Youth & Sports Dev't (OYSD)			
Classification:	<input type="checkbox"/> Simple <input type="checkbox"/> Complex <input checked="" type="checkbox"/> Highly Technical			
Type of Transaction:	<input checked="" type="checkbox"/> G2C – Government to Citizen <input type="checkbox"/> G2B – Government to Business Entry <input checked="" type="checkbox"/> G2G – Government to Government			
Who may avail:	All bonafide residents of Bacolod City			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
<ul style="list-style-type: none"> Memorandum of Agreement (MOA) between the City Mayor and Philippines Sports Commission (PSC). 			<ul style="list-style-type: none"> Philippine Sports Commission (PSC) 	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit letter of Proposed Sports Program/ activity to City Mayor.	1. City Mayor's Office receives proposed program	None	10 minutes	Adrian G. Melocoton SDO III
2. Follow-up and coordinate with the City Mayor's Office for the approval and implementation of Proposed Sports program/ activity.	2. OYSD waits for the approval of the City Mayor and designate personnel for the program.	None	5 working days	
3. Implementation of the sports program/ activity every weekend at Bacolod City Public Plaza.	3. OYSD prepares necessary documents, venue, participants and materials needed for the implementation of the proposed program/ activity	None	5 working days	Jillord L. Mercado SGI II Geraldine Montemayor Asst. Registration Officer Sandy Verba SGI I Mark Oliver Binguan SGI I
TOTAL		None	10 working days and 10 minutes	

5. Invitation for Sports Programs/Activities from sports club association, in-school/out-of-school youth

Receives invitation from different sports club associations, in-school and out-of-school youth organizations about their proposed sports programs/activities

Office or Division:	Office of Youth & Sports Development (OYSD)			
Classification:	<input type="checkbox"/> Simple <input type="checkbox"/> Complex <input checked="" type="checkbox"/> Highly Technical			
Type of Transaction:	<input checked="" type="checkbox"/> G2C – Government to Citizen <input type="checkbox"/> G2B – Government to Business Entry <input checked="" type="checkbox"/> G2G – Government to Government			
Who may avail:	All bonafide residents of Bacolod City (sports clubs associations, in-school & out-of-school youth)			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
<ul style="list-style-type: none"> Letter of request addressed to the City Mayor. Endorsement from the City Mayor 			<ul style="list-style-type: none"> City Mayor's Office 	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit letter of invitation and Proposed Sports Program/ activity to City Mayor.	1. City Mayor's Office receives invitation and provide letter of endorsement to OYSD.	None	10 minutes	Adrian G. Melocoton SDO III
2. Follow-up and coordinate with the City Mayor's Office for the approval and implementation of Proposed Sports program/ activity.	2. OYSD waits for the approval of the City Mayor and designate personnel for the program.	None	5 working days	
3. Follow-up with OYSD for the implementation of the sports program/ activity.	3. OYSD prepares necessary documents needed for the implementation of the proposed program/ activity.	None	5 working days	Adrian G. Melocoton SDO III Jillord L. Mercado SGI II Geraldine Montemayor

4. Implementation of the sports programs/ activities	4. OYSD prepares necessary documents, venue, participants and materials needed for the implementation of the proposed program/ activity	None	5 working days	Asst. Registration Officer Sandy Verba SGI I Mark Oliver Binguan SGI I
TOTAL		None	15 working days and 10 minutes	

6. Request for Katipunan Ng Kabataan (KK) Election in different puroks

The Sangguniang Kabataan requests for a Katipunan ng Kabataan (KK) election in different puroks in his/her barangay.

The Katipunan ng Kabataan. – There shall be in every barangay a Katipunan ng Kabataan to be composed of all citizens of the Philippines residing in the barangay for at least six (6) months, who are at least fifteen (15) but not more than thirty (30) years of age, and who are duly registered in the list of the Commission on Elections (COMELEC) and/or the records of the Sangguniang Secretary.

Office or Division:	YOUTH AFFAIRS OFFICE (YAO)			
Classification:	<input type="checkbox"/> Simple <input type="checkbox"/> Complex <input checked="" type="checkbox"/> Highly Technical			
Type of Transaction:	<input type="checkbox"/> G2C – Government to Citizen <input type="checkbox"/> G2B – Government to Business Entry <input checked="" type="checkbox"/> G2G – Government to Government			
Who may avail:	Sangguniang Kabataan Katipunan Ng Kabataan Other youth organizations			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
<ul style="list-style-type: none"> Letter of request addressed to Youth affairs Office 			<ul style="list-style-type: none"> From the requesting Party /Youth Sector 	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit letter of request to Youth Affairs Office.	1. YAO receives the request letter for evaluation.	None	10 minutes	Rolando M. Villamor, Jr. CAO IV
2. Provide all information necessary to facilitate approval.	2. YAO starts to process the proposed schedule of KK election.	None	5 working days	Sarah D. Gamboa CAO III Zone Coordinator

3. Receive assistance.	3. YAO conducts orientation/briefing to KK candidates & approves proposed date & venue of election.	None	5 working days	
TOTAL		None	10 days and 10 minutes	

7. Request for List of existing Youth Organizations in different barangays & in schools

A bonafide resident of Bacolod City can request for a copy of the Sangguniang Kabataan Profile & a list of all existing youth organizations in different barangays and in schools.

Office or Division:	YOUTH AFFAIRS OFFICE (YAO)			
Classification:	<input checked="" type="checkbox"/> Simple <input type="checkbox"/> Complex <input type="checkbox"/> Highly Technical			
Type of Transaction:	<input type="checkbox"/> G2C – Government to Citizen <input checked="" type="checkbox"/> G2B – Government to Business Entry <input type="checkbox"/> G2G – Government to Government			
Who may avail:	All bonafide residents of Bacolod City Sangguniang Kabataan Katipunan Ng Kabataan Other youth organizations			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
<ul style="list-style-type: none"> Letter of request addressed to Youth Affairs Office 			<ul style="list-style-type: none"> From the requesting Party / Youth Sector 	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit letter of request to Youth Affairs Office.	1. YAO receives the request letter.	None	5 minutes	Rolando M. Villamor, Jr. CAO IV
2. Receives assistance.	2. Provide list of existing youth organizations	None	10 minutes	Sarah D. Gamboa CAO III
TOTAL		None	15 minutes	

