



Republic of the Philippines
Province of Ilocos Norte
MUNICIPALITY OF MARCOS

DAY CARE SERVICE

Head: Hon. Antonio V. Mariano
Municipal Mayor
Day Care Worker I: Novelyn V. Malinay
Mobile No.: 0917-108-9981

FRONTLINE SERVICES

PROVISION OF TECHNICAL ASSISTANCE TO CHILD DEVELOPMENT WORKERS

Schedule of Services: Monday to Friday 8:00am – 12:00nn 1:00pm – 5:00pm

THE SERVICE:

Aims to provide early education to children 2-4 years old whose right are protected and promoted and whose potentials are developed to the fullest regardless of their conditions, socio-economic status, gender, religion and cultural diversity.

The Client shall	The Service Provider shall	It will take	Responsible Person
Submit the masterlist of enrollees	Collect the masterlist.	5 minutes	Day Care Worker I
	Conduct review/orientation about the Day Care Service Program.	1hour	Day Care Worker I
	Encode masterlist.	25 minutes	Day Care Worker I
	Submit masterlist to the Provincial Social Welfare and Development Office	5 minutes	Day Care Worker I
Accomplish the Client Feedback Form & drop at designated drop box at the Municipal Hall.			
TOTAL RESPONSE TIME: 1 hour and 35 minutes			