

1. COLLECTION SERVICES

OFFICE OR DIVISION	Finance and Administrative Division				
CLASSIFICATION	Simple				
TYPE OF TRANSACTION	Government to Government - Collection Services				
WHO MAY AVAIL	FPA Officials and Employees; Clients				
CHECKLIST OF REQUIREMENTS				WHERE TO SECURE	
1. Bill Form				1. To be provided by the FPA concerned divisions	
2. Order of Payment (OP)				2. To be provided by FPA Accounting Section	
CLIENT STEP	WORKFLOW	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the signed Order of Payment (OP) with attached Bill Form to the Collecting Officer of the Cashier Unit	Collection	1. Receive signed Order of Payment (OP) and check for correctness and completeness of details based on the attached Bill Form	N/A	30 minutes	Administrative Assistant III
		2. Receive cash/check payment from the client			Administrative Officer II (Collecting Officer) /Administrative Officer I (Special Collecting Officer)
		3. Issue Official Receipt (O.R.)			
	Recording of Collection	1. Encode details of collection at the Report of Collections and Deposits (RCD) and Cash Receipts Record (CRD)		two (2) working days	Administrative Officer II (Collecting Officer) /Administrative Officer I (Special Collecting Officer)
	Deposit of Collection	2. Prepare List of Collections, List of Deposited Collections, Check Breakdown and Oncoll Slip/Deposit Slip			
3. Facilitate the deposit of collection to LBP					
4. Secure received copies of List of Collections, List of Deposited Collections, Check Breakdown and Oncoll Slip/Deposit Slip					
		5. Submit the Official Receipt (2nd copy), Report of Collections and Deposits (RCD) and Cash Receipts Record (CRD) and received copies of List of Collections, List of Deposited Collections, Check Breakdown and Oncoll Slip/Deposit Slip to the Accounting Section.			



1. PROCESSING OF CLAIMS

Office Division	Finance and Administrative Division (Budget and Accounting)
Classification	Complex
Type of Transaction	G2G - Government to Government Entity
Who may avail	FPA Officials and Employees
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE

General Requirements for All Types of Disbursement	
1. Disbursement Voucher (DV) with duly signed Box A certifying the legality of transaction and conformity with laws, rules or regulations of the authorized representative supervising the concerned requesting party, if applicable (2 copies)	Requesting Party
2. Obligation Request and Status (ORS) with Duly Signed Box A Certifying the Legality of transaction and conformity with laws, rules or regulations of the Authorized Representative supervising the concerned Requesting Party (2 Original Copies)	Requesting Party
1.0 CASH ADVANCES	
1.1 Granting of Cash Advances	
Specific Documentary Requirements Common to all Cash Advances <u>Except</u> for Travels	
1. Authority of the accountable officer issued by the Head of the Agency or his duly authorized representative indicating the maximum accountability and purpose of cash advance (for initial cash advance)	Requesting Party
2. Certification from the Accountant that previous cash advances have been liquidated and accounted for in the books	Chief Accountant
3. Approved application for bond and/or Fidelity bond for the year for cash accountability of P5,001 or more	HR Section
1.1.1 Payroll Fund for Salaries, Wages, Allowances, Honoraria and Other Similar Expenses	
Additional Documentary Requirements	
1. Approved contracts (for initial payment)	HR Section
2. Approved Payroll or list of payees indicating their net payments	HR Section
3. Approval /authority (presidential directive or legislative enactment) or legal basis to pay any allowance/salaries/ wages/fringe benefits	Office of the President
4. Daily time record (DTR) approved by the supervisor	Requesting Party
1.1.2 Petty Cash Fund (PCF)	
Additional Documentary Requirements for Initial Cash Advances	
1. Approved estimates of petty expenses for one month	Requesting Party
1.1.3 Field/Activity Current Operating Expenses (COE)	
Additional Documentary Requirement	
1. Approved Budget for COE of the agency field office or agency activity in the field	Requesting Party
1.1.4 Traveling Allowances	
1.1.4.1 Local Travel	
Specific Documentary Requirements	



1. Office Order/ Travel Order approved in accordance with Section 3 of EO No. 298	Requesting Party
2. Duly approved itinerary of travel	Requesting Party
3. Certification from the accountant that the previous cash advance has been liquidated and accounted for in the books	Chief Accountant
4. Post travel report	Requesting Party
1.1.4.2 Foreign Travel	
Specific Documentary Requirements	
1. Office Order/Travel Order approved in accordance with the provisions of Sections 1 and 2 of EO No. 459 dated September 1, 2005	Requesting Party
o As approved by the respective heads of agencies in the case of other government officials and employees regardless of the length of travel:	
National agencies -Department Secretaries or their equivalents	
2. Duly approved itinerary of travel	Requesting Party
3. Letter of invitation of host/sponsoring country/agency/ organization	Requesting Party
4. For plane fare, quotations of three travel agencies or its equivalent	Requesting Party
5. Flight itinerary issued by the airline/ticketing office/travel agency	Requesting Party
6. Copy of the United Nations Development Programme (UNDP) rate for the daily subsistence allowance (DSA) for the country of destination for the computation of DSA to be claimed	Requesting Party
7. Document to show the dollar to peso exchange rate at the date of grant of cash advance	Requesting Party
8. Where applicable, authority from the OP to claim representation expenses	Requesting Party
9. In case of seminars/trainings	
9.1 Invitation addressed to the agency inviting participants (issued by the foreign country)	Requesting Party
9.2 Acceptance of the nominees as participants (issued by the foreign country)	Requesting Party
9.3 Programme Agenda and Logistics Information	Requesting Party
10. Certification from the accountant that the previous cash advance has been liquidated and accounted for in the books	Chief Accountant
1.2 Liquidation of Cash Advances	
1.2.1 Payroll Fund for Salaries, Wages, Allowances, Honoraria and Other Similar Expenses	
Documentary Requirements	
1. Report of Disbursements certified correct by the accountable officer	Requesting Party
2. Approved payrolls/vouchers duly acknowledged/signed by the payee/s	Requesting Party
3. Approved daily time records (DTRs) or Certificate of Service	Requesting Party
4. Approved application for leave	Requesting Party
5. In case of payment of personnel under the "job order" status, duly verified/accepted accomplishment report	Requesting Party
6. Official Receipt (OR) in case of refund for unclaimed salaries	Requesting Party
7. Authority from the claimant and identification documents, if claimed by person other than the payee	Requesting Party
8. Such other pertinent supporting documents as are required by the nature of expense	Requesting Party



1.2.2 Petty Cash Fund	
Documentary Requirements	
1. Summary of Petty Cash Vouchers	Requesting Party
2. Report of Disbursements	Requesting Party
3. Petty Cash Replenishment Report	Requesting Party
4. Approved purchase request with certificate of Emergency Purchase, if necessary	Requesting Party
5. Bills, receipts, sales invoices	Requesting Party
6. Certificate of inspection and acceptance	Requesting Party
7. Report of Waste Materials in case of replacement/repair	Requesting Party
8. Approved trip ticket, for gasoline expenses	Requesting Party
9. Canvass from at least three suppliers for purchases involving PI,000 and above, except for purchases made while on official travel	Requesting Party
10. Summary/Abstract of Canvass	Requesting Party
11. Petty Cash Vouchers duly accomplished and signed	Requesting Party
12. OR in case of refund	Requesting Party
13. For reimbursement of toll receipts	Requesting Party
o Toll Receipts	
o Trip tickets	
14. Such other supporting documents that may be required and/or required under the company policy depending on the nature of expenses	Requesting Party
1.2.3 Field/Activity Current Operating Expenses	
Documentary Requirements	
1. Same requirements as those for salaries, petty operating expenses, other personal services, and maintenance and other operating expenses depending on the nature of expenses incurred	
1.2.4 Traveling Expenses	
1.2.4.1 Local Travel	
Documentary Requirements	
1. Paper/electronic plane, boat or bus tickets, boarding pass, terminal fee	Requesting Party
2. Certificate of appearance/attendance	Requesting Party
3. Copy of previously approved itinerary of travel	Requesting Party
4. Revised Itinerary of Travel, if the previous approved Itinerary was not followed or supplemental Order or any proof supporting the change of schedule	Requesting Party
5. Revised Itinerary of Travel, if the previous approved itinerary was not followed	Requesting Party
6. Certification by the Head of Agency as to the absolute necessity of the expenses together with the corresponding bills or receipts, if the expenses incurred for official travel exceeded the prescribed rate per day (certification or affidavit of loss shall not be considered as an appropriate replacement for the required hotel/lodging bills and receipts)	Requesting Party
7. Liquidation Report	Requesting Party
8. Reimbursement Expense Receipt (RER)	Requesting Party
9. Certification of Expenses Not Requiring Receipts (CENRR)	Requesting Party
10. OR in case of refund of excess cash advance	Requesting Party
11. Certificate of Travel Completed	Requesting Party

12. Hotel room/lodging bills with official receipts in the case of official travel to places within 50-kilometer radius from the last city or municipality covered by the Metro Manila Area, or the city or municipality where their permanent official station is located in the case of those outside the Metro Manila Area, if the travel allowances being claimed include the hotel room/lodging rate	Requesting Party
1.2.4.2 Foreign Travel	
Documentary Requirements	
1. Paper/electronic plane tickets, boarding pass, boat or bus ticket	Requesting Party
2. Certificate of appearance/attendance for training/seminar / participation	Requesting Party
3. Bills/receipts for non-commutable representation expenses approved by the President under Section 13 of EO No. 248	Requesting Party
4. For reimbursement of actual travel expenses in excess of the prescribed rate (EO No. 298):	
4.1 Approval by the President	Requesting Party
4.2 Certification from the Head of Agency that it is absolutely necessary	Requesting Party
4.3 Hotel room bills with official receipts (certification or affidavit of loss shall not be considered as an appropriate replacement for the required hotel lodging bills and receipts)	Requesting Party
5. Revised Itinerary of Travel, if applicable	Requesting Party
6. Narrative report on trip undertaken/Report on Participation	Requesting Party
7. OR in case of refund of excess cash advance	Requesting Party
8. Certificate of Travel Completed	Requesting Party
9. Liquidation Report	Requesting Party
2.0 Fund Transfers	
2.1 Transfer of Funds to Implementing Agencies	
Specific Documentary Requirements	
Source Agency	
1. Copy of MOA/Trust Agreement	Requesting Party
2. Copy of Approved Program of Work (for infrastructure project)	Requesting Party
3. Approved Project Expenditures or Estimated Expenses indicating the project objective and expected output (for other projects)	Requesting Party
4. Certification by the Accountant that funds previously transferred to the Implementing Agency (IA) has been liquidated, post audited and accounted for in the books	Chief Accountant
5. Copy of the OR issued by the IA to the Source Agency acknowledging receipt of funds transferred (for post-audit activities)	Requesting Party
2.2 Liquidation	
Implementing Agency:	
1. Necessary supporting documents depending on the nature of transactions	Requesting Party
2. Copy of MOA/Trust Agreement	Requesting Party
3. Copy of OR upon receipt of funds transferred	Requesting Party
4. Copy of OR issued by the Source Agency evidencing refund of unexpended/unutilized balance of fund transfer	Requesting Party
Source Agency:	



1. Report of Checks Issued and Report of Disbursements certified correct by the Accountant, approved by the Head of the IA, and duly audited by the Auditor of the IA	Requesting Party
2. Copy of Credit Notice issued by the Auditor of the IA	Requesting Party
3. Copy of OR issued for the refund of unexpended/unutilized balance of fund transferred	Requesting Party
3.0 SALARY	
3.1 Individual Claims	
3.1.1 First Salary	
<i>Specific Documentary Requirements</i>	
1. Certified true copy of duly approved Appointment	HR Section
2. Assignment Order, if applicable	HR Section
3. Certified true copy of Oath of Office	HR Section
4. Certificate of Assumption	HR Section
5. Statement of Assets , Liabilities and Net Worth	Requesting Party
6. Approved DTR	Requesting Party
7. Bureau of Internal Revenue (BIR) withholding certificates (Forms 1902 and 2305)	Requesting Party
8. Payroll Information on New Employee (PINE) (for agencies with computerized payroll systems)	n/a
9. Authority from the claimant and identification documents, if claimed by person other than the payee	Requesting Party
<i>Additional Requirements for Transferees (from one government office to another)</i>	
1. Clearance from money, property and legal accountabilities from the previous office	Requesting Party
2. Certified true copy of pre-audited disbursement voucher of last salary from previous agency and/or Certification by the Chief Accountant of last salary received from previous office duly verified by the assigned auditor thereat	Requesting Party
3. BIR Form 2316 (Certificate of Compensation Payment/Tax Withheld)	Requesting Party
4. Certificate of Available Leave Credits	Requesting Party
5. Service Record	Requesting Party
3.1.2 Salary (if deleted from the payroll)	
<i>Specific Documentary Requirements</i>	
1. Approved DTR	Requesting Party
2. Notice of Assumption	HR Section
3. Approved Application for Leave, Clearances, and Medical Certificate, if on sick leave for five days or more	Requesting Party
3.1.3 Salary of Casual/Contractual Personnel	
<i>Specific Documentary Requirements</i>	
1. For accredited agencies by the CSC (for first claim)	
1.1 Certified true copy of the pertinent contract/appointment/job order	HR Section
1.2 Copy of the Report of Personnel Actions (ROPA) of the pertinent contract/appointment marked received by the CSC	HR Section
2. For other agencies (for first claim)	HR Section



2.1 Certified copy of the pertinent contract/appointment/job order marked received by the CSC	HR Section
3. Accomplishment Report	Requesting Party
4. Approved DTR	Requesting Party
3.1.4 Salary Differentials due to Promotion and/or Step Increment	
<i>Specific Documentary Requirements</i>	
1. Certified true copy of approved appointment in case of promotion or Notice of Salary Adjustment in case of step increment/salary increase	HR Section
2. Certificate of Assumption	HR Section
3. Approved DTR or certification that the employee has not incurred leave without pay	Requesting Party / HR Section
3.1.5 Last Salary	
<i>Specific Documentary Requirements</i>	
1. Clearance from money, property and legal accountabilities	Requesting Party
2. Approved DTR	Requesting Party
3.1.6 Salary due to heirs of deceased employee	
<i>Specific Documentary Requirements</i>	
1. Same requirements as those for last salary	
2. Additional requirements:	
2.1 Death Certificate authenticated by National Statistics Office (NSO)	Requesting Party
2.2 Marriage Contract authenticated by NSO, if applicable	Requesting Party
2.3 Birth Certificates of surviving legal heirs authenticated by NSO	Requesting Party
2.4 Designation of next-of-kin	Requesting Party
2.5 Waiver of right of children 18 years old and above	Requesting Party
3.1.7 Maternity Leave	
<i>Specific Documentary Requirements</i>	
1. Certified true copy of approved application for leave	Requesting Party
2. Certified true copy of Maternity leave clearance	Requesting Party
3. Medical certificate for maternity leave	Requesting Party
<i>Additional Requirements for Unused Maternity Leave (upon assumption before the expiration of the 60-day maternity leave)</i>	
1. Medical certificate that the employee is physically fit to work	Requesting Party
2. Certificate of assumption	HR Section
3. Approved DTR	Requesting Party
3.2 General Claims through the Automated Teller Machine (ATM)	
<i>Specific Documentary Requirements</i>	
1. Salary Payroll	HR Section
2. Payroll Register (hard and soft copy)	HR Section
3. Letter to the Bank to credit employees' account of their salaries or other claims	HR Section
4. Validated deposit slips	Cash Section
4.0 ALLOWANCES, HONORARIA AND OTHER FORMS OF COMPENSATION	
4.1 Personnel Economic Relief Allowance (PERA)	
<i>Specific Documentary Requirements</i>	
<i>1. Same requirements as those for payment of salaries (4.1)</i>	
4.2 Representation and Transportation Allowance (RATA)	



Specific Documentary Requirements		
1. For Individual Claims		
1.1 Copy of Office Order/Appointment (1st payment)		HR Section
1.2 Certificate of Assumption (1st payment)		HR Section
1.3 Certification that the official/employee did not use government vehicle and is not assigned any government vehicle		GS Section
1.4 Certificate or evidence of service rendered or approved DTR		Requesting Party
1.5 Certification by the LCE, in case of LGUs, that the revised RATA rates is still within the PS limitation prescribed under Section 325(a) of RA No. 7160 (for initial claim)		n/a
2. For General Claims		
2.1 RATA Payroll		HR Section
2.2 Payroll Register (hard and soft copy)		HR Section
2.3 Letter to the Bank to credit employees' account of their RATA claims, if applicable		HR Section
2.4 Validated deposit slip, if applicable		Cash Section
4.3 Clothing/Uniform Allowance		
Specific Documentary Requirements (or newly hired personnel)		
1. For Individual Claims		
1.1 Certified true copy of approved appointment of new employees		HR Section
1.2 Certificate of Assumption of new employees		HR Section
1.3 Certificate of non-payment from previous agency, for transferees		Requesting Party
2. General Claims		
2.1 Clothing/Uniform Allowance Payroll		HR Section
2.2 Payroll Register (hard and soft copy)		HR Section
2.3 Letter to the Bank to credit employees' account of their salaries or other claims		HR Section
2.4 Validated deposit slips		Cash Section
4.4 Subsistence, Laundry and Quarters Allowances		
Specific Documentary Requirements		
1. Payroll of personnel entitled to claim subsistence, laundry and quarters allowance		HR Section
2. Approved DTR		Requesting Party
3. Authority to collect (for initial claim)		Requesting Party
4.5 Productivity Incentive Allowance (PIB)		
Specific Documentary Requirements		
1. For Individual Claims		
1.1 Certification that the performance ratings for the two semesters given to the personnel of the concerned division/office is at least satisfactory		HR Section
1.2 Certification from the Legal Office that the employee has no administrative charge		Requesting Party
2. General Claims		
2.1 PIB Payroll		HR Section
2.2 List of personnel who were suspended either preventively or as a penalty as a result of an administrative charge within the year for which PIB is paid, regardless of the duration (except if the penalty meted out is only a reprimand)		HR Section
2.3 List of personnel dismissed within the year		HR Section



2.4 List of personnel on Absent Without Official Leave (AWOL)	HR Section
2.5 Certification that the performance ratings for the two semesters given to the personnel of the concerned division/office is at least satisfactory	Requesting Party
2.6 Payroll Register (hard and soft copy)	HR Section
2.7 Letter to the Bank to credit employees' account of their PIB claims	HR Section
2.8 Validated deposit slips	Cash Section
4.6 Special Counsel Allowance	
Specific Documentary Requirements	
1. Office Order/Designation/Letter of the OSG deputizing the claimant to appear in court as special counsel	Office of the Executive Director
2. Certificate of Appearance issued by the Office of the Clerk of Court.	Office of the Clerk of Court
3. Certification that the cases to be attended by the lawyer personnel are directly related to the nature/function of the particular office represented	Office of the Executive Director
4. Certification issued by the concerned lawyer and the Agency Accountant that the amount being claimed is still within the limitation under the GAA of P-4,000 per month	Chief Accountant
4.7 Honoraria	
4.7.1 Government Personnel involved in Government Procurement	
Specific Documentary Requirements	
1. Office Order creating and designating the BAC composition and authorizing the members to collect honoraria	Office of the Executive Director
2. Minutes of BAC Meeting	BAC Sec
3. Notice of award to the winning bidder of procurement activity being claimed	BAC Sec
4. Certification that the procurement involves competitive bidding	BAC Sec
5. Attendance Sheet listing names of attendees to the BAC meeting	BAC Sec
4.7.2 Governing Boards of Collegial Bodies	
Specific Documentary Requirements	
1. Appointment / designation as member of the Board	Appointing Authority
2. Certification that the claimant is not an appointee to a regular position in the governing board of the collegial body who receives salaries, regular allowances and other benefits	Requesting Party
3. Minutes of meeting and Attendance Sheet as certified by the Board Secretary	Board Secretary
4.7.3 Lecturer/Coordinator	
Specific Documentary Requirements	
1. Office Order	Office of the Executive Director
2. Coordinator's report on lecturer's schedule	Requesting Party
3. Course Syllabus/Program of Lectures	Requesting Party
4. Duly approved DTR in case of claims by the coordinator and facilitators	Requesting Party
4.7.4 Special Projects	
Specific Documentary Requirements	
1. Performance evaluation plan formulated by project management used as basis for rating the performance of members	Requesting Party
2. Office Order designating members of the special project	Office of the Executive Director



3. Terms of Reference	Requesting Party
4. Certificate of completion of project deliverables	Requesting Party
5. Special Project Plan	Requesting Party
6. Authority to collect honoraria	Office of the Executive Director
7. Certificate of acceptance by the agency head of the deliverables per project component	Office of the Executive Director
4.7.5 Science and Technological Activities	
Specific Documentary Requirements	
1. Office Order	Office of the Executive Director
2. Plan/Program of Activities	Requesting Party
3. Accomplishment Report/Certificate of completion of programmed activities	Requesting Party
4. Authority to collect honoraria	Office of the Executive Director
5. Certificate of acceptance by the Agency Head of the deliverables/ project output	Office of the Executive Director
4.8 Hazard Duty Pay	
Specific Documentary Requirements	
1. Certification by the Secretary of the Department of Science and Technology (DOST)/Department of Health (DOH)/Department of National Defense (DND)/Director of the Philippine Institute of Volcanology and Seismology that the place of assignment/travel is a strife-torn/embattled/disease infested/distresses or isolated areas/stations, or areas declared under state of calamity or emergency, or with volcanic activity and/or eruption	Requesting Party
2. Duly accomplished time record of employees or travel report	Requesting Party
3. Copy of special order from the agency/department head covering the assignment to hazardous/difficult areas	Requesting Party
4. Daily job description/ actual duties that describes that the personnel is performing hazardous duties and enduring physical hardships in the course of performance of duties; and	Requesting Party
5. Certification by the Division Chief, Laboratory Division attesting to the reported duration of actual exposure to hazardous environment by the concerned personnel.	Requesting Party
6. Approved DTR/Service Report	Requesting Party
4.9 Longevity Pay	
Specific Documentary Requirements	
1. Service Record	HR Section
2. Certification issued by the Personnel Officer that the claimant has not incurred more than 15 days of vacation leave without pay	HR Section
4.10 Overtime Pay	
Specific Documentary Requirements	
1. Overtime authority stating the necessity and urgency of the work to be done, and the duration of overtime work	Requesting Party
2. Overtime work program	Requesting Party
3. Quantified Overtime accomplishment duly signed by the employee and supervisor	Requesting Party

4. Certificate of service or duly approved DTR	HR Section/Requesting Party
4.11 Year-End Bonus (YEB) and Cash Gift (CG)	
<i>Specific Documentary Requirements</i>	
1. For Individual Claims	
1.1 Clearance from money, property and legal accountabilities	Requesting Party
1.2 Certification from head of Office that the employee is qualified to receive the YEB and CG benefits pursuant to DBM Budget Circular No. 2003-2 dated May 9, 2003	Office of the Executive Director
2. General Claims	
2.1 YEB and CG Payroll	HR Section
2.2 Payroll Register (hard and soft copy)	HR Section
2.3 Letter to the Bank to credit employees account of their YEB and CG claims	HR Section
2.4 Deposit slips	Cash Section
4.12 Retirement Benefits	
<i>Specific Documentary Requirements under RA No. 1616</i>	
1. Updated Service record indicating the number of days on leave without pay and/or certification issued by the Human Resource Office (HRO) that the retiree did not incur any leave of absence without pay	HR Section
2. Retirement application	Requesting Party
3. Office clearance from money/property accountability & administrative/ criminal liability	Requesting Party
4. Statement of assets and liabilities	Requesting Party
5. Retirement Gratuity Computation	HR Section
6. Affidavit of Undertaking for authority to deduct accountabilities	Requesting Party
7. Affidavit of applicant that there is no pending criminal investigation or prosecution against him/her (Anti-Graft RA No. 3019)	Requesting Party
8. Certificate from the Office of Ombudsman indicating whether or not the retiree has a pending criminal or administrative case.	Requesting Party
<i>Additional requirement in case of resignation</i>	
1. Employee's letter of resignation duly accepted by the Agency Head	Requesting Party
<i>Additional requirements in case of death of claimant</i>	
1. Death certificate authenticated by National Statistics Office (NSO)	Requesting Party
2. Marriage contract authenticated by NSO	Requesting Party
3. Birth certificates of all surviving legal authenticated by NSO	Requesting Party
4. Designation of next-of-kin	Requesting Party
5. Waiver of rights of children 18 years old and above	Requesting Party
6. Affidavit of two disinterested parties that the deceased is survived by legitimate and illegitimate children (if any), natural, adopted or children of prior marriage	Requesting Party
4.13 Terminal Leave Benefits	
<i>Specific Documentary Requirements</i>	
1. Clearance from money, property and legal accountability from the Central Office and from Regional Office of last assignment	Requesting Party
2. Certified photocopy of employees leave card as at last date of service duly audited by the Personnel Division and COA/Certificate of leave credits issued by the Admin/ Human Resource Management Office (HRMO)	HR Section



3. Approved leave application	Requesting Party
4. Complete service record	HR Section
5. Statement of Assets, Liabilities and Net Worth (SALN)	Requesting Party
6. Certified photocopy of appointment/Notice of Salary Adjustment (NOSA) showing the highest salary received if the salary under the last appointment is not the highest.	HR Section
7. Computation of terminal leave benefits duly signed/certified by the accountant	Accounting Section
8. Applicant's authorization (in affidavit form) to deduct all financial obligations with the employer/agency/LGU	Requesting Party
9. Affidavit of applicant that there is no pending criminal investigation or prosecution against him/her (RA No. 30 19)	Requesting Party
10. In case of resignation, employee's letter of resignation duly accepted by the, Head of the Agency	Requesting Party
<i>Additional requirements in case of death of claimant</i>	
1. Death certificate authenticated by NSO	Requesting Party
2. Marriage contract authenticated by NSO	Requesting Party
3. Birth certificates of all surviving legal heirs authenticated by NSO	Requesting Party
4. Designation of next-of-kin	Requesting Party
5. Waiver of rights of children 18 years old and above	Requesting Party
4.14 Monetization	
<i>Specific Documentary Requirements</i>	
1. Approved leave application (ten days) with leave credit balance certified by the Human Resource Office	Requesting Party
2. Request for leave covering more than ten days duly approved by the Head of Agency	Requesting Party
3. For monetization of 50 percent or more:	
3.1 Clinical abstract/medical procedures to be undertaken in case of health, medical and hospital needs	Requesting Party
3.2 Barangay Certification in case of need for financial assistance brought about by calamities, typhoons, fire, etc.	Requesting Party
4.15 Loyalty Cash Award/Incentive	
<i>Specific Documentary Requirements</i>	
1. For Individual Claims	
1.1 Service Record	HR Section
1.2 Certificate of non-payment from previous office (for transferee)	Requesting Party
1.3 Certification from the HRO that the claimant has not incurred more than 50 days authorized vacation leave without pay within the 10-year period or aggregate of more than 25 days authorized vacation leave without pay within the 5-year period, as the case may be	HR Section
2. For General Claims	
2.1 Loyalty Cash Award/Incentive Payroll	HR Section
2.2 Payroll Register (hard and soft copy)	HR Section
2.3 Letter to the Bank to credit employees' account of their salaries or other claims	HR Section
2.4 Deposit slips	Cash Section
4.16 Collective Negotiation Agreement (CNA) Incentive	



Specific Documentary Requirements	
1. Resolution signed by both parties incorporating the guidelines/criteria for granting CNA incentive	FPAEA
2. Comparative statement of DBM approved level of operating expenses and actual operating expenses	Budget Section
3. Copy of CNA	FPAEA
4. Certificate issued by the Head of the Agency on the total amount of unencumbered savings generated from cost-cutting measures identified in the CNA which resulted from the joint efforts of labor and management and systems/productivity/income improvement	Office of the Executive Director
5. Proof that the planned programs/activities/projects have been implemented and completed in accordance with targets for the year	PMID
5.0 OTHER EXPENDITURES	
5.1 Utility Expenses	
Specific Documentary Requirements	
1. Statement of Account/Bill (for pre-audit purposes)	Requesting Party
2. Invoice/Official Receipt or machine validated statement of account/bill (for post-audit purposes)	Requesting Party
5.2 Telephone/Communication Services	
Specific Documentary Requirements	
1. Statement of Account/Bill	Requesting Party
2. Invoice/Official Receipt or machine validated statement of account (for post audit activities)	Requesting Party
3. Certification by Agency Head or his authorized representatives that all National Direct Dial (NDD), National Operator Assisted Calls and International Operator Assisted Calls are official calls	Office of the Executive Director
6.0 EXTRAORDINARY AND MISCELLANEOUS EXPENSES	
Specific Documentary Requirements	
1. Receipts and/or other documents evidencing disbursement, if there are available, or in lieu thereof, certification executed by the official concerned that the expense sought to be reimbursed have been incurred for any of the purposes contemplated under the provisions of the GAA in relation to or by reasons of his position, in case of NGAs	Requesting Party
2. Other supporting documents as are necessary depending on the nature of expense charged	Requesting Party
7.0 PROCUREMENT	
7.1 Procurement through Public Bidding	
Basic Requirements for all types of procurement through public bidding	
1. Authenticated photocopy of the approved APP and any amendment thereto	BAC
2. Approved contract supported by the following documents which are required under COA Circular No. 2009-001 dated February 12, 2009 and COA Memorandum No. 2005-027 dated February 28, 2005 to be submitted to the Auditor's Office within five days from the execution of the contract:	BAC
2.1 Invitation to Apply for Eligibility to Bid	
2.2 Letter of Intent	
2.3 Results of Eligibility Check/Screening	

2.4 Bidding Documents enumerated under Section 17.1 of the Revised IRR of RA No. 9184 which includes a complete set of approved plans/drawings and technical specifications for infrastructure projects, complete technical description of equipment, aircraft and accessories, scope of works, if applicable, for goods, and rental and repair contracts, and Terms of Reference (TOR) for consultancy services	
2.5 Minutes of Pre-Bid Conference, [Approved Budget for Contract (ABC) P1.0 million and above]	
2.6 Agenda and/or Supplemental Bulletins, if any	
2.7 Bidders Technical and Financial Proposals	
2.8 Minutes of Bid Opening	
2.9 Abstract of Bids	
2.10 Post-Qualification Report of Technical Working Group	
2.11 BAC Resolution declaring winning bidder	
2.12 Notice of Post Qualification	
2.13 BAC Resolution recommending approval and approval by the Head of the Procuring Entity of the Resolution of the BAC recommending award of contract	
2.14 Notice of Award	
2.15 Performance	
2.16 Program of Work and Detailed Estimates	
2.17 Notice to Proceed, indicating the date of receipt by the contractor	
2.18 Detailed Breakdown of the ABC	
2.19 Copy of the Approved PERT/CPM Network Diagram and detailed computations of contract time	
2.20 Detailed Breakdown of the Contract Cost:	
- including the detailed breakdown of estimates and/or unit cost analysis/derivation for each work item expressed in volume/area/lump sum/lot for infrastructure projects indicating the following, among others, for consultancy services :	
• Schedule of basic rates certified by the consultant with a sworn statement	
• Derivation of the billing factor/multiplier certified by the consultant with a sworn statement	
• Detailed breakdown of reimbursable costs based on agreed fixed rates and actual costs/security/maintenance services indicating the monthly lease payment and period of lease for lease contracts	
- indicating costs and dates of acquisition of the equipment, quantities and cost of materials, spare parts, and supplies furnished by the contractor for janitorial/ security/ maintenance services	
- indicating the monthly lease payment and period of lease for lease contracts	
3. Copy of Advertisement of Invitation to Bid/Request for expression of interest	BAC
3.1 Newspaper clippings of advertisement (ABC P5.0 million and above for infrastructure, P2.0 million and - above for goods, and P1.0 million or four months duration and above for consulting services)	
3.2 Printout copy of advertisement posted in PhilGEPS	

3.3 Certification from the Head of BAC Secretariat on the posting of advertisement at conspicuous places	
3.4 Printout copies of advertisement posted in agency website, if any	
4. Documentary requirements under Sections 23.1 and 25.2.b for infrastructure projects, 23.1 and 25.2a for goods and 24.1 and 25.2c for consulting services, of the Revised IRR of RA No. 9184	BAC
5. Minutes of Pre-procurement Conference for projects costing above P5.0 million for infrastructure, P2.0 million ' and above for goods, and 1.0 million and above for consulting services	BAC
6. Bid Evaluation Report	BAC
7. Ranking of short listed bidders for consulting services	BAC
8. Post Qualification Evaluation Report	BAC
9. Printout copy of posting of Notice of Award, Notice to Proceed and Contract of award in the PhilGEPS	BAC
10. Evidence of Invitation of three observers in all stages of the procurement process pursuant to Section 13.1 of the Revised IRR of RA No . 9184	BAC
11. Request for purchase or requisition of supplies, materials and equipment duly approved by proper authorities	BAC
7.1.1 Infrastructure	
<i>Additional documentary requirements common to all infrastructure transactions</i>	
1. Letter request from contractors for advance/progress/final payment or for substitution in case of release of retention money	Requesting Party
2. Common to progress/final payments	Requesting Party
2.1 Statement of Work Accomplished/Progress Billing	
2.2 Inspection Report by the Agency's Authorized Engineer	
2.3 Results of Test Analysis, if applicable	
2.4 Statement of Time Elapsed	
2.5 Monthly Certificate of Payment	
2.6 Contractor's Affidavit on payment of laborers and materials	
2.7 Pictures, before, during and after construction of items of work especially the embedded items	
2.8 Photocopy of vouchers of all previous payments	
2.9 Certificate of completion	
7.1.1.1 Advance Payment	
<i>Additional Documentary Requirements</i>	
1. Irrevocable Standby Letter of Credit/Security Bond/Bank Guarantee	Requesting Party
2. Such other documents peculiar to the contract and/or to the mode of procurement and considered necessary in the auditorial review and in the technical evaluation thereof	Requesting Party
7.1.1.2 Variation Order / Change Order / Extra Work Order	
<i>Additional Documentary Requirements</i>	
Additional documents enumerated under Annex B of COA Memorandum No. 2005-027 dated February 28, 2005 required to be submitted to the Office of the Auditor for the review/evaluation of the changes in the contract:	



1. Copy of Approved Change Order (CO)/Extra Work Order (EWO)	Requesting Party
2. Copy of the approved original plans indicating the affected portion(s) of the project and duly revised plans and specifications, if applicable, indicating the changes made which shall be color coded	Requesting Party
3. Copy necessity/justification(s) for the need of such CO and/or EWO which shall include: (a) the computation as to the quantities of the additional works involved per item indicating the specific stations where such works are needed; (b) the date of inspection conducted and the results of such inspection; (c) a detailed estimate of the unit cost of such items of work for new unit costs including those expressed in volume/area/lump-sum/lot	Requesting Party
4. Copy of the approved/revised PERT/CPM Network Diagram which shall be color coded, reflecting the effect of additional/deductive time on the contract period and the corresponding detailed computations for the additional/deductive time for the subject Change Order/Extra Work Order	Requesting Party
5. Copy of the approved detailed breakdown of contract cost for the variation order	Requesting Party
6. Copy of the COA Technical Evaluation Report for the original contract	Requesting Party
7. If the Variation Order to be reviewed is not the 1st variation order, all of the above requirements for all previously approved variation orders, if not yet reviewed, otherwise, copy of the COA Technical Evaluation Report for the previously approved variation orders	Requesting Party
8. Additional performance security in the prescribed form and amount if variation order exceeds 10 percent of the original contract cost	Requesting Party
9. Such other documents peculiar to the contract and/or to the mode of procurement and considered necessary in the auditorial review and in the technical evaluation thereof	Requesting Party
7.1.1.3 Progress Payment	
Additional Documentary Requirements	
1. Statement of work accomplished (SWA) or progress billing and corresponding request for progress payment for work accomplished	Requesting Party
7.1.1.4 Final Payment	
Additional Documentary Requirements	
1. As-Built plans	Requesting Party
2. Warranty security	Requesting Party
3. Clearance from the Provincial Treasurer that the corresponding sand and gravel fees have been paid [DPWH Department Order (DO) No. 109 s. 1993 dated May 4, 1993 and DO No. 119 s. 1993 dated May 11, 1993]	Requesting Party
4. Copy of turn over documents/transfer of project and facilities such as motor vehicle, laptops, other equipment and furniture included in the contract to concerned government agency	Requesting Party
7.1.1.5 Release of Retention Money	
Additional Documentary Requirements	
1. Any security in the form of cash, bank guarantee, irrevocable standby letter of credit from a commercial bank, GSIS or surety bond callable on demand	Requesting Party

2. Certification from the end-user that the project is completed and inspected	Requesting Party
7.1.2 Consulting Services	
Additional Documentary Requirements	
1. Additional documents under Annex D of COA Memorandum No. 2005-027 dated February 28, 2005 required to be submitted to the Auditor's Office within five days from the execution of the contract:	Requesting Party
1.1 If not in the Terms of Reference, appropriate approved documents indicating the expected outputs/deliverables	
1.2 Copy of the Approved Manning Schedule indicating the names and positions of the consultants and staff and the extent of their participation in the project	
1.3 Copy of the curriculum vitae of the consultants and staff	
2. Letter request for payment from the consultant	Requesting Party
3. Approved Consultancy Progress/ Final Reports, and/or output required under contract	Requesting Party
4. Progress/Final Billing	Requesting Party
5. Contract of Infrastructure Projects subject of Project Management Consultancy Services	Requesting Party
7.1.3 Goods	
7.1.3.1 Supplies, Materials, Equipment and Motor Vehicles	
Additional Documentary Requirements	
1. Additional documents required under Annexes F and S of COA Memorandum No. 2005-027 dated February 28, 2005 required to be submitted within five days upon execution of the contract:	Requesting Party
1.1 Certificate of Exclusive Distributorship, if applicable	
1.2 Samples and brochures/photographs, if applicable	
1.3 For imported items:	
a. Consular Invoice/Pro-forma invoice of the foreign supplier with the corresponding details	
b. Home Consumption Value of the items	
c. Breakdown of the expenses incurred in the Importation	
2. Original copy of Dealers/Suppliers' Invoices showing the duly signed by the dealer or his representative, and indicating receipt by the proper agency official of items delivered.	Requesting Party
3. Results of Test Analysis, if applicable	Requesting Party
4. Tax receipts from the Bureau of Customs or the BIR indicating the exact specifications and/or serial number of the equipment procured by the government as proof of payment of all taxes and duties due on the same equipment, supplied or sold to the government [Administrative Order (AO) No. 200 dated November 21, 1990]	Requesting Party
5. Inspection and Acceptance Report prepared by the Department/Agency property inspector and signed by the Head of Agency or his authorized representative	Authorized Agency Inspector
6. For equipment, Property Acknowledgment Receipt	General Services Section

7. Warranty Security for a minimum period of three months , in the case of expendable supplies, or a minimum period of one year in the case of non-expendable supplies, after acceptance by the procuring entity of the delivered supplies	Requesting Party
8. Request for purchase of supplies, materials and equipment duly approved by proper authorities	Requesting Party
9. In case of motor vehicles, (AO No. 233 dated August 1, 2008) authority to purchase from Agency head and Secretary of DBM, or OP depending on the type of vehicle being provided (Sections 7 and 9)	Requesting Party
10. Such other documents peculiar to the contract and/or to the mode of procurement and considered necessary in the auditorial review and in the technical evaluation thereof	Requesting Party
7.1.3.2 General Support Services (janitorial, security, maintenance, garbage collection and disposal and similar services)	
Additional Documentary Requirements	
1. Additional documents under Annexes H to K and P of COA Memorandum No. 2005-027 dated February 28, 2005 required to be submitted to the Auditor's Office within five days from the execution of	Requesting Party
1.1 For janitorial /security/maintenance services,	
1.1.1 appropriate approved documents indicating the following:	
a. The number of personnel involved and their corresponding rates/salary	
b. Schedule of work and places of assignment or station/visits indicating, among others, the number of hours per visit	
c. The type and number of equipment to be served (in case of visitorial maintenance service)	
1.1.2 The scaled floor plans of the building and other area/s covered by the service contract (for janitorial services)	
1.1.3 The group classification of personnel to determine the Equivalent Equipment Monthly Statutory Minimum Wage Rate in accordance with the applicable Rules Implementing RA No. 6727	
1.1.4 Approved documents indicating the minimum requirements of the agency on the number of security personnel to be involved in the project (for security service contract)	
1.1.5 The population of the agency where the services are rendered (for security service controls)	
1.1.6 Detailed description of the maintenance services to be rendered or activities to be performed (for maintenance service contracts)	
1.2 For Garbage Collection and Disposal	
1.2.1 Complete description/specifications (brand name, model, make/country of origin, hp, piston displacement, capacity) and number of units of dump trucks to be used	
1.2.2 Complete descriptions/specifications (age, condition, brand, etc.) and number of units of all other equipment to be rented/used	
1.2.3 Appropriate approved documents containing the terms and conditions, whether operated or bare rental for heavy equipment, whether per trip or package deal; and other relevant condition	

1.2.4 The designated dumpsite/location of dumpsite (if provided in a separate document)	
1.2.5 The measurement in kilometers of the total distance covered by one complete route for all the required routes to be traveled	
1.2.6 Estimated volume in cubic meters of garbage to be hauled from area of operation, including the basis for such estimates	
1.2.7 In cases where the type of contract differs from the usual per trip contract basis, sufficient justification and comparative analysis between the type of contract adopted against the basic per trip type of contract	
1.3 For forwarding/shipping/hauling contract	
1.3.1 The type/kind and technical description of the mode of transportation used	
1.3.2 The point of origin and destination including the estimated distance/s if transported by land	
1.3.3 The estimated weight and volume of cargoes involved	
2. Accomplishment Report	Requesting Party
3. Request for payment	Requesting Party
4. Contractor's Bill	Requesting Party
5. Certificate of Acceptance	General Services Section
6. Record of Attendance/Service	Requesting Party
7. Proof of remittance to concerned government agency and/or GOCCs [BIR/Social Security System (SSS)/Pag-Ibig]	Requesting Party
8. Such other documents peculiar to the contract and/or to the mode of procurement and considered necessary in the auditorial review and in the technical evaluation thereof	Requesting Party
7.1.3.3 Rental Contracts	
Additional Documentary Requirements	
1. Additional documents under Annexes L, Nand O of COA Memorandum No. 2005-027 dated February 28, 2005 required to be submitted to the Auditor 's Office within five days from the execution of the contract.	Requesting Party
1.1 For privately-owned office/building	
1.1.a. Complete copy of the building floor plans indicating in shaded colors the rentable space	
1.1.b. Copy of the Certificate of Occupancy of the building or appropriate approved documents showing the date the building was constructed or age of the building	
1.1.c Complete description of the building as to type, kind and class including its component parts and equipment facilities such as, but not limited to, parking areas, elevators, air-conditioning systems, firefighting equipment, etc.	
1.1.d Copy of the Master of Deed Declaration and Restrictions in case of lease/rental of office condominiums	
1.2 For equipment rental/lease/purchase contract	
1.2.a Agency evaluation of equipment utilization	
1.2.b Pertinent data of area of operation	
2. List of prevailing comparable property within vicinity	Requesting Party



3. Vicinity map		Requesting Party
4. Request for payment		Requesting Party
5. Bill/Invoices		Requesting Party
6. Certificate of occupancy (space/building)		Requesting Party
7. Such other documents peculiar to the contract and/or to the mode of procurement and considered necessary in the auditorial review and in the technical evaluation thereof		Requesting Party
7.1.3.4 Repair and Maintenance of Aircraft, Equipment and Motor Vehicles		
Additional Documentary Requirements		
1. Additional documents under Annexes Q and R of COA Memorandum No. 2005-027 dated February 28, 2005 required to be submitted to the Auditor's Office within five days from the execution of the contract:		Requesting Party
1.1.a Copy of the pre-repair evaluation report and approved detailed plans by the agency showing in sufficient detail the scope of work/extent of repair to be done		
1.1.b Copy of the latest service bulletin, in case of aircraft		
1.1.c Report of waste materials		
1.1.d Copy of document indicating the history of repair		
2. Post-inspection reports		Requesting Party
3. Warranty Certificate		Requesting Party
4. Request for payment		Requesting Party
5. Bill/Invoices		Requesting Party
6. Certificate of Acceptance		Requesting Party
7. Pre-repair inspection reports		Requesting Party
8. Such other documents peculiar to the contract and/or to the mode of procurement and considered necessary in the auditorial review and in the technical evaluation thereof		Requesting Party
7.1.3.5 Advertising Expenses		
Additional Documentary Requirements		
1. Bill/Statement of Account		Requesting Party
2. Copy of newspaper clippings evidencing publication and/or CD in case of TV/Radio commercial		Requesting Party
7.2 Procurement through Alternative Modes		
Basic Requirements Common to All Purchases under alternative mode		
1. Documents to be submitted within five working days from the execution of the contract as required under COA Circular No. 2009-001 dated February 12, 2009 :		Requesting Party
1.1 Purchase Order/Letter Order/Contract, duly approved by the official concerned and accepted by the supplier (date of acceptance must be clearly indicated, especially when the time or date of delivery is dependent on or will be counted from the date of acceptance of the purchase order/letter order/contract)		

1.2 Proof of posting of invitation or request for submission of price quotation in the PhilGEPS website, website of the procuring agency, if available, and at any conspicuous place reserved for this purpose in the premises of the procuring agency for a period of seven calendar days in case of Shopping under Section 52.1(b), and Negotiated Procurement under Sections 53.1 (two failed bidding) and 53.9 (small value procurement) of the Revised IRR of RA No. 9184	
1.3 Performance and warranty securities, except for shopping and negotiated procurement under emergency cases, small value procurement, lease of real property and United Nation (UN) agencies	
1.4 BAC Resolution recommending and justifying to the Head of Procuring Entity (HOPE) the use of alternative mode of procurement and approval by the HOPE of the BAC Resolution recommending award of contract	
1.5 Proof of posting of Notice of Award in the PhilGEPs website, the website of the procuring entity concerned, if available, and at any conspicuous place reserved for this purpose in the premises of the procuring entity	
2. Approved Procurement Plan	Requesting Party
3. Request for purchase or requisition of supplies, materials and equipment, duly approved by proper authorities	Requesting Party
4. Original copy of the delivery invoice showing the quantity, description of the articles, unit and total value, duly signed by the dealer or his representative and indicating receipt by the proper agency official of items delivered	Requesting Party
5. Inspection and acceptance report signed "Inspected by" by the authorized agency inspector and signed "accepted by" by the authorized end-user to whom the item was delivered or the property officer if item is for stock	Authorized Agency Inspector
6. Approval by the HOPE or his duly authorized representative on the use of the alternative methods of procurement, as recommended by the BAC	Office of the Executive Director
7. Statement of the prospective bidder that it is not blacklisted or barred from bidding by the Government or any of its agencies, offices, corporations or LGUs	Requesting Party
8. Sworn affidavit of the bidder that it is not related to the HOPE by consanguinity or affinity up to the third civil degree	Bidder
7.2.1 Limited Source Bidding	
Additional Documentary Requirements	
1. Specific requirements to be submitted within five working days from the execution of the contract as required under COA Circular No. 2009-001 dated February 12, 2009:	Requesting Party
1.1 Copy of direct invitation to bid served by the concerned agency to all suppliers or consultants appearing in the pre-selected list of manufacturers /suppliers/distributors with known experience and proven capability on the requirements of the particular contract	
1.2 Winning bidder's offer or proposal	
1.3 Abstract of bids showing the most responsive and complying bidder from among the other bidders who participated in the bidding	
1.4 Notice of Award	
2. Documentary requirements under Sections 23.1 and 25.2(a) for goods, 23.1 and 25.2(b) for infrastructure, 25.1 and 25.2(c) for consultancy services, of the Revised IRR of RA No. 9184	Requesting Party

3. Such other documents peculiar to the contract and/or to the mode of procurement and considered necessary in the auditorial review and in the technical evaluation thereof	Requesting Party
4. Bid security (required under Section 54.4 IRR-A, RA No. 9184)	
7.2.2 Direct Contracting	
Additional Documentary Requirements	
1. Specific requirements to be submitted within five (5) working days from the execution of the contract as required under COA Circular No. 2009-001 dated February 12, 2009.	Requesting Party
1.1 Copy of letter to selected manufacturer/supplier/distributor to submit a price quotation and conditions of sale	
1.2 Certificate of Exclusive Distributorship issued by the principal under oath and authenticated by the embassy/consulate nearest the place of the principal, in case of foreign suppliers	
1.3 Certification from the agency authorized official that there are no sub-dealers selling at lower prices and for which no suitable substitute can be obtained at more advantageous terms to the government	
1.4 Certification of the BAC in case of procurement of critical plant components and/or to maintain certain standards	
2. Study/survey done to determine that there are no sub-dealers selling at lower prices and for which no suitable substitute can be obtained at more advantageous terms to the government	Requesting Party
3. Such other documents peculiar to the contract and/or to the mode of procurement and considered necessary in the auditorial review and in the technical evaluation thereof	Requesting Party
7.2.3 Repeat Order	
Additional Documentary Requirements	
1. Specific requirements to be submitted within five working days from the execution of the contract as required under COA Circular No. 2009-001 dated February 12, 2009:	Requesting Party
1.1 Copy of the original contract used as basis for repeat order indicating that the original contract was awarded through public bidding	
1.2 Certification from the Purchasing Department/Office that the supplier has complied with all the requirements under the original contract	
7.2.4 Shopping	
Additional Documentazy Requirements	
1. Specific requirements to be submitted within five working days from the execution of the contract as required under COA Circular No. 2009-001 dated February 12, 2009:	Requesting Party
1.1 Price quotations from at least three bonafide and reputable manufacturers /suppliers/distributors	
1.2 Abstract of canvass	
7.2.5 Negotiated Procurement	
Additional Documentary Requirements	
1. Specific requirements to be submitted within five working days from the execution of the contract as required under COA Circular No. 2009-001 dated February 12, 2009:	BAC

1.1 In cases of two failed biddings, emergency cases, take-over of contract and small value procurement Price quotation/bids/final offers from at least be three invited suppliers	
1.1.a Abstract of submitted Price Quotation	
1.1.b BAC Resolution recommending award of contract to Lowest	
1.1.c Calculated Responsive Bid (LCRB)	
2. Additional requirements for each case:	BAC
2.1 In case of two failed biddings	
2.1.a Agency's offer for negotiations with selected suppliers, contractors or consultants	
2.1.b Certification of BAC on the failure of competitive bidding for the second time	
2.1.c Evidence of invitation of observers in all stages of the negotiation	
2.1.d Eligibility documents in case of infrastructure projects	
2.2 In emergency cases	
2.2.a Justification as to the necessity of purchase	
2.3 In case of take-over of contracts	
2.3.a Copy of terminated contract Reasons for the termination	
2.3.b Negotiation document with the second lowest calculated bidder or the third lowest calculated bidder in case of failure of negotiation with the second lowest bidder. If negotiation still fails, invitation to at least three eligible contractors Approval by the Head of the Procuring Agency to negotiate contracts for projects under exceptional cases	
2.4 In case of small value procurement	
2.4.a Letter/invitation to submit proposals	
2.5 For adjacent or contiguous projects	
2.5.a Original contract and any document indicating that the same resulted from competitive bidding	
2.5.b Scope of work which should be related or similar to the scope of work of the original contract	
2.5.c Latest Accomplishment Report of the original contract showing that there was no negative slippage/delay	
7.3 For procurement through ADA or direct payment	
Documentary Requirements	
1. Same documents required under goods, infrastructure or consulting services depending on the mode of procurement adopted and the nature of expenses	Requesting Party
2. Letter request from the Head of the Agency to the Bank to pay/credit the account of the supplier	Office of the Executive Director
3. Confirmation from the bank that the account of the supplier has already been credited (for post audit purposes)	Cash Section
8.0 HUMAN RESOURCE DEVELOPMENT AND TRAINING PROGRAM	
Documentary Requirements	
1. Budget estimates approved by the Head of Agency	HR section
2. Schedule of training approved by the Head of the Agency	HR section
3. Same requirements under procurement depending on the nature of expense and the mode of procurement adopted	HR section



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID
1. Submit the claims with its corresponding supporting documents to the person in charged	1.1 Check completeness of signature and supporting documents. 1.2 Check the computation. 1.3 Verification of availability of allotment per responsibility center. 1.4 Recording of obligation to the Registry of Allotment, Obligations and Disbursement (RAOD) and Registry of Budget Utilization and Disbursement (RBUD). 1.5 Certification of Obligation Request Status (ORS).	None
	2.1 Review of completeness of supporting documents. 2.2 Review of computation and verification of cash availability. 2.3 Recording of accounting entries in the Disbursement Voucher. 2.4 Certification of the completeness of documents the amount claimed proper.	
	3.1 Approval of claims	
	4.1 Check the signature of the approving authority from the disbursement voucher. 4.2 Verify and Maintain Check and Advices to Debit Account Disbursement Record. 4.3 Preparation of List of Due and Demandable Accounts Payable (LDDAP-ADA)/Advice of Checks Issued and Cancelled (ACIC)/ Checks 4.4 Recording to Report of cheques Issued and Report of Advice to Debit Account Issued.	
	5.1 Verify and Check the Name of the Payee and the Amount to be paid. 5.2 Review and Certify the List of Due and Demandable Accounts Payable (LDDAP-ADA)/Advice of Checks Issued and Cancelled (ACIC)/ Checks. 5.3 Preparation of Journal Entry Voucher. 5.4 Indexing of payments. 5.5 Posting of Payments.	
	5.1 Approval of LDDAP 5.2 Signing of advice to debit account.	
	6.1 Transmittal to LBP	
TOTAL:		



2. REQUEST FOR CERTIFICATION , SERVICE RECORDS, AND OTHER DOCUMENTS

- b. Employment and Compensation
- c. Leave Balances
- d. No Pending Administrative Case

Office or Division	Finance and Administrative Division (Personnel Section)		
Classification	Simple		
Type of Transaction	G2G - Government-to-Government Entity		
Who may avail	FPA Officials and Employees		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
<i>Documentary Requirements</i>			
Signed and properly accomplished Document Request Form (DRF)		Human Resources Section	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the duly accomplished Document Request Form (DRF)	1. Receive request	NONE	5 minutes	Administrative Officer IV
2. None	2. Prepare the requested document based on Employee 201 File and HR Documents.	NONE	30 minutes	Administrative Officer IV
3. None	3. Review the requested document	NONE	30 minutes	Administrative Officer V
4. None	4. Approve the requested document	NONE	23 hours	Chief Administrative Officer IV
5. Receive the certificate	5. Release the certificate	NONE	30 minutes	Administrative Officer IV
TOTAL:			1 working day	



3. APPLICATION FOR LEAVE

Office or Division	Finance and Administrative Division (Personnel Section)
Classification	Simple
Type of Transaction	G2G - Government-to-Government Entity
Who may avail	FPA Officials and Employees
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Duly accomplished Application for Leave (CSC Form No. 6, Revised 2020) in three (3) original copies and Supporting Requirements, as applicable	Human Resource Section
2. Checklist of Supporting Requirements: Vacation Leave A. Thirty (30) days and above 1. Duly approved Clearance from Money, Property and Work-Related Accountabilities B. Outside the Philippines 1. Letter request for issuance of Travel Authority stating details of travel 2. Endorsement by immediate supervisor allowing the employee's leave of absence 3. Certificate of No Administrative Case Sick Leave A. Five (5) days or more or filed in advance 1. Medical Certificate (Medical Abstract) of the employee or any member of the family Mandatory/Forced Leave (5 days) 1. Approved Schedule of Mandatory Leave Expanded Maternity Leave under R.A. 11210 (105 days and additional 5 days for solo parent) 1. Proof of pregnancy e.g. ultrasound, doctor's certificate on the expected date of delivery 2. Duly approved Clearance from Money, Property and Work-Related Accountabilities Parental Leave under R.A. 8972 1. Solo Parent Identification Card Paternity Leave under R.A. 8187 1. Certificate of Live Birth of the child or medical certificate from the hospital, in case of miscarriage Special Emergency Leave under CSC MC02 s. 2012 (maximum of 5 days) 1. Calamity declaration by authorized government entity 2. Barangay Certification of calamity-stricken area 3. Picture of damaged property Study Leave 1. Letter of Intent 2. Proof of enrolment 3. Service Undertaking 4. Duly approve Clearance from Money, Property and Work-Related Accountabilities, if thirty (30) days or more Special Leave Benefits under R.A. 9710 (For women who will undergo gynaecological treatment) 1. Medical Certificate stating the nature of the illness and the course of treatment and Medical Abstract 2. Duly approved Clearance from Money, Property and Work Related Accountabilities (if thirty (30) days or more) Violence Against Women and their Children (VAWC) Leave under R.A. 9262 (maximum of 10 Days)	Requesting Personnel

1. Barangay Protection Order (BPO) obtained from the barangay;
2. Temporary/Permanent Protection Order (TPO/PPO) obtained from the court;
3. If the protection order is not yet issued by the barangay or the court, a certification issued by the Punong Barangay/Kagawad or Prosecutor or the Clerk of Court that the application for the BPO, TPO or PPO has been filed with the said office shall be sufficient to support the application for the ten-day leave; or
4. In the absence of the BPO/TPO/PPO or the certification, a police report specifying the details of the occurrence of violence on the victim and a medical certificate may be considered, at the discretion of the immediate supervisor of the woman employee concerned.

Rehabilitation Leave (job related injuries or accidents sustained in going to or from the office at usual route)

1. Letter request signed by the employee or in case the employee is unable to write, his/her immediate family
2. Police Report (if any)
3. Medical Certificate stating the nature of the illness and the course of treatment and Medical Abstract
4. Duly approved Clearance from Money, Property and Work-Related Accountabilities, if thirty (30) days or more

Monetization of Leave Benefits

1. Letter request stating purpose of monetization if more than thirty (30) days
2. Proof of purpose

Terminal Leave

1. Acceptance Letter in case of resignation/retirement/ separation
2. Clearance from Money, Property and Work Related Accountabilities (if thirty (30) days or more)

Special Leave Benefits under R.A. 9710

(For women who will undergo gynaecological treatment)

1. Medical Certificate stating the nature of the illness and the course of treatment and Medical Abstract
2. Duly approved Clearance from Money, Property and Work Related Accountabilities (if thirty (30) days or more)

Violence Against Women and their Children (VAWC) Leave under R.A. 9262

(maximum of 10 Days)

1. Barangay Protection Order (BPO) obtained from the barangay;
2. Temporary/Permanent Protection Order (TPO/PPO) obtained from the court;
3. If the protection order is not yet issued by the barangay or the court, a certification issued by the Punong Barangay/Kagawad or Prosecutor or the Clerk of Court that the application for the BPO, TPO or PPO has been filed with the said office shall be sufficient to support the application for the ten-day leave; or
4. In the absence of the BPO/TPO/PPO or the certification, a police report specifying the details of the occurrence of violence on the victim and a medical certificate may be considered, at the discretion of the immediate supervisor of the woman employee



concerned.

Rehabilitation Leave (job related injuries or accidents sustained in going to or from the office at usual route)

1. Letter request signed by the employee or in case the employee is unable to write, his/her immediate family

2. Police Report (if any)

3. Medical Certificate stating the nature of the illness and the course of treatment and Medical Abstract

4. Duly approved Clearance from Money, Property and Work-Related Accountabilities, if thirty (30) days or more

Monetization of Leave Benefits

1. Letter request stating purpose of monetization if more than thirty (30) days

2. Proof of purpose

Terminal Leave

1. Acceptance Letter in case of resignation/retirement/ separation

2. Clearance from Money, Property and Work Related Accountabilities (if thirty (30) days or more)

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. File duly accomplished Application for Leave Form and supporting requirements	1. Screen and review application as to completeness of supporting requirements details and signatures and availability of leave credits 3) Accomplished and signed Leave Credit Balances on the Application for Leave 4) Release the Application for Leave to the Office of the Director for Approval	NONE	1 hour	Administrative Officer IV
2. Submit the CSC Form No. 6 to the Chief/ Head of Unit	2. Check the leave balance, indicate and certify available leave balances	NONE	1 hour	Administrative Officer IV and Administrative Officer V
3. None	3. Recommend approval or provides reason for disapproval	NONE	22 hours	Chief/ Unit Head
4. Submit the CSC Form No. 6 to the Office of the Executive Director	4. Approve or provide reason for disapproval	NONE	1 working day	Administrative Officer IV Executive Director
5. Receive the approved/ disapproved Application for Leave	5. Update personnel's leave balance and provide a copy of approved/ disapproved application 5.1 File the copy of approved/ disapproved Application for Leave in personnel's 201 file	NONE	1 working day	Administrative Officer IV
TOTAL:			3 working days	



4. PAYROLL PREPARATION

Office or Division	Finance and Administrative Division (Personnel Section)			
Classification	Complex			
Type of Transaction	G2G - Government-to-Government Entity			
Who may avail	FPA Officials and Employees			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Signed Daily Time Record (DTR)			Human Resource Section	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit DTR - completely filled up and with complete signatures.	1. Receive DTR's – recorded to Log Book or DTR Tracking	None	25 minutes	Administrative Officer IV
2. None	2. Assessed completeness of details and compute: a. lates and absences b. or any other necessary adjustments	None	23 hours	Administrative Officer IV
3. None	3. Preparation and entry of: a. Remittances and other Deductions b. Taxes	None	2 working days	Administrative Officer IV
4. None	4. Payroll Preparation a. Encoding b. Proof Listing c. Printing	None	2 working days	Administrative Officer IV
5. None	5. Approve of Payroll	None	1 working day	Administrative Officer V
6. None	6. Record and log-out to Budget Section for assessments	None	5 minutes	Administrative Officer V
TOTAL:			6 working days	

5. RECRUITMENT, HIRING AND PLACEMENT OF PERSONNEL (NEW ENTRANTS)

Office or Division	Department of Agriculture Office of the Executive Director Head of organizational unit where vacancy exists, or his/her designated alternate Human Resource Merit Promotion and Selection Boardm (HRMPSB)
Classification	Highly Technical
Type of Transaction	G2G - Government-to-Government Entity G2C - Government-to-Citizen
Who may avail	FPA Officials and Employees
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Refer to Omnibus Rules on Appointment and other Human Resource Action (ORA-OHRA CSC MC NO. 14 s. 2018, CSC Memorandum No. 24, s. 2017, as amended)	CSC Memorandum No. 24, s. 2017, as amended.
<u>Documentary Requirements:</u> 1. One (1) latest and duly accomplished Personal Data Sheet (CSC Form No. 212, Revised 2017) with recent passport-sized picture and Work Experience Sheet, if applicable	Applicant
2. One (1) latest and duly accomplished Personal Data Sheet (CSC Form No. 212, Revised 2017) with recent passport-sized picture and Work Experience Sheet, if applicable	Civil Service Commission Website
3. Original copy of Authenticated Certificate of Eligibility/ Report of Rating/ Valid License issued by PRC, LTO,, Supreme Court	Civil Service Commission Regional Office or Central Office Land Transportation Office Professional Regulations Commission Supreme Court
4. One (1) Certified True Copy of Transcript of Records and Diploma	School (College/University)
5. One (1) valid Medical Certificate (CSC Form No. 211 Revised 2018)	Civil Service Commission Website HRD Section
6. One (1) valid NBI Clearance	National Bureau of Investigation
7. One (1) Certificate of Live Birth and Marriage issued by Philippine Statistics Authorit	Philippine Statistics Authority
8. Certificate of Previous Employment, if there is any	Applicant
9. Certificate of Trainings and Seminars Attended, if there is any	Applicant
10. One (1) copy of Performance Rating of at least Very Satisfactory (VS) in the last rating period, if applicable	Applicant
11. Certificate of Awards/Commendations Received, if there is any	Applicant
For SG 24 - 28 : One (1) Certified True Copy of Transcript of Records and Diploma of Master's Degree/Juris Doctor	School (University)



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
RECRUITMENT				
A. For SG 4 - 23				
1. None	1. Publish vacant positions/s thru Bulletin Board, Agency Website, CSC Bulletin of Vacant Position	None	10 calendar days	Administrative Officer V, HRS
	2. Receive and prepare summary applications submitted by walk-in applicants, via courier, and email to be presented to the HRMPSB for initial screening		1 working day	Administrative Officer IV, HRS
	3. Conduct initial screening of the applicants		2 working days	HRMPSB
2. Reply to the received notification	4. Notify qualified applicants via email and/or text who will take written test (IQ/Abstract/Technical)		1 working day	Administrative Officer IV, HRS
3. Take the written test	5. Conduct the face-to-face examination or virtual online examination for applicants in Regional Field Units 5.1 Send email to the applicants who passed and failed the written test examination		2 working days	Administrative Officer IV, HRS
SUB-TOTAL:			16 working days	
B. For SG 24-28				
1. None	1. Publish vacant positions/s thru Bulletin Board, Agency Website, CSC Bulletin of Vacant Position	None	10 calendar days	Administrative Officer V, HRS



	2. Receive and prepare summary applications submitted by walk-in applicants, via courier, and email to be presented to the HRMPSB for initial screening		1 working day	Administrative Officer IV, HRS
	3. Conduct initial screening of the applicants		2 working days	SG 24 - HRMPSB SG 27- 28 - DA Special HRMPSB
SUB-TOTAL:			13 working days	
SELECTION				
A. For SG 4 - 23				
1. None	1. Prepare pre-comparative matrix of qualified applicants to be presented to the HRMPSB panel interview	None	3 working days	HRMPSB
2. Attend to the face-to-face interview for central office applicants while Zoom Virtual Platform interview for regional field offices applicants	2. Schedule and Conduct PSB panel interview/PSB Deliberation for Applicants who passed the Examination via Zoom Virtual Platform or face to face interview		3 working days	HRMPSB
3. Provide contact reference for background investigation	3. Conduct background investigation of qualified candidates		3 working days	Administrative Officer IV, HRS
4. None	4. Deliberate the final qualified candidates		3 working days	HRMPSB
SUB-TOTAL:			12 working days	
B. For SG 24 - 28				
1. None	1. Prepare pre-comparative matrix of qualified applicants to be presented to the HRMPSB (SG 24) and DA Special HRMPSB (SG27-28) for panel interview	None	3 working days	SG 24 - HRMPSB SG 27- 28 - DA Special HRMPSB

2. Attend to the face-to-face interview for central office applicants while Zoom Virtual Platform interview for regional field offices applicants	2. Schedule and Conduct HRMPSB (SG 24) and DA Special HRMPSB (SG27-28) panel interview/PSB Deliberation for Applicants who passed initial screening via Zoom Virtual Platform or face to face interview		3 working days	SG 24 - HRMPSB SG 27- 28 - DA Special HRMPSB
3. Provide contact reference for background investigation	3. Conduct background investigation of qualified candidates		3 working days	Administrative Officer IV, HRS
4. None	4. Deliberate the final qualified candidates		3 working days	SG 24 - HRMPSB SG 27- 28 - DA Special HRMPSB
SUB-TOTAL:			12 working days	
PLACEMENT				
A. For SG 4 - 23				
1. Reply to the email on the status of application	1. Send email to all candidates regarding the status of their applicants: 1.1 Notify candidates who were shortlisted and not considered for the position		3 working days	Administrative Officer IV, HRS
2. None	2. Prepare and submit shortlisted applicants through Memorandum to be submitted to the Chairman of the Board (Secretary of the Department of Agriculture) endorsed by the Executive Director 2.1. Attach Comparative Assessment Form, PDS, and Work Experience Sheet of the shortlisted applicants	None	3 working days	Executive Director Administrative Officer IV, HRS

3. None	3. Receive Letter of Approval from the Chairman of the Board (Secretary of the Department of Agriculture) of the selected applicant for issuance of appointment		3 working days	Chairman of the Board Executive Director Human Resource Section
4. None	4. Prepare Appointment Papers for signature of Human Resource Management Officer, PSB Chairperson and Chairman of the Board		3 working days	Administrative Assistant V HRMPSB Chairperson Chairman of the Board
5. Reply to the received notification	5. Notify candidates via email who are to be appointed, the effectivity of their appointments, schedule of oath taking, and orientation		1 working day	Administrative Assistant V HRMPSB Chairperson Chairman of the Board
6. Report for the Oath Taking	6. Introduce the newly-hired employee/s to all staff/respective division/unit and conduct of oath taking		1 working day	Administrative Assistant V HRMPSB Chairperson Chairman of the Board
7. None	7. Prepare Report on Appointments Issued (RAI) for submission to CSC Field Office/Posting at the Bulletin Board		3 working days	Administrative Assistant V
8. None	8. Submit appointment papers and its supporting documents to CSC Field Office		2 working days	Administrative Assistant V
9. Attend orientation seminar	9. Conduct orientation to the newlyhired employees		1 working day	Administrative Assistant IV
SUB-TOTAL:			20 working days	
B. For SG 24-28				



<p>1. Reply to the email on the status of application</p>	<p>1. Send email all candidates regarding the status of their applicants: 1.1 Notify candidates who were shortlisted and not considered for the position</p>	<p>None</p>	<p>3 working days</p>	<p>Administrative Officer IV, HRS</p>
<p>2. None</p>	<p>2. Inform the Board Secretary of the shortlisted applicants 2.1. Prepare a power point presentation of the shortlisted applicants to be presented to the Board of Directors during the FPA Board of Directors meeting</p>		<p>3 working days</p>	<p>Executive Director Administrative Officer IV, HRS</p>
<p>3. None</p>	<p>3. Prepare board resolutions to be signed by the Board of Directors: 3.1 Appointment of Selected Candidate and Special Authority to the Chairman of the Board as the signing authority for the issued appointment</p>		<p>2 working days</p>	<p>Board Secretary</p>
<p>4. None</p>	<p>4. Route the Board Resolutions for signature of the Board of Directors 4.1 Received signed Board Resolutions</p>		<p>7 working days</p>	<p>Board of Directors Board Secretary</p>
<p>5. None</p>	<p>5. Prepare Appointment Papers for signature of Human Resource Management Officer, SG 24 - HRMPSB Chairperson while SG 27-28 - DA Special HRMPSB Chairperson and Chairman of the Board</p>		<p>3 working days</p>	<p>Administrative Assistant V SG 24 - HRMPSB SG 27-28 - DA Special HRMPSB Chairperson Chairman of the Board</p>



6. Reply to the received notification	6. Notify candidates via email who are to be appointed, the effectivity of their appointments, schedule of oath taking, and orientation		1 working day	Administrative Assistant V HRMPSB Chairperson Chairman of the Board
7. Report for the Oath Taking	7. Introduce the newly-hired employee/s to all staff/respective division/unit and conduct of oath taking		1 working day	Administrative Assistant V HRMPSB Chairperson Chairman of the Board
8. None	8. Prepare Report on Appointments Issued (RAI) for submission to CSC Field Office/Posting at the Bulletin Board		3 working days	Administrative Assistant V
9. None	9. Submit appointment papers and its supporting documents to CSC Field Office		2 working days	Administrative Assistant V
10. Attend orientation seminar	10. Conduct orientation to the newlyhired employees		1 working day	Administrative Assistant IV
SG 4 - 23	SUB-TOTAL:		20 working days	
	TOTAL:		48 working days	
SG 24 - 28	SUB-TOTAL:		26 working days	
	TOTAL:		51 working days	

6. RECRUITMENT, HIRING AND PLACEMENT OF PERSONNEL (PROMOTION)

Office or Division	Department of Agriculture Office of the Executive Director Head of organizational unit where vacancy exists, or his/her designated alternate Human Resource Merit Promotion and Selection Boardm (HRMPSB)			
Classification	Highly Technical			
Type of Transaction	G2G - Government-to-Government Entity G2C - Government-to-Citizen			
Who may avail	FPA Officials and Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Refer to Omnibus Rules on Appointment and other Human Resource Action (ORA-OHRA CSC MC NO.14 s. 2018, CSC Memorandum No. 24, s. 2017, as amended)		CSC Memorandum No. 24, s. 2017, as amended.		
Documentary Requirements: 1. One (1) latest and duly accomplished Personal Data Sheet (CSC Form No. 212, Revised 2017) with recent passport-sized picture and Work Experience Sheet, if applicable		Applicant		
2. One (1) latest and duly accomplished Personal Data Sheet (CSC Form No. 212, Revised 2017) with recent passport-sized picture and Work Experience Sheet, if applicable		Civil Service Commission Website		
3. Original copy of Authenticated Certificate of Eligibility/ Report of Rating/ Valid License issued by PRC, LTO,, Supreme Court		Civil Service Commission Regional Office or Central Office Land Transportation Office Professional Regulations Commission Supreme Court		
4. One (1) copy of Performance Rating of at least Very Satisfactory(VS) in the last rating period		Applicant		
5. Certificate of Trainings and Seminars Attended, if there is any		Civil Service Commission Website HRD Section		
6. Certificate of Awards/Commendations Received, if there is any		National Bureau of Investigation		
For SG 24 - 28 : One (1) Certified True Copy of Transcript of Records and Diploma of Master's Degree/Juris Doctor		School (University)		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
RECRUITMENT				
A. For SG 4 - 23				
1. None	1. Publish vacant positions/s thru Bulletin Board, Agency Website, CSC Bulletin of Vacant Position	None	10 calendar days	Administrative Officer V, HRS

	2. Receive and prepare summary applications submitted by walk-in applicants, via courier, and email to be presented to the HRMPSB for initial screening		1 working day	Administrative Officer IV, HRS
	3. Conduct initial screening of the applicants		2 working days	HRMPSB
2. Reply to the received notification	4. Notify qualified applicants via email and/or text who will take written test (IQ/Abstract/Technical)		1 working day	Administrative Officer IV, HRS
3. Take the written test	5. Conduct the face-to-face examination or virtual online examination for applicants in Regional Field Units 5.1 Send email to the applicants who passed and failed the written test examination		2 working days	Administrative Officer IV, HRS

SUB-TOTAL: 16 working days

B. For SG 24-28				
1. None	1. Publish vacant positions/s thru Bulletin Board, Agency Website, CSC Bulletin of Vacant Position	None	10 calendar days	Administrative Officer V, HRS
	2. Receive and prepare summary applications submitted by walk-in applicants, via courier, and email to be presented to the HRMPSB for initial screening	None	1 working day	Administrative Officer IV, HRS
	3. Conduct initial screening of the applicants	None	2 working days	SG 24 - HRMPSB SG 27- 28 - DA Special HRMPSB

SUB-TOTAL: 13 working days

SELECTION

A. For SG 4 - 23				
1. None	1. Prepare pre-comparative matrix of qualified applicants to be presented to the HRMPSB panel interview	None	3 working days	HRMPSB
2. Attend to the face-to-face interview for central office applicants while oom Virtual Platform interview for regional field offices applicants	2. Schedule and Conduct PSB panel interview/PSB Deliberation for Applicants who passed the Examination via Zoom Virtual Platform or face to face interview		3 working days	HRMPSB
3. Provide contact reference for background investigation	3. Conduct background investigation of qualified candidates		3 working days	Administrative Officer IV, HRS
4. None	4. Deliberate the final qualified candidates		3 working days	HRMPSB

SUB-TOTAL: 12 working days

B. For SG 24 - 28				
1. None	1. Prepare pre-comparative matrix of qualified applicants to be presented to the HRMPSB (SG 24) and DA Special HRMPSB (SG27-28) for panel interview	None	3 working days	SG 24 - HRMPSB SG 27- 28 - DA Special HRMPSB
2. Attend to the face-to-face interview for central office applicants while oom Virtual Platform interview for regional field offices	2. Schedule and Conduct HRMPSB (SG 24) and DA Special HRMPSB (SG27-28) panel interview/PSB Deliberation for Applicants who passed initial screening via Zoom Virtual Platform or face to face interview		3 working days	SG 24 - HRMPSB SG 27- 28 - DA Special HRMPSB



applicants				
3. Provide contact reference for background investigation	3. Conduct background investigation of qualified candidates		3 working days	Administrative Officer IV, HRS
4. None	4. Deliberate the final qualified candidates		3 working days	SG 24 - HRMPSB SG 27- 28 - DA Special HRMPSB
SUB-TOTAL:			12 working days	
PLACEMENT				
A. For SG 4 - 23				
1. Reply to the email on the status of application	1. Send email to all candidates regarding the status of their applicants: 1.1 Notify candidates who were shortlisted and not considered for the position	None	3 working days	Administrative Officer IV, HRS
2. None	2. Prepare and submit shortlisted applicants through Memorandum to be submitted to the Chairman of the Board (Secretary of the Department of Agriculture) endorsed by the Executive Director 2.1. Attach Comparative Assessment Form, PDS, and Work Experience Sheet of the shortlisted applicants		3 working days	Executive Director Administrative Officer IV, HRS
3. None	3. Receive Letter of Approval from the Chairman of the Board (Secretary of the Department of Agriculture) of the selected applicant for issuance of appointment		3 working days	Chairman of the Board Executive Director Human Resource Section
4. None	4. Prepare Appointment Papers for signature of Human Resource Management Officer, PSB Chairperson and Chairman of the Board		3 working days	Administrative Assistant V HRMPSB Chairperson Chairman of the Board
5. Reply to the received notification	5. Notify candidates via email who are to be appointed, the effectivity of their appointments, schedule of oath taking, and orientation		1 working day	Administrative Assistant V HRMPSB Chairperson Chairman of the Board
6. Report for the Oath Taking	6. Introduce the newly-hired employee/s to all staff/respective division/unit and conduct of oath taking		1 working day	Administrative Assistant V HRMPSB Chairperson Chairman of the Board
7. None	7. Prepare Report on Appointments Issued (RAI) for submission to CSC Field Office/Posting at the Bulletin Board		3 working days	Administrative Assistant V
8. None	8. Submit appointment papers and its supporting documents to CSC		2 working days	Administrative Assistant V



	Field Office			
4. Attend orientation seminar	9. Conduct orientation to the newly hired employees		1 working day	Administrative Assistant IV
SUB-TOTAL:			20 working days	
B. For SG 24-28				
1. Reply to the email on the status of application	1. Send email all candidates regarding the status of their applicants: 1.1 Notify candidates who were shortlisted and not considered for the position	None	3 working days	Administrative Officer IV, HRS
2. None	2. Inform the Board Secretary of the shortlisted applicants 2.1. Prepare a power point presentation of the shortlisted applicants to be presented to the Board of Directors during the FPA Board of Directors meeting		3 working days	Executive Director Administrative Officer IV, HRS
3. None	3. Prepare board resolutions to be signed by the Board of Directors: 3.1 Appointment of Selected Candidate and Special Authority to the Chairman of the Board as the signing authority for the issued appointment		2 working days	Board Secretary
4. None	4. Route the Board Resolutions for signature of the Board of Directors 4.1 Received signed Board Resolutions		7 working days	Board of Directors Board Secretary
5. None	5. Prepare Appointment Papers for signature of Human Resource Management Officer, SG 24 - HRMPSB Chairperson while SG 27-28 - DA Special HRMPSB Chairperson and Chairman of the Board		3 working days	Administrative Assistant V SG 24 - HRMPSB SG 27-28 - DA Special HRMPSB Chairperson Chairman of the Board
6. Reply to the received notification	6. Notify candidates via email who are to be appointed, the effectivity of their appointments, schedule of oath taking, and orientation		1 working day	Administrative Assistant V HRMPSB Chairperson Chairman of the Board
7. Report for the Oath Taking	7. Introduce the newly-hired employee/s to all staff/respective division/unit and conduct of oath taking		1 working day	Administrative Assistant V HRMPSB Chairperson Chairman of the Board
8. None	8. Prepare Report on Appointments Issued (RAI) for submission to CSC Field Office/Posting at the Bulletin Board		3 working days	Administrative Assistant V



9. None	9. Submit appointment papers and its supporting documents to CSC Field Office		2 working days	Administrative Assistant V
10 Attend orientation seminar	10. Conduct orientation to the newlyhired employees		1 working day	Administrative Assistant IV
SG 4 - 23	SUB-TOTAL:		20 working days	
	TOTAL:		48 working days	
SG 24 - 28	SUB-TOTAL:		26 working days	
	TOTAL:		51 working days	

7. ISSUANCE OF CLEARANCE FORM AND ACCEPTANCE LETTER FOR RETIREMENT/ SEPARATION/ RESIGNATION/ TRANSFER OF PERSONNEL

Office or Division	Finance and Administrative Division (Personnel Section)			
Classification	Complex			
Type of Transaction	G2G - Government-to-Government Entity			
Who may avail	FPA Officials and Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter of Intent		Claimant		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
A. Resignee, Transferee, and Optional Retirement				
1. Submit letter of intent to the Office of the Executive Director	1. If approved by the Executive Director, prepare acceptance letter	None	30 minutes	Administrative Officer IV Executive Director
2. Receive acceptance letter, list of requirements to comply and clearance form	2. Issue acceptance letter, list of requirements to comply and clearance form		30 minutes	Administrative Officer IV Executive Director
3. Route the Clearance Form	3. Indicate status of accountabilities from the following units: 1. Administrative Services a. Supply and Property Procurement and Management Services b. Human Resource Welfare & Assistance c. Agency-accredited Union/Cooperative 2. Library a. Library Services 3. Finance and Assets Management a. Financial Services b. Transaction, Processing & Billing Services c. Payroll & Remittance Services 4. Professional and Institutional Development a. Scholarship Services IV. Certification of No Pending Administrative Case: a. Internal Affairs Office/Legal Affairs Office If employee has no accountability: ticks the box under the "Cleared" column		5 working days	1. a. Administrative Officer V, GSS b. Administrative Officer V, HRS c. FPAEA President 2. a. Administrative Officer V, Informatin Unit, PMID 3. a. Chief Adminstrative Officer V b. Administrative Officer II, Cashier Unit c. Administrative Officer IV, HRS 4. a. Personnel Development Team Chair IV. a. Attorney IV Chief Administrative Officer



	Otherwise, ticks the box under the "Not 2.1 Review clearances from units		
3. Submit the copy of clearance to HRS	3. If not cleared, provides the employee a copy of the uncleared accountability. If cleared, provide Approved Clearance	30 minutes	Administrative Officer IV Executive Director
4. Receive from HRS a copy of the document	4. Releases the approved Clearance	30 minutes	Administrative Officer IV, HRS
TOTAL:		*7 working days	

*per clearing unit

8. ISSUANCE OF CLEARANCE FORM FOR LEAVE APPLICATION OF MORE THAN 30 DAYS

Office or Division	Finance and Administrative Division (Personnel Section)			
Classification	Complex			
Type of Transaction	G2G - Government-to-Government Entity			
Who may avail	FPA Officials and Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Duly filled-out Request Form		Human Resource Section		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
A. Leave Application for more than 30 days and separation due to death				
1. Submits Request Form and application for Clearance Form	1. Screen request as to correctness of units/ signatories authorized to issue clearances	None	30 minutes	Administrative Officer IV Executive Director
2. Receive clearance form	2. Issue clearance form		30 minutes	Administrative Officer IV Executive Director
3. Route the Clearance Form	3. Indicate status of accountabilities from the following units: 1. Administrative Services a. Supply and Property Procurement and Management Services b. Human Resource Welfare & Assistance c. Agency-accredited Union/Cooperative 2. Library a. Library Services 3. Finance and Assets Management a. Financial Services b. Transaction, Processing & Billing Services c. Payroll & Remittance Services 4. Professional and Institutional Development a. Scholarship Services IV. Certification of No Pending Administrative Case: a. Internal Affairs Office/Legal Affairs Office If employee has no accountability: ticks the box under the "Cleared" column Otherwise, ticks the box under the "Not 2.1 Review clearances		*5 working days	1. a. Administrative Officer V, GSS b. Administrative Officer V, HRS c. FPAEA President 2. a. Administrative Officer V, Informatin Unit, PMID 3. a. Chief Adminstrative Officer V b. Administrative Officer II, Cashier Unit c. Administrative Officer IV, HRS 4. a. Personnel Development Team Chair IV. a. Attorney IV Chief Administrative Officer



	from units		
3. Submit the copy of clearance to HRS	3. If not cleared, provides the employee a copy of the uncleared accountability. If cleared, provide Approved Clearance	30 minutes	Administrative Officer IV Executive Director
4. Receive from HRS a copy of the document	4. Releases the approved Clearance	30 minutes	Administrative Officer IV, HRS
TOTAL:		*7 working days	

*per clearing unit



9. LEARNING AND DEVELOPMENT SERVICES

b. Employment and Compensation

c. Leave Balances

d. No Pending Administrative Case

Office or Division	Finance and Administrative Division (Personnel Section)
Classification	Highly Technical
Type of Transaction	G2G - Government-to-Government Entity (Local and Foreign)
Who may avail	FPA Officials and Employees
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Invitations received by Office of the Executive Director, Divisions and Regional Field Units Directors	Government agencies (local and foreign), Business , Private

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. No activity	1. Receive invitation for Learning and Development Program	NONE	1 working day	Receiving Division
3. Submit IDP and IPCR	2. Evaluate and prepare the list of the employees who signified interest to the course based on the Individual Development Plan (IDP), and Individual Performance Commitment and Review (IPCR) 3.1 3.1. if no one signified interest, request nomination from the division		5 working days	Administrative Officer IV, Human Resources Section
4. No activity	4. Submit shortlisted qualified personnel for the training to the concerned Divisions/Units and to the Personnel Development Team		1 working day	Division and Field Units
5. No activity	5. Convene to decide who among the nominees will be endorsed to Executive Director		1 working day	Personnel Development Team
6. No activity	6. Select / approve official nominee		1 working day	Executive Director
	7. Prepare Special Order for the attendees		1 working day	Admin Officer IV
TOTAL:			10 working days	

10. REWARDS AND RECOGNITION AWARDING

Office or Division	Central Office Regional Field Units PRAISE Committee Finance and Administrative Division Human Resource Section			
Classification	Highly Technical			
Type of Transaction	G2G - Government-to-Government Entity			
Who may avail	FPA Officials and Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. List of awards to be conferred		Human Resource Section		
2. Criteria for the specific award		PRAISE Committee		
3. List of qualified nominees		Central Office and Regional Field Units		
4. List selected awardee		PRAISE Committee		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. No activity	1. Receive list of nominees from the divisions/field units 1.1 Identifies nominees to the certain awards and submit the list of nominees to Administrative Division	NONE	4 working days	Division chiefs and Unit heads
2. No activity	2. Nominee are pre-evaluated based on HR records 2.1 Prepare supporting documents 2.2 Schedule PRAISE Committee Meeting		5 working days	Human Resource Section PRAISE Secretariat
3. Submit IDP and IPCR	3. Evaluate qualified nominees based on the PRAISE criteria 3.1. Validate if qualified/not qualified based on HR records 3.2. List of Qualified Nominees 3.3. Submit PRAISE Resolution / Recommendation		1 working day	PRAISE Committee
4. No activity	4. Finalize the list of qualified nominees 4.1. Finalizes the PRAISE Resolutions for signature of the members		2 working days	Human Resources Section / Planning Unit / Secretariat



5. No activity	5. Prepare the Certificate of Recognition and program of activities for signature 5.1. Schedule the awarding ceremony	2 working days	PRAISE Committee / Human Resources Section / Planning Unit
6. No activity	6. Approve the final list of qualified nominees, signs the Certificate of Recognition and program of activities	1 working day	Executive Director
5. No activity	7. Award Plaque of Appreciation, Certificate of Recognition, Tokens, Cash Awards or Rewards	1 working day	Executive Director
TOTAL:		15 working days	



11. PROCESSING OF TERMINAL LEAVE

Office or Division	Administrative Division			
Classification	Highly Technical			
Type of Transaction	G2G- Government to Government			
Who may avail	FPA Officials and Employees			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Application for Leave			Human Resource Section	
2. Letter of Intent to Retire			Applicant	
3. Office Clearance			Human Resource Section	
4. GSIS Clearance			Applicant	
5. Ombudsman			Applicant	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
EMPLOYEES WELFARE AND BENEFITS				
1. Submit all documentary requirements to the HR Section	1. Receive and evaluates the submitted documentary requirements for the preparation of payroll or disbursement voucher	NONE	3 working days	Administrative Officer IV
	2. Determine available leave credits, if applicable		5 working days	Administrative Officer IV
2. Submit letter of intent to Retire, Fill-up the application for Retirement, Signs the Clearance	3. Submit letter of intent to Retire, Fill-up the application for Retirement, Sign and route the Clearance for signature of the		*7 working days	Human Resource Section
3. Submit GSIS Clearance and signed application for terminal leave benefits	4. Receive and process application for terminal leave benefits		2 working days	Administrative Officer IV
	6. Submit documents to Budget Section for request for funding allocation 6.1. Prepare disbursement voucher for terminal leave upon receipt of the Notice of Cash Allocation		1 working day	Administrative Officer V
TOTAL:			20 working days	

*per clearing unit/ division



12. DRIVER AND VEHICLE SERVICES

OFFICE OR DIVISION	Finance and Administrative Division				
CLASSIFICATION	Simple				
TYPE OF TRANSACTION	Government to Government				
WHO MAY AVAIL	FPA Officials and Employees				
CHECKLIST OF REQUIREMENTS				WHERE TO SECURE	
1. Vehicle Request Form (VRF)				1. Requesting party	
CLIENT STEP	WORKFLOW	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the approved Vehicle Request Form (VRF) to the person in charged	Issuance of Vehicle Trip Ticket	1. Receive the approved Vehicle Request Form (VRF)	N/A	within two (2) hours	Administrative Officer III / Administrative Officer V
		2. Check for completeness of details and signatures			
		3. Check availability of vehicle and driver			
		4. Prepare the Vehicle Trip Ticket			
		5. Approve the Vehicle Trip Ticket			
		6. Furnish a copy of the approved Vehicle Trip Ticket to the requesting party, assigned driver and guard-on-duty			

13. INVENTORY AND OTHER SUPPLY MATERIAL SERVICES

OFFICE OR DIVISION	Finance and Administrative Division							
CLASSIFICATION	Simple							
TYPE OF TRANSACTION	Government to Government							
WHO MAY AVAIL	FPA Officials and Employees							
CHECKLIST OF REQUIREMENTS				WHERE TO SECURE				
1. Purchase Request (PR)				1. Requesting party				
2. Requisition and Issuance Slip (RIS)				10. General Services Section (GSS)				
CLIENT STEP	WORKFLOW	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE			
1. Submit the approved Purchase Request (PR) to the assigned staff of the General Services Section	1. Procurement	1.1 Receive the approved Purchase Request (PR) and check for completeness of details and signatures.	N/A	4 working days	Administrative Officer III (GSS) / Administrative Officer V (GSS)			
		1.2 Prepare Request for Quotation (RFQ) per approved PR						
		1.3 Canvass for price quotation from at least three (3) suppliers						
		1.4 Prepare the Summary of Quotation (SOQ) based on the RFQs.						
		1.5 Approve the (SOQ)						
		1.6 Purchase the goods/service from the supplier with the lowest responsive quote						
		<i>In case there is a need to issue PO/JO, actions are as follows:</i>				3 working days	Administrative Officer III (GSS)	
		1.7 Prepare Obligation Request and Status (ORS) and Purchase Order (PO)/Job Order (JO)						
		1.8 Sign the Box A portion of the ORS						Chief of the Requesting Division
		1.9 Certify the ORS						Administrative Officer V (Budget Chief)
		1.10 Certify fund availability portion of the PO						Chief Accountant
1.11 Approve the PO/JO	Executive Director							

		1.11 Send the approved PO to Supplier for conforme			Administrative Officer III (GSS)
		1.12 Receive conformed PO from the supplier			
		1.13 Forward the conformed PO/JO and other supporting documents to the COA.			
	2. Receipt of Items Purchased/Delivered	2.1 Receive/check the items purchased/delivered based on the approved PR/PO/JO and sign the "Received" portion of the DR/SI	N/A	3 working days	Administrative Officer III (GSS) / Administrative Officer V (GSS)
		2.3 Prepare and forward the Inspection and Acceptance Report to the designated inspector			Designated Technical Inspector
		2.4 Inspect and verify the items as to quantity and specifications			Administrative Officer III (GSS) / Administrative Officer V (GSS)
		2.5 Accept the items purchased/delivered			
		2.5 Forward a copy of the signed IAR, PO/JO and other supporting documents to the COA			
		2.6 Record the items purchased/delivered to the Stock Card (SC)			
		2.7 Forward a copy of the IAR, DR/SI, PR/PO/JO to the Accounting Section			
2. Submit the approved Requisition and Issuance Slip (RIS) to the assigned staff of the General Services Section	3. Issuance of Inventory/ Semi-expendable Items/ Equipment	3.1 Receive the approved Requisition and Issuance Slip (RIS) and check for completeness of details and signatures.	N/A	3 working days	Administrative Officer III (GSS) / Administrative Officer V (GSS)



	<p>3.2 Check the availability of items requested and assign control number for the RIS</p> <p>3.3a In case the item requested is an inventory item, actions are as follows:</p> <p>3.3a.1 Issue the inventory item to the requesting party</p> <p>3.3a.2 prepare Report of Supplies and Materials Issued (RSMI)</p> <p>3.3a.3 Certify the RSMI</p> <p>3.3A.4 Record Issuance to the SC</p> <p>3.3b In case the item requested is semi-expendable item or equipment, actions are as follows:</p> <p>3.3b.1 Prepare Inventory Custodian Slip (ICS) / Property Acknowledgement Receipt (PAR)</p> <p>3.3b.2 Sign/Approved the ICS/PAR</p> <p>3.3b.3 Issue the semi-expendable item or equipment to the requesting party</p> <p>3.4 Forward a copy of the RSMI or ICS/PAR to the Accounting Section</p>			
4. Preparation of documents for Payment	<p>4.1 Prepare Disbursement Voucher (DV) and attach supporting documents (PR, RFQ, SOQ, ORS, PO/JO, DR/SI, IAR, ICS/PAR)</p> <p>4.2 Review and Sign the Box A portion of the DV</p> <p>4.3 Submit the DV and supporting documents to the Accounting Section</p>	N/A	1 working day	<p>Administrative Officer V (GSS)</p> <p>Chief of the Requesting Division</p> <p>Administrative Officer III (GSS)</p>

14. LIAISON SERVICES FOR INCOMING DOCUMENTS

OFFICE OR DIVISION	Finance and Administrative Division				
CLASSIFICATION	Simple				
TYPE OF TRANSACTION	Government to Government				
WHO MAY AVAIL	FPA Officials and Employees; Clients				
CHECKLIST OF REQUIREMENTS				WHERE TO SECURE	
1. Document Delivery Request Form (DRRF)				Requesting party	
2. Incoming Documents					
CLIENT STEP	WORKFLOW	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Send the intra-office documents to the FPA Central Office with the accomplished Document Delivery Request Form (DRRF).	Delivery of Incoming Documents	1. Receive the incoming documents through mail or personal delivery from FPA-RFU officials/employees and clients with the DRRF.	N/A	within four (4) hours	Administrative Aide (Liaison Officer)
		2. Sort the incoming documents according to divisions/addressees.			
		3. Encode details of the incoming documents into the computer database/log book.			
		4. Distribute the incoming documents to the respective divisions/addressees			



15. LIAISON SERVICES FOR OUTGOING DOCUMENTS

OFFICE OR DIVISION	Finance and Administrative Division				
CLASSIFICATION	Simple				
TYPE OF TRANSACTION	Government to Government				
WHO MAY AVAIL	FPA Officials and Employees; Clients				
CHECKLIST OF REQUIREMENTS				WHERE TO SECURE	
1. Document Delivery Request Form (DRRF)				Requesting party	
3. Outgoing Documents					
CLIENT STEP	WORKFLOW	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the inter/intra office outgoing documents with the accomplished Documentary Request Form (DRRF) to the GSS Liason Officer.	Delivery of Outgoing Documents	1. Receive the signed Document Delivery Request Form (DRRF) and check the completeness of details and signatures together with the outgoing documents.	N/A	1 working day	Administrative Aide (Liaison Officer)
		3. Sort the outgoing documents according to addressees/ FPA-RFU officials and employees.			
		4. Prepare the outgoing documents for delivery thru mail or private courier			
		5. Facilitate sending of the outgoing documents to the respective FPA-RFU officials/employees			



16. REPAIR AND MAINTENANCE SERVICES

OFFICE OR DIVISION	Finance and Administrative Division				
CLASSIFICATION	Simple				
TYPE OF TRANSACTION	Government to Government				
WHO MAY AVAIL	FPA Officials and Employees				
CHECKLIST OF REQUIREMENTS				WHERE TO SECURE	
1. Repair and Maintenance Request Form (RMRF)				1. General Services Section	
CLIENT STEP	WORKFLOW	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the signed Repair and Maintenance Request Form (RMRF) to the assigned staff of the General Services Section 2. Submit the Incoming Documents		1. Receive the signed Repair and Maintenance Request Form (RMRF) and check for completeness of details and signatures	N/A	within three (3) working days	Administrative Officer III
		2. Conduct ocular inspection and assesment of the reported area/item requiring repair/maintenance.			Administrative Aide
		3. Recommend necessary actions and supplies/materials requirement			Administrative Officer V
		4. Approve the recommendations and supplies/materials requirement			Administrative Aide
		5. Implement recommendations/actions			
		<i>In case there is a need to purchase supplies/materials, refer to procedure details under Inventory and Other Supply Material Services (Procurement)</i>			