



TRABAHO
NEGOSYO
KONSUMOR

DEPARTMENT OF TRADE AND INDUSTRY

CITIZEN'S CHARTER

INTERNAL SERVICES

FY 2023 (Version 3)

I. Mandate

The Department of Trade and Industry (DTI) is responsible for realizing the country's goal of a globally competitive and innovative industry and services sector that contribute to inclusive growth and employment generation.

Pursuant to the Philippine Development Plan (PDP) 2017-2022, DTI shall endeavor to reduce inequality and poverty by expanding economic opportunities in industry and services, and by increasing the access particularly of micro, small, and medium enterprises (MSMEs), cooperatives, and overseas Filipinos (OFs) to these opportunities.

To attain these sector outcomes by 2022, strategic thrusts include:

1. Increase local and foreign direct investments
2. Increase competitiveness, innovativeness, and resilience of industries and services
3. Improve access to finance, to production networks, and to markets
4. Enhance productivity, efficiency, and resilience
5. Ensure consumer access to safe and quality goods and services

II. Vision

A more inclusive and prosperous Philippines with employment and income opportunities for all.

III. Mission

DTI is the main economic catalyst that enables innovative, competitive, job generating, inclusive business, and empowers consumers

IV. Service Pledge

We, the Department of Trade and Industry, are committed to serve you, our clients, with quality service.

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Management Services

Internal Service

1. Issuance of Certificate of No Outstanding Charges for Disallowances and Cash Advances

The Issuance of Certificate of No Outstanding Charges for Disallowances and Outstanding Cash Advances is considered a **SIMPLE** transaction. Under Sec. 9 b1 of RA 11032, simple transactions shall be acted upon by the assigned officer/employee within 3 working days. If the certificate is not released within 3 days, you may file a complaint via email (artaunit@dti.gov.ph).

The Finance Service is required to issue this Certificate of No Outstanding Charges for Disallowances and Cash Advances for DTI Personnel seeking to adhere for any legal purpose.

Office or Division:	Financial Service-Accounting			
Classification:	Simple			
Type of Transaction:	G2G – Government-to-Government			
Who may avail:	DTI Permanent and Third Level Officials			
CHECKLIST OF REQUIREMENTS				WHERE TO SECURE
Schedule of Advances to Officers and Employees – one (1) copy Schedule of Disallowances – one (1) copy				Receivables Section, Accounting Division
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit a Memorandum Request for the Certification	1.1 Receive and stamp the Memo and encoded in the FS Monitoring and forwarded to the office of the FS Director (hard copy)	None	5 minutes	FS Receiving Clerk Director, FS
	1.2 The Office of the Director routes the Memo to the Accounting Chief for preparation and endorsement of the Certification.		5 minutes	Administrative Officer, Office of the Director Secretary of the Chief, Accounting Division

	1.3 Validation of the outstanding charges		<p>If the employee or officer is still in service with DTI, 1 day.*</p> <p>If the employee or officer is no longer connected with DTI, 3 days **</p>	Accountant and Technical Staff, Receivable Section
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CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.4 After validation the Certification will be prepared and initialed by Section Head		5 minutes	Accountant, Receivable Section
	1.5 The Certification will be forwarded to the Accounting Chief for signature and coursed through the FS Releasing Section, for pick up		10 minutes	Chief, Accounting Division Secretary of the Chief, Accounting Division
2. Receive the signed Certification	2.1 Release of the signed certification by the Accounting Division to the requesting personnel	None	Five (5) minutes	Releasing Clerk, FS Client
Total Processing Time			1 Day, 30 Minutes * 3 Days, 30 Minutes **	

2. Issuance of Certificate of Taxes Withheld

The Issuance of Certificate of Taxes Withheld in accordance with the Bureau of Internal Revenue (BIR) is considered a **SIMPLE** transaction. Under Sec. 9 b1 of RA 11032, simple transactions shall be acted upon by the assigned officer/employee within 3 working days. If the certificate is not released within 3 days, you may file a complaint via email (artaunit@dti.gov.ph).

DTI is a withholding agent who is in control of all payments of its financial claims and subject to withholding taxes imposed on Value Added or Compensation and to remit the said taxes withheld to the government.

Office or Division:	Financial Service (FS) - Accounting			
Classification:	Simple			
Type of Transaction:	G2G – Government-to-Government			
Who may avail:	DTI Personnel Hired under Contract of Service (COS)			
CHECKLIST OF REQUIREMENTS				WHERE TO SECURE
BIR Form No. 2307- (one copy)				Bureau of Internal Revenue (BIR)
BIR Form No. 2306- (one copy)				
Disbursement Voucher for certain Compensation Period-(one copy)				Commission On Audit, DTI OSEC
List of Due and Demandable Account Payable – Authority to Debit Account-(one copy)				Finance Service (FS)
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit a memorandum request for issuance of Certification on Taxes Withheld	1.1 Receive the memo request and prepare a Tracking Sheet noting details/particulars of the document then forwarded to the Office of the Director	None	5 minutes	FS Receiving Clerk Director, FS
	1.2 Encode the memo in the Integrated DTI Tracking System (IDTS)		5 Minutes	Administrative Assistant III, Office of the Director
	1.3 Endorse the memo to the Accounting Division		5 Minutes	Designated Officer, Accounting Division, FS

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.4 Endorse the memo to the Accounting Division with a notation in the IDTS		5 Minutes	Division Chief, FS Administrative Assistant III, FS
	1.5 Encode in the IDTS as receive by the Accounting Division and forwarded to the Chief Accountant		5 Minutes	Division Chief, FS Administrative Assistant III, FS
	1.6 Notations are made for actions to be taken		5 Minutes	Chief Accountant, FS
	1.7 Release the memo to appropriate Accounting Section		5 Minutes	Secretary, Accounting Division Accounting Staff, FS
	1.8 Retrieve necessary documents cited previously, validate the information needed and prepare the Certification		4 Hours	Technical Accounting Staff, FS
	1.9 Endorse the Certification for signature		30 Minutes	Head, FS Remittance Section
	1.10 Inform the Requesting personnel for the availability of the Certificate		30 Minutes	Technical Accounting Staff, FS
2. Receive the BIR Certification	2.1 Release the Certification to the Personnel or Representative	None	30 Minutes	Releasing Clerk Client
Total Processing Time			5 Hours, 25 Minutes	

3. Processing of Simple Financial Claims

The Processing of financial claims is considered a **SIMPLE** transaction. Under Sec. 9 b1 of RA 11032, simple transactions shall be acted upon by the assigned officer/employee within 3 working days. If the claim is not released within 3 days, you may file a complaint via email (artaunit@dti.gov.ph).

The Processing of Simple Financial Claims is a procedure that covers all aspects of claims upon receipt of the Finance Service until such has been released either to the Cashier, Operating Units or the temporary Section of ADA preparation for payment ensuring that all claims are supported with complete and valid documents and allotments and cash is available for the purpose and in accordance with government rules and regulations.

Office or Division:	Financial Service-Budget and Accounting Divisions			
Classification:	Simple			
Type of Transaction:	G2G – Government-to-Government			
Who may avail:	All DTI Employees and Officers regardless of appointment			
CHECKLIST OF REQUIREMENTS				WHERE TO SECURE
See checklist below, in compliance with COA Circular No. 2012-01 dated 14 June 2012 (1 copy each)				Finance Service Client or Bureau
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits the Disbursement Voucher (DV) with Obligation Slip printed through FinMits and supported by complete documents	1.1 Check and enter the routing slip number under the Financial Management Information Tracking System (FinMits) and write the DV number. Distribute the claims to the assigned processor	None	5 minutes	Account Officer, Bureau/Office Receiving/Releasing Clerk, FS
	1.2 Review the completeness of the supporting documents and validity of claim as well as check the correctness of computations. Classify the object expense to be used. Records details to appropriate monitoring sheets for claimant.		15 Minutes	Designated Processor, Accounting Division, FS

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.3 Record and release the document to the Budget Division.	None	5 minutes	Designated Officer, Accounting Division
	1.4 Receive, record and forward the document to the Budget Processor.		10 Minutes	Designated Officer, Budget Division
	1.5 Validate information/details and encode expense to the Registry of FinMits. Print out final obligation details to Obligation slip		15 Minutes	Designated Budget Encoders
	1.6 Forward to Budget Account Officer or Budget Chief to certify that funds are available.		5 minutes	Designated Budget Officer Division Chief of Budget Division
	1.7 Release documents to the Accounting Division.		5 minutes	Budget Division Secretary
	1.8 Receive and forward documents to Accounting Section Head or Chief Accountant to certify on the completeness of supporting documents and that cash is available.		5 minutes	Accounting Division Secretary Section Accountant Division Chief, Accounting Division, FS
	1.9 Accounting Section Head or Chief Accountant sign the DV; Certify on the completeness of supporting documents and that cash is available.		30 Minutes	Chief Accountant or concerned Section Head, Accounting Division, FS
	1.10 Forward the processed DV and release the signed claim		5 minutes	Secretary, Accounting Division, FS
	1.11 Log and release DV for payment of claims through Authority to Debit Account (ADA)		5 minutes	FS Designated Receiving/Releasing Clerk
	1.12 DV is forwarded for ADA preparation		5 minutes	FS Designated Receiving/Releasing Clerk

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.13 Retrieve excel template file for List of Due and Demandable Accounts Payable-Advice to Debit Account (LDDAP-ADA) and encode the following: a. Name of Claimant b. LandBank Account c. Obligation Request Number d. Allotment Class per UACS e. Gross Amount f. Amount of withheld taxes, if any g. Net Amount		30 minutes	Accounting Technical Staff
	1.14 Sign the LDDAP-ADA and photocopy one copy of LDDAP-ADA for the reference of the Accounting Division		15 Minutes	Accounting Technical Staff Secretary, Accounting Division Chief, Accounting Division Administrative Assistant III Director, FS
	1.15 Forward LDDAP-ADA to HRAS for signature of the Advice to Debit Account (ADA)		5 Minutes	Administrative Assistant III Director, HRAS
	1.8 Receive and forward documents to Accounting Section Head or Chief Accountant to certify on the completeness of supporting documents and that cash is available.		5 minutes	Accounting Division Secretary Section Accountant Division Chief, Accounting Division, FS
Total Processing Time			160 Minutes	

Checklist of Requirements

Local Travel Cash Advance

- _____ DV Routing Slip
- _____ Disbursement Voucher (DV)
- _____ Signed Obligation Request Slip (2 copies)
- _____ Duly approved Itinerary of Travel (original copy)
- _____ Travel Order approved in accordance with DO No. 14-39 certified by the Records Section
- _____ Except for Undersecretaries per DO No. 15-14
- _____ Invitation (if applicable)
- _____ Certification from the accountant that the previous cash advance has been liquidated (to be provided by FMS)

Liquidation

- _____ Liquidation Report Routing Slip
- _____ Liquidation Report
- _____ Actual approved itinerary of travel (original copy)
- _____ Copy of previously approved Itinerary of Travel
- _____ Travel Order approved in accordance with DO No. 14-39 certified by the Records Section
- _____ Except for Undersecretaries per DO No. 15-14
- _____ Certificate of Appearance
- _____ Certificate of travel completed
- _____ E-ticket/plane ticket, boarding pass (photocopy only)
- _____ Boat or bus ticket
- _____ Terminal fee ticket
- _____ Toll fee receipt
- _____ Trip ticket
- _____ Tape receipt (RER) for transportation expenses*
- _____ For actual travel expenses incurred
- _____ Travel Order for actual travel expenses
- _____ Statement of account or guest folio
- _____ Official receipt
- _____ Certification by the Head of the Agency that it is absolutely necessary
- _____ Program of activities (if applicable)
- _____ Such other documents

* Actual taxi fare is allowed upon presentation of tape receipt (regular taxi).

** For long land travel, meal allowance of P80.00 shall be given if it is expressly provided in the travel authority

Checklist of Requirements

Reimbursement - Foreign Travel

- | | |
|-------|---|
| _____ | DV Routing Slip |
| _____ | Disbursement Voucher (DV) |
| _____ | Signed Obligation Request Slip (2 copies) |
| _____ | Actual approved itinerary of travel (original copy) |
| _____ | Approved Travel Order certified by the Records Section |
| _____ | Approved by the Office of the President (OP) in case of the Secretary |
| _____ | Certificate of appearance/attendance for training/seminar/participation |
| _____ | Certificate of Travel Completed |
| _____ | E-ticket/plane ticket, boarding pass (photocopy only) |
| _____ | Attach original boarding pass if reimbursement includes cost of plane fare |
| _____ | Attach abstract of canvass and at least 3 quotations if paid thru travel agency |
| _____ | Official Receipt for authorized transportation expense |
| _____ | For non-commutable representation expenses |
| _____ | Bills/Official Receipts |
| _____ | Approval of the Office of the President |
| _____ | Name of personnel entertained and affiliation |
| _____ | For actual hotel accommodation |
| _____ | Approval of the Office of the President |
| _____ | Hotel bills and Official Receipts |
| _____ | Certification from the Head of the Agency that it is absolutely necessary |
| _____ | Post travel report |
| _____ | Program of activities |

For flights that require stop-over to other country, hotel allowance and/or meal allowance portion of DSA shall be given if it is expressly provided in the approved travel authority and upon presentation of proof of payment for hotel and meal expenses.

Payment of regular economy plane fare (local and foreign travel)

- | | |
|-------|---|
| _____ | DV Routing Slip |
| _____ | Disbursement Voucher (DV) |
| _____ | Signed Obligation Request Slip (2 copies) |
| _____ | Billing Statement |
| _____ | Approved Travel Order certified by the Records Section |
| _____ | Approval from OP for business class airfare |
| _____ | Certificate of travel completed |
| _____ | Abstract of canvass duly signed |
| _____ | Quotations of at least three travel agencies |
| _____ | Flight itinerary/e-ticket |
| _____ | Original copy of boarding pass |
| _____ | BAC Resolution on Small Value Procurement (<u>Resolution No. 14, s. 2016</u>) |
| _____ | Purchase Request |

* *"Only the ordinary public conveyance or customary modes of transportation shall be used, except in meritorious cases and justified by prevailing circumstances" Memo Order No. 16-60*

Checklist of Requirements

Reimbursement - Local Travel

_____	_____	DV Routing Slip
_____	_____	Disbursement Voucher (DV)
_____	_____	Obligation Request Slip (2 copies)
_____	_____	Actual approved itinerary of travel (original copy)
_____	_____	Travel Order approved in accordance with <u>DO No. 14-39</u> certified by the Records Section.
_____	_____	Except for Undersecretaries per DO No. 15-14
_____	_____	Certificate of Appearance
_____	_____	Certificate of travel completed
_____	_____	E-ticket/plane ticket, boarding pass (photocopy only)
_____	_____	Attach original boarding pass if reimbursement includes cost of plane fare
_____	_____	Attach abstract of canvass and at least 3 quotations if paid thru travel agency
_____	_____	Boat or bus ticket
_____	_____	Terminal fee ticket
_____	_____	Toll fee receipt
_____	_____	Trip ticket
_____	_____	Tape receipt (RER) for transportation expenses*
_____	_____	For actual travel expenses incurred
_____	_____	Travel Order for actual travel expenses
_____	_____	Statement of account or guest folio
_____	_____	Official receipt
_____	_____	Certification by the Head of the Agency that it is absolutely necessary
_____	_____	Program of activities (if applicable)
_____	_____	Such other documents

Actual taxi fare is allowed upon presentation of tape receipt (regular taxi). Reimbursement Expense Receipt (RER) can be reimbursed for an amount not exceeding P300.00. For the purpose of taxi fare computation, use www.numbeo.com.

Travelling expense (TEV) for messenger

_____	_____	DV Routing Slip
_____	_____	Disbursement Voucher (DV)
_____	_____	Signed Obligation Request Slip (2 copies)
_____	_____	Itinerary of travel showing amount incurred per day
_____	_____	Authority to incur and reimburse signed by the Head of the Agency
_____	_____	Official business locator slip
_____	_____	Document delivery logsheet (if applicable)
_____	_____	Bus ticket (if applicable)
_____	_____	Taxi tape receipt (if applicable)
_____	_____	Certification on the unavailability of service vehicle and explanation on the necessity of use of taxi
_____	_____	Such other document peculiar to the activity conducted

* *"Only the ordinary public conveyance or customary modes of transportation shall be used, except in meritorious cases and justified by prevailing circumstances" Memo Order No. 16-60*

Checklist of Requirements

Foreign Travel Cash Advance

- | | | |
|-------|-------|--|
| _____ | _____ | DV Routing Slip |
| _____ | _____ | Disbursement Voucher (DV) |
| _____ | _____ | Signed Obligation Request Slip (2 copies) |
| _____ | _____ | Duly approved Itinerary of Travel (original copy) |
| _____ | _____ | Approved Travel Order certified by the Records Section |
| _____ | _____ | Approved by the Office of the President (OP) in case of the Secretary |
| _____ | _____ | Authority from the OP to claim representation expense (if applicable) |
| _____ | _____ | Letter of invitation of host/sponsoring country/agency/organization |
| _____ | _____ | In case of seminar/trainings |
| _____ | _____ | Invitation addressed to the agency inviting participants |
| _____ | _____ | Acceptance of the nominees as participants |
| _____ | _____ | Program Agenda and Logistics Information |
| _____ | _____ | Program of activities (if applicable) |
| _____ | _____ | Copy of UNDP rate for the daily subsistence allowance (DSA) for the country of destination (to be provided by FMS) |
| _____ | _____ | Certification from the accountant that the previous cash advance has been liquidated (to be provided by FMS) |

Liquidation

- | | | |
|-------|-------|---|
| _____ | _____ | Liquidation Report Routing Slip |
| _____ | _____ | Liquidation Report |
| _____ | _____ | Actual approved itinerary of travel (original copy) |
| _____ | _____ | Copy of previously approved Itinerary of Travel |
| _____ | _____ | Approved Travel Order certified by the Records Section |
| _____ | _____ | Approved by the Office of the President (OP) in case of the Secretary |
| _____ | _____ | Certificate of appearance/attendance for training/seminar/participation |
| _____ | _____ | Certificate of Travel Completed |
| _____ | _____ | E-ticket/plane ticket, boarding pass (photocopy only) |
| _____ | _____ | Official Receipt for authorized transportation expenses |
| _____ | _____ | For non-commutable representation expenses |
| _____ | _____ | Bills/Official Receipts |
| _____ | _____ | Approval of the Office of the President |
| _____ | _____ | Name of personnel entertained and affiliation |
| _____ | _____ | For actual hotel accommodation |
| _____ | _____ | Approval of the Office of the President |
| _____ | _____ | Hotel bills and Official Receipts |
| _____ | _____ | Certification from the Head of the Agency that it is absolutely necessary |
| _____ | _____ | Post travel report |
| _____ | _____ | Program of activities |

For flights that require stop-over to other country, hotel allowance and/or meal allowance portion of DSA shall be given if it is expressly provided in the approved travel authority and upon presentation of proof of payment for hotel and meal expenses.

4. Issuance of Certificate of Employment (COE) and/or Service Record (SR) (For Active Employees)

The Issuance of Certificate of Employment and/or Service Record (For Active Employees) is considered a SIMPLE transaction. Under Sec. 9 b1 of RA 11032, simple transactions shall be acted upon by the assigned officer/employee within 3 working days. If the certificate is not released within 3 days, you may file a complaint via email (artaunit@dti.gov.ph).

Establish and maintain a procedure for the issuance of Certificate of Employment and/or Service Record for officials and employees within three (3) working days or 1,440 minutes upon receipt of request. This applies to all DTI-HO officials and employees who are active in service.

Office or Division:	HRAS			
Classification:	Simple			
Type of Transaction:	G2G – Government-to-Government			
Who may avail:	DTI Officials and Employees who are Active in Service			
CHECKLIST OF REQUIREMENTS				WHERE TO SECURE
Fully accomplished the request form per type of request (COE or SR) indicating the number of copies per type of request.				Reception Area of HRAS
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Accomplish request form and immediately submit to HRAS for processing	1.1 Receive accomplished form and log in requested document	None	30 minutes	Administrative Assistant II (AAII) HRAS-HRMD
	1.2 Forward the request to the account officer for processing		30 minutes	AA II HRAS-HRMD
	1.3 Receive and process request for COE and/or SR		1 hour	AA II / AO II / IV / V HRAS-HRMD
	1.4 If data is incomplete/incorrect, validate record on Service Card and/or 201 File Record (201F) and coordinates with the requestor or 201F Records custodian, when necessary. Prepare COE and/or SR.		6 hours	AA II / AO II / IV / V HRAS-HRMD

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.5 Print COE and/or SR and forward COE/ SR to AO V or SAO for review and initial.		2 hours	AA II / AO II / IV / V HRAS-HRMD
	1.6 Review COE/SR if accurate and complete, initial and forward to CAO for signature.		3 hours	AO V / Supervising Administrative Officer (SAO) HRAS-HRMD
	If there is/are correction/s, return to the Account Officer for revision and re-printing.		3 hours	AA II / AO II / IV / V HRAS-HRMD
	1.7 Check the consistency of the SR/COE and if in order, sign COE/SR.		2 hours	Chief Administrative Officer (CAO)/SAO HRAS-HRMD
	Otherwise, return to the Account Officer for revision and re-printing.		2 hours	AA II /AO II / IV / V HRAS-HRMD
	1.8 Log the signed COE/SR and update the HRAS Document Request Monitoring Sheet.		2 hours	AA II HRAS-HRMD
	Scan the COE/SR.			
	1.9 Inform the requestor that COE/SR is ready for pick-up		1 hour	AA II HRAS-HRMD
2. Receive requested COE/SR and sign receiving log	2.1 Update receiving log	None	1 hour	AA II HRAS-HRMD
Total Processing Time		3 Days		

5. Processing of DTI Enhanced Loyalty Rewards (Serbisyong Tapat)

The processing of DTI Enhanced Loyalty Rewards (Serbisyong Tapat) is considered a **HIGHLY TECHNICAL** transaction. Under Sec. 9 b1 of RA 11032, highly technical transactions shall be acted upon by the assigned officer/employee within 20 working days. If the payroll/request for crediting is not processed and the token/award is not released within 20 days, you may file a complaint via email (artaunit@dti.gov.ph).

DTI Enhanced Loyalty Rewards shall be granted to an employee who completed at least 10 years of continuous and satisfactory service in DTI. Number of years shall correspond to the aggregate duration of service rendered while appointed to positions in DTI Bureaus/Offices, Attached Agencies and Corporations.

Office or Division:	Human Resource and Administrative Service – Human Resource Management Division (HRAS – HRMD)	
Classification:	Highly Technical	
Type of Transaction:	G2G – Government-to-Government	
Who may avail:	DTI Officials and Employees with at least 10 years of continuous and satisfactory service	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
Original Copy of Service Record – 1 copy		Bureau/Office HR Account Officer (AO)
Photocopy of each rating period - <i>Record of Performance Ratings of at least “Satisfactory” for the last 10 years immediately prior to the grant</i> – 1 copy or Original Copy of issued Certification/Summary of Performance Ratings - 1 copy		c/o Client or Bureau/Office HR AO
Original Copy of Certification of No Pending Case – 1 copy		Legal Service (HO) / Administrative, Finance and Management Division (RO)
Original Copy of Notarized Affidavit / Self-Certification of Non-Conviction of Administrative and/or Criminal Offense – 1 copy		c/o Client but the form will be provided by HRAS
Original Copy of duly accomplished Shopping Card Application Form (SM) – 1 copy		c/o Client but the form will be provided by HRAS
Original Copy of Service Record – 1 copy		Bureau/Office HR Account Officer (AO)
Photocopy of ID – 1 copy		c/o Client

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit/transmit complete documentary requirements to HRAS front desk	1.1 Receive and log in the submitted documentary requirements then forward to the account officer	None	1 hour	Administrative Assistant II (AAll) HRAS Frontline Staff HRAS-HRMD
	1.2 Check the completeness and accuracy of documents submitted.		3 days	Administrative Officer II/IV (AO II / IV)
	1.3 Validate his/her name from the record / list of eligible awardees.			Rewards and Recognition - Account Officer HRAS-HRMD
2. Comply and submit required documentary requirements, when found incomplete.	2.1 If incomplete, inform the client or Bureau/Office HR Partner of the deficiency/ies or lacking documents.	None	2 days	AO II / IV Rewards and Recognition - Account Officer HRAS-HRMD
	2.2 Endorse and coordinate the duly accomplished shopping card application form to SM Retail Inc. Coordinating Officer for printing of shopping card		5 days	SM Retail Inc. – Credit Management Division
	2.3 Prepare memo request and payroll for processing / crediting the amount of load		1 Day	AO II / IV Rewards and Recognition - Account Officer HRAS-HRMD
	2.4 Review payroll, Memo and initial.		3 hours	Supervising Administrative Officer (SAO) / Chief Administrative Officer (CAO) HRAS-HRMD
	2.5 Sign and approve Memo and payroll.		2 Days	Director HRAS

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	2.6 Transmit the signed Memo and payroll to HRAS GSD – Cashier Head for eventual processing and crediting of the corresponding load to the SM shopping card.		3 days	AO II / IV Rewards and Recognition - Account Officer HRAS-HRMD
	2.7 Upon receipt of shopping card, prepare and print individual letter.		3 hours	AO V HRAS General Services Division (GSD) – Cashier Section Head
	2.8 Routes the Letter for signature of Undersecretary for Management Services Group (MSG).		2 days	AO II / IV Rewards and Recognition - Account Officer HRAS-HRMD
	2.9 Inform the awardee that the shopping card is ready for pick up at HRAS front desk. For ROs, facilitate the transmittal of shopping card.		1 Day	AO II / IV Rewards and Recognition - Account Officer HRAS-HRMD
3. HO Awardees receive their letter with shopping card at the HRAS frontline while the RO Awardees claim it at their respective offices as transmitted.	3.1 Update the monitoring database for Serbisyong Tapat.		1 hour	AO II / IV Rewards and Recognition - Account Officer HRAS-HRMD
Total Processing Time:			20 Days	

6. Preparation of Regular Payroll

The Preparation of Regular Payroll is considered a HIGHLY TECHNICAL transaction from DTR submission to release of payroll to Finance Service. Under Sec. 9 b1 of RA 11032, highly technical transactions shall be acted upon by the assigned officer/employee within 20 working days. If the payroll for the succeeding month is not released to Finance Service within 20 days or not later than the 28th day of the current month (i.e., July payroll due on June 28), you may file a complaint via email (artaunit@dti.gov.ph).

HRAS-HRMD maintains a system for payroll preparation and ensure timely payment of salaries for DTI Permanent, Co-Terminus Employees and Third Level Officials.

All officers and employees with fifteen (15) days available leave credit balance are included in the preparation of regular payroll.

Office or Division:	Human Resource Development Service – Human Resource Management Division (HRMD)			
Classification:	Highly Technical			
Type of Transaction:	G2G – Government-to-Government			
Who may avail:	DTI Permanent and Co-terminus Employees and Third Level Officials			
CHECKLIST OF REQUIREMENTS				WHERE TO SECURE
Original and duly approved Monthly Daily Time Record (DTR) (41 bureaus/offices of DTI-Head Office) with duly signed and complete supporting attachments: <ul style="list-style-type: none"> • Application for Leave (AFL) • Official Business Location Slip (OB Slip) • Copy of Memorandum Orders or Travel Orders (MO/TO), when applicable 				HR Frontdesk IHRIS System
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit original and duly signed Monthly Daily Time Record (DTR) with complete and duly signed OBS, AFLs and MO/TOs to HRAS front desk not later than the 10 th day of the succeeding month.	1.1 Receive DTRs and supporting documents and check completeness of the endorsed DTRs as enlisted/transmitted.	None	1 day	Administrative Assistant II (AAIL) HRAS-HRMD front desk
	1.2 Encode to HRAS Tracking System			
	1.3 Forward to Payroll Account Officers.			

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	<p>1.4 Review and check authenticity and completeness of DTR and required attachments.</p> <p>If found incomplete, inform the HR partner and/or employee on deficiencies or lacking signatures or attachments.</p> <p>1.5 Processing of DTR and AFLs.</p> <p>1.6 Monitor and track completeness of submitted DTRs and its attachments per office.</p> <p>1.7 Forward DTRs and attachments to encoder for processing in the IHRIS.</p>		3 days	AAII / Administrative Officer II / IV / V HRAS-HRMD Payroll Account Officers
	1.8 Encode DTRs, approved OBs and AFL in the IHRIS and forwards recorded DTRs to 201 File Records Custodian.		7 days	Encoders HRAS-HRMD-IHRIS
	1.9 Prepares the payroll thru IHRIS per office.			
	<p>1.10 Updates, gathers pertinent data and encodes the following:</p> <ul style="list-style-type: none"> • Salary Adjustments • Step Increments • Loans and disallowances • TUA (Tardiness, Undertime and Absences) <p><i>Notices/Billing statements are transmitted to HRAS-HRMD from various external offices from 15th to 25th day of the month. (i.e., DTI EU and PF – 15 to 17th; Disallowances – 17th to 20th; LBP 20th to 22nd; GSIS 23rd to 25th)</i></p>		<p>4 Days</p> <p>upon encoding and receipt of complete DTRs per office and upon receipt of complete billing/disallowances</p>	AA II / AO II / IV / V HRAS-HRMD

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.11 Prints 44 Payroll (triplicate copies) with deduction matrices and sign.			
	1.12 Prepare/print ORS (Obligation Request Slip), initial and encode in BTMS (DBM's Budget and Treasury Management System).		2 days	AA II / AO II / IV / V HRAS-HRMD
	1.13 Prepare DV (Disbursement Voucher), initial and encode the DV in FINMITS (FS' Financial Management Info Tracking System).			
	1.14 Prepare RS (Route Slip).			
	1.15 Review accuracy, consistency and completeness of payroll, ORS/DV and BTMS.		2 days	Chief Administrative Officer (CAO) / Supervising Administrative Officer (SAO) HRAS-HRMD
	1.16 If found inconsistent and incomplete, returns to concerned Payroll Account Officer, for revision and completion.			
	1.17 Sign Payroll, DV/ORS and approve BTMS.			
	1.18 Encode in the FINMITS and DTS (Document Tracking System) and transmit to FS.		1 day	AAII HRAS-HRMD
Total Processing Time			20 Days	

7. Processing of DTI Salamat-Mabuhay Award (Enhanced Retirement Program)

The processing of DTI Salamat-Mabuhay Award (Enhanced Retirement Program) is considered a **HIGHLY TECHNICAL** transaction. Under Sec. 9 b1 of RA 11032, highly technical transactions shall be acted upon by the assigned officer/employee within 20 working days. If the payroll/request for crediting is not processed and the token/award is not released within 20 days, you may file a complaint via email (artaunit@dti.gov.ph).

DTI Salamat-Mabuhay Award shall be given to retiring employees who rendered at least 15 years of satisfactory government service in accordance with Section 7 (f), Rule X, and Omnibus Rules Implementing Book V of Executive Order (EO) No. 292. The number of years shall be computed based on the aggregate duration of service rendered while appointed to positions in DTI Bureaus/Offices, Attached Agencies and Corporations.

Office or Division:	Human Resource and Administrative Service – Human Resource Management Division (HRAS – HRMD)	
Classification:	Highly Technical	
Type of Transaction:	G2G – Government-to-Government	
Who may avail:	Retiring DTI Officials and Employees with at least 15 years of continuous and satisfactory service	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
Original Copy of Service Record - 1 copy		Bureau/Office HR Account Officer
Photocopy of Performance Rating of at least “Satisfactory” for the last rating period immediately prior to the grant – 1 copy		c/o Client or Bureau/Office HR AO
Original Copy of Certification of No Pending Case – 1 copy		Legal Service (HO) / Administrative, Finance and Management Division (RO)
Original Copy of Notarized Affidavit / Self-Certification of Non-Conviction of Administrative and/or Criminal Offense – 1 copy		c/o Client but the form will be provided by HR
Original Copy of Certificate of No Unliquidated Cash Advances and No Outstanding Disallowances as of Effectivity Date of Retirement – 1 copy		Finance Service (HO) / Administrative, Finance and Management Division (RO)
Photocopy of Office Clearance – 1 copy		c/o Client or Bureau/Office HR AO
Original Copy of duly accomplished Shopping Card Application Form (SM) – 1 copy		c/o Client but the form will be provided by HR
Photocopy of ID – 1 copy		c/o Client

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit / transmit complete documentary requirements to HRAS Front desk.	1.1 Receive and log in the submitted documentary requirements then forward to the account officer	None	1 hour	Administrative Assistant II (AAIL) HRAS Frontline Staff HRAS-HRMD
	1.2 Check the completeness and accuracy of documents submitted		3 days	Administrative Officer II / IV (AO II/IV) Rewards and Recognition - Account Officer HRAS-HRMD
	1.3 Validate his/her name from the record / list of eligible awardees			
2. Comply and submit required documentary requirements, when found incomplete.	2.1 If incomplete, informs the client or Bureau/Office HR Partner of the deficiency/ies or lacking documents.	None	2 days	AO II / IV Rewards and Recognition - Account Officer HRAS-HRMD
	2.2 Endorse and coordinate the duly accomplished shopping card application form to SM Retail Inc. Coordinating Officer for printing of shopping card		5 days	SM Retail Inc. – Credit Management Division
	2.3 Prepare memo request and payroll for processing / crediting the amount of load		1 Day	AO II / IV Rewards and Recognition - Account Officer HRAS-HRMD
	2.4 Review payroll, Memo and initial.		3 hours	Supervising Administrative Officer (SAO) / Chief Administrative Officer (CAO) HRAS-HRMD
	2.5 Sign and approve Memo and payroll.		2 Days	Director HRAS

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	2.6 Transmit the signed Memo and payroll to HRAS GSD – Cashier Head for eventual processing and crediting of the corresponding load to the SM shopping card.		3 Days	AO II / IV Rewards and Recognition - Account Officer HRAS-HRMD
	2.7 Upon receipt of shopping card, prepare and print individual letter.		30 hours	AO V HRAS General Services Division (GSD) – Cashier Section Head
	2.8 Routes the Letter for signature of Undersecretary for Management Services Group (MSG).		2 days	AO II / IV Rewards and Recognition - Account Officer HRAS-HRMD
	2.9 Inform the awardee that the shopping card is ready for pick up at HRAS Frontdesk. For ROs, facilitate the transmittal of shopping card.		1 WD	AO II / IV Rewards and Recognition - Account Officer HRAS-HRMD
3. HO Awardees receive their letter with shopping card at the HRAS frontline while the RO Awardees claim it at their respective offices as transmitted	3.1 Update the monitoring database for Salamat - Mabuhay.	None	1 hour	AO II / IV Rewards and Recognition - Account Officer HRAS-HRMD
Total Processing Time:		20 Days		

8. Provision of Training through DTI Academy – Short Courses

The provision of Training through the DTI Academy is considered a **HIGHLY TECHNICAL** transaction. Under Sec. 9 b1 of RA 11032, highly technical transactions shall be acted upon by the assigned officer/employee within 20 working days. If the request or an update on request is not provided within 20 days prior to conduct of a training program, you may file a complaint via email (artaunit@dti.gov.ph).

The DTI Academy provides training programs to DTI officials and employees. The programs include core / foundational programs, leadership programs, and targeted technical programs. Aside from an entire curriculum that it offers under Project Dalubhasa, it also offers short courses to employees who are not admitted under the Project Dalubhasa program.

Office or Division:	Human Resource and Administrative Service (HRAS) – Training and Development Division (TDD) / DTI Academy			
Classification:	Highly Technical			
Type of Transaction:	G2G – Government-to-Government			
Who may avail:	DTI Officials, DTI Employees			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
DTI Academy Enrollment Form (1 original copy)			DTI Academy	
Procurement requirements			HRAS – Procurement Division	
Assessment Forms (1 original copy)			DTI Academy	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. The Bureau/Office Heads receive the enrollment forms or invitations from the DTI Academy.	1.1 The HRAS-TDD / DTI Academy sends out enrollment forms or direct invitations to Bureau/Office Heads.	None	1 day	DTI Academy Management Team Client
2. The interested participants enroll in the short courses.	2.1 The HRAS-TDD / DTI Academy team processes the data gathered from the enrollment and takes note of the corresponding programs and participants.	None	8 days	DTI Academy Management Team

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
3. The participants wait for the official notice of acceptance and training dates.	<p>3.1 The team starts procurement for all training requirements: learning service provider or Learning Service Provider or LSP (if outsourced), food, venue (if done face-to-face outside DTI Academy or DTI premises), accommodation and training materials, if applicable.</p> <p>If the LSP is internal, the HRAS-TDD / DTI Academy team starts to invite through their respective Heads of Bureaus/Offices.</p>	None	20 days	DTI Academy Management Team
	3.2 The HRAS-TDD / DTI Academy meets prospective learning service provider/s and internal resource speakers to further discuss training requirements and initial design submitted through procurement method.		1 day (per meeting, per LSP / internal resource)	DTI Academy Management Team
	3.3 The HRAS-TDD / DTI Academy prepares the invites, collateral materials, advisories, and other requirements prior to start of the training programs.		4 days	DTI Academy Management Team
4. The prospective learners / participants answer pre-tests and additional assessments to check their proficiency level.	4.1 Prior to training, HRAS-TDD / DTI Academy may conduct pre-tests and assessments to (1) know exact proficiency level of the learners and record such prior to training and to (2) ensure soundness of training design.		4 Days (excluding processing of results which will depend on the submission of participants)	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
5. The learners / officials / employees receive notices or advisories on training schedules and requirements.	5.1 The HRAS-TDD / DTI Academy sends out the invites, advisories, and other training materials to all accepted learners.	None	1 day	DTI Academy Management Team
6. The prospective learners / participants prepare to attend to training program/s as scheduled. Regional and provincial learners / participants prepare their necessary travel documents for face-to-face workshops.	6.1 The HRAS-TDD / DTI Academy makes final preparations for the training programs to be conducted, such as training design and logistical and administrative requirements. Training is conducted on scheduled date/s.	None	1 day	DTI Academy Learners / Participants DTI Academy Management Team
Total Processing Time		40 days		

Training Provision through DTI Academy – Short Courses is covered under Procurement of R.A. 9184

9. Provision of Training through DTI Academy – Requested Programs

The provision of Training through the DTI Academy is considered a **HIGHLY TECHNICAL** transaction. Under Sec. 9 b1 of RA 11032, highly technical transactions shall be acted upon by the assigned officer/employee within 20 working days. If the request or an update on request is not provided within 20 days prior to conduct of a training program, you may file a complaint via email (artaunit@dti.gov.ph).

The DTI Academy provides training programs to DTI officials and employees. These programs range from core / foundational programs anchored on the Department's core competencies, leadership programs, and targeted technical programs. However, should there be requested training programs that are not currently being offered by the Academy, below are the steps to be followed.

Office or Division:	Human Resource and Administrative Service (HRAS) – Training and Development Division (TDD) / DTI Academy			
Classification:	Highly Technical			
Type of Transaction:	G2G – Government-to-Government			
Who may avail:	DTI Officials , DTI Employees			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Memo Request (1 copy)			Bureau/Office Head	
Procurement requirements			HRAS - Procurement Division	
Assessments (1 original copy)			HRAS – TDD DTI Academy	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. For training programs not offered by the Academy, bureaus / offices may signify their interest to avail of a particular training program through a memo request addressed to the HRAS Director.	1.1 The HRAS-TDD / DTI Academy processes requests from bureaus/offices and checks details of said requests.	None	1 Day	Administrative Officer HRAS – TDD DTI Academy Bureau / Office Heads
2. The Bureau / Office Head wait for HRAS-TDD / DTI Academy advice on next steps as training program is being prepared.	2.1 If more details are required, the team meets with the requesting bureau/office to check specific program requirements and conduct further assessment.	None	1 Day (duration of meeting with Bureau/Office Head or representative)	Administrative Officer HRAS – TDD DTI Academy

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
3. Should there be any training costs that will be shouldered by the bureau/office concerned; these will be coordinated with HRAS for proper alignment of procurement responsibilities.	3.1 The team starts procurement for all training requirements: learning service provider or LSP (if outsourced), food, venue (if done outside DTI Academy or DTI premises), accommodation and training materials, if applicable.	None	10 Days	Administrative Officer HRAS – TDD DTI Academy Bureau/Office Concerned
4. The Heads / Division Chiefs or designated representatives are consulted to check if the requirements are aligned with HRAS.	4.1 The HRAS-TDD / DTI Academy meets prospective learning service provider/s to further discuss training requirements and initial design submitted through procurement method.	None	1 Day (per program/ LSP and per meeting day with bureau or office)	Administrative Officer HRAS – TDD DTI Academy Bureau/Office Concerned
5. The bureau / office checks the training design / outline to ensure alignment.	5.1 The HRAS-TDD / DTI Academy reviews and approves the submitted final training design prior to conduct.	None	3 Days	Administrative Officer HRAS – TDD DTI Academy Bureau/Office Concerned
6. The prospective learners / participants answer pre-tests and additional assessments to check their proficiency level.	6.1 Prior to training, HRAS-TDD / DTI Academy may conduct pre-tests and assessments to (1) know exact proficiency level of the learners and record such prior to training and to (2) ensure soundness of training design.	None	3 Days (excluding processing of results which will depend on the submission of participants)	Administrative Officer HRAS – TDD DTI Academy Learners / Participants

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
The prospective learners / participants prepare to attend to training program/s as scheduled. Regional and provincial learners / participants prepare their necessary travel documents.	7.1 The HRAS-TDD / DTI Academy sends notice to the learners, Bureau / Office Heads as to the training schedule and training requirements such as pre-tests / further assessments.	None	1 Day (transmittal of notices)	Administrative Officer HRAS – TDD DTI Academy Learners / Participants
Total Processing Time		20 Days		

10. Provision of Training through DTI Academy – Project Dalubhasa

The provision of Training through the DTI Academy is considered a **HIGHLY TECHNICAL** transaction. Under Sec. 9 b1 of RA 11032, highly technical transactions shall be acted upon by the assigned officer/employee within 20 working days. If the request or an update on request is not provided within 20 days prior to conduct of a training program, you may file a complaint via email (artaunit@dti.gov.ph).

The DTI Academy provides training programs to DTI officials and employees. The programs include core / foundational programs, leadership programs, and targeted technical programs. The curriculum under Project Dalubhasa offers a whole line of training programs in the areas of business development, consumer protection and advocacy, and trade and investment. The goal of the Project Dalubhasa is to produce in-house specialists on these areas. It also promotes research and innovation based on the tacit knowledge gained from the programs.

Office or Division:	Human Resource and Administrative Service (HRAS) – Training and Development Division (TDD) / DTI Academy			
Classification:	Highly Technical			
Type of Transaction:	G2G – Government-to-Government			
Who may avail:	DTI Officials , DTI Employees			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
DTI Academy Admission Form (1 original copy)			DTI Academy	
DTI Academy Essay Answer Sheet (1 original copy)			DTI Academy	
Selection Criteria Form (1 original copy)			DTI Academy	
Signed DTI Academy Service Contract (3 original copies)			DTI Academy	
Memo Endorsement (1 original copy)			Bureau/Office of Learner	
Procurement Requirements			HRAS – Procurement Division	
Assessment Forms (1 original copy)			DTI Academy	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. For the DTI Academy program offerings based on current curriculum, interested learners need to signify their interest and accomplish the admission form and essay answer sheet.	1.1 The DTI Academy proactively sends out invitations to Bureau/Office Heads with the recommended learners based on the latest performance ratings. The DTI Bureau / Office Head will use the information to nominate his/her learner/s based on performance and potential. In addition to approval of the admission form, they are also guided by the selection criteria, which they also need to accomplish.	None	1 Day (sending out of invites) <i>Note that the Academy programs follow a training calendar and curriculum and may not be readily availed at any given time, except for the core / foundational courses.</i>	DTI Academy Management Team

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2. The learners / officials / employees wait for DTI Academy advice on next steps as training programs are being prepared.	2.1 For existing DTI Academy programs, the team reviews the curriculum and learning plans to check general requirements, especially in terms of learning service providers' required qualifications.	None	8 Days	DTI Academy Management Team
	2.2 The team starts procurement for all training requirements: learning service provider or Learning Service Provider or LSP (if outsourced), food, venue (if done face-to-face outside DTI Academy or DTI premises), accommodation and training materials, if applicable. If the LSP is internal, the DTI Academy team starts to invite through their respective Heads of Bureaus/Offices.		20 Days	DTI Academy Management Team
	2.3 The HRAS-TDD / DTI Academy meets prospective learning service provider/s and internal resource speakers to further discuss training requirements and initial design submitted through procurement method.		1 Day (per meeting, per LSP / internal resource)	DTI Academy Management Team
	2.4 The DTI Academy prepares the invites, collateral materials, advisories, and other requirements prior to start of the training programs.		4 Days	DTI Academy Management Team
3. The prospective learners / participants answer pre-tests and additional assessments to check their proficiency level.	3.1 Prior to training, DTI Academy may conduct pre-tests and assessments to (1) know exact proficiency level of the learners and record such prior to training and to (2) ensure soundness of training design.	None	4 Days (excluding processing of results which will depend on the submission of participants)	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
4. The learners / officials / employees receive notices or advisories on training schedules and requirements.	<p>4.1 The DTI Academy sends out the invites, advisories, and other training materials to all accepted learners.</p> <p>Also, upon admission to the DTI Academy and prior to training, three (3) copies of accomplished and signed DTI Academy Service Contract should be submitted.</p>	None	1 working day (transmittal)	DTI Academy Management Team
5. The prospective learners / participants prepare to attend to training program/s as scheduled. Regional and provincial learners / participants prepare their necessary travel documents if face-to-face workshops.	<p>5.1 The HRAS-TDD / DTI Academy makes final preparations for the training programs to be conducted, such as training design and logistical and administrative requirements.</p> <p>Training is conducted on scheduled date/s.</p>	None	1 working day	<p>DTI Academy Learners / Participants</p> <p>DTI Academy Management Team</p>
Total Processing Time		40 Days		

Training Provision through DTI Academy – Project Dalubhasa is covered under Procurement of Republic Act 9184

11. Facilitation of External Staff Training

The facilitation of external staff training is considered a **COMPLEX** transaction. Under Sec. 9 b1 of RA 11032, simple transactions shall be acted upon by the designated officer/employee within 7 working days. Complaint may be filed via email to artaunit@dti.gov.ph.

CEST, as stipulated in the Department Order No. 202, s 1996, is responsible for the following: 1) Disseminating to bureaus/offices available external local and international, and short and long term, training/scholarship offered by partner donor agencies, 2) Identifying and endorsing the most eligible nominee for the training/scholarship, 3) Coordinating with the partner donor agencies regarding training requirements and other concerns, and 4) Monitoring the re-entry projects and service obligation of returning scholars.

Office or Division:	Human Resource and Administrative Service (HRAS) Training and Development Division (TDD)			
Classification:	Complex			
Type of Transaction:	G2G – Government-to-Government			
Who may avail:	DTI Employees			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1 hard copy of CEST Nomination Form (for bureau/office nominees)			CEST Secretariat ¹	
1 hard copy of CEST Confidential Letter of Reference (for bureau/office nominees)				
1 hard copy of Endorsement Letter (for DTI eligible nominees)				
2 hard copies Donor Agency Documentary Requirements (for DTI eligible nominees)				
4 hard copies Scholarship Service Contract (for accepted scholars)				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Invitation from local and foreign partner and donor agency received	1.1 CEST Secretariat determines the Department participation to the program based on CEST Guidelines set criteria	None	1 Hour	CEST Designated Account Person
2. Receive copy of invitation	2.1 Dissemination of invite to appropriate Functional Group(s)	None	1 Hour	CEST Designated Account Person

¹ Composition of the Committee on External Staff Training
Chair – HRAS Director
Members – One representative (or designated alternate) each from the Five Functional Groups
One (1) DTI Employee Union
CEST Secretariat – HRAS-TDD

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
3. Submission of the nominee's CEST Nomination Form and Confidential Letter of Reference by the Functional Group (for bureau/office nominee)	3.1 Review submission and deliberate if nominee satisfies both the CEST Guidelines and Donor Agency eligibility requirements	None	1 Day	CEST Designated Account Person Office of the Supervising Undersecretary Executive Assistant
4. Nominee receives notice on the outcome of application	4.1 Notification of eligible nominee on the outcome of application	None	1 Hour	CEST Designated Account Person Accepted nominee
5. Submission of accepted nominee of the documentary requirements to CEST Secretariat	5.1 Review submission and endorsement by CEST Chair to Donor Agency	None	2 Days	CEST Designated Account Person Accepted nominee
6. Submission of Scholarship Service Contract (for accepted scholars) as signed by the Supervising Undersecretary	6.1 Review submission and return to employee, if there are any discrepancies. If none, for filing to employee's 201 file and monitoring of service obligation.	None	2 Days	CEST Designated Account Person Accepted nominee Office of the Supervising Undersecretary Executive Assistant
Total Processing Time		5 Days, 3 Hours		

12. Procurement Process

The **DTI Procurement Management Division Procurement Process** is considered as **HIGHLY TECHNICAL TRANSACTION**. Under Sec. 9 b1 of RA 11032, highly technical transactions shall be acted upon within the prescribed processing time shall in no case be longer than 20 working days or as determined by the government agency or instrumentality concerned, whichever is shorter. A violation of any or other laws by the applicant or requesting party shall constitute a valid ground for disapproval of the application or request, without prejudice to other grounds provided in this act or other pertinent laws. You may file a complaint via email (hras@dti.gov.ph).

A. COMPETITIVE BIDDING AS HIGHLY TECHNICAL CLASSIFICATION

Refers to a method of procurement which is open to participation by any interested party and which consists of the following processes: advertisement, pre-bid conference, eligibility screening of prospective bidders, receipt and opening of bids, evaluation of bids, post-qualification, and award of contract. For purposes of, and throughout this IRR, *the terms “Competitive Bidding” and “Public Bidding” shall have the same meaning and shall be used interchangeably.*

Office or Division:		Human Resource Management Service - Procurement Management Division		
Classification:		Highly Technical (COMPETITIVE BIDDING)		
Type of Transaction:		G2G / G2B		
Who may avail:		DTI all bureaus/office/regions and suppliers		
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
BIDDING DOCUMENTS			PMD Office – BAC Secretariat	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
For Goods/Services				
1. Submission to PMD the Purchase Request for Public Bidding	1.1 Pre-procurement Conference	Depends on the Approved Budget of the Contract – based on the guidelines issued by GPPB	1 Day	End-user, Bids and Award Committee, Secretariat, Technical Working Group
	1.2 Advertisement/ Publication/ Posting		7 Days	BAC Secretariat
	1.3 Pre-bidding Conference		1 Day	End-user, Bids and Award Committee Secretariat, Technical Working Group, Prospective bidders
	Number of days before the Submission and Opening of Bids		12 Days	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
For Goods/Services				
2. Submission and Opening of Bids			1 Day	End-user, Bids and Award Committee, Secretariat, Technical Working Group, Prospective bidders
	2.1 Bid Evaluation		3 Days	BAC, BAC Sec
	2.2 Post –Qualification		Within 7- 45 calendar days	BAC, BAC Sec, TWG
	2.3 Preparation of Resolution / Notice of Award and approval/ signing of the documents		Within 2-15 calendar days	BAC, BAC Sec, HOPE
	2.4 Signing of Contract		Within 10-40 calendar days	End-user, HOPE, winning supplier
	2.5 Signing of Notice to Proceed		Within seven (7) calendar days	HOPE, winning supplier
Total Processing Time			Maximum of 136 C.D.	
For Infrastructure				
1. Submission to PMD the Purchase Request for Public Bidding	1.1 Pre-procurement Conference	Depends on the Approved Budget of the Contract – based on the guidelines issued by GPPB	1 Day	End-user, Bids and Award Committee, Secretariat, TWG
	1.2 Advertisement/ Publication/ Posting		1 Day	BAC Secretariat
	1.3 Pre-bidding Conference		12 Days	End-user, Bids and Award Committee, Secretariat, Technical Working Group, Prospective bidders
	Number of days before the Submission and Opening of Bids			
	1.4 Submission and Opening of Bids		1 Day	
	1.5 Bid Evaluation		7 calendar days	BAC, BAC Sec
	1.6 Post –Qualification		45 calendar days	BAC, BAC Sec, TWG
	1.7 Preparation of Resolution / Notice of Award and approval/ signing of the documents			BAC, BAC Sec, HOPE
	1.8 Signing of Contract		40 calendar days	End-user, HOPE, winning supplier
	1.9 Signing of Notice to Proceed	7 calendar days	HOPE, winning supplier	
Total Processing Time			Projects – 156 C.D.	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
For Consulting Services				
1. Submission to PMD the Purchase Request for Public Bidding	1.1 Pre-procurement Conference	Depends on the Approved Budget of the Contract – based on the guidelines issued by GPPB	1 Day	End-user, Bids and Award Committee, Secretariat, Technical Working Group
	1.2 Advertisement/ Publication/Posting		7 Days	BAC Secretariat
	1.3 Submission and Opening of Eligibility Documents and shortlisting		20 calendar days	End-user, Bids and Award Committee Secretariat, Technical Working Group,
	1.4 Pre-bidding Conference		1 Day	Prospective bidders
	Number of days before the Submission and Opening of Bids		12 Days	
	1.5 Submission and Opening of Bids		1 Day	End-user, Bids and Award Committee, Secretariat, Technical Working Group, shortlisted suppliers
	1.6 Bid Evaluation		21 calendar days	BAC, BAC Sec, TWG
	1.7 Post – Qualification		30 calendar days	BAC, BAC Sec
	1.8 Negotiation		10 calendar days	End-user, Bids and Award Committee, Secretariat, TWG, shortlisted suppliers
	1.9 Notification for Negotiation		3 calendar days	BAC, BAC Sec
	1.10 Approval of Ranking by the HOPE		2 days	BAC, BAC Sec, HOPE
	1.11 Preparation of Resolution / Notice of Award and approval/ signing of the documents		15 calendar days	BAC, BAC Sec, HOPE
	1.12 Signing of Contract		40 calendar days	End-user, HOPE, winning supplier
	1.13 Signing of Notice to Proceed		7 calendar days	HOPE, winning supplier
Total Processing Time			Projects – 156 C.D.	

****The above timeline is covered by special law under RA 9184

B. ALTERNATIVE MODE OF PROCUREMENT AS HIGHLY TECHNICAL CLASSIFICATION

In order to promote economy and efficiency, resort to any of the alternative methods of procurement may be provided whenever justified by the conditions set forth in RA 9184.

The alternative method of procurement includes the following:

- Highly Technical;
- Agency to Agency;
- Direct Contracting / Exclusive Distributorship

Office or Division:	Human Resource Management Service - Procurement Management Division			
Classification:	Highly Technical (SMALL VALUE PROCUREMENT)			
Type of Transaction:	G2G / G2B			
Who may avail:	DTI all bureaus/office/regions and suppliers			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Purchase Request (PR) -Two (2) copies (One (1) Original, One (1) Copy)			Designated Procurement Officer of the Bureau/End-user	
Request to Adopt Alternative Mode of Procurement – One (1) Original				
Justification – One (1) Original				
Certificate to undertake the project / Exclusivity for #3- One (1) Original				
Contract – One (1) Original				
Resumé for #1 - One (1) Original				
Resolution – One (1) Original			PMD Office – BAC Secretariat	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission to PMD the Request to Adopt Alternative Mode of Procurement	1.1 Receive the required documents and check for completeness	None	Upon receipt	PMD Office frontline staff
	1.2 Prepare Resolution for approval of the Bids and Awards Committee and HOPE, Work Order (WO)/Purchase Order (PO)	None	2 days	PMD Designated Account Officer for the Bureau
	1.3 Resolution for signature of the Bids and Awards Committee and HOPE		5 days	BAC Members
	1.4 Prepare RCAF and OBR to be forwarded to the requesting Office for signature while the Resolution is still for signature of the BAC.			PMD Designated Account Officer for the Bureau

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.5 OBR for signature of the end-user			Bureau Director Division Chief
2. Submission of the documents (OBR,PO,Abstract, RFQs,PR) to FS	2.1 Forwarded to FS to process the obligation	None	2 days	PMD Account Officer / frontline staff FS Director Section Chief Budget AO Processor AO JEV
	2.2 Receive from FS the obligated CAF/WO/PO and forwarded to Bureau/Office		1 day	PMD Designated Account Officer for the Bureau/frontline staff
Total Processing Time		10 days		

C. NEGOTIATED PROCUREMENT (SMALL VALUE PROCUREMENT) AS HIGHLY TECHNICAL CLASSIFICATION

Procurement of Goods, Infrastructure Projects and Consulting Services, where the amount involved does not exceed the threshold prescribed in Annex "H" of this IRR: Provided, that in case of Goods, the procurement does not fall under shopping in Section 52 of this IRR.

Office or Division:	Human Resource Management Service - Procurement Management Division			
Classification:	Highly Technical (SMALL VALUE PROCUREMENT)			
Type of Transaction:	G2G / G2B			
Who may avail:	DTI all bureaus/office/regions and suppliers			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Purchase Request – Two (2) Copies (One (1) Original, One (1) Copy)			End-user	
Request for Quotations – One (1) Original			PMD Office – PMD Staff	
Abstract of Canvass – One (1) Original				
Purchase Order/Work Order/Request for Certificate of Availability of Funds – One (1) Original				
Obligation Request – One (1) Original				
Disbursement Voucher – One (1) Original				
Inspection and Acceptance Report – One (1) Original			End-user / Property Section	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission to PMD the Purchase Request	1.1 Receive the required documents and check for completeness	None	Upon receipt	End-user/ PMD staff
	1.2 Prepare Request for Quotations (RFQ)		7 days	PMD Account Officer
	1.3 RFQ for Posting at PhilGEPS/ sent invites		3 days	PMD Account Officer
	1.4 Preparation and approval of Abstract of Canvass, Purchase Order/Work Order		2 days	PMD Account Officer /Division Chief/ HRAS Director
	1.5 Preparation of Request for Certificate of Availability of Funds, Obligation Request for signature of end-user		1 day	PMD Account Officer

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.6 Request for Certificate of Availability of Funds, Obligation Request for signature of end-user		3 calendar days	Bureau Director/ Division Chief Bureau Director/ Division Chief
2. Submission of the documents (OBR, PO, Abstract, RFQs, PR) to FS	2.1 Forwarded to FS to process the obligation	None	1 day	PMD Account Officer / frontline staff FS Director Section Chief Budget AO Processor AO JEV
	2.2 Receive from FS the obligated CAF/WO/PO and forwarded to Bureau/Office		1 day	PMD Account Officer
3. Delivery of Goods	3.1 Email to winning supplier the PO/WO	None	1 day	PMD Account Officer
	Delivery schedule		Within 7-30 days	
	3.2 Inspection and Acceptance of Delivery		3 days	PMD Account Officer, Property staff, end-user
4. Submission of Disbursement Voucher (DV)	4.1 Preparation of Disbursement Voucher for signature of concerned bureau /office/division	None	3 days	Bureau Director / Division chief
	4.2 Forward the DV to FS for payment		1 day	PMD Account Officer / frontline staff Accounting staff/ FS Director Section Chief
Total Processing Time		50 calendar days The target Turn-around time starts when complete documents are received by PMD in accordance to the set timeline indicated in RA9184		

****Procurement Process timeline is covered by special law under RA 9184

13. Cashiering Service-Acceptance of Payment

The Acceptance of Payment is considered a **SIMPLE** transaction. Under Sec. 9 b1 of RA 11032, simple transactions shall be acted upon by the assigned officer/employee within 3 working days. If the certificate is not released within 3 days, you may file a complaint via email (artaunit@dti.gov.ph).

Acceptance of payments per applicable fees to facilitate the finalization of applications for any privilege, right, reward, license, clearance, permit or authorization, concession, or for any modification, renewal or extension of the enumerated applications or requests (per definition of government service in Rule 1, Section 4, Paragraph gg of RA 11032 IRR).

Office or Division:	HRAS - Cashier, General Services Division			
Classification:	Simple			
Type of Transaction:	G2C – Government-to-Citizen, G2B – Government-to-Business, G2G – Government-to-Government			
Who may avail:	Citizens, Business Owners/ Corporations, Other Government Agencies			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Order of Payment (OP) (1 original, 1 photocopy)			Corresponding Bureau listed in the Frontline Services of DTI as per (MC) 2019-002	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure Order of Payment (OP) from the corresponding Bureau	1.1 Issue OP as per corresponding approved application of client	None	2-5 minutes per application	Frontline Personnel of Corresponding Bureau listed in the Frontline Services of DTI as per (MC) 2019-002
2. Present 3 copies of the OP to the Cashiers located at the following: <ul style="list-style-type: none">4F, DTI Head Office 361 Sen. Gil Puyat Ave. Makati City for frontline services under 1.1.2, 1.3.2 and 2.1.2 in the list of applicable fees attached herewith.Assigned cashiers in the Negosyo Centers for business registration transactions.	2.1 Ensure accuracy of details in the OP	See attached list	2-3 minutes per OP	Designated Collecting Officer
	2.2 Accept Payment			
	2.3 Issue an Official Receipt (OR)			
Total Processing Time		8 minutes		

LIST OF APPLICABLE FEES

1. COMPETITIVENESS & INNOVATION

1.1 OFFICE: Competitiveness Bureau

1.1.1 Location of Payment Acceptance with Designated Collecting Officer: DTI Central Office.

1.1.2 Frontline Service: Issuance of Certificate of Preference for Domestic Bidders

1.1.3 Applicable Fees

PARTICULARS	APPLICABLE FEE
Application/ Processing (per product) for Micro Enterprises	Php 2,500.00
Application/ Processing (per product) for Small Enterprises	Php 5,000.00
Application/ Processing (per product) for Medium Enterprises	Php 7,500.00
Application/ Processing (per product) for Large Enterprises	Php 20,000.00
Certified True Copy of Certificate	Php 100.00
Appeal	Php 10,000.00
Note: Fees are subject to change due to any amendments in accordance with existing laws, implementing rules and regulations.	

1.2. OFFICE: Negosyo Center

1.2.1 Location of Payment Acceptance with Designated Collecting Officers:

1.2.1.1 NC Office Area 2 – Makati

1.2.1.2 NC Office Area 3 – Mandaluyong

1.2.1.3 NC Office Area 4 – Valenzuela

1.2.2 Frontline Service: Registration of Business Name

1.2.3 Applicable Fees

PARTICULARS	APPLICABLE FEE
A. Registration Fee	
a. Territorial Scope Barangay	Php 200.00
b. City/ Municipality	Php 500.00
c. Regional	Php 1,000.00
d. National	Php 2,000.00
Plus Documentary Stamp Tax (DST) Pursuant to BIR Revenue Memo Order 13-2008	Php 30.00

PARTICULARS	APPLICABLE FEE
B. Other Fees	
Surcharge for Renewal If filed within ninety-one (91) days to one hundred eighty days (180) after expiration date (Late Filing/ Grace Period)	Additional 50% of the selected Territorial Scope
Cancellation	DST Php 30.00
Certification/ Change of Business Information	
Affirmative/Negative Certification	Php 50.00 + DST
Change of Owner's Name, Business Address, Owner's Address	Php 50.00/ change of info + DST
Authentication / Certified True Copy (Per copy)	Php 50.00 + DST
C. Business Name Listing	
Soft/ Hard Copy – first five (5) pages	Php 20.00
Per page of the succeeding page(s)	Php 3.00
Note: Fees are subject to change due to any amendments in accordance with existing laws, implementing rules and regulations.	

1.3 OFFICE: Philippine Accreditation Bureau

1.3.1 Location of Payment Acceptance with Designated Collecting Officer: DTI H.O.

1.3.2 Frontline Services:

1.3.2.1 Laboratory and Inspection Body Accreditation Process (Initial Assessment and Reassessment)

1.3.2.2 Laboratory & Inspection Body Accreditation Process (Surveillance Visit)

1.3.2.3 Laboratory & Inspection Body Accreditation Process (Special Assessment)

1.3.2.4 Processing of Initial Accreditation and Reaccreditation of Certification Bodies

1.3.2.5 Verification of Certification Bodies (CBs) Continuing Compliance Through Surveillance

1.3.3 Applicable Fees:

TYPE OF FEE	LABORATORY ACCREDITATION	MANAGEMENT SYSTEM ACCREDITATION
	Legal Basis: DAO 13, Series of 1995	Legal Basis: DAO 01, Series of 2005

Application Fee	Php 300.00 (non-refundable)	Php2,000.00 (non-refundable)
Assessment Fee including <input type="checkbox"/> Document Review <input type="checkbox"/> Initial, Surveillance, Follow-up Audit/Visit	Php500.00 per man-hour	Php5,000.00 per man-day
Accreditation Fee	Php5,000.00 per scope of accreditation	Php10,000.00 per scope of accreditation
Annual Accreditation Fee	Php3,000.00 per scope of accreditation	Php5,000.00 per scope of accreditation
Note: Fees are subject to change due to any amendments in accordance with existing laws, implementing rules and regulations		

2. CONSUMER PROTECTION

2.1 OFFICE: Fair Trade Enforcement Bureau

2.1.1 Location of payment acceptance with Designated Collecting Officer: DTI Central Office

2.1.2 Frontline Services:

2.1.2.1 Applicable fees are based on DTI-DOH Joint AO No. 1, s. 2000

2.1.2.2 Processing of Application for Certificate of Accreditation for Truck Rebuilding Centers

2.1.3 Applicable Fees:

PROGRAMS	AMOUNT
Accreditation of Truck-Bus Rebuilding Centers (DAO 08-03)	
<input type="checkbox"/> Truck Rebuilding Application	300.00
<input type="checkbox"/> Truck Rebuilding Accreditation	30,000.00
Others	
<input type="checkbox"/> Extensions (Government Importation)	200.00
<input type="checkbox"/> Certified True Copy (CTC) for all programs	100.00
<input type="checkbox"/> Amendments of CAI	
<input type="checkbox"/> 1 st Amendment	600.00
<input type="checkbox"/> 2 nd Amendment	900.00
<input type="checkbox"/> 3 rd Amendment	1,200.00
Documentary Stamp	30.00
Note: Fees are subject to change due to any amendments in accordance with existing laws, implementing rules and regulations	

- 2.1.3.1 Issuance of Certificate of Accreditation for Private Emission Testing Centers (PETCs)*
- 2.1.3.2 Issuance of Certificate of Authority for Ship and Merchandise Broker
- 2.1.3.3 Issuance of Certificate of Registration for Bulk Sales
- 2.1.3.4 Issuance of General Bonded Warehouse License
- 2.1.3.5 Issuance of Waiver under PD 1466

2.2. OFFICE: Bureau of Philippine Standards

2.2.1 Location of Payment Acceptance with Designated Collecting Officer: DTI Central Office

2.2.2 Frontline Services:

2.2.2.1 Processing of Import Commodity Clearance

Particulars	Applicable Fee
Application Fee	Php 300.00
Processing Fee Up to Php 500,000.00	Php 5,000.00
Processing Fee Over Php 500,000.00 up to Php 1,000,000.00	Php 7,500.00
Processing Fee – Over Php 1,000,000.00	Php 10,000.00
ICC Sticker (per piece)	Php 1.56

2.2.2.2 Processing of Statement of Confirmation

2.2.2.3 Processing of Philippine Standard (PS) Quality and/ or Safety Certification Mark License

2.2.3. Applicable Fees: For 2.2.2.2 & 2.2.2.3
(Price Structure List)

Note: Fees are subject to change due to any amendments in accordance with existing laws, implementing rules and regulations

3. MANAGEMENT SERVICE

3.1 OFFICE: Human Resource Administrative Office

3.1.1 Location of payment acceptance with Designated Collecting Officer: DTI Central Office

3.1.2 Frontline Services and Applicable Fees:

3.1.2.1 Bidding documents

Standard Rates

The cost of bidding documents shall correspond to the ABC range as indicated in the table below. This shall be the maximum amount of fee that procuring entities can set for the acquisition of bidding documents.

Approved Budget for the Contract	Maximum Cost of Bidding Documents (in Philippine Peso)
500,000 and below	Php 500.00
More than 500,000 up to 1 Million	Php 1,000.00
More than 1 Million up to 5 Million	Php 5,000.00
More than 5 Million up to 10 Million	Php 10,000.00
More than 10 Million up to 50 Million	Php 25,000.00
More than 50 Million up to 500 Million	Php 50,000.00
More than 500 Million	Php 75,000.00

3.1.2.2 Bid Security

The bidder shall submit a Bid Securing Declaration, or any form of Bid Security, in an amount not less than the required percentage of the ABC in accordance with the following schedule:

Form of Bid Security	Amount of Bid Security (Not less than the required percentage of the ABC)
<p>a) Cash or cashier's/manager's check issued by a Universal or Commercial Bank.</p> <p>For biddings conducted by LGUs, the cashier's/manager's check may be issued by other banks certified by the BSP as authorized to issue such financial instrument</p>	Two percent (2%)
<p>b) Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank: Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank.</p> <p>For biddings conducted by LGUs, bank draft/guarantee, or irrevocable letter of credit may be issued by other banks certified by the BSP as authorized to issue such financial instrument</p>	

3.1.2.3 Performance Bond

The performance security shall be in an amount not less than the required percentage of the total contract price in accordance with the following schedule:

Form of Performance Security	Amount of Performance Security (Not less than the required percentage of the Total Contract Price)
<p>a) Cash or cashier's/manager's check issued by a Universal or Commercial Bank.</p> <p>For biddings conducted by LGUs, the cashier's/manager's check may be issued by other banks certified by the BSP as authorized to issue such financial instrument</p>	
<p>b) Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank: Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank.</p> <p>For biddings conducted by LGUs, bank draft/guarantee, or irrevocable letter of credit may be issued by other banks certified by the BSP as authorized to issue such financial instrument</p>	<p>Goods and Consulting Services- Five percent (5%)</p> <p>Infrastructure Projects- Ten percent (10%)</p>

Note: Fees are subject to change due to any amendments in accordance with existing laws, implementing rules and regulations

14. Processing of Request for Vehicle and/or Driver

The processing of Request for vehicle and/or driver is considered a **SIMPLE** transaction. Under Sec. 9 b1 of RA 11032, simple transactions shall be acted upon by the assigned officer/employee within 3 working days. If the certificate is not released within 3 days, you may file a complaint via email (artaunit@dti.gov.ph).

Request for vehicle and/or driver when needed by DTI Bureaus and Offices in order to fulfill their official duties and responsibilities.

Office or Division:	HRAS – General Services Division - Motorpool			
Classification:	Simple			
Type of Transaction:	G2G – Government-to-Government			
Who may avail:	All DTI Bureaus and Offices			
CHECKLIST OF REQUIREMENTS				WHERE TO SECURE
QF-MOTO-04 – Request for Driver and/or Vehicle (1 copy)				DTI – HRAS – GSD Motorpool
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit request for vehicle and/or driver	1.1 Check availability of vehicle and/or driver	None	15 Minutes	Administrative Officer, HRAS
	1.2 Assign vehicle and/or driver		15 Minutes	Section Head, HRAS
	1.3 Approve request		15 Minutes	Director / General Service Division Chief
	1.4 Coordinate details with end user Bureau/ Office		30 Minutes	Administrative Officer, GSD Client
	1.5 Return vehicle key and report any problems after completion of official trip		10 Minutes	Official Driver, Motorpool
	1.6 Submit duly accomplished trip tickets and fleet card		30 Minutes	Administrative Officer, GSD
Total Processing Time		1 Hour, 55 Minutes		

15. Issuance of Controlled and Numbered Record/s or Documents

The Issuance of Controlled and Numbered Record/s or Document/s is considered a **COMPLEX** transaction. Under Sec. 9 b1 of RA 11032, simple transactions shall be acted upon by the assigned officer/employee within 3 working days. If the certificate or request is not released within 3 days, you may file a complaint via email (artaunit@dti.gov.ph).

Request/s submitted by originating Bureau/s or Office/s for official DTI record/s or document/s to be numbered, logged, distributed and archived by the DTI HRAS Records Section is acted upon immediately, i.e. within minutes after receipt. Original copy/ies of the processed record/s or document/s are kept on file and certified copies are issued physically or electronically. The procedures indicated herein are in compliance with the provisions of Republic Act No. 9470 or the National Archives of the Philippines Act of 2007 and Book VII, Chapter 2 of the Administrative Code of 1987 (submissions to the Office of the National Administrative Register or ONAR).

The Issuance of Controlled and Numbered Record/s or Document/s is the initial step to implement rules and regulations, policies, orders and guidelines that are directed to internal clients (DTI officers and employees in all DTI Offices and Attached Agencies) and external clients (Other Government Institutions, Private Entities and the General Public) in the fulfilment of mandated goals.

Office or Division:	HRAS – General Services Division – Records Section			
Classification:	Complex			
Type of Transaction:	G2B – Government-to-Business, G2G – Government-to-Government			
Who may avail:	All DTI Bureaus and Offices			
CHECKLIST OF REQUIREMENTS				WHERE TO SECURE
1. QF-REC-06 – Request for Issuances Form (1 copy);				DTI – HRAS GSD Records
2. Original Documents, i.e. Department Orders, Department Administrative Orders, Joint Administrative Orders, Joint Memorandum Circulars, Bulletins, Memoranda, Bureau Orders, Memorandum Circulars and Office Orders (1 copy for Records Section to be photocopied and certified for release to the Requesting Office)				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit original copy of the record/s or document/s and fill up the Request for Issuances Form	1.1 Check contents and authenticity of the record/s or document/s	None	5 Minutes	Administrative Officer (Records Officer or Designated Alternate)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.2 Record or log, assign and affix number/s to the record/s or document/s		10 Minutes	Administrative Officer (Records Officer or Designated Alternate)
	1.3 Certify photocopy/ies of Original Issuance/s		10 Minute	Section Chief (Or Designated Alternate)
	1.4 Scan, upload and index the Numbered Issuance/s in the electronic archive and file the original numbered copy/ies		1 Day (Within the day issuance was processed)	Administrative Officer (Records Officer or Designated Alternate)
	1.5 Validate and approve the Specified Recipients of the Certified Copies of DTI Issuance/s		5 Minutes	HRAS Director or Records Section Chief
2. Requesting Office or Bureau Receive the Requested Certified Photocopy/ies of the Original Issuance/s	2.1 Issue Certified Photocopy/ies of the Processed Record/s or Document/s (Hardcopy/ies)	None	10 Minutes	Administrative Officer (Records Officer or Designated Alternate) Requesting Office or Bureau
	2.2 E-mail blast the Certified Photocopy/ies of the Processed Record/s or Document/s		15 Minutes	
3. Requesting Office or Bureau Submit the Certificate of Publication and Filing Fee to the Records Section	3.1 Submit Certified Photocopy/ies of the Processed Record/s or Document/s with CD file to the ONAR, UP Law Center	P20.00 Filing Fee of ONAR (c/o Requesting Bureau of Office)	3 Days After Issuance/s Publication	Administrative Officer (Records Officer or Designated Alternate) Requesting Office or Bureau
Total Processing Time		4 Days, 55 Minutes		

16. Issuance of Certificate of No Pending Administrative Case (CPNC)

The Issuance of Certificate of No Pending Case is considered a **SIMPLE** transaction. Under Sec. 9 b1 of RA 11032, simple transactions shall be acted upon by the assigned officer/employee within 3 working days. If the certificate is not released within 3 days, you may file a complaint via email (artaunit@dti.gov.ph).

This Certificate serves as proof that the requesting DTI official or employee has no pending disciplinary administrative case before the DTI Internal Affairs Unit – Formal Investigation Committee (IAU-FIC).

Office or Division:	Legal Service			
Classification:	Simple			
Type of Transaction:	G2C – Government-to-Citizen, G2G – Government-to-Government			
Who may avail:	Internal: All Officials and Employees of the DTI Central Office External: Heirs, Family Members of Deceased DTI personnel			
CHECKLIST OF REQUIREMENTS				WHERE TO SECURE
1. Duly Accomplished Request Form				Legal Service
Additional Requirements				
2. For Official/Personal Travel <ul style="list-style-type: none"> Travel Authority 				HRAS-Records Division/Concerned Approving Authority
3. For Clearance (Resignation/Transfer/Retirement/Leave/Other Mode of Separation) <ul style="list-style-type: none"> Duly Accomplished HRAS Clearance Form 				HRAS
4. For Application for Scholarship <ul style="list-style-type: none"> Letter of Invitation 				Host Country or Sponsor
5. For Renewal/Application of Bond <ul style="list-style-type: none"> Official Designation as Disbursing Officer 				Concerned Head of Office
6. For Legal Consultation <ul style="list-style-type: none"> Travel Order 				Concerned Approving Authority
7. For SPRINTS <ul style="list-style-type: none"> Memo request of office concerned 				Concerned Head of Office
8. For Landbank Loan <ul style="list-style-type: none"> Accomplished landbank loan form 				Landbank
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE

<ul style="list-style-type: none"> For <u>active DTI officials and employees</u>, accomplish the online form² as LS' reference in processing requests for CNPC. For <u>inactive (former) DTI officials and employees</u>, accomplish the hard copy or soft copy (in pdf) request form that will be provided by the LS Staff. 	<p>1. Evaluates and checks the completeness of the information provided by the requestor and the additional requirements, if any.</p> <p>1.1 If upon evaluation, the information or requirements required are not complete, inform the requestor for completion.</p> <p>1.2 If upon evaluation, the information or requirements required are complete, docket the request.</p>	None	6 working hours	CNPC Processing Officer
	<p>2. Checks the records to verify whether the requestor has a pending disciplinary administrative case.</p>		4 working hours	CNPC Processing Officer
	<p>3. Prepares the CNPC and submit to the IAU-FIC Team for review.</p>		4 working hours	CNPC Processing Officer
	<p>4. Verifies the accuracy of the CNPC.</p>		4 working hours	IAU-FIC Secretariat
	<p>5. Submits reviewed CNPC to IAU-FIC Chairperson (or in case of unavailability or absence to the</p>		30 minutes	CNPC Processing Officer

² Online Request form for ACTIVE Employees <https://forms.office.com/r/qrRdIKf7cv>

	IAU-FIC Vice-Chairperson)			
	6. Evaluates, approves and signs the CNPC.		5 working hours	IAU-FIC Chairperson (or in case of unavailability or absence to the IAU-FIC Vice-Chairperson)
	7. Releases the approved and signed CNPC to the requestor via email. Hardcopy may be provided, if requested.		30 minutes	CNPC Processing Officer
Total Processing Time			3 working days	

Regional Operations

Internal Service

17. Payment for Creditors, Purchase of Office Supplies and Replenishment of Cash Advance/Revolving Fund/Reimbursement

The Facilitation of payment for creditors, purchase of office supplies, food and venue for seminars/trainings/representation/ professional fee of consultant and the like is considered a **SIMPLE** transaction. Under Sec. 9 b1 of RA 11032, simple transactions shall be acted upon by the assigned officer/employee within 3 working days. If the payment is not processed within 3 days, you may file a complaint via email (artaunit@dti.gov.ph).

This service provides information on documentary requirements and number of days how soon a creditor such as but not limited to resource speakers' honorarium, caterers and the like may be facilitated within DTI-NCRO.

Office or Division:	DTI-National Capital Regional Office – Finance and Administrative Service Division (FASD)	
Classification:	Simple	
Type of Transaction:	G2G – Government-to-Government	
Who may avail:	All DTI-NCRO Areas/Division	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
DV Routing Slip		FASD
Disbursement Voucher (DV)		FASD
Signed RCAF and all the attachments (original copy on 1st payment)		FASD
Accomplishment report on agreed deliverables (Consultant)		Consultant
Certificate of satisfactory service rendered (Consultant)		Area/Division
Notarized sworn declaration of gross income received by BIR(Consultant)		Consultant
Signed contract/TOR (original copy on 1st payment)		Area/Division
Attendance sheet (catering/food and venue for seminars, trainings)		Area/Division
Post-activity report/output (catering/food and venue for seminars, trainings)		Area/Division
Sales Invoice/Billing Statement (Purchase of office supplies)		Supplier
Delivery Receipt (Purchase of office supplies)		Supplier
BIR Registration (BIR Form No. 2303 for new suppliers)		Supplier/Consultant
Bank details (for new suppliers)		Supplier/Consultant
Billing statement (original copy) (food and venue for seminars, trainings)		Supplier
Travel Order (if applicable for TEV)		Area/Division

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Area/Division must submit the complete documentary requirements including those that are from the Consultant / supplier and submit it before the FASD of DTI-NCRO	1.1 Evaluate completeness of documents		1 day	FASD Designated Staff
	If complete, with all the signatories, will submit to concerned division at the DTI Head Office for processing and payment		1 day	FASD Designated Staff
	If incomplete, all documents will be returned to the concerned Area/Division			Area/Division concerned

18. Facilitation for Payment of Salaries of Service Providers/Job Orders

The Facilitation of payment for creditors, purchase of office supplies, food and venue for seminars/trainings/representation/ professional fee of consultant and the like is considered a **SIMPLE** transaction. Under Sec. 9 b1 of RA 11032, simple transactions shall be acted upon by the assigned officer/employee within 3 working days. If the payment is not processed within 3 days, you may file a complaint via email (artaunit@dti.gov.ph).

This provides information on documentary requirement in facilitating the salary of SP's/JO's of DTI-NCRO by FASD.

Office or Division:	HRAS – General Services Division - Motorpool			
Classification:	Simple			
Type of Transaction:	G2G – Government-to-Government			
Who may avail:	All DTI Bureaus and Offices			
CHECKLIST OF REQUIREMENTS				WHERE TO SECURE
DV Routing Slip				FASD
Disbursement Voucher (DV)				FASD
Matrix of computation (if 2 or more SPs)				FASD
Daily Time Record				COS/JO
Official Business Slip (for manual time in/out)/if applicable				COS/JO
Accomplishment Report duly signed by SP and approved by Supervisor				COS/JO
Certificate of Satisfactory Service Rendered				COS/JO
Signed contract (original copy on 1st payment)				FASD
Signed RCAF and all the attachments (original copy on 1st payment)				FASD
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Concerned COS/JO must submit to FASD the complete attachments for the facilitation of their salary within the deadline provided	Evaluate completeness of documents, if complete submission to DTI FS Head Office		1-2 days depending on the availability of signatory	FASD Designated Staff
	If incomplete, will advise the concerned COS/JO of the lacking document		-	COS/JO

19. Requisition of Supplies

The requisition of supplies is considered a SIMPLE transaction. Under Sec. 9 b1 of RA 11032, **SIMPLE** transactions shall be acted upon by the assigned officer/employee within 3 working days. If the requisition is not acted upon within 3 days, you may file a complaint via email (artaunit@dti.gov.ph).

Provides information on how requesting of office supplies may be made within DTI-NCRO

Office or Division:	DTI-National Capital Regional Office – Finance and Administrative Service Division (FASD)			
Classification:	Simple			
Type of Transaction:	G2G – Government-to-Government			
Who may avail:	All DTI-NCRO Employees			
CHECKLIST OF REQUIREMENTS				WHERE TO SECURE
Submit RIS per month (with complete information)				FASD
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit within the 1st week of the month	Evaluation of the requested supplies and delivery to the requesting Area/Division/Employees		1 – 3 days depending on the location of the requesting party/availability of the supplies requested	FASD Designated Staff

20. Request for Clearance and Leave Credits

The requisition of supplies is considered a SIMPLE transaction. Under Sec. 9 b1 of RA 11032, **SIMPLE** transactions shall be acted upon by the assigned officer/employee within 3 working days. If the requisition is not acted upon within 3 days, you may file a complaint via email (artaunit@dti.gov.ph).

Provides information in requesting clearance and leave Credits from DTI Head Office

Office or Division:	DTI-National Capital Regional Office – Finance and Administrative Service Division (FASD)			
Classification:	Simple			
Type of Transaction:	G2G – Government-to-Government			
Who may avail:	All DTI-NCRO Regular Staff			
CHECKLIST OF REQUIREMENTS				WHERE TO SECURE
HRAS Document Request form				FASD
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit to FASD the filled-out Document Request Form	Evaluation of the form submitted and forward the same to DTI HRAS in head office		1 day	FASD Designated Staff

21. Request for Travel Authority

The requisition of supplies is considered a SIMPLE transaction. Under Sec. 9 b1 of RA 11032, **SIMPLE** transactions shall be acted upon by the assigned officer/employee within 3 working days. If the requisition is not acted upon within 3 days, you may file a complaint via email (artaunit@dti.gov.ph).

Provides details on the requirement when requesting Travel Authority whether the same is official or personal travel.

Office or Division:	DTI-National Capital Regional Office – Finance and Administrative Service Division (FASD)			
Classification:	Simple			
Type of Transaction:	G2G – Government-to-Government			
Who may avail:	All DTI-NCRO Regular Employees			
CHECKLIST OF REQUIREMENTS				WHERE TO SECURE
Request letter addressed to the Bureau Head (if applicable)				Requesting Employee
Memorandum addressed to ROG USEC through the Bureau Head				Bureau Head
Approved application for leave (if applicable)				Requesting Employee
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Requesting employee must send the letter to the Bureau Head (if applicable) which shall be endorsed by the Bureau Head before the ROG Undersecretary	Evaluate the completeness of the request		1 - 3 days depending on the availability of signatory	FASD Designated Staff

22. Processing of Payroll

The Processing of Payroll is considered a **COMPLEX** transaction. Under Sec. 9 b1 of RA 11032, complex transactions shall be acted upon by the assigned officer/employee within 7 working days. If the payroll is not processed within 7 days, you may file a complaint via email (artaunit@dti.gov.ph).

Payroll processing is classified as a complex transaction from submission of DTR to finalization of payroll for submission to accounting.

Office or Division:	DTI-CAR Regional Office – Office of the Regional Director- Human Resource Unit			
Classification:	Complex			
Type of Transaction:	G2G – Government-to-Government			
Who may avail:	All Employees			
CHECKLIST OF REQUIREMENTS				WHERE TO SECURE
One (1) copy of Employee Daily Time Record				Employee
One (1) copy of each approved leave application/s				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Requesting employee must send the letter to the Bureau Head (if applicable) which shall be endorsed by the Bureau Head before the ROG Undersecretary	1.1 Receive and collect DTRs	None	2 days	Human Resource Officer
2. Inform HR of additional payroll deductions	2.1 Determine available leave balances (not included in the payroll if below 15 leave credits, LWOP, employees on special leave/ absence.	None	1 day	Human Resource Officer
	2.2 Effect corresponding salary adjustments, longevity / increment, as applicable.	None	1 day	Human Resource Officer

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Input individual payroll deductions (tax, mandatory premiums, loans, and other deductions allowed in the payroll)	None	2 days	Human Resource Officer
	Effect necessary adjustment on net take home pay (NTHP). Must have NTHP of at least P5,000/month.	None	4 hours	Human Resource Officer
	Submit finalized payroll to the accounting for preparation of vouchers and disbursement	None	4 hours	Human Resource Officer
Total Processing Time		7 Days		

23. Processing of Personnel Requests

The Processing of Personnel Requests is considered a **SIMPLE** transaction. Under Sec. 9 b1 of RA 11032, simple transactions shall be acted upon by the assigned officer/employee within 3 working days. If the request is not processed within 3 days, you may file a complaint via email (artaunit@dti.gov.ph).

Processing of Personnel Requests is classified as simple transaction from preparation to release of HR documents/ records officially requested by the employee which covers HR Certifications, request for Certificate of Employment, Leave Balances, Clearances, Service Records, performances, 201 records, etc.

Office or Division:	DTI-CAR Regional Office- Office of the Regional Director			
Classification:	Simple			
Type of Transaction:	G2G – Government-to-Government, G2C – Government-to-Citizens			
Who may avail:	All employees and former employees			
CHECKLIST OF REQUIREMENTS				WHERE TO SECURE
One (1) copy of letter request (indicating the type and purpose of the request) from the employee				Requesting employee
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit letter request to HR <i>Note: employee can only request for his/her own record</i>	1.1 Receive and record letter request <i>Note: Confidential personal records shall be subject to the approval of the Regional Director</i>	None	1 day	Human Resource Officer
	1.2 Process/ prepare request/s	None	10 minutes	Human Resource Officer
	1.3 Assign and record reference number	None	5 minutes	Human Resource Officer
	1.4 Facilitate signature of authorized signatory	None	5 minutes	Regional Director / Human Resource Officer
2. Claim request	2.2 Issue document / record	None	5 minutes	Human Resource Officer
Total Processing Time		1 Day, 25 Minutes		

24. Evaluation of Project Proposals

The Evaluation of Project Proposals is considered a **COMPLEX** transaction. Under Sec. 9 b1 of RA 11032, complex transactions shall be acted upon by the assigned Officer/Division/Office within 7 working days. If the project proposal is not reviewed and evaluated within 7 days, you may file a complaint via email (artaunit@dti.gov.ph).

Project Proposal Evaluation is classified as complex transactions to evaluate and assess the conformance of a particular DTI activity proposed by Regional Office Divisions or Provincial Offices with the Programs/Activities/Projects designed for external and/or internal clients, including the appropriate allotment of resources

Office or Division:	DTI-CAR Regional Office- Office of the Regional Director			
Classification:	Simple			
Type of Transaction:	G2G – Government-to-Government, G2C – Government-to-Citizens			
Who may avail:	All employees and former employees			
CHECKLIST OF REQUIREMENTS				WHERE TO SECURE
One (1) copy of project Proposal with transmittal memo and supporting attachments				Concerned PO/RO Division
One (1) copy of Approved Work and Financial Plan				
One (1) copy of updated Regional Proposal Evaluation Committee (RPEC) Guidelines				RPEC (RO)
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Project Proposal	1.1 Endorse to the Regional Office for evaluation	None	1 day	Provincial Director/OIC, RO Division Head
Note: Proposals from Provincial Offices must have passed the Provincial Evaluation Committee (PEC)	1.2 Endorse the reviewed proposal to RPEC for evaluation		4 hours	Concerned RO Division
	1.3 Include evaluation of the Finance and Administrative Division (FAD) on budgetary requirements		1 day	Regional Proposal Evaluation Committee (RPEC)
	1.4 Approve the evaluated proposal		1 day	Regional Director
	1.5 Endorse approved proposals to FAD for funding	None	4 hours	RPEC Secretariat
	1.6 Provide copy of the RPEC Evaluation Sheet and Division Evaluation Report (DER) to concerned Division/Office			
Total Processing Time		4 Days, 4 Hours		

25. Requisition and Distribution/Issuance of Supplies, Materials and Equipment

The Evaluation of Project Proposals is considered a **COMPLEX** transaction. Under Sec. 9 b1 of RA 11032, complex transactions shall be acted upon by the assigned Officer/Division/Office within 7 working days. If the project proposal is not reviewed and evaluated within 7 days, you may file a complaint via email (artaunit@dti.gov.ph).

To ensure that supply on stock are adequate, available at all times and delivered to the end user within reasonable time, below are the guidelines for management of supplies from the receipt and verification of requests up to the preparation of report.

Office or Division:	DTI-CAR Regional Office – Finance and Administrative Division			
Classification:	Complex Transaction			
Type of Transaction:	G2G – Government-to-Government			
Who may avail:	DTI Employees			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
One (1) copy of Annual Procurement Plan - Common Supplies and Equipment (APP-CSE)			Form from the Government Procurement Policy Board (GPPB)	
One (1) copy of Supplemental Annual Procurement Plan – Common Supplies and Equipment (APP-CSE), if the requested supply/ material/ equipment is not included in the APP-CSE			Form from the Government Procurement Policy Board (GPPB)	
Two (2) copies of Requisition and Issue Slip (RIS)			Government Accounting Manual (GAM) form from Commission on Audit (COA)	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Requisitioning Party submits RIS	1.1 Verify with the submitted APP-CSE. If item/s are within APP-CSE, it will be approved by the authorized signatory.	None	1 day	Supply Designated Officer (SDO)
	1.2 Check availability of requested supply/ material/ equipment	None	1 day	Supply Designated Officer (SDO)
2. RP receives the supply/ material/ equipment, if available.	2.1 If the requested supply/ material/ equipment is available, release supply/material/ equipment to RP <i>If the requested supply/ material/ equipment is available, facilitate procurement process</i>	None	5 days	Supply Designated Officer (SDO)
Total Processing Time		7 Days		

26. Processing of Leave Application

The Process of Leave Application is considered a **SIMPLE** transaction. Under Sec. 9 b1 of RA 11032, simple transactions shall be acted upon by the assigned officer/employee within 3 working days. If the approved Leave Application is not released within 3 days, you may file a complaint via email (artaunit@dti.gov.ph).

To implement fully the provisions of EO 292 Book V or Omnibus Rules on Leave.

Office or Division:	DTI Region I - Administrative, Finance and Management Division	
Classification:	Simple	
Type of Transaction:	G2G – Government-to-Government	
Who may avail:	DTI Region I Employees	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
Application for Leave – CSC Form 6 1998		Downloadable File from CSC Website
Medical Certificate		
Clearance		
<ul style="list-style-type: none">▪ All accomplished Application for Leave and attachments should be submitted in triplicate:		
<ul style="list-style-type: none">▪ Half Day Sick Leave – attach Medical Certificate accomplished by a licensed physician.		
<ul style="list-style-type: none">▪ Sick Leave more than 5 days – attach Medical Certificate accomplished by licensed physician.		
<ul style="list-style-type: none">▪ Maternity Leave – attach Medical Certificate, and Clearance		
<ul style="list-style-type: none">▪ Paternity Leave – attach birth certificate of child and marriage certificate		
<ul style="list-style-type: none">▪ Solo Parent Leave – attach Solo Parent ID		
<ul style="list-style-type: none">▪ Special Leave Benefit for Women (RA 9710) – attach letter request availing said leave, Clearance, Medical Certificate indicating the findings, procedure and physician's recommendation.		
<ul style="list-style-type: none">▪ Rehabilitation Leave – attach letter request, police report, medical certificate acquired from a government physician and others as deemed necessary		
<ul style="list-style-type: none">▪ Special Privilege Leave (SPL) due to calamity – attach declaration of state of calamities from LGU or certification from Barangay Captain.		

CLIENT STEPS	AGENCY ACTIONS	FEES	TIME	PERSON RESPONSIBLE
Leave Application w/in the signing authority of PD/OIC				
<p>1. Submit Accomplished Application for Leave, CSC Form 6, 1998;</p> <p>VACATION LEAVE: Submit accomplished Application for Leave Form at least 5 days before availment;</p> <p>SPECIAL PRIVILEGE LEAVE: Submit accomplished Application for Leave Form seven (7) days before availment except in times of calamities or emergency cases, required filing period may be waived.</p> <p>SICK LEAVE: Submit application for leave upon the employee's return for work, attach Medical Certificate for half-day Sick Leave</p>	1.1. Record Application for Leave	None	4 hours	Administrative Officer/ Designated Administrative Officer
	1.2 Check completeness of documents and certify availability of Leave Credits (countersign for the HRMO)	None	4 hours	Administrative Officer/ Designated Administrative Officer
	1.2 Sign Recommending approval of Application for Leave	None	4 hours	Supervisor/ OIC
	1.3 Approve / Disapprove Application for Leave	None	4 hours	Provincial Director/OIC
2. Receive approved/ disapproved leave application	1.4 File approved Application for Leave and provide copy to employee. In case of disapproval, the Administrative Officer shall inform the concerned employee to avoid AWOL.	None	4 hours	Administrative Officer II/ Designated Administrative Officer
Total Processing Time		3 Days		

CLIENT STEPS	AGENCY ACTIONS	FEES	TIME	PERSON RESPONSIBLE
Leave Application within the signing authority of the Regional Director (<i>more than 5 days for PO employees</i>)				
<p>1. Submit Accomplished Application for Leave, CSC Form 6, 1998;</p> <p>VACATION LEAVE: Submits accomplished Application for Leave Form at least five (5) days before availment</p> <p>SPECIAL PRIVILEGE LEAVE: Submits accomplished Application for Leave Form at least seven (7) days before availment except in times of Calamities or emergency cases, filing period may be waived.</p> <p>SICK LEAVE: Half-day Sick Leave RO Employees submits application for leave upon employee's return for work, and attach Medical Certificate.</p> <p>All Employees: Submits application for leave upon the employee's return for work, and attach Medical Certificate for Sick Leave application beyond five (5) days.</p> <p>Other types of Leave:</p> <p>Rehabilitation Leave Submits Application for Leave atleast within seven (7) days from the time of accident/injury with required attachments;</p> <p>Maternity Leave Submits Application for Leave as early as 12 weeks before due date or during the delivery date with required attachments;</p>	1.1 Record receipt of application for Leave	None	4 hours	Administrative Officer/ Designated Administrative Officer II (PO)

CLIENT STEPS	AGENCY ACTIONS	FEES	TIME	PERSON RESPONSIBLE
Leave Application within the signing authority of the Regional Director (<i>more than 5 days for PO employees</i>)				
Paternity Leave Submits application atleast five (5) days before availment. <i>Note:</i> <i>For Leave Application beyond the signing authority of the Regional Director, Application for Leave Form shall be endorsed by the Regional Director to the ROG Undersecretary for approval.</i>				
	1.2 Sign Recommending approval of Application for Leave		4 hours	Provincial Director/ OICs (PO)
	1.3 Endorse application for leave and attachments to the Regional Office.		4 hours	Administrative Officer/ Designated Administrative Officer II (PO)
	1.4 Record and endorse Application for Leave to HRMO for certification.		2 hours	Records Officer
	1.5 Check completeness of documents and certify availability of Leave Credits		4 hours	HR Unit
	1.6 Sign recommendation for approval		2 hours	Regional DC/OICs
	1.7 Approve/Disapprove Application for Leave		4 hours	Regional Director
2. Receive approved/ disapproved leave application	1.8 Files approved Application for Leave and provide copy to employee In case of disapproval, inform the employee concerned to avoid AWOL	None	4 hours	HR Unit
Total Processing Time		3 Days		

27. Processing of Claims

The Processing of Claims is considered a **SIMPLE** transaction. Under Sec. 9 b1 of RA 11032, simple transactions shall be acted upon by the assigned officer/employee within 3 working days. If the claim is not processed within 3 days, you may file a complaint via email (artaunit@dti.gov.ph).

Office or Division:	DTI Region I – Finance and Administrative Division			
Classification:	Simple			
Type of Transaction:	G2G – Government-to-Government			
Who may avail:	DTI Region I Employees			
CHECKLIST OF REQUIREMENTS				WHERE TO SECURE
2 copies each				
1. Reimbursement of Traveling Expenses				AFMD - RO and POs
• Approved Travel Order				
• Approved Itinerary of Travel				
• Certificate of Travel Completed				
- Tickets (Bus, Plane, Taxi, Boarding Pass, Terminal Fee)				
- Reimbursement Expense Receipt (RER)				
- Certificate of Appearance/Certificate of Participation				
- Letter of Invitation/Admin. Details (if applicable)				
2. Reimbursement of Plane Tickets				AFMD - RO and POs
• Official Receipt				
• Confirmed Booking/Itinerary Receipt				
• Approved Travel Order				DTI – RO 1/ROG
3. Reimbursement of Training/Seminar Fee				
• Official Receipt				
• Training Invitation				
• Authority to attend training/Confirmation Slip				
4. Reimbursement of Gasoline/Oil/Toll Fees				DTI – RO 1/ROG
• Official Receipt				
• Authority to withdraw/purchase gasoline				AFMD - RO and POs
• Vehicle Trip Ticket				AFMD - RO and POs
5. Reimbursement of Postage & Deliveries				AFMD - RO and POs
• Official Receipt/ Reimbursement Expense Receipt (RER)				
• Purchase Request				
• Summary of mailings with amount of stamps (postage)				
• Acceptance Receipt (deliveries)				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	TIME	PERSON RESPONSIBLE
1.Submit the required documents together with the signed Obligation Request Status (ORS) and Disbursement Voucher (DV)	1.1 Receive DV/ORS together with the supporting documents	None	5 minutes	Records Officer

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	TIME	PERSON RESPONSIBLE
	1.2 Endorse to the Accounting Clerk the received DVs		2 minutes	Records Officer
	1.3 Initially check the supporting documents using the checklist of requirements and stamps "received" if complete. Assign DV Number and record it in the logbook. The DV will be returned to the claimant if it's incomplete.		15 minutes	Accounting Clerk
	1.4 Reviews the completeness of supporting documents and validity of claims; checks correctness of computation; and certify cash availability		10 minutes	Accountant
	1.5 Assigns obligation number and encodes in the Registry of Allotment, Obligation and Disbursement (RAOD); and certifies availability of allotment and obligate for the purpose indicated		5 minutes	Budget Officer
	1.6 Approves DV for payment		30 minutes	Regional Director/ Authorized Representative, subject to limitations on amount
	1.7. a Check the completeness of signatories on the DV and prepare check/ADA; Review the amount of the check against the DV and Supporting Documents; Record the Check/ADA payment in the Check/ADA Disbursement Record (CkADADRec) maintained per bank account		5 minutes	Cashier
	1.7.b The Cashier and the Regional Director or her Authorized Representative sign checks; For disbursement through LDDAP-ADA, the Accountant shall review and sign the LDDAP portion Box I and for approval by the Regional Director or her Authorized Representative. While the ADA portion Box II shall be countersigned by the Cashier and Regional Director or her Authorized Representative;		3 minutes	Cashier/RD or authorized Representative/Chief Administrative Officer (subject to DO 14-39) Accountant (LDDAP)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	TIME	PERSON RESPONSIBLE
	<p>1.7.c Release check/furnish copy of the LDDAP-ADA to the payee/claimant or his authorized representative thru the following:</p> <p>Claims of Staff in the Provincial Offices- Checks and ADAs are released/transmitted to the Provincial Offices; and</p> <p>Claims of Staff in the Regional Office- Checks are released directly to the Payee/Claimant or his authorized representative. For ADA payment, an LDDAP-ADDA Payment Slip is being furnished to the claimant for his/her ready reference.</p>	None	3 days	Cashier
	1.7.d Records released Check/LDDAP-ADA payment	None	5 minutes	Cashier
Total Processing Time		3 days, 1 hour, 20 minutes		

28. Processing of Request for Certification/Documents

The Processing of Request for Certification/Documents is considered a **SIMPLE** transaction. Under Sec. 9 b1 of RA 11032, simple transactions shall be acted upon by the assigned officer/employee within 3 working days. If the certificate is not released within 3 days, you may file a complaint via email (artaunit@dti.gov.ph).

To provide a systematic process in the issuance of requested certifications or documents from the HR Unit, AFMD.

Office or Division:	DTI Region I – Administrative Finance and Management Division			
Classification:	Simple			
Type of Transaction:	G2G – Government-to-Government			
Who may avail:	DTI Region I Employees			
CHECKLIST OF REQUIREMENTS				WHERE TO SECURE
One (1) copy of Service Requisition Form				DTI-Regional Office, AFMD
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Accomplished Service Requisition Form or letter request	1.1 Record receipt of Service Requisition Form or letter request and endorse to the HR Unit.	None	4 hours	Records Officer
	1.2 Prepare requested document or certification.		4 hours	Human Resource Management Officer (HRMO)
	1.3 Sign requested document or certification		1 day	Regional Director/ Chief Administrative Officer (CAO)/ Human Resource Management Officer (HRMO)
	1.4 Record release of signed document/ certification to the employee concerned.		4 hours	Records Officer
2. Receive requested document/ certification	1.5 Provide copy of certification to concerned employee	None	4 hours	Human Resource Management Officer (HRMO)
Total Processing Time		3 days		

29. Issuance of Supplies

The Issuance of Supplies is considered a **SIMPLE** transaction. Under Sec. 9 b1 of RA 11032, simple transactions shall be acted upon by the assigned officer/employee within 3 working days. If an available supply is not issued within 3 days, you may file a complaint via email (artaunit@dti.gov.ph).

To ensure that all approved requisitions are documented, and served on time according to specifications. This process includes the receipt of the Request of Issuance of Supply, withdrawal from inventory, issuance of supplies, recording of transaction, and replenishment.

Office or Division:	DTI-Region I Regional Office – Finance & Administrative Division			
Classification:	Simple			
Type of Transaction:	G2G – Government-to-Government			
Who may avail:	DTI Region I Employees			
CHECKLIST OF REQUIREMENTS				WHERE TO SECURE
One (1) copy of accomplished Request for Issuance of Supplies (RIS) form				Supply Officer
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Endorse accomplished Request for Issuance (RIS) form to the Immediate Supervisor	1.1 Approve the request	None	5 minutes	Immediate Supervisor/ OICs
2. Submit the signed and approved RIS to the Agency Supply Officer	2.1 Receive and record Request for Issuance (RIS)	None	5 minutes	Supply Officer
	2.2 Check availability of supplies: - If Supplies are available, issue supply to the concerned employee. - If supply is not available, refer to the Procurement Process.	None	5 minutes	Supply Officer
3. Receive the requested supply	3.1 Record issuance in the Stock Card	None	5 minutes	Supply Officer
Total Processing Time		20 minutes		

30. Issuance of Certification and Clearance

The Issuance of Certification and Clearance is considered a **SIMPLE** transaction. Under Sec. 9 b1 of RA 11032, simple transactions shall be acted upon by the assigned officer/employee within 3 working days. If the certificate is not released within 3 days, you may file a complaint via email (artaunit@dti.gov.ph).

Clearance is issued to an individual needing this document which states that he/she is cleared of work-related accountabilities from the Unit/Office/Department and has no pending case.

A Certification on the other hand is issued to affirm the validity of information requested to be certified.

Office or Division:	DTI-II Regional Office - Administrative and Finance Management Division			
Classification:	Simple			
Type of Transaction:	G2G – Government-to-Government, G2C – Government-to-Citizen			
Who may avail:	Regular Staff, Contract of Service Workers, former employees of DTI R2			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Government Issued Identification Card (for principal external clients- 1 ID)		From requesting clients		
Certificate of authorized representative (representative- 1 copy)				
Government Issued Identification Card of representative (1 ID)				
Letter Request (for certification-1 copy)				
Clearance Form-CS Form No. 7. (Duly accomplished-3 copies)		Form downloadable in the CSC Website or Administrative and Finance Management Division-Human Resource Unit (HRU)		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	TIME	PERSON RESPONSIBLE
1. Sign in the Client Log Book in the office lobby (external clients)	1.1 Give Logbook to the client.	None	5 minutes	Public Assistance and Complaints Desk (PACD) Officer
2. Submit the required documents for initial assessment and verification.	2.1 Receive the required documents and check for completeness.	None	5 minutes	Human Resource Unit (HRU) Assistant

CLIENT STEPS	AGENCY ACTIONS	FEES	PROCESSING TIME	PERSON RESPONSIBLE
	2.2 Start processing the request.		2 days	Human Resource Management Officer (HRMO), Chief Administrative Officer (CAO), Head of Office
3. Return to the Office for the release of Clearance or Certification.	3.1 Issue the Certificate or Clearance to the client.	None	5 minutes	Human Resource Assistant
4. Receive Clearance or Certification and Fills-up Customer Feedback Form	4.1. Request client to receive Clearance/Certificate in the Logbook, and fill up CSF	None	5 minutes	Human Resource Assistant
Total Processing Time		2 days, 20 minutes		

31. Issuance of Employment Records/Documents

The Issuance of Employment Records Form 201/102 File is considered a **SIMPLE** transaction. Under Sec. 9 b1 of RA 11032, simple transactions shall be acted upon by the assigned officer/employee within 3 working days. If the requested records are not released within 3 days, you may file a complaint via email (artaunit@dti.gov.ph).

File 201 are actual compilations of documents/records of actual warm bodies in the agency while File 102 are for those who are no longer employed in the agency, either through resignation or retirement.

Office or Division:	DTI-Region II Regional Office – Administrative and Finance Management Division			
Classification:	Simple			
Type of Transaction:	G2G – Government-to-Government, G2C – Government-to-Citizen			
Who may avail:	Regular Staff, Contract of Service Workers, former employees of DTI R2			
CHECKLIST OF REQUIREMENTS				WHERE TO SECURE
Government Issued Identification Card (for principal external clients)				From requesting clients
Certificate of authorized representative (representative)				
Government Issued Identification Card of representative-(1 copy)				
Request Letter(separated staff) or Memorandum (incumbent-1 copy)				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Client Log Book in the office lobby (external clients)	1. Require Client to sign in the Logbook	None	5 minutes	Public Assistance and Complaints Desk Officer
2. Submit Request Letter/Memo for the needed document (can be emailed directly to DTI R02)	2.1. Receive the Request Letter/Memo for the needed record/document	None	1 hour	Public Assistance and Complaints Desk Officer/ Secretary of RD/PD
	2.2. Request Letter/Memo is routed to the Head of Office for approval.		3 hours	Head of Agency
	3.3. Request Letter/Memo with the RDs notation/approval is sent to AFMD/HR Unit.		30 minutes	Human Resource Assistant

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	3.4. HR retrieves needed document and prepares certified copy as necessary		3 hours, 30 minutes	Human Resource Assistant
4. Return to the Office for the release of needed Document/Record	4. Issue the original or certified copy of the needed document/record.	None	15 minutes	Human Resource Assistant
5. Receives document/record and Fills-up Customer Feedback Form	5.1. Request client to receive document/record in the Logbook	None	5 minutes	Human Resource Assistant
	5.2. Request client to fill up CSF			
Total Processing Time		1 day, 25 minutes		

32. Processing of Claims

The Processing of Claims is considered a **SIMPLE** transaction. Under Sec. 9 b1 of RA 11032, simple transactions shall be acted upon by the assigned officer/employee within 3 working days. If the claims for payment or reimbursement of expenses is not released within 3 days, you may file a complaint via email (artaunit@dti.gov.ph).

The system aims to implement pertinent provisions of the General Accounting Manual particularly, Sections 7, 8 and 9 of Chapter 6 on Disbursements. This will set procedures on how vouchers covering claims for payment or reimbursement are prepared, reviewed, approved and finally paid within the set processing time.

Office or Division:	DTI-Region II Regional Office – Administrative and Finance Management Division			
Classification:	Simple			
Type of Transaction:	G2G – Government-to-Government, G2C – Government-to-Citizen, G2B – Government-to-Business			
Who may avail:	Regular Staff, Contract of Service Workers, Suppliers			
CHECKLIST OF REQUIREMENTS				WHERE TO SECURE
Based on COA-C2012-001 prescribing the Revised Documentary Requirements for Common Government Transactions.				AFMD Budget Unit c/o Budget Assistant
Disbursement Voucher (DV - 3 copies)				
Obligation Request Slip (ORS – 3 copies)				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit financial claims with complete attachments.	1.1. Stamp received with date and time financial claims with complete attachments and encode in the online transmittal of financial claims received.	None	1 hour, 30 minutes	Budget Assistant
	1.2. Assign ORS number and record in the Registries (RAOPS, RAOCO, RAOMO)	None	1 hour, 30 minutes	Budget Assistant
	1.3. Review and certify as to availability of allotment by the Budget Officer	None	1 hour, 30 minutes	Budget Officer
	1.4. Assign DV number and record in the Cash Position Monitoring Report (CPMR); issue BIR Forms (2306 and 2307) for taxable suppliers.	None	1 hour, 45 minutes	Accounting Assistant

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.5. Certify availability of cash; and completeness of supporting documents and propriety of amount claimed by the Accountant.	None	1 hour, 45 minutes	Chief Accountant
	1.6. Review of the Chief Administrative Officer.	None	1 hour	Chief Administrative Officer
	1.7. Approval of the Regional Director.	None	1 hour	Head of Office
	1.8. Prepare and submit Checks, LDDAP-ADA, ACIC to authorized signatories by Cashier	None	2 hours	Cashier
2. Payee claims payment (Check/ACIC) or is credited to their account (LDDAP-ADA)	2.1. LDDAP-ADA and ACIC is submitted to LBP for crediting of payment	None	1 hour	Cashier
	2.2. Request client to receive check thru the Disbursement Voucher and fill up CSF			
Total Processing Time		2 days		

33. Provision of Supplies and Materials

The Provision of Supplies and Materials is considered a **SIMPLE** transaction. Under Sec. 9 b1 of RA 11032, simple transactions shall be acted upon by the assigned officer/employee within 3 working days. If the requested supplies and materials are not released within 3 days, you may file a complaint via email (artaunit@dti.gov.ph).

The process covers the request for Supplies and Materials available in the Stock Room.

Office or Division:	DTI-Region II Regional Office – Administrative and Finance Management Division (AFMD) – Supply and Property Management Unit (SPMU)			
Classification:	Simple			
Type of Transaction:	G2G – Government-to-Government, G2C – Government-to-Citizen			
Who may avail:	Regular Personnel and Contract of Service Workers			
CHECKLIST OF REQUIREMENTS				WHERE TO SECURE
Requisition Issue Slip (RIS-2 copies)				Available in all Units/Divisions
Inventory Custodial Slip (ICS-3 copies)				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill up Requisition Issue Slip	1. Approve the RIS	None	1 hour	Immediate supervisor
2. Submit approved RIS to SPMU	2.1. Receive approved RIS	None	5 minutes	Supply and Property Management Unit (SPMU) Assistant
	2.2. Assign RIS Control Number		5 minutes	
	2.3. Check Availability of items requested in the Stock Room		50 minutes	Supply Officer
3. Inspect and receive requested supplies and materials in the RIS and/or ICS where applicable and Fill-up Customer Feedback Form	3.1. Issue requested items to the Requisitioner.	None	15 minutes	Supply and Property Management Unit (SPMU) Assistant
	3.2. Require requisitioner to acknowledge receipt of supplies and materials in the RIS, and fill up Customer Feedback Form		15 minutes	
	3.3. Prepare ICS for the receipt of Non-consummable supplies and materials		30 minutes	
Total Processing Time		3 hours		

34. Processing of Claims

The Processing of Claims is considered a **SIMPLE³** transaction. Under Sec. 9 b1 of RA 11032, simple transactions shall be acted upon by the assigned officer/employee within 3 working days. If the payment is not released within 3 days, you may file a complaint via email (artaunit@dti.gov.ph).

This service covers processing of all claims, both by internal clients (employees – permanent, contractual, COS, JO) and external clients (suppliers, creditors, utilities, etc.).

Office or Division:	DTI-III Regional Office - Finance and Administrative Division (FAD)			
Classification:	Simple			
Type of Transaction:	G2G – Government-to-Government, G2B – Government-to-Business, G2C – Government-to-Citizen			
Who may avail:	Internal (employees/COS/JO); External (suppliers/creditors/utilities)			
CHECKLIST OF REQUIREMENTS				WHERE TO SECURE
Purchase Request (approved) – 2 copies				DTI – III Regional Office, 2F, FAD (shelf for FAD forms)
BAC Documents for Complicated or Abstract of Canvass (with corresponding Requests for Quotation) for Simple – 2 copies				
Purchase/Work order, if necessary – 3 copies				
Certificate of Inspection and Acceptance – 2 copies				
Official Receipts/Delivery Receipts/Invoices – 1 copy				
Obligation Request and Status – 2 copies				
Disbursement Voucher – 2 copies				
Property Acknowledgement Receipt, if applicable – 3 copies				
CLIENT STEPS	AGENCY ACTIONS	FEES	TIME	PERSON RESPONSIBLE
Internal				
1. Submit disbursement voucher with complete supporting documents	1.1 Obligate	None	10 minutes	Finance and Administrative (FAD) Chief/ Budget Officer (Administrative Officer V)
	1.2 Review, process and certify	None	10 minutes	Finance and Administrative (FAD) Chief/ Accountant II/III/ Administrative Officer II
	1.3 Sign and certify	None	10 minutes	Regional Director/ Finance and Administrative (FAD) Chief
	1.4 Sign and approve	None	1 day	Regional Director/ Provincial Director
	1.5 Prepare check/ Advice to Debit Account	None	25 minutes	Finance and Administrative (FAD) Chief/ Cashier II (Administrative Officer III) Administrative Officer II
2. Request payment	2.1 Issue Check or Advice to Debit Account (ADA)	None	5 minutes	Cashier/ Administrative Officer II

³ For recurring claims; May be complex if claim is BAC-procured or above PhP 50,000

CLIENT STEPS	AGENCY ACTIONS	FEES	TIME	PERSON RESPONSIBLE
EXternal				
1. Submit Delivery Receipt or Charge invoice	1.1 Prepare Disbursement Voucher and supporting documents (see checklist above) plus specific documents (e.g. Property Transfer Report)	None	10 minutes	Division Chief/ Concerned staff
	1.2 Obligation	None	10 minutes	Finance and Administrative (FAD) Chief/ Budget Officer (Administrative Officer V)
	1.3 Review and Certification	None	10 minutes	Finance and Administrative (FAD) Chief/ Accountant II/III/ Administrative Officer II
	1.4 Signing and certification	None	1 day	Regional Director/ Finance and Administrative (FAD) Chief
	1.5. Preparation of Check/Advice to Debit Account (ADA)	None	25 minutes	Finance and Administrative (FAD) Chief/ Cashier II (Administrative Officer III)
2. Request payment	2.1 Issue Check or Advice to Debit Account (ADA)	None	5 minutes	Finance and Administrative (FAD) Chief/ Cashier II (Administrative Officer III) Administrative Officer II
Total Processing Time		2 Days		

35. Issuance of Certification on Employee-Related Information or Data

The Issuance of Certification on Employee Information/Data is considered a **SIMPLE** transaction. Under Sec. 9 b1 of RA 11032, simple transactions shall be acted upon by the assigned officer/employee within 3 working days. If the certification is not released within 3 days, you may file a complaint via email (artaunit@dti.gov.ph).

This service covers the full process of issuing employee requests for certifications on various employee-related information/data (201 file, Service Records, Certification of Employment/Compensation, Leave/Compensatory Overtime Credits, Certification of payments to GSIS/HDMF/Philhealth, etc.) from the receipt of subject request to the issuance of the requested certification.

Office or Division:	DTI-III Regional Office - Finance and Administrative Division (FAD)			
Classification:	Simple			
Type of Transaction:	G2G – Government-to-Government, G2C – Government-to-Citizen			
Who may avail:	All employees (permanent/contractual incumbents or retirees and Contract of Service (COS) and Job Order (JO))			
CHECKLIST OF REQUIREMENTS				WHERE TO SECURE
Request for Employee Records Form – one copy				DTI – III Regional Office, 2F, FAD, HRMU (Admin. Aide IV's desk)
Letter of Request (for retirees) – one copy				
Old Certifications and Records, if applicable – one copy				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	TIME	PERSON RESPONSIBLE
1. Submit Request for Employee Records Form to FAD	1.1 Prepare certification	None	1 day	HR related – Human Resource Management Officer/ HR Administrative Aide IV; Finance related – Finance and Administrative Division (FAD) Chief, Chief Accountant/ Senior Bookkeeper (Administrative Assistant IV)
	1.2 Approve/ sign certification	None	1 day	HR related – FAD Chief HRMO III (AO V); Finance-related – FAD Chief Accountant III
2. Pick-up or download Certification	2.1 Issue Certification or send thru email	None	1 day	FAD Chief HRMO III (AO V) Accountant III Senior Bookkeeper (Admin. Assistant IV)
Total Processing Time		3 days		

36. Issuance of Simple Certificates and Other HR Records

The Issuance of Simple Certificates and other HR records is considered a **SIMPLE** transaction. Under Sec. 9 b1 of RA 11032, simple transactions shall be acted upon by the assigned officer/employee within 3 working days. If the certificate and other HR records are not released within 3 days, you may file a complaint via email (artaunit@dti.gov.ph).

Various documents such as Certificate of Employment, Service Records, payslips, records of remittance and the likes are often requested by employees and former employees of DTI IV-A. To be able to respond to these request, the HR section ensures that all these vital documents well-organized for easy retrieval and on-time respond to queries and requests.

Office or Division:	DTI-IVA Administrative and Financial Management Division (AFMD)			
Classification:	Simple			
Type of Transaction:	G2G – Government-to-Government, G2C – Government-to-Citizen			
Who may avail:	Employees and former employees of DTI IV-A			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
One copy of Memo/Request Letter indicating the following: Important details such as: Name, contact info Type of document needed; date needed			To be accomplished by the client/requesting party	
Or : One copy of accomplished Request Form			Human Resource (HR) Section under the AFMD;	
CLIENT STEPS	AGENCY ACTIONS	FEES	TIME	PERSON RESPONSIBLE
1. Send/Submit the Letter/Memo/ Request Form to the HR Section	1.1 Endorse the Requests received to the concerned account person for verification	None	10 minutes	Human Resource Management Officer (HRMO)
	1.2 Retrieve records needed for the issuance of requested certificate/ records	None	2 days	Administrative Assistant
	1.3 Prepare the requested certificate/ records	None	40 minutes	Administrative Assistant
	1.4 Certify/ sign/ approve records/ certificates	None	15 minutes	Human Resource Management Officer (HRMO)/ Chief Administrative Officer
2. Receive and record in the logbook the requested certificate/ records, and accomplish the Customer Satisfaction Feedback (CSF) form	2.2 Release the requested certificate/ records to the requesting party/client, and provide Customer Satisfaction Feedback (CSF) form	None	10 minutes	Administrative Assistant
Total Processing Time			2 days, 1 hour, 15 minutes	

37. Issuance of Critical Records/Certificates

The Issuance of Critical Records/Certificates is considered a **HIGHLY TECHNICAL** transaction. Under Sec. 9 b1 of RA 11032, simple transactions shall be acted upon by the assigned officer/employee within 20 working days. If the record/certificate is not released within 20 working days, you may file a complaint via email (artaunit@dti.gov.ph). For feedback and complaints, please refer to page 195.

Various documents such as Certificate of Employment, Service Records, payslips, records of remittance and the likes are often requested by employees and former employees of DTI IV-A. To be able to respond to these requests, the HR section ensures that all these vital documents are well-organized for easy retrieval and on-time respond to queries and requests.

Office or Division:	DTI-IVA Administrative and Financial Management Division (AFMD)			
Classification:	Highly Technical			
Type of Transaction:	G2G – Government-to-Government, G2C – Government-to-Citizen			
Who may avail:	Employees and former employees of DTI IV-A			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
One copy of Memo; Request Letter indicating the following: Important details such as: Name, contact info Type of document needed; date needed			To be accomplished by the client/requesting party	
Or : One copy of accomplished Request Form			Human Resource (HR) Section under the AFMD;	
CLIENT STEPS	AGENCY ACTIONS	FEES	TIME	PERSON RESPONSIBLE
1. Send/Submit the Letter/Memo/ Request Form to the HR Section	1.1 Endorse the Requests received to the concerned account person for verification	None	10 minutes	Human Resource Management Officer (HRMO)
	1.2 Retrieve records needed for the issuance of requested certificate/ records		5 days	Administrative Assistant
	1.3 Prepare the requested certificate/records (photocopying of request for remittances)		5 days	Administrative Assistant
	1.4 For copy of remittances and other records, stamping & signing of "Certified Photocopy"		2 days	Administrative Assistant
	1.5 Certify/ sign/ approve records/ certificates		15 minutes	HRMO / Chief Administrative Officer (CAO)

CLIENT STEPS	AGENCY ACTIONS	FEEs	TIME	PERSON RESPONSIBLE
2. Receive and record in the logbook the requested certificate/ records, and accomplish the Customer Satisfaction Feedback (CSF) form	2.1 Releasing of certificate/ records to the requesting party/client, and provide Customer Satisfaction Feedback (CSF) form	None	10 minutes	Administrative Assistant
Total Processing Time		12 days, 35 minutes		

38. Certification of Documents (Service Records, Employment and Compensation, Remittances)

The request for Certification of Employee Records is considered a **SIMPLE** transaction. Under Sec. 9 b1 of RA 11032, simple transactions shall be acted upon by the assigned officer/employee within 3 working days. If the certificate is not released within 3 days, you may file a complaint via email (artaunit@dti.gov.ph). For feedback and complaints, please refer to page 195.

Office or Division:	DTI-Region IVB Regional Office – Finance and Administrative Division			
Classification:	Simple			
Type of Transaction:	G2G – Government-to-Government, G2C – Government-to-Citizen			
Who may avail:	Previous and Current Employees of the Agency (MIMAROPA)			
CHECKLIST OF REQUIREMENTS				WHERE TO SECURE
Personal				
One copy of Duly Accomplished Request Form (F-PER-FAD-001)				Front Desk Officer
One copy of Proof of Identification				Requester
Authorized Representative				
One copy of Authorization letter				Document Owner
One Photocopy of document owner’s ID				
One original and one photocopy of representative’s ID				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit accomplished request form, proof of identification of employee (for personal and authorized representative), and other supporting documents (for authorized representative)	1.1 Acknowledge the request	None	1 minute	Personnel Officer
	1.2 Validate requester’s information, identification (and supporting documents if authorized representative)	None	5 minutes	Personnel Officer
	1.3 Confirm the requester’s information on the agency’s database	None	30 minutes	Personnel Officer
	1.4 Issue the certificate to the requesting party	None	5 minutes	Personnel Officer
2. Receive the requested certification	2.1 Record transaction at external communication logbook	None	5 minutes	Personnel Officer
Total Processing Time		46 minutes		

39. Processing of Financial Claims

The Processing of Financial Claims may be considered a **SIMPLE** transaction. Under Sec. 9 (b)(1) of RA 11032, all applications/requests submitted shall be acted upon by the assigned officer/employee within three (3) working days. If the financial claim is not acted upon within the prescribed time, you may file a complaint via email (artaunit@dti.gov.ph). For feedback and complaints, please refer to page 195.

This process is considered an Internal Service provided to employees of the agency [Section 3.1.2.3 of MC 2019-002A]. Its objective is to ensure timely and accurate processing and payment of financial claims.

The Government Accounting Manual and relevant circulars issued by the Commission on Audit, Department of Budget and Management, Bureau of the Treasury, and Bureau of Internal Revenue are the reference materials for this process.

Office or Division:	DTI RO 5 Administrative, Finance and Management Division (AFMD)	
Classification:	Simple	
Type of Transaction:	G2G – Government-to-Government	
Who may avail:	Employees	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
Reimbursement of Traveling Expenses (Regional and Provincial Offices): <i>[Travels must be reimbursed within 30 days upon return to official station; if travels are within provincial area, reimbursement must be in a monthly period and reimbursed within 30 days after the last official travel]</i>		
1. Obligation Request and Status (ORS) – 2 copies; signed in box A		Employee, RO/PO-DC
2. Disbursement Voucher (DV) – 1 copy; signed in box A		Employee, RO/PO-DC
3. Approved Travel Order/Travel Authority – 1 copy		ORD/OSEC
4. Duly Approved Itinerary of Travel – 1 copy		Employee, RO/PO-DC
5. Certificate of Appearance/Attendance – 1 copy		Host Agency/Unit
6. Certificate of Travel Completed – 1 copy		Employee, RO/PO-DC
7. Certification by the Head of Agency as to the absolute necessity of the expenses, if the expenses incurred exceeded the prescribed rate per day (EO 77 dated March 15, 2019) – 1 copy		Office of the Regional Director (ORD)
8. Certification of Expenses Not Requiring Receipts (COA Circular No. 2017-001 dated June 19, 2017) – 1 copy		Employee, RO/PO-DC
9. Used tickets; Boarding pass (if plane); RER; OR (if applicable)		Employee
Cash Advance for Traveling Expenses (Regional Office Only): <i>[Claims should be submitted 5 days before the official travel]</i>		
1. Obligation Request and Status (ORS) – 2 copies; signed in box A		Employee, RO/PO-DC
2. Disbursement Voucher (DV) – 1 copy; signed in box A		Employee, RO/PO-DC
3. Approved Travel Order/Travel Authority – 1 copy		ORD/Office of the Secretary (OSEC)
4. Duly Approved Itinerary of Travel – 1 copy		Employee, RO/PO-DC
5. Certification that previous cash advance has been liquidated and accounted for in the Books of Accounts		RO-Accountant
Cash Advance for Projects (Regional Office Only):		
1. Obligation Request and Status (ORS) – 2 copies; signed in box A		Employee, RO/PO-DC
2. Disbursement Voucher (DV) – 1 copy; signed in box A		Employee, RO/PO-DC

3. Approved Project Proposal – 1 copy	Employee, RO/PO-DC, RD
4. Purchase Request – 1 copy	Employee, RO/PO-DC, RD
5. Certification that previous cash advances have been liquidated and accounted for in the Books of Accounts	RO-Accountant
6. Approved Application for bond/Fidelity Bond	Employee, RO-Accounting Clerk of PO-AO

Grant of Petty Cash Fund (Regional Office Only):

1. Obligation Request and Status (ORS) – 2 copies; signed in box A	Employee, RO/PO-DC
2. Disbursement Voucher (DV) – 1 copy; signed in box A	Employee, RO/PO-DC
3. Designation Order – 1 copy	ORD
4. Approved application for bond/Fidelity Bond as Petty Cash Custodian	Employee, RO-Accounting Clerk or PO-AO
5. Approved Estimates of Petty Cash Expenses – 1 copy	Employee, RO/PO-DC

CLIENT STEPS	AGENCY ACTIONS	FEES	TIME	PERSON RESPONSIBLE
1. Submit requirements	1.1 Review the completeness of supporting documents, and record in the Claims Received Logbook	None	2 hours	Receiving Clerk
	1.2 Validate and encode expense details to the Budget System using UACS; and print the system generated ORS and certifies in Box B	None	2 hours	Budget Officer/ PO Administrative Officer
	1.3 Review completeness of documents and accuracy in the computation; and certify Box C of DV	None	2 hours	Accountant/ PO Acting Accountant
	1.4 Approve the Disbursement Voucher in Box D	None	1 hour	Agency Head or his Authorized Representative
	1.5 Prepare and sign Check, List of Due Demandable Accounts Payable – Authority to Debit Account (LDDAP-ADA) and Advice of Check Issued and Cancelled (ACIC)	None	2 hours	Cashier/ PO Acting Cashier
	1.6 Prepare BIR Form 2306/2307 (if applicable)	None	30 minutes	Accounting Clerk/AFMD Assistant (POs)
	1.7 Review the accuracy and certifies the LDDAP-ADA and Payroll Register or Approves Advice of Issued/Cancelled Checks thru LBP eMDS	None	10 minutes	Accountant/ PO Acting Accountant
	1.8 Approve the check, LDDAP-ADA, ACIC, and BIR Form 2306/2307	None	15 minutes	AFMD Chief/ Agency Head Authorized Representative/ PO Authorized Signatories
	1.9 Submit ACIC and LDDAP ADA to Land Bank of the Philippines (LBP)	None	3 hours	Cashier, Accounting

				Clerk/AFMD Assistant POs)
	1.10 Issue check or verified copy of LDDAP ADA and BIR Form 2306/2307 (if applicable) to payee / claimant	None	10 minutes	Cashier, Accounting Clerk/PO Acting Cashier; PO AFMD Assistant
2.1 Receive Check or Verified LDDAP-ADA; and sign in Box E of DV for the Receipt of Payment		None	5 minutes	Cashier/ PO Acting Cashier and Claimant
Total Processing Time		1 day, 5 hours, 10 minutes		

40. Processing of Request to Use Vehicle

The processing of Request to Use Vehicle may be considered a SIMPLE transaction. Under Sec. 9 (b)(1) of RA 11032, all requests submitted shall be acted upon by the assigned officer/employee within three (3) working days in the case of simple transactions from the date of request and/or complete request was received. If the request to use vehicle is not acted upon within the prescribed time, you may file a complaint via email (artaunit@dti.gov.ph). For feedback and complaints, please refer to page 195.

The provision of service vehicle is considered an internal service provided to employees of the agency.

Its objective is to provide safe and prompt transportation to the agency's staff in the performance of their official functions.

Office or Division:	DTI RO 5 Administrative, Finance and Management Division			
Classification:	Simple			
Type of Transaction:	G2G – Government-to-Government			
Who may avail:	Employees			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Request to Use Vehicle Form (2 copies)			Administrative, Finance and Management Division (AFMD)	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit Request to Use Vehicle Form to AFMD for action	Determine availability of vehicle and driver	None	10 minutes	Chief Administrative Officer/OIC-CAO
	Approve request if vehicle and driver are available	None	2 minutes	Chief Administrative Officer/OIC-CAO
	Forward approved request to driver	None	5 minutes	Chief Administrative Officer/OIC-CAO
	Record approved request in the Record Book of Scheduled Trips of Service Vehicle	None	5 minutes	Driver
	Prepare Vehicle Trip Ticket	None	5 minutes	Driver
	Approve Vehicle Trip Ticket	None	3 minutes	Chief Administrative Officer/OIC-CAO
Total Processing Time			30 minutes	

41. Issuance of Common Supplies and Materials

The Issuance of Common Supplies and Materials may be considered a SIMPLE transaction. Under Sec. 9 (b)(1) of RA 11032, all requests submitted shall be acted upon by the assigned officer/employee within three (3) working days in the case of simple transactions from the date of request and/or complete request was received. If the request for issuance of common supplies and materials is not acted upon within the prescribed time, you may file a complaint via email (artaunit@dti.gov.ph).

The issuance of common supplies and materials is considered an internal service provided to employees and/or end-user units with the agency.

Its objective is to issue Supplies and Materials that are in good condition, as per quantity and specifications requested, and in a timely manner.

Office or Division:	DTI RO 5 Administrative, Finance and Management Division (AFMD)			
Classification:	Simple			
Type of Transaction:	G2G – Government-to-Government			
Who may avail:	Employees / End-user Units			
CHECKLIST OF REQUIREMENTS				WHERE TO SECURE
Requisition and Issue Slip (COA Form Appendix 63) (1 copy) Inventory Custodian Slip (COA Form Appendix 59) (2 copies)				AFMD – Supply Section
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill out Requisition and Issue Slip (RIS)		None	15 minutes	Employee/End-user Unit
2. Submit signed copy of Requisition and Issue Slip (RIS) to Supply Section	2.1 Receive the RIS and check as to completeness	None	10 minutes	Supply Officer
	2.2 Process the request	None	15 minutes	Supply Officer
	2.3 Prepare Inventory Custodian Slip (ICS) for semi-expendable supplies and materials, if applicable	None	10 minutes	Supply Officer
	2.4 Issue requested common supplies and materials	None	5 minutes	Supply Officer
3. Receive requested supplies and materials and		None	5 minutes	Supply Officer

acknowledge the receipt of supplies and materials by signing in RIS and/or ICS (as applicable)				
Total Processing Time		1 hour		

42. Issuance of Personnel Records

The Issuance of Personnel Records is considered as a **SIMPLE** transaction. Under Sec. 9 b1 of RA 11032, simple transactions shall be acted upon by the assigned officer/employee within 3 working days. If the personnel record is not released within 3 days, you may file a complaint via email (artaunit@dti.gov.ph).

Provision of timely and accurate personnel records to all requesting clients - DTI employees, separated DTI employees and other requesting parties.

Office or Division:		DTI R5 – Administrative, Finance and Management Division		
Classification:		Simple		
Type of Transaction:		G2G – Government-to-Government, G2C – Government-to-Citizen		
Who may avail:		Incumbent and former employees of DTI RO 5		
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Letter Request addressed to the Regional Director (e-mail or hard copy)			Requesting Party to prepare	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Send Letter Request (e-mail or hard copy)	1.1 Receive the request	None	30 minutes	Records Officer
	1.2 Assess the request <ul style="list-style-type: none"> • Service Record • Certificate of Employment • Office Clearance • Other HR Records 	None	30 minutes	Administrative Assistant (Secretary of the Regional Director)
	1.3 Assign the request to concerned personnel	None	30 minutes	Division Head/Concerned Officer-HRMO
	1.4 Process the Request	None	2 day, 2 hours	Concerned Officer-HRMO
	1.5 Review and Approve the personnel record	None	4 hours	Division Head/Office of the Regional Director
2. Receive the requested record and fill out the Client Satisfaction Survey Form	2.1 Issue the requested personnel record	None	30 minutes	Releasing Officer
Total Processing Time		3 days		

43. Payment of Claims

The Payment of Claims is considered a **SIMPLE** transaction. Under Sec. 9 b1 of RA 11032, simple transactions shall be acted upon by the assigned officer/employee within 2 working days. If the payment is not released within 2 days, you may file a complaint via email (artaunit@dti.gov.ph).

A. Reimbursement of Travel Claims

This transaction includes reimbursement for local travels that requires issuance of checks or Advice to Debit Account (ADA) to internal clients.

Office or Division:	DTI-VI Regional Office – Finance and Administrative Division (FAD)			
Classification:	Simple			
Type of Transaction:	G2G – Government-to-Government			
Who may avail:	DTI-VI Employees			
CHECKLIST OF REQUIREMENTS				WHERE TO SECURE
Disbursement Voucher (DV) (1 original, 2 duplicates)				DTI Employee's computer internal hard drive (QMS Forms)
Obligation Request Slip (ORS) (1 original, 1 duplicate)				
Travel Order (1 original, 2 duplicates)				
Itinerary of Travel (1 original, 2 duplicates)				
Certificate of Travel Completed (1 original, 1 duplicate)				
Certificate of Appearance (1 original)				Transport Service
Official Receipt- for taxi/van expenses, if needed)				
Certificate of Expenses Not Requiring Receipts (CENRR)- for transportation expenses not issuing receipts/tickets, amounting to P300.00 or below; if needed (1 copy)				COA
Ticket- for plane fare, boarding pass, boat fare, bus fare; if needed (1 copy)				Transport Service
Toll fees- for expressways, if needed (1 copy)				Toll gate
Invitation to Travel- for travels not included in the PAP proposal, if needed (1 copy)				Event organizer/ facilitator
Authority to Claim Actual Accommodation Expenses- for hotel accommodation amounting to P901.00 or higher (for regions 6-7, 10-11), P751.00 or higher (for regions 1-3, 5, 8-9, 12-13, ARMM), P1,101.00 (for regions NCR, RO 4A, B) if needed (1 copy)				DTI Office of Usec.
CLIENT STEPS	AGENCY ACTIONS	FEES	PROCESSING TIME*	PERSON RESPONSIBLE
1. Submit complete documents	1.1. Receive and check completeness of documents	None	1 hour	Accounting Clerk/ Bookkeeper
	1.2. Sign Obligation Request Slip (ORS)	None	4 hours	Budget Officer
	1.3. Sign Disbursement Voucher (DV)	None	5 hours	Accountant FAD Chief Regional Director
	1.4. Approve Advice to Debit Account (ADA)	None	5 hours	FAD Chief/ Regional Director Cashier
2. Receive Payment through bank account	2.1. Print “Successful” debit from DTI Account	None	1 hour	Cashier
Total Processing Time		2 working days		

*maximum allotted time per transaction; inclusive of time to execute corrections

B. Payment of Goods

This transaction is for payment of goods ordered by DTI-VI that requires issuance of Advice to Debit Account (ADA) to external clients.

Office or Division:	DTI-VI Regional Office – Finance and Administrative Division (FAD)			
Classification:	Simple			
Type of Transaction:	G2B – Government-to-Business			
Who may avail:	Suppliers			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Disbursement Voucher (DV) (1 original, 2 duplicates)			DTI Employee's computer internal hard drive (QMS Forms)	
Obligation Request Slip (ORS) (1 original, 1 duplicate)			DTI Employee's computer internal hard drive (QMS Forms)	
Approved PAP Proposal (1 photocopy)			Project Account Officer	
Annual Procurement Plan (1 photocopy)			BAC	
Purchase Request (2 photocopies)			DTI Employee's computer internal hard drive (QMS Forms)	
Request for Quotation (3 original copies)				
Abstract of Canvass (1 original, 1 duplicate)				
Purchase Order/ Contract (3 original)				
Inspection and Acceptance Report (2 original)			Supplier (external)	
Invoice (1 original)			BIR	
BIR Tax Payment Forms (2306, 2307) (2 original copies)			DTI Employee's computer internal hard drive (QMS Forms)	
Pre/Post Inspection Report- purchase of replacement parts, if needed			DTI Employee's computer internal hard drive (QMS Forms)	
CLIENT STEPS	AGENCY ACTIONS	FEES	PROCESSING TIME*	PERSON RESPONSIBLE
1. Submit complete documents	1.1. Receive and check completeness of documents	None	1 hour	Accounting Clerk/ Bookkeeper
	1.2. Sign Obligation Request Slip (ORS)	None	2.5 hours	Budget Officer
	1.3. Sign Disbursement Voucher (DV)	None	4 hours	Accountant FAD Chief Regional Director
	1.4. Approve Advice to Debit Account;	None	4 hours	FAD Chief/ RD
	1.5. Submit List of Due & Demandable Accounts Payable- Advice to Debit Account (LDDAP-ADA) to Land Bank of the Philippines; or	None	4 hours	Cashier
2. Receive Payment through bank account	2.1. Print “Successful” debit from DTI Account- only for creditors with enrolled Land Bank of the Philippines account with DTI	None	30 minutes	Cashier
3. Sign as “Payee” in Disbursement Voucher & Tax Payment Form	3.1. Request issuance of Official Receipt	None	10 minutes	Cashier
Total Processing Time		2 working days, 10 minutes		

*maximum allotted time per transaction; inclusive of time to execute corrections

C. Payment of Services

This transaction is for payment of services rendered to DTI-VI that requires issuance of Advice to Debit Account (ADA)/ checks to service providers, i.e. janitorial services, security services, venue/catering services, maintenance services, and project consultants/ resource persons.

Office or Division:	DTI-VI Regional Office – Finance and Administrative Division (FAD)			
Classification:	Simple			
Type of Transaction:	G2B – Government-to-Business			
Who may avail:	Service Providers			
CHECKLIST OF REQUIREMENTS				WHERE TO SECURE
Disbursement Voucher (1 original, 2 duplicates)				DTI Employee's computer internal hard drive (QMS Forms)
Obligation Request Slip (1 original, 1 duplicate)				
Approved PAP Proposal (1 photocopy)				
Annual Procurement Plan (1 photocopy)				
Purchase Request (2 photocopies)				
Request for Quotation (3 original copies)				
Abstract of Canvass (1 original, 1 duplicate)				
Purchase Order/ Job Order (3 original copies)				
Contract of Service- for contract amount of P10,000.01 or higher				
Conforme- for contract amount of P9,999.99 or lower				
Certificate of Complete and Satisfactory Service (1 original, 1 duplicate)				
Attendance Sheet- for venue/catering services (1 original)				
Invoice/ Statement of Account (1 original)				Supplier (external)
BIR Tax Payment Forms (2306, 2307) (2 original copies)				BIR
Training Modules/ Output - for project consultants/ resource persons				Supplier
CLIENT STEPS	AGENCY ACTIONS	FEES	PROCESSING TIME*	PERSON RESPONSIBLE
1. Submit complete documents	1.1. Receive and check completeness of documents	None	1 hour	Accounting Clerk/ Bookkeeper
	1.2. Sign Obligation Request Slip (ORS)		2.5 hours	Budget Officer
	1.3. Sign Disbursement Voucher (DV)		4 hours	Accountant FAD Chief RD
	1.4. Approve Advice to Debit Account;		4 hours	FAD Chief/ RD Cashier
	1.5. Submit List of Due & Demandable Accounts Payable- Advice to Debit Account to Land Bank of the Philippines; or		4 hours	Cashier
2. Receive Payment through bank account	2.1. Print “Successful” debit from DTI Account- only for creditors with enrolled Land Bank of the Philippines account with DTI	None	30 minutes	Cashier
3. Sign as “Payee” in Disbursement Voucher & Tax Payment Form	3.2. Request issuance of Official Receipt	None	10 minutes	Cashier
Total Processing Time		2 working days, 10 minutes		

D. Payment of Services

This transaction is for payment of services rendered to DTI-VI that requires issuance of Advice to Debit Account (ADA)/ checks to job hires.

Office or Division:	DTI-VI Regional Office – Finance and Administrative Division			
Classification:	Simple			
Type of Transaction:	G2G – Government-to-Citizen			
Who may avail:	DTI-VI Employees under Contract of Service			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Disbursement Voucher (DV) (1 original, 2 duplicates)			DTI Employee's computer internal hard drive (QMS Forms)	
Approved PAP Proposal (1 photocopy)			Project Account Officer	
Contract of Service (2 original copies for first payment)			Job hires	
Obligation Request Slip (1 original, 1 duplicate)			DTI Employee's computer internal hard drive (QMS Forms)	
Daily Time Record (1 original)			CSC Forms	
Certified Accomplishment Report (1 original copy)			Job hires	
Certificate of Complete and Satisfactory Service (1 original)			DTI Employee's computer internal hard drive (QMS Forms)	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME*	PERSON RESPONSIBLE
1. Submit complete documents	1.1. Receive and check completeness of documents	None	1 hour	Accounting Clerk/ Bookkeeper
	1.2. Sign Obligation Request Slip (ORS)	None	4 hours	Budget Officer
	1.3. Sign Disbursement Voucher (DV)	None	5 hours	Accountant FAD Chief Regional Director
	1.4. Approve Advice to Debit Account;	None	5 hours	FAD Chief/ Regional Director Cashier
2. Receive Payment through bank account	2.1. Print "Successful" debit from DTI Account	None	1 hour	Cashier
3. Sign as "Payee" in Disbursement Voucher & Tax Payment Form	None	None	10 minutes	Cashier
Total		2 days, 10 minutes		

*maximum allotted time per transaction; inclusive of time to execute corrections

E. Payment of Services

This transaction is for payment of utilities, i.e. electricity, communication, and water expenses.

Office or Division:	DTI-VI Regional Office – Finance and Administrative Division			
Classification:	Simple			
Type of Transaction:	G2B – Government-to-Business			
Who may avail:	Utility Service Providers			
CHECKLIST OF REQUIREMENTS				WHERE TO SECURE
Disbursement Voucher (1 original, 1 duplicate)				DTI Employee’s computer internal hard drive (QMS Forms)
Obligation Request Slip (1 original, 1 duplicate)				
Invoice/ Statement of Account (1 original)				Supplier (external)
Certificate of Official/Personal Calls- for communication expenses (1 copy)				Account Officer/ User
BIR Tax Payment Form (2306, 2307) (2 original copies)				BIR Forms
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME*	PERSON RESPONSIBLE
1. Submit complete documents	1.1. Receive and check completeness of documents	None	1 hour	Accounting Clerk/ Bookkeeper
	1.2. Sign Obligation Request Slip (ORS)	None	5 hours	Budget Officer
	1.3. Sign Disbursement Voucher (DV)	None	5 hours	Accountant FAD Chief Regional Director
	1.4. Issue check and print Online Advise of Checks Issued and Cancelled Checks	None	5 hours	FAD Chief Cashier
2. Receive Payment and Sign as “Payee” in Disbursement Voucher & Tax Payment Form	2.1. Request issuance of Official Receipt	None	10 minutes	Cashier
Total Processing Time		2 working days, 10 minutes		

*maximum allotted time per transaction; inclusive of time to execute corrections

F. Preparation of Payroll and Benefits

This transaction is for the preparation of payroll and benefits of DTI-VI employees.

Office or Division:	DTI-VI Regional Office – Finance and Administrative Division (FAD)			
Classification:	Simple			
Type of Transaction:	G2G – Government-to-Government			
Who may avail:	DTI-VI Employees			
CHECKLIST OF REQUIREMENTS				WHERE TO SECURE
Statement of Account from DTI Provident Fund (1 original, 1 duplicate)				DTI Head Office
Statement of Account from Mutual Death Benefit Fund (1 original, 1 duplicate)				DTI Head Office
Statement of Account from DTI NEMHA (1 original, 1 duplicate)				DTI NEMHA
Statement of Account from DTI Employees Union (1 original, 1 duplicate)				DTI Head Office
Statement of Account from GSIS (1 original, 1 duplicate)				GSIS
Statement of Account from Pagibig Fund (1 original, 1 duplicate)				Pagibig Fund
Stop/Effect Form- for notice of payroll adjustment or personal accounts (1 original, 1 duplicate)				DTI-VI FAD
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME*	PERSON RESPONSIBLE
1. Submit complete Statements of Accounts and Stop/Effect Forms to Accounting Clerk	1.1. Update entries in Payroll System	None	4 hours	Accounting Clerk
	1.2. Check accuracy and completeness of updated postings	None	4 hours	Bookkeeper
	1.3. Print final payroll	None	30 minutes	Accounting Clerk
	1.4. Approve Payroll	None	4 hours	Accountant FAD Chief Regional Director Cashier
	1.5. Obligate approved Payroll	None	1 hour	Budget Officer
Total		1 day, 5 hours, 30 minutes		

*maximum allotted time per transaction; inclusive of time to execute corrections

G. Preparation of Payroll and Benefits

This transaction is for the preparation of payroll and benefits of DTI-VI employees.

This transaction is for the processing of payment of salaries of DTI-VI employees.

Office or Division:	DTI-VI Regional Office – Finance and Administrative Division (FAD)			
Classification:	Simple			
Type of Transaction:	G2G – Government-to-Government			
Who may avail:	DTI-VI Employees			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Disbursement Voucher (1 original, 1 duplicate)			DTI Employee’s computer internal hard drive (QMS Forms)	
Obligation Request Slip (1 original, 1 duplicate)				
Printed Masterlist of Employees from FINDES Program of Land Bank of the Philippines (1 original, 4 duplicates)			DTI-VI FAD	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME*	PERSON RESPONSIBLE
1. Submit complete documents to Accounting Clerk	1.1. Receive and check accuracy and completeness of documents	None	1 hour	Accounting Clerk, Bookkeeper
	1.3. Attach Obligation Request Slip		4 hours	Budget Officer
	1.4. Sign Disbursement Voucher		5 hours	Accountant FAD Chief Regional Director
	1.5. Approve Advice to Debit Account (ADA)		hours	FAD Chief/ Regional Director Cashier
2. Receipt of payment	2.1. Print “Successful” debit from DTI Account	None	1 hour	Cashier
Total Processing Time		2 working days		

*maximum allotted time per transaction; inclusive of time to execute corrections

H. Granting of Cash Advance

This transaction is for the granting of cash advance to DTI-VI employees.

Office or Division:	DTI-VI Regional Office – Finance and Administrative Division (FAD)			
Classification:	Simple			
Type of Transaction:	G2G – Government-to-Government			
Who may avail:	DTI-VI Employees			
CHECKLIST OF REQUIREMENTS				WHERE TO SECURE
Disbursement Voucher (1 original, 1 duplicate)				DTI Employee's computer internal hard drive (QMS Forms) DTI-VI FAD
Obligation Request Slip (1 original, 1 duplicate)				
Approved Travel Order- for traveling expenses (1 original, 1 duplicate)				
Approved Itinerary of Travel- for traveling expenses (1 original, 1 duplicate)				
Purchase Request- for non-traveling expenses (2 photocopies)				Project Account Officer
Approved PAP Proposal (1 photocopy)				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME*	PERSON RESPONSIBLE
1. Submit complete documents to Accounting Clerk	1.1. Receive and check accuracy and completeness of documents	None	1 hour	Accounting Clerk, Bookkeeper
	1.3. Attach Obligation Request Slip		4 hours	Budget Officer
	1.4. Sign Disbursement Voucher		5 hours	Accountant FAD Chief Regional Director
	1.5. Approve Advice to Debit Account (ADA)		5 hours	FAD Chief/ Regional Director Cashier
2. Receipt of payment	2.1. Print “Successful” debit from DTI Account	None	1 hour	Cashier
Total Processing Time		2 working days		

*maximum allotted time per transaction; inclusive of time to execute corrections

44. Processing of Financial Claims

The Processing of Financial Claims is considered a **SIMPLE** transaction. Under Sec. 9 b1 of RA 11032, simple transactions shall be acted upon by the assigned officer/employee within 3 working days. If the financial claim is not processed within 3 days, you may file a complaint via email (artaunit@dti.gov.ph). For feedback and complaints, please refer to page 195.

This process is considered an internal service provided to employees and end users of the agency. Its objective is to ensure timely and accurate processing and payment of financial claims within 48 hours or two (2) working days.

The Government Accounting Manual, relevant circulars issued by the Commission on Audit, Department of Budget Management, Bureau of the Treasury and Bureau of Internal Revenue are the reference materials for this process.

Office or Division:	DTI-VII Regional Office – Finance and Administrative Division	
Classification:	Simple	
Type of Transaction:	G2G – Government-to-Government	
Who may avail:	Employees / End Users	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
Obligation Request and Status (ORS) – 2 copies		DTI Employee's computer internal hard drive (QMS Forms) DTI-VI FAD
Disbursement Voucher – Regional Office 1 copy; Provincial Offices 2 copies		
Supporting Documents (1 copy each): (See below)		
TRAVEL		
Cash advance		
1. Office Order / Travel Order approved in accordance w/ EO 298		
2. Duly approved itinerary of travel		
3. Certification from the accountant that previous cash advance has been liquidated and accounted for in the books		
Liquidation of cash advance		
1. Plane ticket, boat / bus ticket, boarding pass, terminal fee		
2. Certificate of appearance		
3. Travel order		
4. Certificate of travel completed		
5. Copy of previously approved itinerary of travel		
6. Revised or supplemental office order or any proof supporting change of schedule if any		
7. Revised itinerary of travel if the previous approved itinerary of travel was not followed		
8. Authority to claim actual accommodation if any		
9. Liquidation report		
10. RER		
11. Official receipt in case of refund		
Reimbursement		
1. Plane ticket, boat / bus ticket, boarding pass, terminal fee		
2. Certificate of appearance		
3. Travel order		
4. Certificate of travel completed		

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
5. Approved itinerary of travel 6. Revised or supplemental office order or any proof supporting change of schedule if any 7. Authority to claim actual accommodation if any 8. RER 9. Approved itinerary of travel 10. Revised or supplemental office order or any 11. proof supporting change of schedule if any 12. Authority to claim actual accommodation if any	
PERSONNEL SERVICES:	
Salary, Individual Claims	
First salary for new employees for regular plantilla from private sector	
1. Certified true copy of duly approved appointment	
2. Assignment order, if applicable	
3. Certified true copy of oath of office	
4. Certificate of assumption	
5. SALN	
6. Approved DTR	
7. BIR for 2316 (if with previous employer during the year)	
8. BIR form 1902 and 2305	
Additional Requirement for Employees Transferring from Another Gov't Agency	
1. Clearance from property, money and accountabilities from previous office	
2. Certified true copy of pre-audited disbursement voucher of last salary and/or certification of chief accountant of last salary received from last office duly verified by the assigned auditor thereat	
3. Certificate of available leave credits	
4. Service record	
Salary if deleted from payroll	
1. Approved DTR	
2. Notice of assumption	
3. Approved application for leave	
4. Clearances	
5. Medical certificate if on sick leave for 5 days or more	
SALARY FOR CASUAL / CONTRACTUAL	
First Salary	
1. Certified true copy of pertinent contract / appointment	
2. Copy of ROPA marked received by CSC	
3. Accomplishment report	
4. Approved DTR	
Salary Differential	
1. Certified true copy of approved appointment in case of promotion	
2. Notice of salary adjustment in case of step increment / salary increase	
3. Approved dtr or certification that the employee has not incurred leave without pay	

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Last Salary	
1. Clearance from money, property and legal accountabilities	
2. Approved DTR	
Additional Requirements Due To Heirs Of Deceased Employee	
1. Documentary requirements of last salary (see above)	
2. NSO death certificate	
3. NSO marriage contract if applicable	
4. NSO birth certificates of surviving legal heirs	
5. Designation of next of kin	
6. Waiver of right of children 18 years old and above	
Maternity Leave	
1. Certified true copy of approved application for leave	
2. Certified true copy of maternity leave clearance	
3. Medical certificate of maternity leave	
Additional Requirement For Unused Maternity Leave	
1. Medical certificate that employee is physically fit to work	
2. Certificate of assumption	
3. Approved DTR	
RATA (Reimbursement and Transportation Allowances)	
For Individual Claim	
1. Copy of office order /appointment (1st payment)	
2. Certificate of assumption (1st payment)	
3. Certification that the employee did not use official vehicle and is not assigned any gov't vehicle	
4. Approved DTR	
PEI (Performance Enhancement Incentive)	
Individual Claims	
1. Certification that performance ratings for two semesters is at least satisfactory	
2. Certification from legal office that employee has no administrative charge	
General Claim	
1. PIBpayroll	
2. List of personnel suspended preventively or with administrative charge	
3. List of personnel dismissed within the year	
4. List of personnel on AWOL	
5. Certification that performance ratings for two semesters is at least satisfactory	
RETIREMENT	
R.A. 1616	
1. Updated leave of service indicating the number of days on leave without pay and/or certification issued by HR that the employee did not incur any absence without pay	
2. Retirement application	
3. Office clearance on money, property and accountabilities and administrative/ criminal liability	
4. SALN	
5. Retirement gratuity computation	
6. Affidavit of undertaking for authority to deduct accountabilities	

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
7. Affidavit of applicant that there is no pending criminal investigation or prosecution against him/her	
8. Additional requirement in case of resignation	
- Letter of resignation duly accepted by agency head	
9. Additional requirement in case of death of claimant	
- NSO death certificate	
- NSO marriage contract	
- NSO birth certificate of all surviving heirs	
- Designation of next of kin	
- Waiver of rights of children 18 years old and above	
- Affidavit of two disinterested parties that the deceased is survived by legitimate or illegitimate children (if any) natural, adopted or children	
Terminal Leave Benefits	
1. Clearance form money property and accountabilities	
2. Certificate of leave credits issued by HR	
3. Approved leave application	
4. Complete service record	
5. SALN	
6. Certified copy of appointment / NOSA showing highest salary received	
7. Computation of terminal leave benefit duly	
8. certified by accountant	
9. Affidavit to deduct all financial obligations with the agency	
10. Affidavit of applicant that there is no pending criminal investigation or prosecution against him/her	
11. In case of resignation, letter of resignation duly accepted by the head of agency	
12. additional requirement in case of death of claimant	
- NSO death certificate	
- NSO marriage contract	
- NSO birth certificate of all surviving heirs	
- Designation of next of kin	
- Waiver of rights of children 18 years old and above	
Monetization	
1. Approved leave application with remaining balance certified by HR	
2. Request for leave covering more than 10 days approved by head of agency	
For 50% Or More	
Clinical abstract / medical procedures in case of medical/hospital needs	
Barangay certification in case of financial assistance for calamity, typhoon, fire etc.	
C.N.A. (Collective Negotiation Agreement)	
1. Resolution signed by both parties incorporating the guidelines/	
2. Criteria for granting c n a comparative statement of DBM approved level of operating budget and actual operating expenses	
3. Copy of CNA	
4. Certificate issued by the head of agency of the total amount of unencumbered savings generated	
5. Proof that planned P/A/PS have been implemented and completed in accordance with targets within the year	
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE

Honoraria	
BAC (Bids and Awards Committee)	
1. Office order creating and designating the BAC Composition and	
2. Minutes of bac meeting	
3. Notice of award of the activity being claimed certification that the procurement involves public 4.	
4. Bidding	
5. Attendance sheet of bac meeting	
Lecturer/Coordinator	
1. Office order	
2. Coordinator's report on lecturer's schedule	
3. Course syllabus / program of lectures	
Overtime	
1. Overtime authority stating the urgency of work to be done and duration of overtime work	
2. Overtime work program	
3. Quantified overtime accomplishment duly signed by the employee and the supervisor	
4. DTR	
PUBLIC BIDDING	
Documents Common To All Public Bidding	
1. Certified photocopy of the app and any amendments thereto	
2. Approved contract	
3. Invitation to apply for eligibility to bid	
4. Letter of intent	
5. Result of eligibility check/screening	
6. Bidding documents under sec 17.1 of the revised IRR of ra9184	
7. Minutes of pre-bid conference (for abc 1 million and above)	
8. Agenda and/or supplemental bulletins if any	
9. Bidders technical and financial proposal	
10. Minutes of bid opening	
11. Abstract of bids	
12. Post-qualification report of TWG	
13. BAC resolution declaring winning bidder	
14. Notice of post-qualification	
15. BAC resolution recommending approval and approval of hope of the resolution of BAC	
16. Notice of award	
17. Performance security	
18. Program of work and detailed estimates	
19. Notice to proceed indicating date received by contractor	
20. Detailed breakdown of ABC	
21. Copy of approved pert/CPM network diagram and detailed computation of contract time	
22. Detailed breakdown of contract cost	
23. Copy of advertisement of invitation to bid	
- Newspaper clippings (5 million and above for infrastructure; 2 million and above for goods; 1 million or four months duration and above for consultancy)	
- Printout copy of advertisement posted in PHILGEPS	
- Printout copy of advertisement posted in agency website if any	

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Honoraria	
BAC (Bids and Awards Committee)	
1. Office order creating and designating the BAC Composition and	
2. Minutes of bac meeting	
3. Notice of award of the activity being claimed certification that the procurement involves public 4.	
4. Bidding	
5. Attendance sheet of bac meeting	
Lecturer/Coordinator	
1. Office order	
2. Coordinator's report on lecturer's schedule	
3. Course syllabus / program of lectures	
Overtime	
1. Overtime authority stating the urgency of work to be done and duration of overtime work	
2. Overtime work program	
3. Quantified overtime accomplishment duly signed by the employee and the supervisor	
4. DTR	
PUBLIC BIDDING	
Documents Common To All Public Bidding	
1. Certified photocopy of the app and any amendments thereto	
2. Approved contract	
3. Invitation to apply for eligibility to bid	
4. Letter of intent	
5. Result of eligibility check/screening	
6. Bidding documents under sec 17.1 of the revised IRR of ra9184	
7. Minutes of pre-bid conference (for abc 1 million and above)	
8. Agenda and/or supplemental bulletins if any	
9. Bidders technical and financial proposal	
10. Minutes of bid opening	
11. Abstract of bids	
12. Post-qualification report of TWG	
13. BAC resolution declaring winning bidder	
14. Notice of post-qualification	
15. BAC resolution recommending approval and approval of hope of the resolution of BAC	
16. Notice of award	
17. Performance security	
18. Program of work and detailed estimates	
19. Notice to proceed indicating date received by contractor	
20. Detailed breakdown of ABC	
21. Copy of approved pert/CPM network diagram and detailed computation of contract time	
22. Detailed breakdown of contract cost	
23. Copy of advertisement of invitation to bid	
- Newspaper clippings (5 million and above for infrastructure; 2 million and above for goods; 1 million or four months duration and above for consultancy)	
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE

- Printout copy of advertisement posted in PHILGEPS	
- Printout copy of advertisement posted in agency website if any	
SERVICES OF THE IRR OF RA9184	
Eligibility Requirements For Goods And Infrastructure	
CLASS A DOCUMENTS	
LEGAL DOCUMENTS	
1. Registration documents from SEC, DTI for sole proprietorship or CDA for cooperatives, or any	
2. Proof of such registration as stated in the bidding documents	
3. Mayor's permit issued by the city or municipality where the principal place of business of the	
TECHNICAL DOCUMENTS	
1. Statement of prospective bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid	
2. Statement identifying the bidder's single largest completed contract similar to the contract to be bid, except under conditions provided under 23.5.1 of this IRR, within relevant period as provided in the bidding documents in the case of goods	
3. In case of infrastructure, a valid Philippine Contractors Accreditation Board (PCAB) license and registration for the type and cost of the contract to bid	
FINANCIAL DOCUMENTS	
1. The prospective bidder's audited financial statements, showing, among others, the prospective bidder's total and current for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission	
2. The prospective bidder's computation of its Net Financial Contracting Capacity (NFCC)	
Eligibility Requirements For Consulting Services	
LEGAL DOCUMENTS	
1. Registration documents from sec, DTI for sole proprietorship or CDA for cooperatives, or any proof of such registration as stated in the bidding documents	
2. Mayor's permit issued by the city or municipality where the principal place of business of the prospective bidder is located	
3. Tax clearance per EO 398, series of 2005, as reviewed and approved by BIR	
TECHNICAL DOCUMENTS	
1. Statement of prospective bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid	
2. Statement of the consultant specifying its nationality and confirming that those who will actually perform the service are registered professionals authorized by appropriate curriculum vitae	
FINANCIAL DOCUMENTS	
1. The consultant's audited financial statements, showing, among others, the prospective bidder's total and current assets and liabilities, stamped and authorized institutions, for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission.	

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
GOODS	
1. Eligibility requirements under section 23.1 (see above)	
2. The bid security in the prescribed form, amount and validity period	
3. Technical specifications, which may include production/ delivery schedule, manpower requirements, and/or aftersales service/parts, if applicable	
4. Sworn statement by the prospective bidder or its duly authorized representative in the for prescribe by the GPPB as to the following:	
<ul style="list-style-type: none"> It is not blacklisted or barred from bidding by the GOP or any of its agencies, offices, corporations, or LGUs, including foreign government/ foreign or international financing institution whose blacklisting rules have been recognized by the GPPB 	
<ul style="list-style-type: none"> Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct 	
<ul style="list-style-type: none"> It is authorizing the head of the procuring entity or his duly authorized representative/s to verify all the documents submitted 	
<ul style="list-style-type: none"> The signatory is the duly authorized representative of the bidder, and granted full power and authority to do , execute and perform any and all acts necessary and/or to represent the prospective bidder in the bidding, with the duly notarized secretary's certificate attesting to such, if the prospective bidder is a corporation, partnership, cooperative, or joint venture 	
<ul style="list-style-type: none"> It complies with the disclosure provision under section 47 of the act in relation to other provisions of RA 3019 	
<ul style="list-style-type: none"> It complies with the responsibilities of a prospective or eligible bidder provided in the PBD 	
<ul style="list-style-type: none"> It complies with existing labor laws and standards, in the case of procurement of services 	
<ul style="list-style-type: none"> It did not give or pay, directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity 	
INFRASTRUCTURE	
1. Eligibility requirements under section 23.1 (see above)	
2. The bid security in the prescribed form, amount and validity period	
3. Project requirements, which shall include the following:	
<ul style="list-style-type: none"> Organizational chart for the contract to be bid 	
<ul style="list-style-type: none"> List of contractor's personnel (viz, project manager, project engineers, materials engineer, and foremen), to be assigned to the contract to be bid, with their complete qualification and experience data 	
<ul style="list-style-type: none"> List of contractor's equipment units, which are owned, leased, and/or under purchase agreements, supported by certification of availability of equipment from the equipment lessor/vendor for the duration of the project 	

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>4. Bidder or its duly authorized representative in the form prescribe by the GPPB as to the following:</p> <ul style="list-style-type: none"> It is not blacklisted or barred from bidding by the GOP or any of its agencies, offices, corporations, or LGUs, including foreign institution whose blacklisting rules have been recognized by the GPPB Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct It is authorizing the head of the procuring entity or his duly authorized representative/s to verify all the documents submitted The signatory is the duly authorized representative of the bidder, and granted full power and authority to do, execute and perform any and all acts necessary and/or to represent the prospective bidder in the bidding, with the duly notarized secretary's certificate attesting to such, if the prospective bidder is a corporation, partnership, cooperative, or joint venture It complies with the disclosure provision under section 47 of the act in relation to other provisions of RA 3019 It complies with the responsibilities of a prospective or eligible bidder provided in the PBD It complies with existing labor laws and standards, in the case of procurement of services It did not give or pay, directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity 	
CONSULTING SERVICES	
1. Eligibility requirements under section 23.1 (see above)	
2. The bid security in the prescribed form, amount and validity period	
3. List of completed and ongoing projects approach, work plan and schedule:	
4. Provided however, that for architectural design, submission of architectural plans and designs shall not be required during the consultant's selection process	
5. List of key personnel to be assigned to the contract to be bid, with the complete qualification and experience data sworn statement by the prospective	
6. Bidder or its duly authorized representative in the form prescribe by the GPPB as to the following:	
<ul style="list-style-type: none"> It is not blacklisted or barred from bidding by the GOP or any of its agencies, offices, corporations, or LGUs, including foreign government/ foreign or international financing institution whose blacklisting rules have been recognized each of the documents submitted in satisfaction of the bidding Requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct 	

<ul style="list-style-type: none"> It is authorizing the head of the procuring entity or his duly authorized representative/s to verify all the documents submitted 	
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CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<ul style="list-style-type: none"> The signatory is the duly authorized representative of the bidder, and granted full power and authority to do, execute and perform any and all acts necessary and/or to represent the prospective bidder in the bidding, with the duly notarized secretary's certificate attesting to such, if the prospective bidder is a corporation, partnership, cooperative, or joint venture It complies with the disclosure provision under section 47 of the act in relation to other provisions of RA 3019 It complies with the responsibilities of a prospective or eligible bidder provided in the PBD It complies with existing labor laws and standards, in the case of procurement of services It did not give or pay, directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity 	
7. Minutes of pre-procurement conference (5 million and above for infrastructure; 2 million and above for goods; 1 million or four months duration and above for consultancy)	
8. Bid evaluation report	
9. Ranking of short-listed bidders for consulting services	
10. Post-qualification evaluation report	
11. Print-out of posting of notice of award, notice of proceed and contract of award to PHILGEPS	
12. Evidence of invitation of three observers in all stages of the procurement process	
13. Duly approved purchase request	
INFRASTRUCTURE	
1. Documents common to all public bidding or alternative mode (see checklist)	
2. Letter request in case of advance/progress/final payment substitution in case of release of retention money	
3. Documents for progress/final payment	
<ul style="list-style-type: none"> Progress billing Inspection report Results of tests/analysis if applicable Statement of time elapsed Monthly certificate of payment Contractor's affidavit of payment of laborers and materials, pictures before, during and after construction of items of work especially the embedded items Photocopy of vouchers of all previous payments Certificate of completion 	
4. Documents for advance payment	
<ul style="list-style-type: none"> Irrevocable standby letter of credit/ security bond or bank guarantee 	

<ul style="list-style-type: none"> Such other document peculiar to the contract or mode of procurement 	
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<ul style="list-style-type: none"> Approved consultancy progress / final reports and/or outputs required under the contract Progress/final billing contract of infrastructure project subject to project management consultancy services Copy of the original plans indicating the affected portions of the project and the duly revised plans and specifications, if applicable, indicating the changes made which shall be color coded Copy of the agency's report/justification for the need of such co/ewo which shall include the following: <ul style="list-style-type: none"> Computation as to the quantities of the additional work involved per item indicating the specific stations where such works are needed Date of inspection conducted and result of such inspection Detailed estimate for the unit cost of such items of work for new unit costs including those expressed in volume/area/lump sum/lot Copy of pert/CPM network diagram which shall be color coded Reflecting the effect of additional/deductive time on the period and the corresponding detailed computations for additional/deductive time for the subject co/wo Copy of the approved detailed breakdown of contract cost for the variation order Copy of the COA technical evaluation report of the original contract If the variation order to be reviewed is not the first 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 of the previously approved variation orders Additional performance security in the prescribed form and amount. If variation exceeds 10% of the original contract cost or mode of procurement 	
5. Documents for Final Payment	
<ul style="list-style-type: none"> As-built plans Warranty security clearance from the provincial treasurer that the corresponding sand and gravel fees has been paid Copy of turn-over documents / transfer of project and facilities such as motor vehicles, laptops and other equipment, and furniture included in the contract to concerned government agency 	
6. Documents for release of retention money either:	
<ul style="list-style-type: none"> Any security in the form of cash, bank guarantee, irrevocable standby letter of credit from a commercial bank, GSIS, or a surety bond callable upon demand Certification from end-user that the project is complete and inspected 	
CONSULTING SERVICES	
1. Documents common to all public bidding or alternative mode (see checklist)	
2. If not in tor, appropriate approved documents indicating the expected outputs/deliverables	
3. Copy of the approved manning schedule indicating the names and positions the names and positions of the consultants and staff and the extent of their participation of the project	
4. Letter request for payment from the consultant	

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
5. Approved consultancy progress / final reports and/or outputs required under the contract	
6. Progress/final billing	
7. Contract of infrastructure project subject to project management consultancy services	
GOODS	
Supplies, materials, equipment and motor vehicles	
1. Documents common to all public bidding / alternative mode (see checklist)	
2. Certificate of exclusive distributorship, if applicable	
3. Samples and brochures/photograph, if applicable	
4. Original copy of the suppliers'/dealers' invoices 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	
5. Results of test analysis, if applicable	
6. Tax receipts from the BOC or BIR indicating the exact specifications and or serial number of the equipment procured by the gov't as proof of payment of all taxes and duties due on the same equipment supplied / sold to the gov't	
7. Inspection and acceptance report prepared by the property inspector and signed by the head of agency or his authorized representative	
8. (For Equipment) warranty security with a minimum period of 3 months for expendable supplies and 1 year for non-expendable supplies after acceptance	
9. Duly approved purchase request	
10. In case of motor vehicles, authority to purchase from:	
<ul style="list-style-type: none"> • DBM secretary or office of the president depending on the type of vehicle being provided 	
11. For procurement of drugs and medicine	
<ul style="list-style-type: none"> • Certificate of product registration from FDA 	
<ul style="list-style-type: none"> • Certificate of good manufacturing practice from FDA 	
<ul style="list-style-type: none"> • Batch release certificate from FDA 	
<ul style="list-style-type: none"> • Certification that supplier is authorized 	
<ul style="list-style-type: none"> • Distributor from the manufacturer if supplier is not the manufacturer such other document peculiar to the contract or mode of procurement 	
GENERAL SUPPORT SERVICES	
1. Documents common to all public bidding or alternative mode (see checklist)	
2. Documents for janitorial/security/maintenance services. Appropriate approved documents indicating the following:	
<ul style="list-style-type: none"> • Number of personnel involved and their corresponding rate / salary 	
<ul style="list-style-type: none"> • Schedule of work and places of assignment/station/visits indicating among others the number of hours per visit 	
<ul style="list-style-type: none"> • Type and number of equipment to be served in case of visitorial maintenance service 	
<ul style="list-style-type: none"> • Scaled floor plans of the building and other areas covered by service contract (for janitorial services) 	
<ul style="list-style-type: none"> • Group classification of personnel to determine equivalent equipment monthly statutory minimum wage rate in accordance with applicable rules implementing RA6727 	

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<ul style="list-style-type: none"> • Approved document indicating the minimum number of security personnel required by the agency • Detailed description of the maintenance services to be rendered or activities to be performed (for maintenance services) • Complete description/specifications (brand name, model, make/ country of origin, hp, piston, displacement, capacity) and number of units of dump trucks to be used • Complete description/specifications (brand name, model, make/ country of origin, hp, piston, displacement, capacity) and number of units of all other equipment to be rented/used • Appropriate approved documents containing the terms and conditions whether operated or bare rental of heavy equipment, whether per trip or package deal; and other relevant conditions • Designated/location of dumpsite if provided in separate document • Measurement in kilometers of the total distance covered by one complete route of all the required routes to be traveled • Estimated volume in cubic meters of garbage to be hauled from the area of operation including the basis of such estimate • In cases where the type of contract differs from the usual per trip basis, sufficient justification and comparative analysis between the type of contract adopted against the basic per trip type of contract 	
3. Documents for forwarding/shipping/hauling	
<ul style="list-style-type: none"> • The type/kind and general description of the mode of transportation used 	
<ul style="list-style-type: none"> • Point of origin and destination including the estimated distance 	
<ul style="list-style-type: none"> • Estimated weight and volume of cargoes involved 	
4. Accomplishment report	
5. Request for payment	
6. Contractor's bill	
7. Certificate of acceptance	
8. Record of attendance/service/DTR	
9. Proof of remittance to concerned gov't agency (BIR,SSS,HDMF,PHIC)	
10. Such other document peculiar to the contract or	
11. Mode of procurement	
RENTAL CONTRACTS	
<ul style="list-style-type: none"> • Distributor from the manufacturer if supplier is not the manufacturer such other document peculiar to the contract or mode of procurement 	
GENERAL SUPPORT SERVICES	
1. Documents common to all public bidding or alternative mode (see checklist)	
2. Privately owned office/building	
<ul style="list-style-type: none"> • Complete copy of the building floor plans indicating in shaded colors 	
<ul style="list-style-type: none"> • Copy of the certificate of occupancy of the building or the appropriate approved documents showing the date the building was constructed of the age of the building 	
<ul style="list-style-type: none"> • 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. 	

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
3. Equipment rental/lease/purchase contracts <ul style="list-style-type: none"> • Agency evaluation of equipment utilization • Pertinent data of area of operation 4. List of comparable prevailing property within the vicinity 5. Vicinity map 6. Request for payment 7. Bills/invoices 8. Certificate of occupancy (space/building) 9. Such other document peculiar to the contract or mode of procurement 12. Documents for forwarding/shipping/hauling	
Repairs and maintenance of equipment and motor vehicles <ol style="list-style-type: none"> 1. Documents common to all public bidding or alternative mode (see checklist) 2. Copy of repair evaluation report and approved detailed plans by the agency showing in sufficient detail the scope of work or extent of repair to be done 3. Report of waste materials 4. Copy of document indicating history of repair 5. Post inspection report 6. Warranty certificate 7. Request for payment 8. Bill/invoices 9. Certificate of acceptance 10. Pre-repair inspection report 11. Such other document peculiar to the contract or mode of procurement 	
ADVERTISING <ol style="list-style-type: none"> 1. Documents common to all public bidding or alternative mode (see checklist) 2. Bill / SOA 3. Copy of newspaper clippings as evidence of publication or cd in case of tv / radio commercial 	
ALTERNATIVE MODE <ol style="list-style-type: none"> 1. Purchase order/letter order/contract duly approved by the official concerned and accepted by the supplier (date of acceptance must be on or will be counted from the date of acceptance of the PO/LO/contract) 2. Proof of posting of RFQ to PHILGEPS, website of the agency if any, and at any conspicuous place reserved for this purpose in the premises of the procuring agency for a period of 3 days in case of shopping, two failed biddings and small value procurement performance and warranty securities except for shopping negotiated 3. Procurement under emergency cases, lease of real properties and un agencies 4. Bac resolution recommending to the hope the use of alternative mode of procurement 5. Approval by hope on the use of alternative mode of procurement as recommended by BAC 6. Approval of the hope of the bac recommendation for the award of contract 7. Proof of posting of notice of award to PHILGEPS, website of the agency if any, and at any conspicuous place reserved for this purpose in the premises of the procuring agency 8. Approved APP and PR 	

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
10. Original copy of delivery invoice showing quantity, description of the articles, unit and total value, duly signed by the dealer or his representative, and indicating receipt of the proper agency official of the items delivered	
11. Inspection and acceptance report signed inspected by the authorized agency	
12. Inspector and signed accepted by authorized end-user of the items delivered or the property officer for items for stock	
13. Statement of the prospective bidder that it is not blacklisted or barred from bidding by the government	
14. Sworn statement by bidder that it is not related to hope by consanguinity or affinity up to the third level of civil degree	
LIMITED SOURCE BIDDING	
1. Documents common to all alternative mode (see checklist)	
2. Agency to all suppliers or consultants appearing in the preselected list with known experience and proven capability on the requirements of the particular contract	
3. WINNING BIDDER'S OFFER OR PROPOSAL ABSTRACT OF BIDS	
4. NOTICE OF AWARD	
5. Requirements under 23.1 and 25.2b for infra, 23.1 and 25.2a for goods and 24.1 and 25.2c for consulting services of the IRR of RA9184	
<ul style="list-style-type: none"> • Eligibility requirements for goods and infrastructure 	
<ul style="list-style-type: none"> • Class a document 	
<ul style="list-style-type: none"> • Legal documents 	
<ul style="list-style-type: none"> - Registration documents from sec, DTI for sole proprietorship or CDA for cooperatives, or any proof of such registration as stated in the bidding documents 	
<ul style="list-style-type: none"> - Mayor's permit issued by the city or municipality where the principal place of business of the prospective bidder is located 	
<ul style="list-style-type: none"> - Tax clearance per EO 398, series of 2005, as reviewed and approved by BIR 	
<ul style="list-style-type: none"> • Technical documents 	
<ul style="list-style-type: none"> - Statement of prospective bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid 	
<ul style="list-style-type: none"> - Statement identifying the bidder's single largest completed contract similar to the contract to be bid, except under conditions provided under 23.5.1.3 of this IRR, within relevant period as provided in the bidding documents in the case of goods 	
<ul style="list-style-type: none"> - In case of infrastructure, a valid Philippine Contractors Accreditation Board (PCAB) license and registration for the type and cost of the contract to bid 	
<ul style="list-style-type: none"> • Financial documents 	
<ul style="list-style-type: none"> - The prospective bidder's audited financial statements showing, among others, the prospective bidder's total and current assets and liabilities, stamped "received" by the BIR or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission. 	
<ul style="list-style-type: none"> - The prospective bidder's computation of its Net Financial Contracting Capacity (NFCC) 	

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<ul style="list-style-type: none"> • Eligibility requirements for consulting services 	
<ul style="list-style-type: none"> • Legal documents 	
<ul style="list-style-type: none"> - Registration documents from sec, DTI for sole proprietorship or CDA for cooperatives, or any proof of such registration as stated in the bidding documents 	
<ul style="list-style-type: none"> - Mayor's permit issued by the city or municipality where the principal place of business of the prospective bidder is located 	
<ul style="list-style-type: none"> - Tax clearance per EO 398, series of 2005, as reviewed and approved by BIR 	
<ul style="list-style-type: none"> • Technical documents 	
<ul style="list-style-type: none"> - Statement of prospective bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid 	
<ul style="list-style-type: none"> - Statement of the consultant specifying its nationality and confirming that those who will actually perform the service are registered professionals authorized by appropriate regulatory body to practice those professions and allied professions, including their respective curriculum vitae 	
<ul style="list-style-type: none"> • Financial documents 	
<ul style="list-style-type: none"> - The consultant's audited financial statements, showing, among others, the prospective bidder's total and current assets and liabilities, stamped "received" by the BIR or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission. 	
<ul style="list-style-type: none"> • GOODS 	
<ul style="list-style-type: none"> • Eligibility requirements under section 23.1 (see above) 	
<ul style="list-style-type: none"> - The bid security in the prescribed form, amount and validity period 	
<ul style="list-style-type: none"> - Technical specifications, which may include production/ delivery schedule, manpower requirements, and/or aftersales service/parts, if applicable 	
<ul style="list-style-type: none"> - Sworn statement by the prospective bidder or its duly authorized 	
<ul style="list-style-type: none"> - Representative in the form prescribe by the GPPB as to the following: 	
<ul style="list-style-type: none"> ▪ It is not blacklisted or barred from bidding by the GOP or any of its agencies, offices, corporations, or LGUs, including foreign government/ foreign or international financing institution whose blacklisting rules have been recognized by the GPPB 	
<ul style="list-style-type: none"> ▪ Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct 	
<ul style="list-style-type: none"> ▪ It is authorizing the head of the procuring entity or his duly authorized representative/s to verify all the documents submitted 	
<ul style="list-style-type: none"> ▪ The signatory is the duly authorized representative of the bidder, and granted full power and authority to do, execute and perform any and all acts necessary and/or to represent the prospective bidder in the bidding, with the duly notarized secretary's certificate attesting to such, if the prospective bidder is a corporation, partnership, cooperative, or joint venture 	
<ul style="list-style-type: none"> ▪ It complies with the disclosure provision under section 47 of the act in relation to other provisions of RA 3019 	
<ul style="list-style-type: none"> ▪ It complies with the responsibilities of a prospective or eligible 	

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<ul style="list-style-type: none"> • INFRASTRUCTURE 	
<ul style="list-style-type: none"> • Eligibility requirements under section 23.1 (see above) 	
<ul style="list-style-type: none"> - The bid security in the prescribed form, amount and validity period 	
<ul style="list-style-type: none"> - List of completed and ongoing projects 	
<ul style="list-style-type: none"> - Approach, work plan and schedule: provided however, that for architectural design, submission of architectural plans and designs shall not be required during the consultant's selection process 	
<ul style="list-style-type: none"> - List of key personnel to be assigned to the contract to be bid, with the complete qualification and experience data 	
<ul style="list-style-type: none"> - Sworn statement by the prospective bidder or its duly authorized representative in the form prescribed by the GPPB as to the following: 	
<ul style="list-style-type: none"> <ul style="list-style-type: none"> ▪ It is not blacklisted or barred from bidding by the GOP or any of its agencies, offices, corporations, or LGUs, including foreign government/ foreign or international financing institution whose blacklisting rules have been recognized by the GPPB 	
<ul style="list-style-type: none"> <ul style="list-style-type: none"> ▪ Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct 	
<ul style="list-style-type: none"> <ul style="list-style-type: none"> ▪ It is authorizing the head of the procuring entity or his duly authorized representative/s to verify all the documents submitted 	
<ul style="list-style-type: none"> <ul style="list-style-type: none"> ▪ The signatory is the duly authorized representative of the bidder, and granted full power and authority to do , execute and perform any and all acts necessary and/or to represent the prospective bidder in the bidding, with the duly notarized secretary's certificate attesting to such, if the prospective bidder is a corporation, partnership, cooperative, or joint venture 	
<ul style="list-style-type: none"> <ul style="list-style-type: none"> ▪ It complies with the disclosure provision under section 47 of the act in relation to other provisions of RA 3019 	
<ul style="list-style-type: none"> <ul style="list-style-type: none"> ▪ It complies with the responsibilities of a prospective or eligible bidder provided in the PBD 	
<ul style="list-style-type: none"> <ul style="list-style-type: none"> ▪ It complies with existing labor laws and standards, in the case of procurement of services 	
<ul style="list-style-type: none"> <ul style="list-style-type: none"> ▪ It did not give or pay, directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity 	
<ul style="list-style-type: none"> • CONSULTING SERVICES 	
<ul style="list-style-type: none"> • Eligibility requirements under section 23.1 (see above) 	
<ul style="list-style-type: none"> - The bid security in the prescribed form, amount and validity period 	
<ul style="list-style-type: none"> - List of completed and ongoing projects approach, work plan and schedule: provided however, that for architectural design, submission of architectural plans and designs shall not be required during the consultant's selection process 	
<ul style="list-style-type: none"> - List of key personnel to be assigned to the contract to be bid, with the complete qualification and experience data 	
<ul style="list-style-type: none"> - Sworn statement by the prospective bidder or its duly authorized representative in the form prescribe by the GPPB as to the following: 	
<ul style="list-style-type: none"> <ul style="list-style-type: none"> ▪ It is not blacklisted or barred from bidding by the GOP or any of its agencies, offices, corporations, or LGUs, including foreign government/ foreign or international financing institution whose blacklisting rules have been recognized by the GPPB 	

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<ul style="list-style-type: none"> Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct It is authorizing the head of the procuring entity or his duly authorized representative/s to verify all the documents submitted The signatory is the duly authorized representative of the bidder, and granted full power and authority to do, execute and perform any and all acts necessary and/or to represent the prospective bidder in the bidding, with the duly notarized secretary's certificate attesting to such, if the prospective bidder is a corporation, partnership, cooperative, or joint venture It complies with the disclosure provision under section 47 of the act in relation to other provisions of RA 3019 It complies with the responsibilities of a prospective or eligible bidder provided in the PBD It complies with existing labor laws and standards, in the case of procurement of services It did not give or pay, directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity 	
<ul style="list-style-type: none"> Bid security Such other document peculiar to the contract or mode of procurement 	
DIRECT CONTRACTING	
1. Documents common to all alternative mode	
2. Copy of letter to selected manufacturer/supplier/distributor to submit a price quotation and conditions of sale	
3. Certificate of exclusive distributorship by the principal under oath	
4. 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	
5. Certification of bac in case of critical plant component and/or to maintain certain standards	
6. Study / survey 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	
7. Such other document peculiar to the contract or mode of procurement	
REPEAT ORDER	
1. Documents common to all public bidding	
2. Copy of the original contract indicating that it was awarded through public bidding	
3. Certification from purchasing department/division that the supplier has complied with all the requirements under the original contract	
SHOPPING	
1. Documents common to all alternative mode	
2. Price quotations from at least 3 bonafide manufacturers/suppliers/distributors	
3. Abstract of canvass	

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
NEGOTIATED PROCUREMENT	
1. Documents common to all alternative mode	
2. Documents for two failed biddings, emergency cases, takeover of contracts, and small value procurement	
- Price quotations from at least 3 invited suppliers	
- Abstract of canvass	
- Bac resolution recommending award to the lowest calculated responsive bid	
3. Additional for two failed biddings	
- Agency's offer for negotiations with selected suppliers/contractors/consultants	
- Certification of bac of the failure of competitive bidding for the 2nd time	
- Evidence of invitation of observers at all stages of the negotiation	
- Eligibility documents in case of infrastructure projects	
4. Additional for emergency cases	
- Justification	
5. Additional for takeover of contracts	
- Copy of terminated contract	
- Reasons for termination	
- Negotiation document with 2nd lowest calculated bidder and so on	
- Approval of hope to negotiate contracts under exceptional cases	
6. Additional for small value procurement	
- Letter or invitation to submit proposal	
7. Additional for adjacent or contiguous projects	
- Copy of the original contract indicating that it was awarded through public bidding	
- Scope of work which should be related or similar to the original contract	
- Latest accomplishment of the original contract showing that there was no negative slippage / delay	
CULTURAL AND ATHLETIC ACTIVITIES	
1. Budget estimates approved by hope	
2. Same requirements under procurement depending on the nature of the expense and mode of procurement	
TRAININGS	
1. Budget estimates approved by hope	
2. Same requirements under procurement depending on the nature of the expense and mode of procurement	
3. Schedule of training approved by hope	
REPRESENTATION	
MEALS WITH VENUE	
1. APP	
2. BAC resolution recommending to the hope the use of alternative mode of procurement	
3. Approval by hope on the use of alternative mode of procurement as recommended by BAC	
4. Approval of the hope of the bac recommendation for the award of contract	
5. Notice of award	

6. Table of rating factors for lease of venue	
7. Cost benefit analysis	
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
8. Price quotations from the vicinity of selected location	
9. Abstract of canvass	
10. Purchase order (PO)/contract	
11. Statement of account (SOA)	
12. Inspection and acceptance report (IAR)	
13. Attendance	
14. Project proposal/any approved document as evidence of the activity	
15. Terminal report/minutes of meeting/agreements of the meeting	
MEALS - CATERER/ NOT CATERED BUT MATERIAL IN AMOUNT	
1. Documents common to all alternative mode	
<ul style="list-style-type: none"> 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/date of delivery is dependent on or will be counted from the date of acceptance of the PO/LO/contract) 	
<ul style="list-style-type: none"> Proof of posting of RFQ to PHILGEPS, website of the agency if any, and at any conspicuous place reserved for this purpose in the premises of the procuring agency for a period of 3 days In case of shopping, two failed biddings and small value procurement (for purchases above 50,000.00) 	
<ul style="list-style-type: none"> BAC resolution recommending to the hope the use of alternative mode of procurement 	
<ul style="list-style-type: none"> Approval by hope on the use of alternative mode of procurement as recommended by BAC 	
<ul style="list-style-type: none"> Approval of the hope of the BAC 	
<ul style="list-style-type: none"> Recommendation for the award of contract 	
<ul style="list-style-type: none"> Notice of award 	
<ul style="list-style-type: none"> Proof of posting of notice of award to PHILGEPS, website of the agency if any, and at any conspicuous place reserved for this purpose in the premises of the procuring agency 	
<ul style="list-style-type: none"> Approved APP 	
<ul style="list-style-type: none"> Approved PR 	
<ul style="list-style-type: none"> Original copy of delivery invoice showing quantity, description of the articles, unit and total value, duly signed by the dealer or his representative, and indicating receipt of the proper agency official of the items delivered 	
<ul style="list-style-type: none"> Inspection and acceptance report signed inspected by the authorized agency inspector and signed accepted by authorized end-user of the items delivered or the property officer for items for stock 	
2. Project proposal/any approved document as evidence of the activity	
3. Terminal report/minutes of meeting/agreements of the meeting	
4. Attendance	
MEALS - AMOUNTS LESS THAN 1,000.00	
1. Purchase Request (PR)	
2. PO	
3. IAR	
4. Certification of representation expenses	
5. Attendance	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit signed in box "A" Obligation Request and Status (ORS) Disbursement Voucher (DV) supported with complete documents related to the transaction.	1.1 Review the completeness of supporting documents and record in the Claims Received Logbook	None	30 minutes	Receiving Clerk
	1.2 Review completeness of document, and approve the obligation		30 minutes	Budget Officer
	1.3 Review completeness of documents and accuracy in the computation, compute the withholding taxes and prepare Journal Entry Voucher (JEV)		2 hours	Accountant-II
	1.4 Review completeness of documents and accuracy in the computation, compute the withholding taxes and prepare Journal Entry Voucher (JEV)		2 hours	Accountant-II
	1.5 Approve the disbursement voucher.		4 hours	Agency Head or his Authorized Representative
	1.6 Prepare and sign Check, List of Due Demandable Accounts Payable – Authority to Debit Account (LDDAP-ADA) and Advice of Check Issued and Cancelled (ACIC)		2 hours	Cashier
	1.7 Review the accuracy and certify the LDDAP-ADA		1 hour	Accountant
	1.8 Approve the check, LDDAP-ADA and ACIC		4 hours	Agency Head or his Authorized Representative / FAD Division Chief
2. Submits Checks/ADA to Supplier for payment				
Total Processing Time		2 working days		

45. Processing of Financial Claims

The Processing of Financial Claims is considered a **SIMPLE** transaction. Under Sec. 9 b1 of RA 11032, simple transactions shall be acted upon by the assigned officer/employee within 3 working days. If the claim is not processed within 3 days, you may file a complaint via email (artaunit@dti.gov.ph). For feedback and complaints, please refer to page 195.

This process is considered an internal service provided to employees and end users of the agency. Its objective is to ensure timely and accurate processing and payment of financial claims.

The Government Accounting Manual, relevant circulars issued by the Commission on Audit, Department of Budget Management, Bureau of the Treasury and Bureau of Internal Revenue are the reference materials for this process.

Office or Division:	DTI-VIII Regional Office – Finance and Administrative Division	
Classification:	Simple	
Type of Transaction:	G2G – Government-to-Government, G2C – Government-to-Citizen	
Who may avail:	Employees / End Users	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
Obligation Request and Status (ORS) (2 copies)		Budget
Disbursement Voucher (DV) (1 copy)		Accounting
Employees benefits through Automated Teller Machine (ATM) :		Human Resource / Finance
- Payroll, payroll register (1 copy of each document)		
First Salary (individual claim):		Human Resource/ Claimant Employee
- Appointment, Oath of Office, Certificate of Assumption, Statement of Assets, Liabilities and Net Worth (SALN), Daily Time Record (1 copy of each document)		
- Reimbursement of Traveling Expenses		Employee / Claimant
Travel Order, Itinerary of Travel, Certificate of Appearance / Attendance, Certificate of Travel Completed, Tickets, Official Receipts, Certification by the Head of Agency as to the absolute necessity of the expenses, if the expenses incurred exceeded the prescribed rate per day (1 copy of each document)		
Utilities		Utility company
- Statement of Account / Bill (1 copy)		
Telephone / communication expenses		Service Provider / End User
Statement of Account / Bill, Certification by Agency Head or his Authorized Representative that all calls are official (1 copy of each document)		
Procurement		Supply Officer / End User
- Purchase Request, Request for Quotations, Abstract of Quotations, Purchase Order / Contract / Inspection and Acceptance Report, Charge Invoice / Delivery Receipt (1 copy of each document)		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit signed in box "A" Obligation Request and Status (ORS), Disbursement Voucher (DV), and supporting documents related to the transaction.	1.1 Review the completeness of supporting documents	None	8 minutes	Receiving Clerk
	1.2 Record in the Claims Received Logbook		2 minutes	Receiving Clerk
	1.3 Review completeness of document and approve the obligation		12 minutes	Budget Officer
	1.4 Record in the Claims Processed Logbook		4 minutes	Budget Officer
	1.5 Post in the Registry of Allotments, Obligations and Disbursements (RAOD)		5 minutes	Budget Officer
	1.6 Review completeness of documents and accuracy in the computation		10 minutes	Accountant
	1.7 Certify cash availability and completeness of documents		7 minutes	Accountant
	1.8 Approve the disbursement voucher.		10 minutes	Agency Head or his Authorized Representative
	1.9 Prepare and sign Check, Certificate of Tax Withheld, List of Due Demandable Accounts Payable – Authority to Debit Account (LDDAP-ADA) and Advice of Check Issued and Cancelled (ACIC)		20 minutes	Cashier
	1.10 Review the accuracy and certify the LDDAP-ADA		15 minutes	Accountant

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.11 Approve the check, LDDAP-ADA and ACIC		15 minutes	Agency Head or his Authorized Representative / Finance and Administrative Division (FAD) Chief
	1.12 Submit ACIC, LDDAP ADA and photocopy of check to Land Bank of the Philippines (LBP) and the Bureau of the Treasury		3 hours	Cashier
	1.13 Take up the ACIC and LDDAP-ADA		2 days	Land Bank of the Philippines
	1.14 Get a copy of validated LDDAP-ADA and ACIC from Land Bank of the Philippines		3 hours	Cashier
2.Receive check / copy of validated LDDAP-ADA and Certificate of Tax Certificate (if applicable) and acknowledge the receipt by issuing Official Receipt and signing in the "Receipt of Payment" portion of the Disbursement Voucher	2.1 Issue check, and furnish validated copy of LDDAP ADA and Certificate of Tax Withheld to payee / claimant	None	10 minutes	Cashier
	2.2 Receive Official Receipt	None	2 minutes	Cashier
Total Processing Time		3 days		

46. Issuance of Personnel Records

The Issuance of Personnel Records is considered as a **SIMPLE** transaction. Under Sec. 9 b1 of RA 11032, simple transactions shall be acted upon by the assigned officer/employee within 3 working days. If the record is not released within 3 days, you may file a complaint via email (artaunit@dti.gov.ph). For feedback and complaints, please refer to page 195.

Provision of timely and accurate personnel records to all requesting clients - DTI employees, separated DTI employees and other requesting parties.

Office or Division:	DTI-VIII Regional Office – Finance and Administrative Division			
Classification:	Simple			
Type of Transaction:	G2G – Government-to-Government, G2C – Government-to-Citizen			
Who may avail:	Incumbent and Former Employees			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Letter Request addressed to the Regional Director in one copy only (e-mail or hard copy)			Requesting Party	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Send Letter Request (e-mail or hard copy)	1.1 Receipt of Request	None	10 minutes	Receiving/ Records Officer
	1.2 Assessment of Request: Service Record Certificate of Employment Office Clearance Other Records		30 minutes	Regional Director
	1.3 Forward the request to the concerned division indicated in the routing slip		30 minutes	Finance and Administrative Division (FAD) Chief/ Division Head
	1.4 Processing of Request		1 hour	Concerned Officer-Human Resource Management Officer (HRMO)
	1.5 Review and Approval		1 hour	Finance and Administrative Division (FAD) Chief/ Division Head/ Regional Director
	1.6 Release of approved record to the HRMO		10 minutes	Releasing/ Records Officer

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2. Receipt of Requested Record	2.1 The HRMO releases the record to the client by having the said client sign on the receiving copy for office HR files	None	10 minutes	Human Resource Management Officer (HRMO)
3. Fill out the Client Satisfaction Survey Form	3.1 File for consolidation and analysis	None	20 minutes	Document Control Officer
Total Processing Time		3 hours, 50 minutes		

47. Provision of Infrastructure and Equipment

The Provision and maintenance of infrastructure and equipment is considered a **SIMPLE** transaction. Under Sec. 9 b1 of RA 11032, simple transactions shall be acted upon by the assigned officer/employee within 3 working days. If the infrastructure or equipment is not provided within 3 days, you may file a complaint via email (artaunit@dti.gov.ph). For feedback and complaints, please refer to page 195.

To ensure that the properties and equipment of the agency are in good working condition and are ready and available at all times. The maintenance plan is a tool to monitor the condition of the equipment and conduct preventive maintenance services to the equipment.

Office or Division:		DTI – VIII Regional Office – Finance and Administrative Division		
Classification:		Simple		
Type of Transaction:		G2G – Government-to-Government		
Who may avail:		Internal Employees		
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Request for Equipment (2copies)			Requesting Party or End user	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Request for Equipment.	1.1 Ascertain availability of equipment	None	20 minutes	Supply Officer/ Property Officer
	1.2 Prepare Vehicle Trip Ticket/Request for Equipment and submit to FAD Chief		10 minutes	Supply Officer/ Property Officer
	1.3 FAD Chief approve or disapprove request.		10 minutes	FAD Chief
	1.4 Logs transaction in the Logbook		5 minutes	Supply Officer/ Property Officer
2. The client receives the equipment by signing in the Logbook the	2.1 Turn over requested equipment to client	None	10 minutes	Supply Officer/ Property Officer
Total Processing Time		55 minutes		

48. Procurement of Goods and Services

The Procurement of Goods and Services is considered a **COMPLEX** transaction. Under Sec. 9 b1 of RA 11032, complex transactions shall be acted upon by the assigned officer/employee within 7 working days. If the goods and services are not procured and released within 7 days, you may file a complaint via email (artaunit@dti.gov.ph). For feedback and complaints, please refer to page 195.

Goods and services are readily available when needed by the end-user for the performance of their mandated functions. The procured goods and services are within the specifications required by the end-user. The procurement processes are within the provisions of the Government Procurement Act (RA 9184).

Office or Division:	DTI VIII Regional Office – Finance and Administrative Division			
Classification:	Complex			
Type of Transaction:	G2G – Government-to-Government			
Who may avail:	Internal Clients			
CHECKLIST OF REQUIREMENTS				WHERE TO SECURE
Annual Procurement Plan (APP) (1 copy)				Supply Officer
Purchase Request (PR) (1copy)				Client/End user
BAC Resolution (1compy)				BAC Secretariat
Request for Quotation (RFQ) (3copies)				BAC Secretariat
Abstract of Quotations/Notice of Award (NOA)/ Notice to Proceed (NTP) (1copy)				BAC Secretariat
Purchase Order (P.O.)/ Contract (3copies)				Supply Officer
Inspection and Acceptance Report (IAR) (1copy)				Inspection Committee/ Supply Officer
Stock Card (SC)/ Property Card (PC) (1copy)				Supply Officer
Request Issue Slip (RIS) (1copy)				Supply Officer
Inventory Custodian Slip (ICS)/ Property Acknowledgement Receipt (PAR) (3copies)				Supply Officer
Report of Supplies and Materials Issued (RSMI) (3copies)				Supply Officer
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Purchase Request for HOPE approval	1.1 Approve Purchase Request	None	1 hour	Head of the Procuring Entity (HOPE)
2. Forward approved PR to Supply Office for procurement	2.1 Ascertain that requested goods and services are in the APP	None	30 mins	Supply Officer/ Procurement Officer
	2.2 Preparation of BAC Resolution on Mode of Procurement		4 hours	Bids and Awards Committee (BAC) Secretariat

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	2.3 Prepare Request for Quotation (RFQ), duly signed by the BAC Chair and Canvasser.		30 mins	Bids and Awards Committee (BAC) Secretariat
	2.4 Conduct canvass thru Request for Quotation (RFQ)		3 days minimum (RA9184)	Supply Officer/ Property Officer/ Canvasser/Messenger
	2.5 Prepare and approve Abstract of Quotations (AOQ) (duly signed by BAC)		4 hours	Bids and Awards Committee (BAC) Secretariat
	2.6 Prepare and approve Purchase Order (P.O)		4 hours	Supply Officer/ Procurement Officer
	2.7 Serve Purchase Order to the Supplier		2 hours	Supply Officer/ Procurement Officer
	2.8 Inspect delivered Goods and Services		1 hour	Inspection Committee
	2.9 Update Stock Card/ Property Card		4 hours	Supply Officer/ Procurement Officer
3. Client/End-user receives procured goods and services	3.1 Issue goods and services procured to client end-user		1 hour	Supply Officer/ Procurement Officer
	3.2 Update Stock Card/ Property Card		1 hour	Supply Officer/ Procurement Officer
Total Processing Days			5 days, 7 hours	

49. Processing of Financial Claims

The Processing of Financial Claims is considered a **SIMPLE** transaction. Under Sec. 9 b1 of RA 11032, simple transactions shall be acted upon by the assigned officer/employee within 3 working days. If the claim is not processed within 3 days, you may file a complaint via email (artaunit@dti.gov.ph). For feedback and complaints, please refer to page 195.

This process is considered an internal service provided to employees and end users of the agency. Its objective is to ensure timely and accurate processing and payment of financial claims.

The Government Accounting Manual, relevant circulars issued by the Commission on Audit, Department of Budget Management, Government Procurement Policy Board, Bureau of the Treasury and Bureau of Internal Revenue are the reference materials for this process.

Office or Division:	DTI-IX Regional Office – Finance and Administrative Division	
Classification:	Simple	
Type of Transaction:	G2G – Government-to-Government, G2B – Government-to-Business	
Who may avail:	Employees / End Users / Business Entities	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
Employees benefits through Automated Teller Machine (ATM) : -Payroll, payroll register (3 copies)		Human Resource / Finance
First Salary (individual claim): <ul style="list-style-type: none">- Appointment, Oath of Office, Certificate of Assumption, Daily Time Record (all in 3 copies)- Statement of Assets, Liabilities and Net Worth (4 copies)		Human Resource/ Claimant Employee
Reimbursement of Traveling Expenses <ul style="list-style-type: none">- Travel Order (2 copies), Itinerary of Travel (2 copies), Certificate of Appearance / Attendance (1 copy), Certificate of Travel Completed (2 copies), Tickets (1 copy), Official Receipts (1copy), Certification by the Head of Agency as to the absolute necessity of the expenses (2 copies), if the expenses incurred exceeded the prescribed rate per day, Post-Activity Report (Foreign Travel) (2 copies)		Employee / Claimant
Utilities		
Statement of Account / Bill (1 copy)		Utility company
Telephone / communication expenses		Service Provider /
Statement of Account / Bill (1 copy), Official Receipt/Load Cards(1 copy)		End User
Procurement <ul style="list-style-type: none">- Purchase Request (3 copies), Requisition and Issue Slip (3 copies), Approved Budget for the Contract (3 copies), Request for Quotations (4 copies), Abstract of Quotations (3 copies), Purchase Order / Job Order/ Contract (3 copies), Inspection and Acceptance Report (3 copies), Charge Invoice / Delivery Receipt (3 copies), Minutes of the Meeting/ Attendance Sheet, if applicable (3 copies)		Supply Officer / End User

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit two copies of signed in box "A" Obligation Request and Status (ORS) and one copy of Disbursement Voucher (DV) supported with complete documents related to the transaction.	1.1 Review the completeness of supporting documents and records in the Claims Received Logbook	None	10 minutes	Receiving Clerk
	1.2 Review the completeness of documents, approve the obligation and post in the Registry of Allotments, Obligations and Disbursements (RAOD)		15 minutes	Budget Officer
	1.3 Review completeness of documents and accuracy in the computation, and certify cash availability and completeness of documents		15 minutes	Accountant
	1.4 Approve the disbursement voucher.		10 minutes	Agency Head or his Authorized Representative
	1.5 Prepare and sign Check, Certificate of Tax Withheld, List of Due Demandable Accounts Payable – Authority to Debit Account (LDDAP-ADA) and Advice of Check Issued and Cancelled (ACIC)		20 minutes	Cashier
	1.6 Encode to LBP e-MDS online system the LDDAP-ADA and checks to be processed		15 minutes	Cashier
	1.7 Review the accuracy and certify the LDDAP-ADA		15 minutes	Accountant
	1.8 Approve the check, LDDAP-ADA and ACIC		15 minutes	Agency Head or his Authorized Representative / FAD Division Chief

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.9 Approve the check, LDDAP-ADA and ACIC	None	15 minutes	Agency Head or his Authorized Representative / Finance and Administrative Division (FAD) Chief
	1.10 Submit ACIC, LDDAP ADA and photocopy of check to Land Bank of the Philippines (LBP) and the Bureau of the Treasury (for payroll transactions only)	None	1 hour	Cashier
	1.11 Take up the ACIC and LDDAP-ADA	None	1 day	Land Bank of the Philippines
2. Receive check, verified copy of LDDAP ADA and Certificate of Tax Certificate	2.1 Issues check, verified copy of LDDAP ADA and Certificate of Tax Certificate to payee / claimant	None	10 minutes	Cashier
Total Processing Time		1 day, 3 hours, 20 minutes		

50. Processing of Request for Certificate of Employment

The Processing of Request for Certificate of Employment is considered a **SIMPLE** transaction. Under Sec. 9 b1 of RA 11032, simple transactions shall be acted upon by the assigned officer/employee within 3 working days. If the certificate is not released within 3 days, you may file a complaint via email (artaunit@dti.gov.ph). For feedback and complaints, please refer to page 195.

Provide for the certificate of employment upon the request of the employee with accurate details and for purposes stated.

Office or Division:	DTI-IX Regional Office – Finance and Administrative Division			
Classification:	Simple			
Type of Transaction:	G2G – Government-to-Government			
Who may avail:	Internal Staff			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Filled-up one (1) copy of Request Form			Finance and Administrative Division – Human Resource Desk	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit accomplished request form located at the HR desk	1. Receive and check if all the required information are provided	None	3 minutes	Human Resource Management Officer/ Assistant
	1.1. Process of Certificate of Employment.		5 minutes	Human Resource Management Officer/ Assistant
	1.2. Encode, print and send to Regional Director/ Chief Administrative Officer for approval		30 minutes	Human Resource Management Officer/ Assistant
	1.3. Approve and sign the certificate		1 day	Regional Director/ Chief Administrative Officer
2. Claim the Certificate of Employment	2. Releasing of the Certificate to the client	None	2 minutes	Human Resource Management Officer/ Assistant
	2.1. Have the client check the correctness of the details		2 minutes	Human Resource Management Officer/ Assistant
	2.2. Have the client receive and sign on the log book		2 minutes	Human Resource Management Officer/ Assistant
Total Processing Time			1 day, 44 minutes	

51. Processing of Financial Claims (Travelling Allowance/Expenses, Reimbursement and Cash Advance)

The Processing of Financial Claims is considered a **SIMPLE** transaction. Under Sec. 9 b1 of RA 11032, simple transactions shall be acted upon by the assigned officer/employee within 3 working days. If the claims are not processed within 3 days, you may file a complaint via email (artaunit@dti.gov.ph). For feedback and complaints, please refer to page 195.

This transaction involves the processing of official local and foreign travel allowance / expenses of personnel either cash advance or reimbursement in accordance with COA Circular 2012-001 and Executive Order No 77, s. 2019.

Office or Division:	DTI-Region 11 Regional Office – Finance and Administrative Division	
Classification:	Simple	
Type of Transaction:	G2G – Government-to-Government	
Who may avail:	DTI XI internal clients	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Obligation Request and Status (ORS) – 2 copies		DTI 11 portal
2. Disbursement Voucher (DV) – 2 copies		DTI 11 portal
3. Supporting documents (1 copy each)		
For Grant of Cash Advance (CA):		
- Travel Order (TO for local travel) or Travel Authority (TA for foreign travel)		Head Office (outside R11) Regional Director (within R11)
- Approved Itinerary of Travel (IT)		DTI 11 portal
- Certification from the Accountant that previous cash advance has been liquidated and accounted for in the books)		Accountant
For Reimbursement of Daily Travelling Expenses (DTE):		
- Travel Order (TO for local travel) or Travel Authority (TA for foreign travel)		Head Office (outside R11) Regional Director (within RXI)
- Approved Itinerary of Travel (IT)		DTI XI portal
- Certificate of Travel Completed (CTC)		DTI XI portal
- Certificate of Appearance / Attendance (CA)		Organizer / sponsor
- Reimbursement Expense Receipt (RER)		DTI XI portal
- Certification Not Requiring Official Receipts (for P 300 and below)		DTI XI portal
- Paper / electronic plane, boat or bus tickets, boarding pass, terminal fee		Airline, Bus
- Official Receipt (for claiming actual expenses for accommodation)		Accommodation Facility
- Authority to Claim Actual Hotel Expenses		Head Office
- Other supporting documents relative to travel <ul style="list-style-type: none"> ▪ invitation ▪ program ▪ advisories 		Organizer/ sponsor
Additional Supporting Documents for Foreign Travel (either Cash Advance or Reimbursement)		
- UNDP rate for the Daily Subsistence Allowance (DSA)		DFA website
- Dollar to Peso Exchange Rate		BSP website
- Report of Travel		DTI XI portal

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit ORS, DV and other supporting documents related to the transaction.	1.1 Review the completeness of the supporting documents, certify the allotment available, obligate and post in the registry database	None	5 Minutes	Budget Officer
	1.2 Review the completeness of the supporting documents and accuracy of the amount claimed, certify cash availability and completeness of the documents.		15 minutes	Accountant
	1.3 Approve the disbursement voucher		1 hour	Regional Director or his Authorized Representative
	1.4 Prepare and sign Check, List of Due Demandable Accounts Payable – Authority to Debit Account (LDDAP-ADA) and Advice of Check Issued and Cancelled (ACIC) and Summary of LDDAP –ADA Issued and Invalidated ADA Entries (SLIIE).		45 minutes	Cashier
	1.5 Review the accuracy and certifies the LDDAP-ADA		15 minutes	Accountant
	1.6 Approve the check, LDDAP-ADA and ACIC		15 minutes	Regional Director or his Authorized Representative / FAD Division Chief
	1.7 Submit the Check's duplicate, LDDAP – ADA, ACIC and SLIIE to the government depository bank		2 hours	Cashier
	1.8 Process the ACIC and LDDAP-ADA		2 days	Land Bank of the Philippines
2. Receive claims for reimbursement	2.1. Retrieve the disbursement voucher/s for signature of the claimant in the received by portion.	None	10 minutes	Cashier
Total Processing Time		2 days, 4 hours and 45 minutes		

52. Processing of Request for HR Documents (Service Record, 201 Files, etc.)

The Processing of Request for HR Document is considered a **SIMPLE** transaction. Under Sec. 9 b1 of RA 11032, simple transactions shall be acted upon by the assigned officer/employee within 3 working days. If the documents are not processed within 3 days, you may file a complaint via email (artaunit@dti.gov.ph). For feedback and complaints, please refer to page 195.

The Human Resource (HR) documents such as 201 files, certifications, service records among others is requested by an employee as a requirement for retirement, promotion and/or other related transactions. All employees shall accomplish the request form to support the release of their requested documents.

Office or Division:	DTI-Region 11 Regional Office – Finance and Administrative Division (FAD) - Human Resource (HR) Unit			
Classification:	Simple			
Type of Transaction:	G2G – Government-to-Government			
Who may avail:	DTI-XI Employees/Internal Clients			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Accomplished HR Request Form (1 copy)			HR Request Form can be downloaded from DTI-11 Portal	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit request form to FAD-HR Unit.	1.1 Receive and evaluate employee's request.	None	30 minutes	HR Personnel
	1.2 Prepare requested document/s.		2 days	HR Personnel
	1.3 Approve HR Documents		20 minutes	Regional Director or Authorized Representative/ FAD Chief or Highest HR Officer
2. Receive the signed requested document/s.	2.1 Release duly signed documents to requesting employee.	None	10 minutes	HR Personnel
Total Processing Time		2 days, 1 hour		

53. Submission of Employee's Loan Application (HDMF, GSIS, DBP, etc.)

The Submission of Employee's Loan Application is considered a SIMPLE transaction. Under Sec. 9 b1 of RA 11032, simple transactions shall be acted upon by the assigned officer/employee within 2-3 working days. If the loan application is not submitted within 3 days, you may file a complaint via email (artaunit@dti.gov.ph). For feedback and complaints, please refer to page 195.

Government employee's loan application such as GSIS, HDMF and among others is facilitated by HR Unit to increase employee's purchasing power, alleviate their financial adversity or even supplement an expensive occurrence due to fortuitous events. The employee shall submit accomplished form with complete documentary requirements for submission to the respective government financing offices.

Office or Division:	DTI-Region 11 Regional Office – Finance and Administrative Division (FAD) - Human Resource (HR) Unit			
Classification:	Simple			
Type of Transaction:	G2G – Government-to-Government			
Who may avail:	DTI-XI Employees/Internal Clients			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Filled up Application Form/s (1 copy)			DTI-11 Portal	
One (1) Certified photocopy of required IDs and ATM Card with three specimen			Client	
Certification of Employment (If applicable; 1 copy)			FAD-HR Unit	
One/three month pay slip (1 copy)			DTI-XI Human Resource Information System Admin Account	
CLIENT STEPS	AGENCY ACTIONS	FEES	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit filled-up application form with complete documentary requirements to FAD-HR Unit.	1.1 Receive and review completeness of submitted accomplished forms and documentary requirements.	None	2 hours	Designated Liaison Officer
	1.2 Approves the loan applications		30 minutes	FAD Chief
	1.3 Prepare transmittal letter		15 minutes	Designated Liaison Officer
	1.4 Submit/endorse employee's loan application to respective government financing agencies/offices.		1 days	Designated Liaison Officer
	1.5 Email the received transmittal letter to the concerned employee.		1 hour	Designated Liaison Officer

CLIENT STEPS	AGENCY ACTIONS	FEES	PROCESSING TIME	PERSON RESPONSIBLE
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2. Inform designated Payroll Officer on approval of loan application and submit monthly amortization schedule if necessary.	2.1 Encode employee's loan details in DTI-XI HRIS for monitoring and auto deduction on preparation of monthly payroll.	None	1 hour	Designated Payroll Officer
Total Processing Time		1 day, 4 hours, 45 minutes		

54. Processing of Leave Application

The Processing of Leave Application is considered a **SIMPLE** transaction. Under Sec. 9 b1 of RA 11032, simple transactions shall be acted upon by the assigned officer/employee within 3 working days. If the application for leave is not processed within 3 days, you may file a complaint via email (artaunit@dti.gov.ph). For feedback and complaints, please refer to page 195.

Leave of absences is generally defined as a right granted to officials and employees not to report for work with or without pay as may be provided by law and as the rules prescribe in Rule XVI (Omnibus Rules on Leave) of Executive Order No. 292. Hence, all employees who shall avail such are required to file their leave application/s thru online using CSC Form No. 6. The approved leave application shall be submitted to HR Personnel for online approval and notification on its approval is thru automated email.

Office or Division:	DTI-Region 11 Regional Office – Finance and Administrative Division (FAD)- Human Resource (HR) Unit			
Classification:	Simple			
Type of Transaction:	G2G- Government-to-Government			
Who may avail:	DTI-XI Employees/Internal Clients			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
HRIS-generated filled-out Leave Application Form (2 copies)			DTI-11 Human Resource Information System (HRIS)	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit signed Application for Leave to Leave Administrator/ HR Personnel	1.1 Receive leave application.	None	15 minutes	Leave Administrator/ HR Personnel
	1.2 Evaluate the completeness of the required supporting documents.			Leave Administrator/ HR Personnel
	1.3 Assess the qualification on the type of leave she/he applied for			Leave Administrator/ HR Personnel
2. Submit signed Application for Leave to Supervisor	2.1 Recommend for the approval or disapproval of leave applications.	None	1 hour	Division Chief
3. Submit signed Application for Leave to the Head of Office.	3.1 Approve the application following the rules on delineation of functions/ delegation of authority.	None	1 hour	Regional Director/ Provincial Director

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
4. Submit approved leave application to Leave Administrator/HR Personnel for online approval.	4.1 Receive the approved leave applications and correspondingly approve it thru online.	None	30 minutes	Leave Administrator/HR Personnel
5. Receive notification thru automated email		None	1 minute	DTI-XI Human Resource Information System (HRIS)
Total Processing Time		3 hours and 16 minutes		

55. Processing of Request for Supplies

The Processing of Request for Supplies is considered a **SIMPLE** transaction. Under Sec. 9 b1 of RA 11032, simple transactions shall be acted upon by the assigned officer/employee within 3 working days. If the request for supplies is not processed within 3 days, you may file a complaint via email (artaunit@dti.gov.ph). For feedback and complaints, please refer to page 195.

The General Services Section (GSS) ensure that supplies are sufficient and available at all times to cover the request of the end users. Further supplies are regularly monitored and replenished on a timely basis. All employees shall accomplish the Requisition and Issue Slip (RIS) form to support the issuance of their requested supplies.

Office or Division:	DTI-Region 11 Regional Office – Finance and Administrative Division- General Services Section			
Classification:	Simple			
Type of Transaction:	G2G – Government-to-Government			
Who may avail:	DTI-XI Employees/Internal Clients			
CHECKLIST OF REQUIREMENTS				WHERE TO SECURE
Filled-out Request for Issuance of Stock (RIS) form (1 copy)				DTI-11 Portal
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit filled-out RIS form	1.1 Receive and evaluate RIS form	None	5 minutes	Supply Officer
	1.2 Check the availability of supplies requested		10 minutes	Supply Officer
2. Receive supplies requested	2.1 Issue supplies requested	None	10 minutes	Supply Officer
Total Processing Time		25 minutes		

56. Processing of Claims

The Processing of Claims is considered a **SIMPLE** transaction. Under Sec. 9 b1 of RA 11032, simple transactions shall be acted upon by the assigned officer/employee within 3 working days. If the claim is not released within 3 days, you may file a complaint via email (artaunit@dti.gov.ph). For feedback and complaints, please refer to page 195.

This process is considered an internal service provided to employees and end users of the agency. Its objective is to ensure timely and accurate processing and payment of financial claims.

The Government Accounting Manual, relevant circulars issued by the Commission on Audit, Department of Budget Management, Bureau of the Treasury and Bureau of Internal Revenue are the reference materials for this process.

Office or Division:	DTI-12 Administrative, Financial and Management Division	
Classification:	Simple	
Type of Transaction:	G2G – Government-to-Government	
Who may avail:	Employees as End Users/Payees	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Employees benefits through Payroll Crediting System Validation (PACSVAl): <ul style="list-style-type: none">- Payroll, Payroll Register – four (4) copies- Daily Time Record, Accomplishment Report (JOCOS), Work-from-Home (WFH) Monitoring Form – two (2) copies		Administrative, Financial and Management Division (AFMD) Human Resource Section/ Finance Section/ Employee
2. First Salary (Regular/Contractual Employee/JOCOS-Individual Claim) <ul style="list-style-type: none">a. Regular/Contractual<ul style="list-style-type: none">- Appointment, Oath of Office, Certificate of Assumption, Statement of Assets, Liabilities and Net Worth (SALN), Daily Time Record (two copies each)b. JOCOS<ul style="list-style-type: none">- Contract of Service, Accomplishment Report, Daily Time Record (two copies each)		Administrative, Financial and Management Division (AFMD) Human Resource Section /Claimant Employee
3. Reimbursement of Travelling Expenses <ul style="list-style-type: none">- Travel Order, Itinerary of Travel, Certificate of Appearance / Attendance, Certificate of Travel Completed, Tickets, Official Receipts, Certification by the Head of Agency as to the absolute necessity of the expenses, if the expenses incurred exceeded the prescribed rate per day (two copies each)		Claimant/ Employee

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>4. Reimbursement of Goods and Services Purchased</p> <ul style="list-style-type: none"> - Purchase Request and Requisition and Issue Slip (two copies each) - Request for Quotations and Abstract of Quotations (three copies each) - Purchase Order/Contract (4 copies each) - Inspection and Acceptance Report (3 copies each) - Sales Invoice or Official Receipt/ Delivery Receipt (one original copy, one photocopy) - For Processing of Meeting/Training Expenses: Minutes of the Meeting/Post Activity Report and Attendance Sheet (two copies each) - For purchase of Terms of Reference, Certificate of Satisfactory Completion - For consultancy Services: Terms of Reference, Certificate for Satisfactory Completion (two copies each) - For goods and services posted as PhilGEPS: Terms of Reference (two copies) 	Supply Officer/ Division Chief /Claimant Employee
<p>5. Reimbursement of Utilities</p> <ul style="list-style-type: none"> - Billing Statement, Certification by Agency Head or his Authorized Representative that all calls are official, Official Receipt (One original copy and one photocopy) 	Service Provider/ Claimant Employee
<p>6. Refund of loan payments due to Loan Renewal / Termination of Loan</p> <ul style="list-style-type: none"> - Payroll (four copies), Loan Renewal confirmation (email copy), Official Receipt for Loan Termination (one original copy) 	Claimant Employee
<p>7. Release of Provincial Operating Fund</p> <ul style="list-style-type: none"> - FO/PO Approved Monthly Disbursement Program (one copy), Memo Request for Budget Augmentation (one copy), Notice of Fund Allocation (three copies) 	Field Office-Admin. Officer/ Provincial Director/Officer In Charge/Budget Officer
<p>8. Special Cash Advance</p> <ul style="list-style-type: none"> - Activity Design/Proposal, Memo Request, Authority to Cash Advance – two copies each 	Concerned FO/Division/ Regional Director/ Claimant Employee
<p>9. Replenishment of Petty Cash Fund</p> <ul style="list-style-type: none"> - Summary of Expenses and Replenishment Report – two copies each - Approved Petty Cash Vouchers, Official Receipts/Sales Invoices/RERs (one original copy each) 	Disbursing Officer/ Concerned Claimant Employee

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete supporting documents as stated in the checklist of requirements	1.1 Review the completeness of supporting documents, and record in the Claims Received Logbook	None	10 minutes	Receiving Clerk
	1.2 Prepare Obligation Request and Status (ORS), Disbursement Voucher (DV) in 3 copies, and record in obligations books (RAODPS/RAODMOOE /RAODCO) and in the Journal and Analysis of Obligations (JAO)		15 minutes	Accounting Clerk
	1.3 Certify Box A of Obligation Request and Status (charges to appropriation/ allotment necessary, lawful and under his/her direct supervision; and supporting documents valid, proper and legal)		10 minutes	Head of Office/ Head of Division
	1.4 Certify Box B of Obligation Request and Status as to allotment availability and obligation for the purpose/adjustment necessary		15 minutes	Budget Officer
	1.5 Certify Box A of Disbursement Voucher as to expenses/cash advance necessary, lawful and incurred under his/her direct supervision		10 minutes	Head of Office/ Head of Division
	1.6 Certify Box C of Disbursement Voucher as to completeness and appropriateness of documents attached, and cash availability		20 minutes	Accountant
	1.7 Approve the disbursement voucher (Box D of DV)		10 minutes	Agency Head or his Authorized Representative

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.8 Prepare and sign Check, Certificate of Tax Withheld, List of Due Demandable Accounts Payable – Authority to Debit Account (LDDAP-ADA) and Advice of Check Issued and Cancelled (ACIC)		20 minutes	Cashier
	1.9 Review the accuracy and certifies the LDDAP-ADA		15 minutes	Accountant
	1.10 Approve the check, LDDAP-ADA and ACIC		15 minutes	Agency Head or his Authorized Representative / FAD Division Chief
	1.11 Submit ACIC, LDDAP ADA and photocopy of check to Land Bank of the Philippines (LBP) and the Bureau of the Treasury		2 hours	Cashier
	1.12 Take up the ACIC and LDDAP-ADA		2 days	Land Bank of the Philippines
	1.13 Issue check, verified copy of LDDAP ADA and Certificate of Final or Creditable Tax Withheld to payee/ claimant		10 minutes	Cashier
2. Receive claim	1.14 Claim received by payee/client	None	5 minutes	Cashier for Checks or Agency Servicing Bank for Automatic Debit to Account
Total Processing Time		2 days, 4 hours, 35 minutes		

57. Processing of Leave Application

The Processing of Leave Application is considered a **SIMPLE** transaction. Under Sec. 9 b1 of RA 11032, simple transactions shall be acted upon by the assigned officer/employee within 5 working days. If the approved leave application form is not acted upon within 3 days, you may file a complaint via email (artaunit@dti.gov.ph). For feedback and complaints, please refer to page 195.

Leave of absences is generally defined as a right granted to officials and employees not to report for work with or without pay as may be provided by law and as the rules prescribe in Rule XVI (Omnibus Rules on Leave) of Executive Order No. 292. Hence, all employees are required to file their leave application/s thru online using CSC Form No. 6. The approved leave application shall be submitted to HR Personnel for online approval and the concerned employee shall be informed on its approval thru automated email.

Office or Division:	DTI-12 Administrative, Financial and Management Division			
Classification:	Simple			
Type of Transaction:	G2G- Government-to-Government			
Who may avail:	DTI-12 Employees/Internal Clients			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Leave Application Form (2 copies)			DTI 12 Server (Forms)	
CLIENT STEPS	AGENCY ACTIONS	FEES	TIME	PERSON RESPONSIBLE
1. Submit Application for Leave to Leave Administrator then to Supervisor then to Head of Office.	1.1 Receive leave application for evaluation on completeness of required data such as date of filing, details of application e.g. type of leave, no. of working days applied for, inclusive dates, where leave would be spent) and certify/assess the available leave credits of employee for recommendation to the immediate supervisor	None	4 hours	Leave Administrator/ Human Resource Personnel
	1.2 Recommend for the approval or disapproval of leave application.		2 hours	Supervisor
	1.3 Approve the application following the rules on delineation of functions/delegation of authority.		2 hours	Head of Office
2) Forward signed and approved leave application to Leave Administrator/HR Personnel	2.1 Once approved, provide copy to the concerned employee	None	2 days	Leave Administrator/ Human Resource Unit
Total Processing Time		3 days		

58. Processing of Loans

The Processing of Loans is considered a **SIMPLE** transaction. Under Sec. 9 b1 of RA 11032, simple transactions shall be acted upon by the assigned officer/employee within 3 working days. If the loan application is not endorsed within 3 days, you may file a complaint via email (artaunit@dti.gov.ph). For feedback and complaints, please refer to page 195.

This process is considered an internal service provided to employees and end users of the agency. Its objective is to ensure timely and accurate processing of loan applications and renewals.

Office or Division:	DTI-12 Administrative, Financial and Management Division	
Classification:	Simple	
Type of Transaction:	G2G – Government-to-Government	
Who may avail:	Employees	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Government Service Insurance System (GSIS) Consolidated Loan / Policy Loan <ul style="list-style-type: none">• Employees application thru GSIS Kiosk/Online Loan Application (Online copy, printed copy not required)		GSIS Kiosk/ HDMF Webpage/ Administrative, Financial and Management Division (AFMD) Human Resource Section/ Finance Section/ Employee
2. Home Mutual Development Fund (HDMF) Loan Application <ul style="list-style-type: none">• Application Form (Multi-Purpose Loan/ Calamity Loan) – one copy• Photocopy of Pay Slip, Valid Identification Card (ID) and Cash Card – one copy each		
3. Provident Fund Loan Application <ul style="list-style-type: none">• PF Loan Application Form – one copy• Photocopy of DTI-ID – one copy• Photocopy of Automated Teller Machine (ATM) Card (LBP) – one copy• Latest Pay Slip – one copy		Administrative, Financial and Management Division (AFMD) Human Resource Section/Finance Section/ Employee
4. Land Bank of the Philippines (LBP) Loan Application <ul style="list-style-type: none">• LBP Salary Loan Application Form, including Insurance and Authority to Debit Account – one copy• Photocopy of Office ID and Unified Multi-purpose ID (UMID) Card (Borrower & Co-Maker) – one copy• Photocopy of Pay Slip for the last 2 months (Borrower & Co-Maker) – one copy• Certification of Monthly Net Take Home Pay (Borrower & Co-Maker) – one copy• Employer Certification (Borrower & Co-Maker) – one copy• Latest 1x1 ID Picture (Borrower only) – one piece		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit application form and additional requirements	1.1 Review the application forms and completeness of supporting documents	None	15 minutes	Accounting Clerk/ Accountant
	1.2 Check if monthly net take home pay is above P5,000.00 including the expected monthly amortization of the loan approved		15 minutes	Accounting Clerk/ Accountant
	1.3 Approve/ Certify Loan Application		10 minutes	Head of Office/ Authorized Signatory
	1.4 Submit Loan Application Forms and other documentary requirements to HDMF/DTI-Provident Fund/ LBP (GSIS-Confirm and approve thru GSIS Online Access)		50 minutes	Accounting Clerk/ Accountant/ Claimant
Total processing time		1 hour, 30 minutes		

59. Processing of Request for HR Document

The Processing of Request for HR Document such as Service Record/Certificate of Employment is considered a **SIMPLE** transaction. Under Sec. 9 b1 of RA 11032, simple transactions shall be acted upon by the assigned officer/employee within 3 working days. If the certificate/record is not released within 3 days, you may file a complaint via email (artaunit@dti.gov.ph). For feedback and complaints, please refer to page 195.

The Human Resource (HR) documents such as 201 files, certifications, service records and among others is requested by an employee as a requirement for retirement, promotion and/or other related transactions. All employees shall accomplish request form to release their requested documents.

Office or Division:	DTI-12 Administrative, Finance and Management Division			
Classification:	Simple			
Type of Transaction:	G2G – Government-to-Government			
Who may avail:	DTI 12 Employees / Internal Clients			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Accomplished HR Request Form (1 copy)			Internal: DTI-12 HR unit External: Client letter request	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit accomplished HR request form or letter request to HR Unit/AFMD Personnel	1.1 Receive and evaluate employee's request	None	1 hour	Human Resource Personnel
	1.2 Prepare requested document/s		7 hours	Human Resource Personnel
	1.3. Sign the requested document		1 day	Chief Administrative Officer/ Alternate Signatory
2. Receive the signed requested document/s.	2.1 Release duly signed documents to requesting employee.	None	1 day	Releasing Officer
Total Processing Time			3 days	

60. Processing of Financial Claims – Travel Regional Office

The Processing of Financial Claims (Regional Office) is considered simple, Under Sec. 9 b1 of RA 11032, simple transactions shall be acted upon by the assigned officer/employee within 3 working days. If the financial claim is not processed within 3 days, you may file a complaint via email (artaunit@dti.gov.ph). For feedback and complaints, please refer to page 195.

The Processing of Financial Claims –Travel in the Regional Office is an internal service whose client is the regional government employee who will incur expenses or had incurred expenses while on travel necessary to the service. The requirements and procedures are based on the General Accounting Manual for National Government Agencies Vol. 1 to comply the requirements stated under Section 5, Chapter 2 of the said manual which states:

- a. No money shall be paid out of any public treasury or depository except in pursuance of an appropriation law or other specific statutory authority.
- b. Government funds or property shall be spent or used solely for public purposes.
- c. Trust funds shall be available and may be spent only for the specific purpose for which the trust was created or the funds received.
- d. Fiscal responsibility shall, to the greatest extent, be shared by all those exercising authority over the financial affairs, transactions, and operations of the government agency.
- e. Disbursement or disposition of government funds or property shall invariably bear the approval of the proper officials.
- f. Claims against government funds shall be supported with complete documentation.
- g. All laws and regulations applicable to financial transactions shall be faithfully adhered to.
- h. Generally accepted principles and practices of accounting as well as of sound management and fiscal administration shall be observed, provided that they do not contravene existing laws and regulations.

This process serves as a control measure to ensure adherence to the requirements of the law under Section 4 of P.D. No. 1445 and also to ensure that the required resource of the government employee while on travel is met without undue delay.

Office or Division:	DTI-Caraga Regional Office-Finance Administrative Division (FAD)				
Classification:	Simple				
Type of Transaction:	G2G – Government-to-Government				
Who may avail:	DTI-Caraga Regional Employees				
CHECKLIST OF REQUIREMENTS				WHERE TO SECURE	
1. Four copies of filled-out Disbursement Voucher – DV (Appendix 32 GAM)				FAD	
2. Three copies of filled –out Obligation Request and Status – ORS (Appendix 11 GAM)					
3. Supporting Documents:				Requesting staff	
Cash Advance					
• 3 copies Travel Order					
• 3 copies Itinerary of Travel					
Reimbursement					
• copies Travel Order					
• copies Certificate of Appearance					
• copies of Transportation Expenses Records <ul style="list-style-type: none">- Taxi- RER/OR- Bus – Bus Ticket- Hire- RER					
• copies Actual Hotel Claim Records <ul style="list-style-type: none">- Official Receipt- Hotel Guest Folio					
• copies Itinerary of Travel					
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME		PERSON RESPONSIBLE
1. Requesting unit designated staff Prepares/Submits the Disbursement Voucher (DV) in 4 copies and Obligation Request and Status (ORS) in 3 copies using the Forms (Appendix 32 and Appendix 11) under GAM, with complete documents supporting claim	1.1 Signs Box A of the ORS and Box A of the DV, certifying the necessity and lawfulness of the charging of claims and the validity and legality of the supporting documents (SDs).	None	4 hours		Chief of the requesting unit
2.Forwards the DV with ORS and complete SDs to Finance and Administrative Division (FAD) Budget Officer for processing of claims			15 minutes		Requesting unit designated staff
	2.1Receives the DV with ORS and complete SDs from the requesting unit designated staff, verifies completeness of the documents.		30 minutes		Designated Accounting receiving/releasing staff

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	2.2.a If complete, records the same in the DV tracking sheet and forwards the documents to the Budget Officer for processing.		10 minutes	Designated Accounting receiving/releasing staff
	2.2.b If incomplete, returns the documents to the requesting unit for completion.			
	2.3 Receives the DV with ORS and complete SDs from the FAD designated receiving staff, verifies availability of allotment.		30 minutes	Budget Officer
	2.3 a If allotment is not available, returns the documents to the unit concerned.			
	2.3 b If allotment is available, assigns ORS number and records complete details of the claim in the RAOD.			
	2.4 Signs the certification in Box B of the ORS certifying availability of allotment and necessity of obligation.		5 minutes	Budget Officer
	2.5 Forwards the DV with ORS and SDs to the Accounting Unit for processing of the claim. Retains original copy/ Copy 1 of the ORS for maintenance/ monitoring of obligation status		10 minutes	Budget Officer
	2.6 Receives Copies 1-4 of DV, SDs and Copies 2-3 of ORS from the Budget Officer. Assigns DV number and records in the DV tracking sheet the DV number and date, creditor/payee, particular and amount.		15 minutes	Designated Accounting receiving/releasing staff
	2.7 Retrieves Index of Payments (IoP) (Appendix 38) and determines if claim is in order. If with prior payment on the same claim, returns the DV, SDs and ORS informing the requesting unit of prior payment made.		1 hour	Designated Accounting receiving/releasing staff
	2.8 If in order, verifies ORS against DV. If the amounts in the ORS and DV are the same, records the following in the IoP: DV date and number, particulars and amount and proceeds to No. 7. For first-time claimant, prepares IoP.		20 minutes	Designated Accounting receiving/releasing staff

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	2.9 If the amounts in the ORS and DV differ, prepares NORSA in three copies and signs the "Prepared by" portion. Forwards Copies 1-3 of NORSA, Copies 1-4 of DV, Copies 2-3 of ORS and SDs to the Accountant III for approval of the NORSA.		30 minutes	Designated Accounting receiving/releasing staff
	2.10 Signs the "Approved by" portion of the NORSA.		20 minutes	Accountant III
	2.11 Records in the DV tracking sheet the return of Copies 1-3 of NORSA, Copies 1-4 of DV, Copies 2-3 of ORS and SDs to the Budget Officer for correction of obligation.		10 minutes	Designated Accounting receiving/releasing staff
	2.12 Posts the NORSA in the 'Obligation' column of Section C of the ORS.			
	2.12 a If the original amount is lesser than the actual obligation, a positive entry corresponding to additional obligation shall be recorded in the RAOD based on the NORSA.		20 minutes	Budget Officer
	2.12 b If the original obligation is greater, a negative entry representing the excess shall be recorded in the RAOD.			
	2.13 Returns Copies 2-3 of NORSA, Copies 1-4 of DV, Copies 2-3 of ORS and SDs to the Accountant II for processing. Files Copy 2 of NORSA together with the original copy of the ORS		10 minutes	Budget Officer
	2.14 Initials in Box B of DV and forwards Copies 1-4 of DV and SDs, Copies 2-3 of ORS to the Accountant III for review.		20 minutes	Accountant II
	2.15 Retrieves the RANCA/RANTA from file and determines availability of NCA. If NCA is sufficient to cover the disbursement, records in the RANCA/RANTA the DV date and number, and amount under the 'Utilized' column and indicates NCA balance. Otherwise, notes that cash is not yet available and returns the DV and SDs to the Designated Accounting Receiving/Releasing Staff for safekeeping.		1 hour	Accountant III

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	2.16 Checks the "Cash available" portion in Box B of the DV. Reviews DV and SDs. Signs Box B of DV.		10 minutes	Accountant III
	2.17 Forwards the documents to the Designated Accounting receiving/releasing staff		10 minutes	Accountant III
	2.18 Records in the DV tracking sheet the release of Copies 1-4 of DV and SDs and Copies 2-3 of ORS to the Head of Office or Authorized Representative for approval of the DV.		10 minutes	Designated Accounting receiving/releasing staff
	2.19 Receives Copies 1-4 of DV, SDs and Copies 2-3 of ORS and records in the logbook the date of receipt. Forwards the set of documents to the Approving Officer for review and approval.		10 minutes	Receiving/Releasing Staff - ORD
	2.20 Reviews DV and signs in Box C "Approved for Payment" portion. Forwards Copies 1-4 of DV, Copies 2-3 of the ORS and SDs.		4 hours	Head of Office or Authorized Representative
	2.21 Records in logbook the approved DV and all SDs and forwards the documents to the Cashier		10 minutes	Receiving/Releasing Staff - ORD
	2.22 Receives Copies 1-4 of approved DV, Copies 2-3 of ORS and SDs.		5 minutes	Cashier
	2.23 Records in the logbook the date of receipt, DV number, payee, particulars and amount.		5 minutes	Cashier
	2.24 Verifies completeness of signatories on the DV. Prepares LDDAP-ADA, SLIIAE, ACIC and database in four copies. Reviews the amount in the LDDAP-ADA against the DV and SDs.		20 minutes	Cashier
	2.25 Retrieves from file the CkADADRec maintained per bank account and records the date, check number, name of payee, nature of payment and amount of the DV and indicates the new balance of the NCA/bank account.		30 minutes	Cashier
	2.26 Signs the LDDAP-ADA, SLIIAE, ACIC and database. Forwards the LDDAP-ADA, SLIIAE, ACIC and database, together with the Copies 1-4 of approved DV, Copies 2-3 of ORS and SDs to Accountant III for countersigning.		10 minutes	Cashier

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	2.27 Countersigns the LDDAP-ADA, SLIAE, and database. Forwards the LDDAP-ADA, SLIAE, ACIC and database, together with the Copies 1-4 of approved DV, Copies 2-3 of ORS and SDs to the Head of Office or Authorized Representative for countersigning.		30 minutes	Accountant III
	2.28 Records in the DV tracking sheet the date of submission to the approving authority of Copies of LDDAP-ADA, SLIAE, ACIC and database, Copies 1-4 of DV, Copies 2-3 of ORS and SDs		10 minutes	Accountant III
	2.29 Records in the logbook the date of receipt of Copies of LDDAP-ADA, SLIAE, ACIC and database, Copies 1-4 of DV, Copies 2-3 of ORS and SDs.		5 minutes	Receiving/Releasing Staff - ORD
	2.30 Forwards the set of documents to the Head of Office for countersigning of LDDAP-ADA, SLIAE, ACIC and database.		5 minutes	Receiving/Releasing Staff - ORD
	2.31 Countersigns the LDDAP-ADA, SLIAE, ACIC and database.		6 hours	Head of Office
	2.32 Forwards Copies of LDDAP-ADA, SLIAE, ACIC and database, Copies 1-4 of DV, Copies 2-3 of ORS and SDs to the Receiving/Releasing Staff – ORD for return to the Cashier.			Head of Office
	2.33 Copies of LDDAP-ADA, SLIAE, ACIC and database, Copies 1-4 of DV, Copies 2-3 of ORS and SDs and checks completeness of signatures in the LDDAP-ADA, SLIAE, ACIC and database.		10 minutes	Cashier
	2.34 Retrieves the CkADADRec and notes the return of the signed and countersigned LDDAP-ADA, SLIAE, ACIC and database		5 minutes	Cashier
	2.35 Forwards to LBP four copies of LDDAP-ADA, SLIAE, ACIC and database for debit of payment to the Agency's bank account.		1 hour	Cashier
	2.36 Files temporarily Copies of LDDAP-ADA, SLIAE, ACIC and database, Copies 1-3 of DV, Copies 2-3 of ORS and SDs for preparation of reports.		5 minutes	Cashier
	2.37 Posts in the 'Date Released' column of the CkADADRec the date of receipt by LBP of the LDDAP-ADA, SLIAE, ACIC and database.		5 minutes	Cashier
Total Processing Time			3 days	

FORMS

1. Disbursement Voucher – DV (Appendix 32 GAM)
2. Obligation Request and Status – ORS (Appendix 11 GAM)
3. Index of Payment – IoP (Appendix 38 GAM)
4. Notice of Obligation Request and Status Adjustment – NOSRA (Appendix 12 GAM)
5. Registry of Allotments and Notice of Cash Allocation – RANCA (Appendix 30 GAM)
6. Registry of Allotments and Notice of Transfer of Allocation – RANTA (Appendix 31 GAM)
7. Checks and Advices to Debit Account Disbursement Record – CkADADRec (Appendix 34 GAM)
8. List of Due and Demandable Accounts Payable with Advice to Debit Account – LDDAP-ADA (DBM Circular Letter No. 2013-16, dated December 23, 2013)
9. Summary of LDDAP-ADAs Issued and Invalidated ADA Entries – SLIAE (Appendix 53 GAM)

A. REFERENCE

1. COA Government Accounting Manual
2. DBM Circular Letter No. 2013-16, dated December 23, 2013
3. COA Circular 2012-01
4. Unified Account Code Structure
5. Philippine Public Sector Accounting Standards

61. Processing of Financial Claims – Travel Provincial Office

The Processing of Financial Claims- Travel for Provincial Office is considered a **SIMPLE** transaction. Under Sec. 9 b1 of RA 11032, simple transactions shall be acted upon by the assigned officer/employee within 8 hours. If the financial claim is not released within 8 working hours, you may file a complaint via email (artaunit@dti.gov.ph). For feedback and complaints, please refer to page 195.

The Processing of Financial Claims –Travel in the Provincial Office is an internal service whose client is the regional government employee who will incur expenses or had incurred expenses while on travel necessary to the service. The requirements and procedures are based on the General Accounting Manual for National Government Agencies Vol. 1 to comply the requirements stated under Section 5, Chapter 2 of the said manual which states:

- a. No money shall be paid out of any public treasury or depository except in pursuance of an appropriation law or other specific statutory authority.
- b. Government funds or property shall be spent or used solely for public purposes.
- c. Trust funds shall be available and may be spent only for the specific purpose for which the trust was created or the funds received.
- d. Fiscal responsibility shall, to the greatest extent, be shared by all those exercising authority over the financial affairs, transactions, and operations of the government agency.
- e. Disbursement or disposition of government funds or property shall invariably bear the approval of the proper officials.
- f. Claims against government funds shall be supported with complete documentation.
- g. All laws and regulations applicable to financial transactions shall be faithfully adhered to.
- h. Generally accepted principles and practices of accounting as well as of sound management and fiscal administration shall be observed, provided that they do not contravene existing laws and regulations.

This process serves as a control measure to ensure adherence to the requirements of the law under Section 4 of P.D. No. 1445 and also to ensure that the required resource of the government employee while on travel is met without undue delay.

Financial claims for travel in the provincial offices is only through check disbursement.

Office or Division:	DTI-Caraga Provincial Office-Finance and Administrative Division			
Classification:	Simple			
Type of Transaction:	G2G – Government-to-Government			
Who may avail:	DTI-Provincial Offices Employees			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
3 copies filled out Disbursement Vouchers			Requesting unit designated staff	
Supporting Documents:				
A. Cash Advance			Requesting staff	
1. 3 copies of Travel Order				
2. 3 copies Itinerary of Travel				
B. Reimbursement				
1. 3 copies of Travel Order				
2. 3 copies of Itinerary of Travel				
3. 3 copies of Certificate of Appearance				
4. 3 copies Transportation Expenses Records <ul style="list-style-type: none">- Taxi- RER/OR- Bus- Bus Ticket- Hire-RER				
5. 3 copies Actual Hotel Claim <ul style="list-style-type: none">- Official Receipt- Hotel Guest Folio				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID		
Requesting unit designated staff prepares the Disbursement Voucher (DV) in 3 copies using the Form (Appendix 32) under GAM, with complete documents supporting claim	1. Signs Box A of the DV, certifying the necessity and lawfulness of the charging of claims and the validity and legality of the supporting documents (SDs).	None	2 hours	Chief of the requesting unit
Forwards the DV with complete SDs to PO FAD for processing of claims			5 minutes	Requesting unit designated staff
	2.1 Receives the DV with complete SDs from the requesting unit designated staff, verifies completeness of the documents.		15 minutes	Designated FAD receiving/releasing staff
	2.1a If complete, records the same in the DV tracking sheet.			
	2.1b If incomplete returns the documents to the requesting unit for completion.			

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	2.2 Receives Copies 1-4 of DV and SDs from the Designated FAD receiving/releasing staff. Assigns DV number and records in the DV tracking sheet the DV number and date, creditor/payee, particular and amount.		15 minutes	Designated Fiscal Clerk
	2.3 Retrieves Index of Payments (IoP) (Appendix 38) and determines if claim is in order. If with prior payment on the same claim, returns the DV and SDs informing the requesting unit of prior payment made.		15 minutes	Designated Fiscal Clerk
	2.4 If in order, records the following in the IoP: DV date and number, particulars and amount and proceeds to No. 7. For first-time claimant, prepares IoP.		10 minutes	Designated Fiscal Clerk
	2.5 Verify in the Cash Disbursement Record (CDR) the availability of cash. 2.5 1 If cash is sufficient to cover the disbursement, records in the CDR the DV date and number, and amount under the 'Disbursement' column and indicates cash balance. Otherwise, notes that cash is not yet available and returns the DV and SDs to the Designated FAD receiving/releasing staff for safekeeping.		10 minutes	Designated Fiscal Clerk
	2.6 Checks the "Cash available" portion in Box B of the DV. Reviews DV and SDs. Signs Box B of DV.		10 minutes	Designated Fiscal Clerk
	2.7 Forwards the documents to the Designated FAD receiving/releasing staff		5 minutes	Designated Fiscal Clerk
	2.8 Records in the DV tracking sheet the release of Copies 1-4 of DV and SDs to the Head of Office or Authorized Representative for approval of the DV.		10 minutes	Designated FAD receiving/releasing staff

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	2.9 Receives Copies 1-4 of DV and SDs and records in the logbook the date of receipt. Forwards the set of documents to the Approving Officer for review and approval.		5 minutes	Receiving/Releasing Staff - OPD
	2.10 Reviews DV and signs in Box C "Approved for Payment" portion. Forwards Copies 1-4 of DV and SDs.		2 hours	Head of Office or Authorized Representative
	2.11 Records in logbook the approved DV and all SDs and forwards the documents to the Disbursing Officer		10 minutes	Receiving/Releasing Staff - OPD
	2.12 Receives Copies 1-4 of approved DV and SDs. Records in the logbook the date of receipt, DV number, payee, particulars and amount.		5 minutes	Disbursing Officer
	2.13 Verifies completeness of signatories on the DV. Prepares check in three copies. Reviews the amount of the check against the DV and SDs.		10 minutes	Disbursing Officer
	2.14 Retrieves from file the CDR maintained per bank account and records the date, check number, name of payee, nature of payment and amount of the DV and indicates the new balance of the NCA/bank account.		10 minutes	Disbursing Officer
	2.15 Signs the check		10 minutes	Disbursing Officer
	2.16 Records in the DV tracking sheet the date of submission to the approving authority of Copies 1-3 of check and SDs.		10 minutes	Disbursing Officer
	2.17 Records in the logbook the date of receipt of Copies 1-3 of check and SDs.		5 minutes	Receiving/Releasing Staff - OPD
	2.18 Forwards the set of documents to the Head of Office for countersigning of check.		5 minutes	Receiving/Releasing Staff - OPD
	2.19 Countersigns the check.		1 hour	Head of Office
	2.20 Forwards Copies 1-3 of check and SDs to the Receiving/Releasing Staff – OPD for return to the Disbursing Officer		5 minutes	Head of Office

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	2.21 Receives Copies 1-3 of check and SDs and checks completeness of signatures in the check.		10 minutes	Disbursing Officer
	2.22 Retrieves the CDR and notes the return of the signed and countersigned check.		10 minutes	Disbursing Officer
	2.23 Releases the original of check and Copy 4 of DV to the payee.		10 minutes	Disbursing Officer
	2.24 Attaches OR/Invoice issued by payee, if any on Copy 1 of DV and requires payee to sign on Box D of the DV and the Check Registry/Logbook		5 minutes	Disbursing Officer
	2.25 Files temporarily Copies 2-3 of check, Copies 1-3 of DV and SDs for preparation of reports.		5 minutes	Disbursing Officer
Total Processing Time			1 day	

A. K-FORMS

1. Disbursement Voucher – DV (Appendix 32 GAM)
2. Index of Payment – IoP (Appendix 38 GAM)
3. Cash Disbursement Record – CDR (Appendix 40 GAM)

B. REFERENCE

1. COA Government Accounting Manual
2. DBM Circular Letter No. 2013-16, dated December 23, 2013
3. COA Circular 2012-01
4. Unified Account Code Structure
5. Philippine Public Sector Accounting Standards

Trade Promotions

Internal Service

61. Processing of Request for Trade Data not accessible in Tradeline

The Request for Trade Data is considered a **SIMPLE** transaction. Under Sec. 9 b1 of RA 11032, simple transactions shall be acted upon by the assigned officer/employee within 3 working days. If the certificate is not released within 3 days, you may file a complaint via email (artaunit@dti.gov.ph). For feedback and complaints, please refer to page 195.

This data may be used in the preparation of reports for DTI Secretary and other DTI officials, planning, evaluation purposes and communications materials (e.g. press releases).

Office or Division:	Knowledge Processing Division, Export Marketing Bureau			
Classification:	Simple Transaction			
Type of Transaction:	G2G – Government-to-Government			
Who may avail:	DTI-OSEC, BITR, BTIPR, and other DTI offices			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Memo Request to include the following needed data:			Requesting Party	
Period Covered				
Data Type (Export or Import)				
Market Classification				
Product Classification				
CLIENT STEPS	AGENCY ACTIONS	FEES	PROCESSING TIME	PERSON RESPONSIBLE
Memo Request	Acknowledgement	None	1 Hour	Vic Soriano, Knowledge Processing Division
	Assign request to personnel	None	1 Hour	Vic Soriano, Knowledge Processing Division
	Process the data	None	1 to 2 hours depending on the request	Assigned Personnel, Knowledge Processing Division
	Submit data for review	None	1 Hour	Assigned Personnel, Knowledge Processing Division
	Review and approved trade data	None	1 Hour	Angie Brosas, Knowledge Processing Division
	Revise data	None	2 Hours	Assigned Personnel, Knowledge Processing Division
	Approve final reply	None	1 Hour	Angie Brosas, Knowledge Processing Division
Acknowledge Receipt	Release to client	None	1 Hour	Assigned Personnel, Knowledge Processing Division
Feedback	File records	None	1 hour	Records Management Officer
Total Processing Time		11 hours		

VI. Feedback and Complaints

FEEDBACK AND COMPLAINTS MECHANISM	
How to send feedback	<p>Please let us know how we have served you by: Filling up a Client Satisfaction Feedback Form and drop the Form in the designated drop box at the Front Desk/Public Assistance Desk Contact the concerned DTI bureaus and offices. Please refer to the provided list of offices. You may also contact us through our DTI Direct Customer Contact Center from Monday to Sunday, 8:00 AM-5:00 PM (except holidays) at telephone number 1-DTI (384) or email artaunit@dti.gov.ph</p>
How feedbacks are processed	Feedback results are provided to the concerned division/office. Those feedback requiring responses are forwarded to the concerned bureau/s or office/s.
How to file a complaint	<p>You may: Fill up a Client Complaint Form Inform the Public Assistance Desk or email thru artaunit@dti.gov.ph</p>
How complaints are processed	<p>Written/verbal complaints are treated with confidentiality and utmost care to prevent disclosure. They shall be addressed immediately by the concerned bureau or office.</p> <p>If you are not satisfied with the response to your complaint, you may elevate it to the concerned Bureau/Office Director or to the Planning and Management Service, the ARTA Unit of DTI, at artaunit@dti.gov.ph.</p> <p>Thank you for helping us continuously improve our services.</p>
Contact Information	Kindly refer to the DTI List of Offices
Contact Information of CCB, PCC, ARTA	<p>ARTA 8-478-5093 complaints@arta.gov.ph</p> <p>PCC pcc@malacanang.gov.ph 8888</p> <p>CCB email@contactcenterngbayan.gov.ph 0908-881-6565</p>

VII. List of Offices

Office	Address	Contact Information
Competitiveness and Innovation Group (CIG)		
Bureau of Trade and Industrial Policy Research (BTIPR)	5F HPGV Building 395 Sen. Gil J. Puyat Ave., Makati City	(+632) 8895.3198 (+632) 8897.1243
Competitiveness Bureau	2F HPGV Building 395 Sen. Gil J. Puyat Ave., Makati City	(+632) 8890.5128
E-Commerce Program Office	2F HPGV Building 395 Sen. Gil Puyat Avenue , Makati City	(+632) 8897.5650
Consumer Protection Group (CIG)		
Bureau of Philippine Standards (BPS)	3F Trade & Industry Building 361 Sen. Gil J. Puyat Ave., Makati City	(+632) 7791.3331
Consumer Protection and Advocacy Bureau (CPAB)	2F Trade & Industry Building 361 Sen. Gil J. Puyat Ave., Makati City	(+632) 7791.3148
Fair Trade Enforcement Bureau (FTEB)	1-2F UPRC Building 315 Sen. Gil J. Puyat Ave., Makati City	(+632) 7215.1165
Industry Development & Trade Policy Group (IDTPG)		
Bureau of Import Services (BIS)	3F Tara Building 389 Sen. Gil J. Puyat Ave., Makati City	(+632) 8896.4430
Bureau of International Trade Relations (BITR)	4F DTI International Building 375 Sen. Gil J. Puyat Ave., Makati City	(+632) 8465.3300 loc. 439
Strategic Trade Management Office (STMO)	3F Tara Building 389 Sen. Gil J. Puyat Ave., Makati City	(+632) 8639.0812
Management Services Group (MSG)		
Finance Service (FS)	4F Trade & Industry Building 361 Sen. Gil J. Puyat Ave., Makati City	(+632) 7791.3185
Human Resource and Administrative Service (HRAS)	4F Trade & Industry Building 361 Sen. Gil J. Puyat Ave., Makati City	(+632) 7791.3199
Information Systems Management Service (ISMS)	5F Trade & Industry Building 361 Sen. Gil J. Puyat Ave., Makati City	(+632) 7791.3222
Knowledge Management and Information Service (KMIS)	5F Trade & Industry Building 361 Sen. Gil J. Puyat Ave., Makati City	(+632) 7791.3234
Planning and Management Service (PMS)	5F Trade & Industry Building 361 Sen. Gil J. Puyat Ave., Makati City	(+632) 7791.3158
Resource Generation and Management Service (RGMS)	4F Industry & Investments Building 385 Sen. Gil J. Puyat Ave., Makati City	(+632) 7791.3411
Trade Promotions Group (TPG)		
Bureau of Domestic Trade Promotion (BDTP)	GF Trade & Industry Building 361 Sen. Gil J. Puyat Ave., Makati City	(+632) 7791.3102
Export Marketing Bureau(EMB)	1-2F DTI International Building 375 Sen. Gil J. Puyat Ave., Makati City	(+632) 8465.3300 locs. 102, 110

Office	Address	Contact Information
Regional Operations Group (ROG)		
Bureau of Small & Medium Enterprise Development (BSMED)	2F Trade & Industry Building 361 Sen. Gil J. Puyat Ave., Makati City	(+632) 7791.3310
DTI-Comprehensive Agrarian Reform Program Management Office (DTI-CARP PMO)	6F Trade and Industry Building 361 Sen. Gil J. Puyat Ave., Makati City	(+632) 8890.4966
Cordillera Administrative Region (CAR)	2F Pine Lake View Building, No. 9 Otek St. cor Rizal Park 2600, Baguio City	(+6374) 442.5688 (0920) 963.1606 (0917) 597.3028
Region 1 - Ilocos Region	4F Juanita Bldg., Quezon Ave. San Fernando City, La Union	(+6372) 607.1297
Region 2 - Cagayan Valley Region	11 Dalan na Pappabalo Regional Gov't. Center, Carig Sur, Tuguegarao City, Cagayan	(+6378) 396.9865
Region 3 - Central Luzon	Malikhain St., cor. Maagap St. Diosdado Macapagal Government Center Maimpis City, San Fernando, 2000 Pampanga	(+6345) 625.9290
Region 4-A - CALABARZON	3F Marcelita Bldg., Brgy. Real Calamba City, Laguna	(+6349) 503.6148
Region 4-B – MIMAROPA	5F Oppen Building 349 Sen. Gil J. Puyat Ave., Makati City	(+632) 8890.1712
Region 5 - Bicol Region	Regional Centre Site, Rawis, Legazpi City, Albay	(+6352) 742.0513 (+6352) 742.6791
Region 6 - Western Visayas	3F DTI Building J.M. Basa & Gen. Macario Peralta Sts., Iloilo City	(+6333) 335.0548 (+6333) 335.1980
Region 7 - Central Visayas	3F Rm. 311 WDC Bldg., Osmeña Blvd. Cebu City	(+6332) 255.0036-37 (+6332) 412.1989
Region 8 - Eastern Visayas	DTI Regional Office 8 Building, Pan-Philippine Highway, Palo, Leyte	(+6353) 323.5611
Region 9 - Zamboanga Peninsula	4F VHW Bldg., Veterans Ave., Zamboanga City	(+6362) 991.3237 (+6362) 991.3238
Region 10 - Northern Mindanao	NACIDA Bldg., Corrales Ave. cor. Antonio Luna St. 9000 Cagayan de Oro City	(+638822) 729.278 (+6388) 808.0911
Region 11 - Southern Mindanao	3F Mintrade Bldg., Monteverde Ave. cor. Sales St., Davao City	(+6382) 224.0511
Region 12 – Soccsksargen	Prime Regional Center, Brgy. Carpenter Hill, Koronadal City, South Cotabato	(+6383) 228.9837
Region 13 – Caraga	West Wing, 3F D&V Plaza Building J.C. Aquino Ave., Butuan City, Agusan del Norte	(+6385) 341.5221
National Capital Region Office (NCRO)	2F Metro House Building 345 Sen. Gil Puyat Ave., Makati City	(+632) 8811.8227 (+632) 8890.8232