



DEPARTMENT OF TRADE AND INDUSTRY

# CITIZEN'S CHARTER

---

**INTERNAL SERVICES**

2025 (7<sup>th</sup> Edition)



# **DEPARTMENT OF TRADE AND INDUSTRY (DTI)**

**CITIZEN'S CHARTER**  
2025 (7<sup>th</sup> EDITION)

## I. **Mandate:**

The Department of Trade and Industry (DTI) serves as the primary coordinative, promotive, facilitative, and regulatory arm of government for the country's trade, industry, and investment activities. It acts as catalyst for intensified private sector activity to accelerate and sustain economic growth through a comprehensive industrial growth strategy, a progressive and socially responsible liberalization and deregulation program, and policies designed for the expansion and diversification of both domestic and foreign trade.

DTI Philippines aims to achieve a global position for the country's export sector, develop micro, small, and medium enterprises (MSMEs), and create a harmonized investment facilitation to identify priority investments. This aligns with the Philippine Development Plan (PDP) 2023-2028, based on the Marcos administration's vision towards Bagong Pilipinas (New Philippines). A country where Filipinos can thrive in a secure and comfortable environment, with equal opportunities to participate in a globally competitive economy.

To achieve these goals by the target year, the Department has established 10 key priorities as part of its strategic agenda:

1. Upgrade, upskill, and upsize Micro, Small, Medium Enterprises
2. Promote and support regional development through the utilization of various trade agreements
3. Reconfigure Philippine export sectors into industry clusters
4. Improve ease of doing business
5. Create an enabling environment to attract foreign direct investments and expand exports
6. Foster industries geared to the domestic markets through technology and innovation
7. Ensure availability of accessible and affordable food for every Filipino
8. Enable jobs-skills matching and skills upgrading to transition to a higher level of services
9. Protect and empower consumers
10. Transform the Department into an agile organization through faster response mechanisms and digitalization

These we accomplish through 5 major programs:

- Export and Investment Development Program
- Industry Development Program
- SME Development Program
- Consumer Protection Program
- Consumer Education and Advocacy Program

**II. Vision:** A higher level of competitiveness for the Philippines and 2nd in ASEAN in FDI by 2028

**III. Mission:** DTI the main economic catalyst in enabling innovative, competitive, job-generating, inclusive business, and empowering consumers.

**VI. Service Pledge:** We, the Department of Trade and Industry, are committed to serve you, our clients, with quality service.

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# 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<br>Schedule of Disallowances – one (1) copy |   | Receivables Section,<br>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<br>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<br><br>Secretary of the Chief Accountant, Accounting Division |
|  | 1.3 Validation of the outstanding charges  |                 | If the employee or officer is still in service with DTI, 1 day.*<br>If the employee or officer is no longer connected with | Head and Technical Staff, Receivable Section   |

| CLIENT STEPS                        | AGENCY ACTIONS  | FEES TO BE PAID  | PROCESSING TIME  | PERSON RESPONSIBLE   |
|-------------------------------------|---|--|------------------|--|
|                                     |   |  | DTI, 3 days **   |  |
|                                     | 1.4 After validation the Certification will be prepared and initialed by Section Head   |  | 5 minutes        | Head, 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<br>Secretary of the Chief Accountant, 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   |
| <b>Total Processing Time</b>        |   | <b>1 Day, 30 Minutes *</b><br><b>3 Days, 30 Minutes **</b> |                  |  |



## 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](mailto: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)  |   | Finance Service (FS)          |
| Disbursement Voucher for certain 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<br>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                  |
|  | 1.4 Endorse the memo to the Accounting Division with a notation in the IDTS   |                 | 5 Minutes       | Chief Accountant, FS<br><br>Administrative Assistant III, FS |

| CLIENT STEPS                     | AGENCY ACTIONS   | FEES TO BE PAID           | PROCESSING TIME | PERSON RESPONSIBLE                                       |
|----------------------------------|--|---------------------------|-----------------|--|
|                                  | 1.5 Encode in the IDTS as receive by the Accounting Division and forwarded to the Chief Accountant               |                           | 5 Minutes       | Chief Accountant, FS<br>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<br>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  |
| <b>Total Processing Time</b>     |  | <b>6 Hours, 5 Minutes</b> |                 |  |

### 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](mailto: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.<br><br>Records details to appropriate |                 | 15 Minutes      | Designated Processor, Accounting Division, FS                |

|  |   |      |            |  |
|--|---|------|------------|--|
|  | monitoring sheets for claimant.   |      |            |  |
|  | 1.3 Record and release the document to the Budget Division.   | None | 5 minutes  | Designated Officer,<br>Accounting Division   |
|  | 1.4 Receive, record and forward the document to the Budget Processor.   |      | 10 Minutes | Designated Officer,<br>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<br>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<br>Section Accountant<br>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  |
|  | 1.13 Retrieve excel template file for List of Due and Demandable Accounts Payable-Advice to Debit Account (LDDAP-ADA) and encode the following:<br>a. Name of Claimant<br>b. LandBank Account<br>c. Obligation Request Number<br>d. Allotment Class per UACS<br>e. Gross Amount<br>f. Amount of withheld taxes, if any<br>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<br><br>Secretary, Accounting Division<br><br>Chief, Accounting Division<br><br>Administrative Assistant III<br><br>Director, FS |
|  | 1.15 Forward LDDAP-ADA to HRAS for signature  |  | 5 Minutes  | Administrative Assistant III   |

|                              |                                      |  |                            |
|------------------------------|--------------------------------------|--|----------------------------|
|                              | of the Advice to Debit Account (ADA) |  | Director, HRAS             |
| <b>Total Processing Time</b> |                                      |  | <b>2 Hours, 40 Minutes</b> |

## Checklist of Documentary Requirements

|   |  |  |  |
|---|--|--|--|
| <b>Local Travel</b>   |  |  |  |
|   | Cash Advance   |  |  |
|   | Annex C (Certification)  |  |  |
|   | Annex G (Duly approved Itinerary of Travel)  |  |  |
|   | Duly approved Travel Order (except for Secretary and Undersecretaries per DO No. 17-62)          |  |  |
|   | Program of activities (if applicable)  |  |  |
|   | Letter of Invitation (if applicable)   |  |  |
|   | Certification from accountant that previous CA has been liquidated                               |  |  |
|   | Other documents peculiar to the nature of expense and/or to the mode of procurement              |  |  |
| <b>Liquidation/Reimbursement</b>  |  |  |  |
| <b>Officials or personnel shall submit Liquidation Report within one (1) month after return to permanent official station</b> |  |  |  |
|   | Liquidation Report   |  |  |
|   | Annex C (Certification)  |  |  |
|   | Duly approved Travel Order (except for Secretary and Undersecretaries per DO No. 17-62)          |  |  |
|   | Approved Certificate of travel completed   |  |  |
|   | Approved Revised Itinerary of Travel, if the previously approved itinerary was not followed      |  |  |
|   | Copy of previously approved Itinerary of Travel  |  |  |
|   | Certificate of Appearance  |  |  |
|   | E-ticket/plane ticket, boarding pass (photocopy only)  |  |  |
|   | Boat or bus ticket, terminal fee receipts  |  |  |
|   | Tape receipt for taxi fare   |  |  |
|   | Certification by the Head of the Agency as to the absolute necessity together with hotel         |  |  |
|   | Hotel guest folio with official receipts in case of travel within 50 km radius if claim includes |  |  |
|   | Program of activities (if applicable)  |  |  |
|   | Other documents peculiar to the nature of expense and/or to the mode of procurement              |  |  |

## Checklist of Documentary Requirements

|   |  |  |
|---|--|--|
| <b>Foreign Travel</b>   |  |  |
|   | Cash Advance   |  |
|   | Annex C (Certification)  |  |
|   | Annex G (Duly approved Itinerary of Travel)  |  |
|   | Duly approved Travel Authority *   |  |
|   | Program of activities (if applicable)  |  |
|   | Letter of Invitation (if applicable)   |  |
|   | Copy of the United Nations Development Programme (UNDP) rate   |  |
|   | Declaration of season by authorized agency in the country of destination (clothing allowance)        |  |
|   | Certification from accountant that previous CA has been liquidated                                   |  |
|   | In case of seminar/trainings   |  |
|   | Invitation addressed to the agency inviting participants   |  |
|   | Acceptance of the nominees as participants   |  |
|   | Other documents peculiar to the nature of expense and/or to the mode of procurement deemed necessary |  |
|   | *Per EO No. 77 and DO No. 23-55/23-56  |  |
| <b>Liquidation/Reimbursement</b>  |  |  |
| <b>Officials or personnel shall submit Liquidation Report within two (2) months after return to the Philippines</b> |  |  |
|   | Liquidation Report   |  |
|   | Annex C (Certification)  |  |
|   | Duly approved Travel Authority *   |  |
|   | Approved Certificate of travel completed   |  |
|   | Approved Revised Itinerary of Travel, if the previously approved itinerary was not followed          |  |
|   | Copy of previously approved Itinerary of Travel  |  |
|   | Certificate of Appearance  |  |
|   | E-ticket/plane ticket, boarding pass (photocopy only)  |  |
|   | Boat or bus ticket, terminal fee receipts (if applicable)  |  |
|   | Declaration of season by authorized agency in the country of destination (clothing allowance)        |  |
|   | In case of seminar/trainings   |  |
|   | Invitation addressed to the agency inviting participants   |  |
|   | Acceptance of the nominees as participants   |  |
|   | Reimbursement of Representation Expenses   |  |
|   | Original copy of official receipt  |  |
|   | Attendance sheet/List of personnel   |  |
|   | Reimbursement of actual hotel expense not to exceed 130% of hotel portion of DSA                     |  |
|   | Certification of absolute necessity  |  |
|   | Hotel guest folio and receipt (affidavit of loss is not acceptable)                                  |  |
|   | Reimbursement of actual hotel expense exceeding 130% of hotel portion of DSA                         |  |
|   | Approval of the President  |  |
|   | Certification of absolute necessity  |  |
|   | Hotel guest folio and receipt (affidavit of loss is not acceptable)                                  |  |
|   | Other documents peculiar to the nature of expense and/or to the mode of procurement deemed necessary |  |



## Checklist of Documentary Requirements

|   |   |  |  |
|---|---|--|--|
| Payment of plane fare procured thru PMD with ABC of above PHP50K      |   |  |  |
|   | Upon payment (DV)   |  |  |
|   | Duly approved abstract of canvass   |  |  |
|   | At least 3 Request for Quotations (RFQ)   |  |  |
|   | Philgeps posting  |  |  |
|   | Purchase Request  |  |  |
|   | Annex C (Certification)   |  |  |
|   | Annex G (Duly approved Itinerary of Travel)   |  |  |
|   | Duly approved Travel Authority  |  |  |
|   | Approved Certificate of travel completed  |  |  |
|   | Flight itinerary/e-ticket   |  |  |
|   | Original copy of boarding pass  |  |  |
|   | BIR Form No. 2303 (for new creditors)   |  |  |
|   | Bank account details (for new creditors)  |  |  |
|   | Justification for the increase in billed amount vs quoted price (if applicable)   |  |  |
|   | Other documents peculiar to the nature of expense and/or to the mode of procurement deemed necessary  |  |  |
|   | *Per Section 12 of EO No. 77, only economy class is allowed and does not include premium economy class. For Secretaries, Undersecretaries and Assistant Secretaries, business class airfares may be authorized subject to approval of the OP. |  |  |
| Payment of plane fare procured by end-user with ABC of PHP50K or less |   |  |  |
|   | Upon payment (DV)   |  |  |
|   | Duly approved abstract of canvass   |  |  |
|   | At least 3 Request for Quotations (RFQ)   |  |  |
|   | Purchase Request duly received by PMD   |  |  |
|   | BAC Resolution No. 2 duly certified by the BAC Secretariat  |  |  |
|   | Annex C (Certification)   |  |  |
|   | Annex G (Duly approved Itinerary of Travel)   |  |  |
|   | Duly approved Travel Authority  |  |  |
|   | Approved Certificate of travel completed  |  |  |
|   | Flight itinerary/e-ticket   |  |  |
|   | Original copy of boarding pass  |  |  |
|   | BIR Form No. 2303 (for new creditors)   |  |  |
|   | Bank account details (for new creditors)  |  |  |
|   | Justification why it was not procured thru PMD if ABC is more than PHP50K   |  |  |
|   | Justification for the increase in billed amount vs quoted price (if applicable)   |  |  |
|   | Other documents peculiar to the nature of expense and/or to the mode of procurement deemed necessary  |  |  |

## Checklist of Documentary Requirements

|  |  |  |
|--|--|--|
|  | Catering services procured thru PMD with ABC of above PHP50K   |  |
|  | Request for Certificate of Availability of Funds (RCAF)  |  |
|  | Memo request addressed to FS Director  |  |
|  | Purchase request   |  |
|  | Authority or approved proposal to conduct the activity   |  |
|  | Duly approved abstract of canvass  |  |
|  | At least 3 Request for Quotations (RFQ)  |  |
|  | Philgeps posting   |  |
|  | Draft contract   |  |
|  | Other documents peculiar to the nature of expense and/or to the mode of procurement deemed necessary |  |
|  | *Catering services include purchase of food packs  |  |
|  | Upon payment (DV)  |  |
|  | Original copy of signed RCAF and OBR and all the attachments   |  |
|  | Certificate of satisfactory service rendered   |  |
|  | Billing statement  |  |
|  | Signed contract stamped "Received" by COA  |  |
|  | Program of activities  |  |
|  | Attendance sheet   |  |
|  | Post-activity report/output  |  |
|  | BIR Form No. 2303 (for new creditors)  |  |
|  | Bank account details (for new creditors)   |  |
|  | For late request of CAF  |  |
|  | Justification for the late request of CAF  |  |
|  | Undertaking to answer any COA findings   |  |
|  | Other documents peculiar to the nature of expense and/or to the mode of procurement deemed necessary |  |

## Checklist of Documentary Requirements

|  |  |  |
|--|--|--|
|  | Catering services procured by end-user with ABC of PHP50K or less                                    |  |
|  | Request for Certificate of Availability of Funds (RCAF)  |  |
|  | Memo request addressed to FS Director  |  |
|  | Purchase request duly received by PMD  |  |
|  | BAC Resolution No. 2 duly certified by the BAC Secretariat   |  |
|  | Authority or approved proposal to conduct the activity   |  |
|  | Duly approved abstract of canvass  |  |
|  | At least 3 Request for Quotations (RFQ)  |  |
|  | Draft contract   |  |
|  | Other documents peculiar to the nature of expense and/or to the mode of procurement deemed necessary |  |
|  | *Catering services include purchase of food packs  |  |
|  | Upon payment (DV)  |  |
|  | Original copy of signed RCAF and OBR and all the attachments   |  |
|  | Certificate of satisfactory service rendered   |  |
|  | Billing statement  |  |
|  | Signed contract stamped "Received" by COA  |  |
|  | Program of activities  |  |
|  | Attendance sheet   |  |
|  | Post-activity report/output  |  |
|  | BIR Form No. 2303 (for new creditors)  |  |
|  | Bank account details (for new creditors)   |  |
|  | For late request of CAF  |  |
|  | Justification for the late request of CAF  |  |
|  | Undertaking to answer any COA findings   |  |
|  | Other documents peculiar to the nature of expense and/or to the mode of procurement deemed necessary |  |

#### 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-CO 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                                       |
| Accomplish the online request form per type of request (COE or SR) indicating the number of copies per type of request. |   | Reception Area of HRAS / HR Partner / Account Officer |

| CLIENT STEPS                          | AGENCY ACTIONS   | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE                              |
|---------------------------------------|--|-----------------|-----------------|---|
| 1. Accomplish the online request form | 1.1 Receive the request online and assign a control number for the requested document in the HRAS Document Request Monitoring Sheet.   | None            | 1 hour          | Administrative Assistant II (AAIL)<br>HRAS-HRMD |
|                                       | 1.2 Process and prepare the COE and/or SR<br><br>If data is incomplete/ incorrect, validate record on Service Card and/or 201 File Record (201F) and coordinates with the requestor or 201 File Records custodian, when necessary. |                 | 4 hours         | Administrative Assistant II (AAIL)<br>HRAS-HRMD |

| CLIENT STEPS                                       | AGENCY ACTIONS  | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE  |
|--|---|-----------------|-----------------|---|
|  | 1.3 Print the requested COE and/or and forward the COE/ SR to AO V or SAO for review and initial. |                 | 30 minutes      | Administrative Assistant II (AAll) HRAS-HRMD                                  |
|  | 1.4 Review COE/SR if accurate and complete, initial and forward to CAO for signature.             |                 | 4 hours         | Administrative Officer V / Supervising Administrative Officer (SAO) HRAS-HRMD |
|  | If there is/are correction/s, return to the Account Officer for revision and re-printing.         |                 | 30 minutes      | Administrative Assistant II (AAll) HRAS-HRMD                                  |
|  | 1.5 Check the consistency of the SR/COE and if in order, sign COE/SR.                             |                 | 3 hours         | Chief Administrative Officer (CAO) / SAO HRAS-HRMD                            |
|  | Otherwise, return to the Account Officer for revision and re-printing.                            |                 | 30 minutes      | Administrative Assistant II (AAll) HRAS-HRMD                                  |
|  | 1.6 Log the signed COE/SR and update the HRAS Document Request Monitoring Sheet.                  |                 | 30 minutes      | Administrative Assistant II (AAll) HRAS-HRMD                                  |
|  | 1.7 Inform the requestor that COE/SR is ready for pick-up   |                 | 1 hour          | Administrative Assistant II (AAll) HRAS-HRMD                                  |
| 2. Receive requested COE/SR and sign receiving log | 2.1 Update receiving log  | None            | 1 hour          | Administrative Assistant II (AAll) HRAS-HRMD                                  |
| <b>Total Processing Time</b>                       |   |                 | <b>2 Days</b>   |   |

## 5. 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 27th day of the current month (i.e., July payroll due on June 27), 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 all Permanent, Co-Terminus Employees and Third Level Officials of the Department, excluding those who failed to submit their DTR after the 10th day of the succeeding month.

| 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) (44 bureaus/offices of DTI-Head Office) with duly signed and complete supporting attachments: <ul style="list-style-type: none"><li>• Application for Leave (AFL)</li><li>• Official Business Location Slip (OB Slip)</li><li>• Copy of Memorandum Orders or Travel Orders (MO/TO), when applicable</li></ul> |  | 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 <sup>th</sup> 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 (AAII)<br>HRAS-HRMD Frontdesk |
|   | 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 Monitor and track completeness of submitted DTRs and its attachments per office.</p> <p>Approved submitted OBs and AFL in the system.</p> <p>1.6 Process the DTRs in the IHRIS</p>          |                 | 5 days   | AAII /<br>Administrative Officer II / IV / V<br>HRAS-HRMD<br>Payroll Account Officers |
|              | 1.7 Forward the DTRs to 201 File Records Custodian.   |                 | 1 days   | Account Officers  |
|              | 1.8 Prepares the payroll thru IHRIS per office.   |                 | 3 Days   | AA II /<br>AO II / IV / V<br>HRAS-HRMD  |
|              | <p>1.10 Updates, gathers pertinent data and encodes the following:</p> <ul style="list-style-type: none"> <li>• Salary Adjustments</li> <li>• Step Increments</li> <li>• Loans and disallowances</li> <li>• TUA (Tardiness, Undertime and Absences)</li> </ul> <p><i>Notices/Billing statements are transmitted to HRAS-HRMD from various external offices from 15<sup>th</sup> to 25<sup>th</sup> day of the</i></p> |                 | upon encoding and receipt of complete DTRs per office and upon receipt of complete billing/disallowances |   |



| CLIENT STEPS                 | AGENCY ACTIONS   | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE  |
|------------------------------|--|-----------------|-----------------|---|
|                              | <i>month. (i.e., DTI EU and PF – 15 to 17<sup>th</sup>; Disallowances – 17<sup>th</sup> to 20<sup>th</sup>; LBP 20<sup>th</sup> to 22<sup>nd</sup>; GSIS 23<sup>rd</sup> to 25<sup>th</sup>)</i>   |                 |                 |   |
|                              | 1.11 Prints 44 Payroll (triplicate copies) with deduction matrices and sign.<br>1.12 Prepare DV (Disbursement Voucher), initial and encode the DV in FINMITS (FS' Financial Management Info Tracking System).<br>1.13 Prepare RS (Route Slip). |                 | 2 days          | AA II / AO II / IV / V HRAS-HRMD  |
|                              | 1.14 Review accuracy, consistency and completeness of payroll and ORS/DV.<br>1.15 If found inconsistent and incomplete, returns to concerned Payroll Account Officer, for revision and completion.<br>1.16 Sign Payroll and DV/ORS.            |                 | 2 days          | Chief Administrative Officer (CAO) / Supervising Administrative Officer (SAO) HRAS-HRMD |
|                              | 1.17 Record the Payroll in the HRAS Tracking, release the DV in the FINMITS and transmit to FS.  |                 | 1 day           | AAll HRAS-HRMD  |
| <b>Total Processing Time</b> |  | <b>15 Days</b>  |                 |   |

## 6. Processing of DTI Enhanced Loyalty Rewards (Serbisong Tapat)

The processing of DTI Enhanced Loyalty Rewards (Serbisong 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<br>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 <b>or</b> Original Copy of issued Certification/Summary of Performance Ratings - 1 copy |  | c/o Client or Bureau/Office HR<br>AO  |  |
| CESPES Certification* for Third Level Officials   |  | *c/o HRAS Officer upon release<br>from CES Board                                |  |
| Original Copy of Certification of No Pending Case – 1 copy  |  | Legal Service (CO) /<br>Administrative, Finance and<br>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<br>provided by HRAS                             |  |
| Pluxee PH – Digital Account (must register using mobile phone)  |  | 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 (AII)<br>HRAS Frontline Staff<br>HRAS-HRMD                              |
|  | 1.2 Validate his/her name from the record / list of eligible awardees.   |                 | 1 hour          | Administrative Officer II / IV (AO II/IV) Rewards and Recognition -<br>Account Officer<br>HRAS-HRMD |
|  | 1.3 Check the completeness and accuracy of documents submitted.  |                 | 3 days          |   |
| 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            | 3 days          | AO II / IV<br>Rewards and Recognition -<br>Account Officer<br>HRAS-HRMD                             |
|  | 2.2 Confirm with the Bureau/Office HR Partner that the awardee/s have already registered to the Pluxee PH App.   |                 | 5 days          | HR Partner / Client   |
|  | 2.3 Prepare memo request and payroll for processing / crediting the amount of load                               |                 | 2 days          | AO II / IV<br>Rewards and Recognition -<br>Account Officer<br>HRAS-HRMD                             |
|  | 2.4 Review payroll, Memo and initial.  |                 | 4 hours         | Supervising Administrative Officer (SAO) /<br>Chief Administrative Officer (CAO)<br>HRAS-HRMD       |
|  | 2.5 Sign and approve Memo and payroll.   |                 | 2 days          | Director<br>HRAS  |
|  | 2.6 Transmit the signed Memo and payroll to HRAS GSD – Cashier Head for eventual processing and crediting of the |                 | 3 days          | AO II / IV<br>Rewards and Recognition -<br>Account Officer<br>HRAS-HRMD<br><br>Cashier Head         |

| CLIENT STEPS  | AGENCY ACTIONS   | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE  |
|---|--|-----------------|-----------------|---|
|   | corresponding amount of load   |                 |                 | HRAS-GSD  |
|   | 2.7 The awardee will receive an SMS notification once the incentive has been credited. |                 | 1 day           | AO II / IV<br>Rewards and Recognition -<br>Account Officer<br>HRAS-HRMD |
| 3. Awardees to receive their incentive via Pluxee App | 3.1 Update the monitoring database for Serbisyong Tapat.                               |                 | 2 hours         | AO II / IV<br>Rewards and Recognition -<br>Account Officer<br>HRAS-HRMD |
| <b>Total Processing Time:</b>                         |  | <b>20 Days</b>  |                 |   |

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

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](mailto: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<br>or Bureau/Office HR AO   |  |
| CESPES Certification* for Third Level Officials  |  | *c/o HRAS Officer upon release from CES Board                                  |  |
| Original Copy of Certification of No Pending Case – 1 copy   |  | Legal Service (CO) /<br>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 (CO) /<br>Administrative, Finance and Management Division (RO) |  |
| Photocopy of Office Clearance – 1 copy   |  | c/o Client<br>or Bureau/Office HR AO   |  |
| Photocopy of valid ID – 1 copy   |  | c/o Client   |  |
| Pluxee PH – Digital Account (must register using mobile phone)   |  | 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 (AAII)<br>HRAS Frontline Staff<br>HRAS-HRMD                           |
|  | 1.2 Validate his/her name from the record / list of eligible awardees   |                 | 1 hour          | Administrative Officer II / IV (AO II/IV)<br>Rewards and Recognition-Account Officer<br>HRAS-HRMD |
|  | 1.3 Check the completeness and accuracy of documents submitted  |                 | 3 days          |   |
| 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            | 3 days          | AO II / IV<br>Rewards and Recognition-Account Officer<br>HRAS-HRMD                                |
|  | 2.2 Confirm with Bureau/Office HR Partner that the awardee/s have already registered to the Pluxee PH App.    |                 | 5 days          | HR Partner / Client   |
|  | 2.3 Prepare memo request and payroll for processing / crediting the amount of load                            |                 | 2 days          | AO II / IV<br>Rewards and Recognition-Account Officer<br>HRAS-HRMD                                |
|  | 2.4 Review payroll, Memo and initial.   |                 | 4 hours         | Supervising Administrative Officer (SAO) / Chief Administrative Officer (CAO)<br>HRAS-HRMD        |

| CLIENT STEPS  | AGENCY ACTIONS  | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE  |
|---|---|-----------------|-----------------|---|
|   | 2.5 Sign and approve Memo and payroll.  |                 | 2 days          | Director HRAS   |
|   | 2.6 Transmit the signed Memo and payroll to HRAS GSD – Cashier Head for eventual processing and crediting of the corresponding amount of load |                 | 3 days          | AO II / IV Rewards and Recognition-Account Officer HRAS-HRMD<br><br>Cashier Head HRAS-GSD |
|   | 2.7 The awardee will receive an SMS notification once the incentive has been credited.  |                 | 1 day           | AO II / IV Rewards and Recognition - Account Officer HRAS-HRMD                            |
| 3. Awardees to receive their incentive via Pluxee App | 3.1 Update the monitoring database for Salamat - Mabuhay.   | None            | 2 hours         | AO II / IV Rewards and Recognition - Account Officer HRAS-HRMD                            |
| <b>Total Processing Time:</b>                         |   | <b>20 Days</b>  |                 |   |



## 8. 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](mailto: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.

| <b>Office or Division:</b>                              | HRAS – General Services Division - Motorpool                                     |                           |                 |   |
|---|--|---------------------------|-----------------|---|
| <b>Classification:</b>                                  | Simple   |                           |                 |   |
| <b>Type of Transaction:</b>                             | G2G – Government-to-Government   |                           |                 |   |
| <b>Who may avail:</b>                                   | 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<br>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               |
| <b>Total Processing Time</b>                            |  | <b>1 Hour, 55 Minutes</b> |                 |   |

## 9. Issuance of Controlled and Numbered Record/s or Documents

The Issuance of Controlled and Numbered Records is considered a COMPLEX transaction. Under Sec. 9 b1 of RA 11032, simple transactions shall be acted upon by the assigned officer/employee within 7 working days. If the certificate or request is not released within 7 days, you may file a complaint via email (artaunit@dti.gov.ph).

Requests submitted through e-mail by originating Bureau/s or Office/s and DTI Attached Agencies of official records to be numbered, logged, distributed and archived by the DTI HRAS General Services Division - Records Section are acted upon immediately, i.e. within a minimum of five (5) minutes upon receipt of e-mailed request.

Numbered original copies of the processed records are kept on file and certified copies are issued physically and/or electronically, upon the request of the internal or external client/s. 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 of prescribed issuances to the Office of the National Administrative Register or ONAR).

The Issuance of Controlled and Numbered Records 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. E-mail Request for Issuance of Certified Copies of Controlled Records  |  | DTI-HRAS GSD Records Section's Official E-mail Address |
| 2. Original Documents, i.e. Department Orders, Department Administrative Orders, Joint Administrative Orders, Joint Memorandum Circulars, Joint Memorandum Orders, Bulletins, Memoranda, Bureau Orders, Memorandum Orders, Memorandum Circulars and Office Orders (Originally Signed and Unnumbered Copy) |  |  |

| CLIENT STEPS  | AGENCY ACTIONS  | FEES TO BE PAID | PROCESSING TIME  | PERSON RESPONSIBLE  |
|---|---|-----------------|--|---|
| 1. E-mail the request to number the signed copy of the document (scanned copy) and request to issue Certified True Photocopies of the Numbered Records                            | 1.1 Check contents and authenticity of the document   | None            | 1 Minute   | Administrative Officer (Records Officer or Designated Alternate)                          |
|   | 1.2 Record or log, assign and affix number to the document  |                 | 2 Minutes  | Administrative Officer (Records Officer or Designated Alternate)                          |
|   | 1.3 E-mail blast/disseminate the numbered record to concerned parties or recipients                                       |                 | 2 Minutes  | Administrative Officer (Records Officer or Designated Alternate)                          |
|   | 1.4 Upload and index the Numbered Issuance or Record in the electronic archive  |                 | 5 Minutes  | Administrative Officer (Records Officer or Designated Alternate)                          |
| 2. Requesting Office or Bureau or Attached Agency Receives through E-mail the Numbered Records and Prints the Required Number of Copies for Authentication or Certification (CTC) | 2.1 Received the Originally Signed and Unnumbered Copy of the Record and Validate it against the Numbered Electronic Copy | None            | 2 Minutes  | Administrative Officer (Records Officer or Designated Alternate)                          |
|   | 2.2 Certify Printed Copies Presented  |                 | 5 Minutes (Minimum Time, depending on the Number of Pages to be Certified) | Section Chief (or Designated Alternate) and Chief Administrative Officer or HRAS Director |

| CLIENT STEPS   | AGENCY ACTIONS  | FEES TO BE PAID   | PROCESSING TIME                     | PERSON RESPONSIBLE   |
|--|---|---|-------------------------------------|--|
| 3. Requesting Office or Bureau Submit the Affidavit of Publication and Filing Fee to the Records Section | 3.1 Submit Certified Photocopies of the Processed Records with their electronic file (saved in CD) to 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 |
| <b>Total Processing Time</b>   |   |   | <b>3 Days, 17 Minutes</b>           |  |

## 10. 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   |
|--|---|---|-----------------|--|
| <b>For Goods/Services</b>                                    |   |   |                 |  |
| 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 |

| CLIENT STEPS   | AGENCY ACTIONS   | FEES TO BE PAID   | PROCESSING TIME                | PERSON RESPONSIBLE  |
|--|--|---|--------------------------------|---|
|  |  |   |                                | bidders   |
|  | Number of days before the Submission and Opening of Bids                               |   | 12 Days                        |   |
| 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<br>Number of days before the Submission and Opening of Bids |   | 12 Days                        | End-user, Bids and Award Committee, Secretariat, Technical Working Group, Prospective bidders |
|  | 1.4 Submission and Opening of Bids   |   | 1 Day                          |   |
|  | 1.5 Bid Evaluation   |   | 7 calendar days                | BAC, BAC Sec  |

| CLIENT STEPS   | AGENCY ACTIONS   | FEES TO BE PAID   | PROCESSING TIME     | PERSON RESPONSIBLE  |
|--|--|---|---------------------|---|
|  | 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. |   |
| 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, Prospective bidders    |
|  | 1.4 Pre-bidding Conference   |   | 1 Day               |   |
|  | 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  |



| CLIENT STEPS          | AGENCY ACTIONS  | FEES TO BE PAID | PROCESSING TIME     | PERSON RESPONSIBLE               |
|-----------------------|---|-----------------|---------------------|----------------------------------|
|                       | 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 <b>(SMALL VALUE PROCUREMENT)</b>                   |   |  |
| 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  |   | PMD Office – BAC Secretariat                          |  |
| Resolution – One (1) Original   |   |   |  |

| 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  |                 | 5 days          | BAC Members                                   |

| CLIENT STEPS   | AGENCY ACTIONS  | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE  |
|--|---|-----------------|-----------------|---|
|  | Bids and Awards Committee and HOPE  |                 |                 |   |
|  | 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   |
|  | 1.5 OBR for signature of the end-user   |                 |                 | Bureau Director<br>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<br><br>FS Director<br>Section Chief<br><br>Budget AO<br>Processor AO<br>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   |
| <b>Total Processing Time</b>                                       |   | <b>10 days</b>  |                 |   |

### 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 <b>(SMALL VALUE PROCUREMENT)</b>                   |                             |
| 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                                |
|   | 1.6 Request for   |                 | 3 calendar      | Bureau   |

| CLIENT STEPS   | AGENCY ACTIONS   | FEES TO BE PAID   | PROCESSING TIME  | PERSON RESPONSIBLE   |
|--|--|---|------------------|--|
|  | Certificate of Availability of Funds, Obligation Request for signature of end-user         |   | days             | Director/<br>Division Chief<br>Bureau<br>Director/<br>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 /<br>frontline staff<br><br>FS Director<br>Section Chief<br><br>Budget AO<br>Processor AO<br>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,<br>Property staff,<br>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 /<br>Division chief  |
|  | 4.2 Forward the DV to FS for payment   |   | 1 day            | PMD Account Officer /<br>frontline staff<br><br>Accounting staff/ FS<br>Director<br>Section Chief                    |
| <b>Total Processing Time</b>                                       |  | <b>50 calendar days</b><br>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

## 11. 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](mailto:artaunit@dti.gov.ph)).

The DTI Academy provides training programs to DTI officials and employees. The programs include core/foundational, leadership, targeted technical and wellness programs. Aside from various learning curricula 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 and Employees  |                 |
| CHECKLIST OF REQUIREMENTS                   |  | WHERE TO SECURE |
| Competency Assessment (Compass)             |  | DTI Academy/TDD |
| Development Needs Assessment (DNA)          |  | DTI Academy/TDD |
| Professional Development Action Plan (PDAP) |  | DTI Academy/TDD |

| CLIENT STEPS  | AGENCY ACTIONS  | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE              |
|---|---|-----------------|-----------------|---------------------------------|
| 1. The Bureau/Office Heads accomplish assessment forms and development plans (Compass, DNA, PDAP) from the DTI Academy/TDD. | 1.1 The DTI Academy/TDD receives and processes the various forms from the Bureau/Office Heads.                    | None            | 10 working days | DTI Academy/TDD Bureaus/Offices |
|   | 1.2. The DTI Academy/TDD finalizes overall results and prepares the training plan.                                |                 | 10 working days |                                 |
| 2. The participants enroll in or validate the training programs they wish to attend.  | 2.1. The DTI Academy/TDD validates/confirms the identified or recommended training programs with bureaus/offices. | None            | 2 working days  | DTI Academy/TDD Bureaus/Offices |

| CLIENT STEPS | AGENCY ACTIONS   | FEES TO BE PAID | PROCESSING TIME  | PERSON RESPONSIBLE |
|--------------|--|-----------------|--|--------------------|
|              | <p>2.2. The team starts designing the training programs according to the needs identified in the competency assessment. This includes identifying learning objectives, methodologies, assessment requirements, etc.</p> <p>2.3. The team prepares and facilitates the procurement for all needed 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.</p> <p>If the LSP is internal, the HRAS-TDD / DTI Academy team starts to invite through their respective Heads of Bureaus/Offices2</p> <p>2.4. 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.</p> |                 | <p>3 working days</p> <p>10 working days</p> <p>1 working day (per meeting, per LSP / internal resource)</p> |                    |

| CLIENT STEPS  | AGENCY ACTIONS   | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE                  |
|---|--|-----------------|-----------------|-------------------------------------|
| 3. The Bureau/Office Heads and participants wait for training advisory and invites while HRAS prepares for the programs.  | 3.1. The HRAS-TDD/DTI Academy prepares the training materials, invites, collateral materials, advisories, and other requirements prior to start of the training programs.  |                 | 2 working days  |                                     |
| 4.a. The learners/officials/employees receive notices or advisories on training schedules and requirements.   | 4.1 The HRAS-TDD / DTI Academy sends out the invites/advisories to all learners.   | None            | 1 working day   | DTI Academy Management Team         |
| 4.b. 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. | 4.2 The HRAS-TDD / DTI Academy makes final preparations for the training programs to be conducted, such as training design/content and logistical and administrative requirements.<br><br>Training is conducted on scheduled date/s. |                 | 1 working day   | DTI Academy Learners / Participants |
| <b>Total Processing Time</b>  |  |                 | <b>40 days</b>  |                                     |

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



## 12. 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 |  |
| Professional Development Action Plan (PDAP), and other assessment forms as needed (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 DTI Academy, bureaus/offices may signify their interest to avail of a particular training program through a memo request addressed to the HRAS Director. | <p>1.1. The HRAS-TDD / DTI Academy processes requests from bureaus/offices and checks details of said requests.</p> <p>1.2. If more details are required, the team meets with the requesting bureau/office to check specific program requirements and to conduct further assessments.</p> | None            | 1 working day   | <p>Administrative Officer<br/>HRAS – TDD<br/>DTI Academy</p> <p>Bureau/Office Heads</p> |

| CLIENT STEPS  | AGENCY ACTIONS  | FEES TO BE PAID | PROCESSING TIME   | PERSON RESPONSIBLE                                  |
|---|---|-----------------|---|---|
| 2.a. The Bureau/Office Head waits for HRAS-TDD /DTI Academy advice on next steps. The HR Partner communicates with HRAS for any updates or additional requirements.                       | 2.1. The team starts designing the training programs according to the needs identified by the bureau/office. This includes identifying learning objectives, methodologies, assessments, requirements, etc.  | None            | 1 working day<br><br>(duration of meeting with Bureau/Office Head or representative)                            | Administrative Officer<br>HRAS – TDD<br>DTI Academy |
| 2.b. 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. | 2.2. 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.   |                 | 10 working days   |   |
| 2.c. The Heads/Division Chiefs or designated representatives are consulted to check if the requirements are aligned with HRAS.  | 2.3. The HRAS-TDD / DTI Academy meets prospective learning service provider/s to further discuss training requirements and initial design submitted through procurement method.<br><br>2.4 The HRAS-TDD / DTI Academy reviews and approves the submitted final training design prior to conduct |                 | 2 working days<br><br>(per program/ LSP and per meeting day with bureau or office)<br><br><br><br>1 working day |   |

| CLIENT STEPS  | AGENCY ACTIONS   | FEES TO BE PAID | PROCESSING TIME   | PERSON RESPONSIBLE  |
|---|--|-----------------|---|---|
| 2.d. The prospective learners / participants answer pre-tests and additional assessments to check their proficiency level.  | 2.5. 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.           |                 | 5 working days<br><br>(excluding processing of results which will depend on the submission of participants) |   |
| 3. The Bureau/Office Heads and participants wait for training advisory and invites while HRAS prepares for the programs.  | 3.1. The HRAS-TDD/DTI Academy prepares the training materials, invites, collateral materials, advisories, and other requirements prior to start of the training programs.  |                 | 2 working days  |   |
| 4.a. The learners/officials/employees receive notices or advisories on training schedules and requirements.   | 4.1 The HRAS-TDD / DTI Academy sends out the invites/advisories to all learners.   | None            | 1 working day (transmittal of notices)  | Administrative Officer<br>HRAS – TDD<br><br>DTI Academy Learners / Participants |
| 4.b. 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. | 4.2 The HRAS-TDD / DTI Academy makes final preparations for the training programs to be conducted, such as training design/content and logistical and administrative requirements.<br><br>Training is conducted on scheduled date/s. |                 | 1 working day   |   |
| <b>Total Processing Time</b>  |  |                 | <b>24 Days</b>  |   |

### 13. 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, trade and investment, foreign trade service, and strategic human resource management and development. 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                 |  |
| Assessment Forms (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 |  |

| CLIENT STEPS   | AGENCY ACTIONS  | FEES TO BE PAID | PROCESSING TIME   | PERSON RESPONSIBLE          |
|--|---|-----------------|---|-----------------------------|
| 1. For the DTI Academy – Project Dalubhasa program offerings, 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 | None            | 1 working day (sending out of invites)<br><br><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          |
|--|---|-----------------|--|-----------------------------|
|  | learner/s based on performance and potential. In addition to the approval of the admission form, they are also guided by the selection criteria.  |                 |  |                             |
| 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 – Project Dalubhasa programs, the team reviews the curriculum and learning plans to check general requirements, especially in terms of learning service providers’ required qualifications.                      | None            | 10 working days  | DTI Academy Management Team |
|  | 2.2 The team starts procurement for all training requirements: 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. |                 | 10 working days  | DTI Academy Management Team |
|  | If the LSP is internal, the DTI Academy team starts to invite through their respective Heads of Bureaus/Offices.  |                 | 1 working day (per meeting, per LSP / internal resource) | DTI Academy Management Team |
|  | 2.3 The HRAS-TDD/DTI Academy  |                 |  |                             |

| CLIENT STEPS   | AGENCY ACTIONS   | FEES TO BE PAID | PROCESSING TIME   | PERSON RESPONSIBLE          |
|--|--|-----------------|---|-----------------------------|
|  | meets prospective learning service provider/s and internal resource speakers to further discuss training requirements and initial design submitted through procurement method.                                 |                 |   |                             |
|  | 3.1. The DTI Academy prepares the invites, collateral materials, advisories, and other requirements prior to start of the training programs.   |                 | 2 working days  | DTI Academy Management Team |
| 3. The prospective learners / participants answer pre-tests and additional assessments to check their proficiency level. | 3.2 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            | 5 days<br><br>(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.a. 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                   | <p>1 working day (transmittal)</p> <p>1 working day</p> | DTI Academy Management Team |
| 4.b. 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>4.2. 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>   |                        | 1 working day   |                             |
| <b>Total Processing Time</b>   |  | <b>32 working days</b> |   |                             |

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

## 14. 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](mailto:artaunit@dti.gov.ph).

CEST, as stipulated in the Department Order No. 22-10, series of 2022, is responsible for the following:

1. Thorough review of the scholarship programs as to relevance to the organization's needs;
2. Fair and judicious selection of nominees based on set qualifications;
3. Assessment and endorsement of the qualified nominee/s to the CEST Chairperson for final endorsement to the donor agency, during the selection process;
4. Endorsement of qualified nominees to the donor agency as approved by the CEST Chairperson;
5. Support to the effective implementation of the scholarship program, including assistance to scholars during and after the program;
6. Active collaboration with donors for the agency to be included in the list of priorities on scholarship grants;
7. Guidance to CEST principals on the scholarship process, requirements, and their responsibilities;
8. Guaranteed accessibility of scholarship programs to all bureaus/offices;
9. Maintenance of a pool of potential scholars/nominees;
10. Provision of timely updates on the status of scholarship grants and progress of scholars during and after the study program; and
11. Monitoring and evaluation of the status of the Post-Study Action Plan or its equivalents, conduct of the mentoring program, echo session, and submission of post-training reports.



| Office or Division:  | Human Resource and Administrative Service (HRAS)<br>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/soft copy of CEST Form B: Application Form (for bureau/office nominees)                 |   | CEST Secretariat <sup>1</sup> |  |
| 1 hard/soft copy of CEST Form C: Confidential Letter of Reference (for bureau/office nominees) |   |                               |  |
| 1 hard/soft copy of Endorsement Letter (for DTI eligible nominees)                             |   |                               |  |
| 1 hard/soft copy Donor Agency Documentary Requirements (for DTI eligible nominees)             |   |                               |  |
| 4 hard copies of notarized 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            | 2 Hours         | CEST Designated Account Person |
| 2. Receive copy of invitation  | 2.1 Dissemination of invite to all employees or appropriate Functional Group(s)                                   | None            | 2 Hours         | CEST Designated Account Person |

<sup>1</sup> 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 Form B: Application Form and CEST Form C: 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 Working Day         | CEST Designated Account Person<br><br>Office of the Supervising Undersecretary Executive Assistant / Staff  |
| 4. Nominee receives notice on the outcome of application   | 4.1 Notification of eligible nominee on the outcome of application and on necessary documentary requirements   | None            | 4 Hours               | CEST Designated Account Person<br><br>Screened nominee  |
| 5. Submission by screened nominee of the documentary requirements to CEST Secretariat  | 5.1 Review submission of submitted documentary requirements and approval by CEST Chairperson of endorsement to Donor Agency                                | None            | 3 Working Days        | CEST Designated Account Person<br><br>Screened nominee<br><br>Office of the Undersecretary / Supervising Head for the Management Services Group Executive Assistant / Staff |
| 6. Submission of Scholarship Service Contract (for accepted scholars) as signed by the Supervising Undersecretary  | 6.1 Review draft of completely filled-out scholarship service contract and return to employee, if there are no discrepancies, for signing and notarization | None            | 2 Working Days        | CEST Designated Account Person<br><br>Accepted nominee<br><br>Office of the Supervising Undersecretary Executive Assistant / Staff  |
| <b>Total Processing Time</b>   |  |                 | <b>7 Working Days</b> |   |

## 15. Acceptance of Payment - Cashiering Service

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 official receipt 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 - General Services Division, Cashier Section                                     |   |  |
|---|---|---|--|
| 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   |  |
| 3 Copies of Order of Payment (OP) (1 original, 2 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 OP to Cashiers located at the following: <ul style="list-style-type: none"> <li>4th Floor, Trade &amp; Industry Building, 361 Sen. Gil Puyat Ave. Makati City for frontline services under 2.1.1.1, 3.1.3, 3.2.3, and 3.3.3 in the list of applicable fees.</li> <li>9th Floor, Filinvest Building, 387 Sen. Gil Puyat Ave. Makati City for frontline services under 1.1.3,</li> </ul> | 2.1 Ensure the accuracy of details in the OP<br><br>2.2 Accept Payment<br><br>2.3 Issue an Official Receipt (OR) | See attached list | 2-3 minutes per OP          | Designate Collecting Officer   |

| CLIENT STEPS  | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|----------------|-----------------|-----------------|--------------------|
| 4.1.3, and 5.1.3 in the list of applicable fees.<br><br>• Negosyo Center Area 4 – Valenzuela frontline services under 2.1.1.2 (Km 13 Valenzuela Trade Center, MacArthur Highway Building, Barangay Malinta, Valenzuela City |                |                 |                 |                    |
| <b>Total Processing Time</b>  |                |                 | 8 minutes       |                    |

## LIST OF APPLICABLE FEES

### 1. COMPETITIVENESS & INNOVATION GROUP (CIG)

**1.1 OFFICE:** Bureau of Competitive Development (BCD)

**1.1.1 LOCATION:** 9th Floor, Filinvest Building, 387 Sen. Gil Puyat Ave. Makati City

**1.1.2 FRONTLINE SERVICE:** Issuance of Certificate of Preference of 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. |                |

### 2. REGIONAL OPERATIONS GROUP (ROG)

**2.1 OFFICE:** National Capital Regional Office - Negosyo Centers (NC)

#### 2.1.1 LOCATION:

2.1.1.1 NC Office Area 2 – Makati (4th Floor, Trade & Industry Building, 361 Sen. Gil Puyat Ave. Makati City)

2.1.1.2 NC Office Area 4 – Valenzuela (Km 13 Valenzuela Trade Center, MacArthur Highway Building, Barangay Malinta, Valenzuela City)

**2.1.2 FRONTLINE SERVICE:** Registration of Business Name

#### 2.1.3 APPLICABLE FEES

| PARTICULARS   | APPLICABLE FEE                                   |
|---|--|
| <b>A. Registration Fee</b>  |  |
| 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  |
| <b>B. Other Fees</b>  |  |
| Surcharge for Renewal<br>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 |

| PARTICULARS  | APPLICABLE FEE                  |
|--|---------------------------------|
| 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                 |
| <b>C. Business Name Listing</b>  |                                 |
| 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. |                                 |

### 3. FAIR TRADE GROUP (FTG)

#### 3.1 OFFICE: Philippine Accreditation Bureau (PAB)

**3.1.1 LOCATION:** 4th Floor, Trade & Industry Building, 361 Sen. Gil Puyat Ave. Makati City

#### 3.1.2 FRONTLINE SERVICE

- 1.1.2.1 Laboratory and Inspection Body Accreditation Process (Initial Assessment and Reassessment)
- 1.1.2.2 Laboratory & Inspection Body Accreditation Process (Surveillance Visit)
- 1.1.2.3 Laboratory & Inspection Body Accreditation Process (Special Assessment)
- 1.1.2.4 Processing of Initial Accreditation and Re-accreditation of Certification Bodies
- 1.1.2.5 Verification of Certification Bodies (CBs) Continuing Compliance Through Surveillance

#### 1.1.3 APPLICABLE FEES

| TYPE OF FEES  | LABORATORY ACCREDITATION                | MANAGEMENT SYSTEM ACCREDITATION          |
|---|---|--|
|   | Legal Basis:<br>DAO 13, Series of 1995  | Legal Basis:<br>DAO 01, Series of 2005   |
| Application Fee   | Php 300.00 (non-refundable)             | Php 2,000.00 (non-refundable)            |
| Assessment Fee including Document Review Initial, surveillance, Follow-up audit/visit                                       | Php 500.00 per man- hour                | Php 5,000.00 per man- day                |
| Accreditation Fee   | Php 5,000.00 per scope of accreditation | Php 10,000.00 per scope of accreditation |
| Annual Accreditation Fee  | Php 3,000.00 per scope of accreditation | Php 5,000.00 per scope of accreditation  |
| Note: Fees are subject to change due to any amendments in accordance with existing laws, implementing rules and regulations |   |  |

### **3.2 OFFICE: Bureau of Philippine Standards (BPS)**

**3.2.1 LOCATION:** 4th Floor, Trade & Industry Building, 361 Sen. Gil Puyat Ave.  
Makati City

#### **1.2.2 FRONTLINE SERVICES AND APPLICABLE FEES:**

- 1.2.2.1 Processing of Import Commodity Clearance
- 1.2.2.2 Processing of Philippine Standard (PS) Quality and/or Safety Certification Mark License/ Processing of Statement Confirmation
- 1.2.2.3 Processing for Printed and Reproduced Philippine National Standards (PNS)
- 1.2.2.4 Testing Laboratory Fee

#### **1.2.3 APPLICABLE FEES**

- 3.2.3.1 Please see Annex A

### **3.3 OFFICE: Fair Trade Enforcement Bureau (FTEB)**

**3.3.1 LOCATION:** 4th Floor, Trade & Industry Building, 361 Sen. Gil Puyat Ave.  
Makati City

#### **1.3.2 FRONTLINE SERVICES**

##### **1.3.2.1 Import Regulatory Division (IRD)**

| PROGRAMS  | AMOUNT    |
|---|-----------|
| <b>Accreditation of Truck-Bus Rebuilding Centers (DAO 08-03)</b>  |           |
| Truck Rebuilding Application  | 300.00    |
| Truck Rebuilding Accreditation  | 30,000.00 |
| Documentary Stamp   | 30.00     |
| <b><i>Note:</i> Fees are subject to change due to any amendments in accordance with existing laws, implementing rules and regulations</b> |           |

##### **1.3.2.2 Business Licensing and Accreditation Division (BLAD)**

- 1.3.2.2.1 Issuance of Certificate of Accreditation for Private Emission Testing Centers (PETCs)
- 1.3.2.2.2 Issuance of Certificate of Authority for Ship and Merchandise Broker
- 1.3.2.2.3 Issuance of Certificate of Registration for Bulk Sales
- 1.3.2.2.4 Issuance of General Bonded Warehouse License
- 1.3.2.2.5 Issuance of Waiver under PD 1466

### 1.3.2.3 Adjudication Division

#### 3.3.2.3.1 Administrative Fine

### 1.3.3 APPLICABLE FEES:

1.3.3.1 Administrative fine is based on the applicable law itself (Republic Act), then the corresponding DTI issuance on schedule/table of fines such as DAO 02, Series of 2007, DAO 06, Series of 2007 upon the determination of the Adjudication Officer as approved by the Division Chief pursuant to D.O. 24-243, Series of 2024 (re: Institutionalizing the Review and Approval of All Decisions, Resolutions, Orders, and Other Issuances of the Department's Designated Adjudication Officers)

1.3.3.2 Please see Annex B.

## 2. OFFICE OF THE SECRETARY

### 1.1 OFFICE: Office of the Special Mandate on Vape

1.1.1 **LOCATION:** 9th Floor, Filinvest Building, 387 Sen. Gil Puyat Ave. Makati City

#### 1.1.2 FRONTLINE SERVICES

- 1.1.2.1 Import Commodity Clearance
- 1.1.2.2 Philippine Standard (PS) License
- 1.1.2.3 Certificate of Conditional Release (CCR)
- 1.1.2.4 Certificate of Warehouse Registration (CWR)
- 1.1.2.5 Designated Vaping Area (DVA)
- 1.1.2.6 Permit fee for Sales Promotion and/or promotional events
- 1.1.2.7 ICC Stickers
- 1.1.2.8 Administrative Fine

#### 1.1.3 APPLICABLE FEES

1.1.3.1 Please see Annex C.

## 2. MANAGEMENT SERVICE GROUP (MSG)

### 2.1 OFFICE: Human Resource Administrative Service (HRAS)

2.1.1 **LOCATION:** 9th Floor, Filinvest Building, 387 Sen. Gil Puyat Ave. Makati City

#### 2.1.2 FRONTLINE SERVICES

- 2.1.2.1 Bidding documents
- 2.1.2.2 Bid Security
- 2.1.2.3 Performance Bond
- 2.1.2.4 Protest Fee

#### 2.1.3 APPLICABLE FEES

2.1.3.1 Please see Annex D.



## 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).

|                             |  |
|-----------------------------|--|
| <b>Office or Division:</b>  | Legal Service  |
| <b>Classification:</b>      | Simple   |
| <b>Type of transaction:</b> | G2C – Government-to-Citizen, G2G – Government-to-Government  |
| <b>Who may avail:</b>       | Internal: All Officials and Employees of the DTI Central Office<br>External: Heirs, Family Members of Deceased DTI personnel |

| CHECKLIST OF REQUIREMENTS   | WHERE TO SECURE                                     |
|---|---|
| 1. Duly Accomplished Request Form   | Legal Service                                       |
| <b>Additional Requirements</b>  |   |
| 2. For Official/Personal Travel<br>• Travel Authority   | HRAS-Records Division/Concerned Approving Authority |
| 3. For Clearance<br>(Resignation/Transfer/Retirement/Leave/Other Mode of Separation)<br>• Duly Accomplished HRAS Clearance Form | HRAS  |
| 4. For Application for Scholarship<br>• Letter of Invitation  | Host Country or Sponsor                             |
| 5. For Renewal/Application of Bond<br>• Official Designation as Disbursing Officer  | Concerned Head of Office                            |
| 6. For Legal Consultation<br>• Travel Order   | Concerned Approving Authority                       |
| 7. For SPRINTS<br>• Memo request of office concerned  | Concerned Head of Office                            |
| 8. For Landbank Loan<br>• Accomplished landbank loan form   | Landbank  |
|   |   |

| CLIENT STEPS  | AGENCY ACTIONS   | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE      |
|---|--|-----------------|-----------------|-------------------------|
| For DTI officials and employees with active DTI email, access the following link: <a href="#">Request for CNPC</a> or <a href="https://bit.ly/4kmv768">https://bit.ly/4kmv768</a> | 1. Evaluates and checks the completeness of the information provided by the requestor and the additional requirements, if any. | None            | 6 working hours | CNPC Processing Officer |

| CLIENT STEPS   | AGENCY ACTIONS   | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE  |
|--|--|-----------------|-----------------|---|
| For DTI officials and employees without active DTI email, accomplish the hard copy or soft copy (in pdf) request form that will be provided by the LS Staff. | <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> |                 |                 |   |
|  | 2. Checks the records to verify whether the requestor has a pending disciplinary administrative case.  |                 | 4 working hours | CNPC Processing Officer   |
|  | 3. Prepares the CNPC and submit to the IAU-FIC Team for review.  |                 | 4 working hours | CNPC Processing Officer   |
|  | 4. Verifies the accuracy of the CNPC.  |                 | 4 working hours | IAU-FIC Secretariat   |
|  | 5. Submits reviewed CNPC to IAU-FIC Chairperson (or in case of unavailability or absence to the IAU-FIC Vice-Chairperson)  |                 | 30 minutes      | CNPC Processing Officer   |
|  | 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) |

| CLIENT STEPS                 | AGENCY ACTIONS  | FEE TO BE PAID | PROCESSING TIME       | PERSON RESPONSIBLE      |
|------------------------------|---|----------------|-----------------------|-------------------------|
|                              | 7. Accomplishes the Client Satisfaction Feedback form sent to client email  |                | 3-5 minutes           | Client                  |
|                              | 8. Releases the approved and signed CNPC to the requestor via email upon receipt of accomplished CSF. Hardcopy may be provided, if requested. |                | <b>30 minutes</b>     | CNPC Processing Officer |
| <b>Total Processing Time</b> |   |                | <b>3 working days</b> |                         |

## 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](mailto: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

| <b>Office or Division:</b>  | DTI-National Capital Regional Office – Finance and Administrative Service Division (FASD) |                     |
|---|---|---------------------|
| <b>Classification:</b>  | Simple  |                     |
| <b>Type of Transaction:</b>   | G2G – Government-to-Government  |                     |
| <b>Who may avail:</b>   | 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](mailto: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 |
|   | Complete, 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](mailto:artaunit@dti.gov.ph)).

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

| <b>Office or Division:</b>                       | DTI-National Capital Regional Office – Finance and Administrative Service Division (FASD) |                 |
|--|---|-----------------|
| <b>Classification:</b>                           | Simple  |                 |
| <b>Type of Transaction:</b>                      | G2G – Government-to-Government  |                 |
| <b>Who may avail:</b>                            | 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](mailto:artaunit@dti.gov.ph)).

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

| <b>Office or Division:</b>  | DTI-National Capital Regional Office – Finance and Administrative Service Division (FASD) |                 |
|-----------------------------|---|-----------------|
| <b>Classification:</b>      | Simple  |                 |
| <b>Type of Transaction:</b> | G2G – Government-to-Government  |                 |
| <b>Who may avail:</b>       | 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           | 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](mailto: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 |
|---|--|-----------------|---|--------------------|
| sting 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 | 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](mailto: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 |

|                              |   |      |               |                        |
|------------------------------|---|------|---------------|------------------------|
|                              | 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 |
| <b>Total Processing Time</b> |   |      | <b>7 Days</b> |                        |

## 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.

| <b>Office or Division:</b>  | DTI-CAR Regional Office- Office of the Regional Director  |                          |                 |  |
|---|---|--------------------------|-----------------|--|
| <b>Classification:</b>  | Simple  |                          |                 |  |
| <b>Type of Transaction:</b>   | G2G – Government-to-Government, G2C – Government-to-Citizens  |                          |                 |  |
| <b>Who may avail:</b>   | 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<br><br><i>Note: employee can only request for his/her own record</i> | 1.1 Receive and record letter request<br><br><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                     |
| <b>Total Processing Time</b>  |   | <b>1 Day, 25 Minutes</b> |                 |  |

## 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](mailto: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            | PROCESSING TIME | PERSON RESPONSIBLE                            |
| 1. Submit Project Proposal<br><br>Note: Proposals from Provincial Offices must have passed the Provincial Evaluation Committee (PEC) | 1.1 Endorse to the Regional Office for evaluation   | None            | 1 day           | Provincial Director/OIC, RO Division Head     |
|  | 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](mailto: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.

| <b>Office or Division:</b>  | DTI-CAR Regional Office – Finance and Administrative Division   |                 |  |                                 |
|---|---|-----------------|--|---------------------------------|
| <b>Classification:</b>  | Complex Transaction   |                 |  |                                 |
| <b>Type of Transaction:</b>   | G2G – Government-to-Government  |                 |  |                                 |
| <b>Who may avail:</b>   | 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<br><br><i>If the requested supply/ material/ equipment is available, facilitate procurement process</i> | None            | 5 days   | Supply Designated Officer (SDO) |
| <b>Total Processing Time</b>  |   | <b>7 Days</b>   |  |                                 |

## 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](mailto: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"><li>▪ All accomplished Application for Leave and attachments should be submitted in triplicate:</li></ul>  |  |                                    |
| <ul style="list-style-type: none"><li>▪ Half Day Sick Leave – attach Medical Certificate accomplished by a licensed physician.</li></ul>   |  |                                    |
| <ul style="list-style-type: none"><li>▪ Sick Leave more than 5 days – attach Medical Certificate accomplished by licensed physician.</li></ul>   |  |                                    |
| <ul style="list-style-type: none"><li>▪ Maternity Leave – attach Medical Certificate, and Clearance</li></ul>  |  |                                    |
| <ul style="list-style-type: none"><li>▪ Paternity Leave – attach birth certificate of child and marriage certificate</li></ul>   |  |                                    |
| <ul style="list-style-type: none"><li>▪ Solo Parent Leave – attach Solo Parent ID</li></ul>  |  |                                    |
| <ul style="list-style-type: none"><li>▪ Special Leave Benefit for Women (RA 9710) – attach letter request availing said leave, Clearance, Medical Certificate indicating the findings, procedure and physician's recommendation.</li></ul> |  |                                    |
| <ul style="list-style-type: none"><li>▪ Rehabilitation Leave – attach letter request, police report, medical certificate acquired from a government physician and others as deemed necessary</li></ul>                                     |  |                                    |
| <ul style="list-style-type: none"><li>▪ Special Privilege Leave (SPL) due to calamity – attach declaration of state of calamities from LGU or certification from Barangay Captain.</li></ul>   |  |                                    |

| CLIENT STEPS   | AGENCY ACTIONS   | FEES              | TIME   | PERSON RESPONSIBLE   |
|--|--|-------------------|--------|--|
| <b>Leave Application w/in the signing authority of PD/OIC</b>  |  |                   |        |  |
| <p>1. Submit Accomplished Application for Leave, CSC Form 6, 1998;</p> <p><b>VACATION LEAVE:</b><br/>Submit accomplished Application for Leave Form at least 5 days before availment;</p> <p><b>SPECIAL PRIVILEGE LEAVE:</b><br/>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><b>SICK LEAVE:</b><br/>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              | 5 mins | Administrative Officer/<br>Designated Administrative Officer |
|  | 1.2 Check completeness of documents and certify availability of Leave Credits (countersign for the HRMO)   | None              | 5 mins | Administrative Officer/<br>Designated Administrative Officer |
|  | 1.3 Sign Recommending approval of Application for Leave  | None              | 5 mins | Supervisor/ OIC  |
|  | 1.4 Approve / Disapprove Application for Leave   | None              | 5 mins | Provincial Director/OIC                                      |
| 2. Receive approved/ disapproved leave application   | <p>2.1 File Application for Leave</p> <p>In case of disapproval, the Administrative Officer shall inform the concerned employee to avoid AWOL.</p> | None              | 5 mins | Administrative Officer/<br>Designated Administrative Officer |
| <b>Total Processing Time</b>   |  | <b>25 minutes</b> |        |  |



| CLIENT STEPS   | AGENCY ACTIONS  | FEES | TIME   | PERSON RESPONSIBLE  |
|--|---|------|--------|---|
| <b>Leave Application within the signing authority of the Regional Director</b>   |   |      |        |   |
| <p>1. Submit Accomplished Application for Leave, CSC Form 6, 1998;</p> <p><b>VACATION LEAVE:</b><br/>Submits accomplished Application for Leave Form at least five (5) days before availment</p> <p><b>SPECIAL PRIVILEGE LEAVE:</b><br/>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><b>SICK LEAVE:</b><br/><b>Half-day Sick Leave</b><br/>RO Employees submits application for leave upon employee's return for work, and attach Medical Certificate.</p> <p><b>All Employees:</b><br/>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:<br/><b>Rehabilitation Leave</b><br/>Submits Application for Leave at least seven (7) days from the time of accident/injury with required attachments;</p> <p><b>Maternity Leave</b><br/>Submits Application for Leave as early as 12 weeks before due date or during the delivery date with required attachments;</p> <p><b>Paternity Leave</b><br/>Submits application at least five (5) days before availment.</p> | <p>1.1 Record receipt of application for leave and endorse application for leave and attachments to the Regional Office</p> | None | 5 mins | Administrative Officer/<br>Designated Administrative Officer/Record Officer |

| CLIENT STEPS                                      | AGENCY ACTIONS   | FEES              | TIME   | PERSON RESPONSIBLE                              |
|---|--|-------------------|--------|---|
|   | 1.2 Record and endorse Application for Leave to HRMO for certification   |                   | 5 mins | Records Officer                                 |
|   | 1.3 Check completeness of documents and certify availability of Leave Credits                                      |                   | 5 mins | Human Resource Management Officer (HRMO)        |
|   | 1.4 Sign recommending approval of Application for Leave  |                   | 5 mins | Provincial Director/OICs (PO)/Regional DCs/OICs |
|   | 1.5 Approve/Disapprove Application for Leave   |                   | 5 mins | Regional Director                               |
| 2. Receive approved/disapproved leave application | Files approved<br>Application for Leave<br><br>In case of disapproval, inform the employee concerned to avoid AWOL | None              | 5 mins | Human Resource Management Officer (HRMO)        |
| <b>Total Processing Time</b>                      |  | <b>30 minutes</b> |        |   |

**Note:**

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.

## 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](mailto:artaunit@dti.gov.ph)).

| <b>Office or Division:</b>  | DTI Region I – Finance and Administrative Division |                   |
|---|--|-------------------|
| <b>Classification:</b>  | Simple   |                   |
| <b>Type of Transaction:</b>   | G2G – Government-to-Government                     |                   |
| <b>Who may avail:</b>   | DTI Region I Employees                             |                   |
| CHECKLIST OF REQUIREMENTS   |  | WHERE TO SECURE   |
| <b>2 copies each</b>  |  |                   |
| <b>1. Reimbursement of Traveling Expenses</b>   |  | AFMD - RO and POs |
| <ul style="list-style-type: none"> <li>Approved Travel Order</li> <li>Approved Itinerary of Travel</li> <li>Certificate of Travel Completed                             <ul style="list-style-type: none"> <li>Tickets (Bus, Plane, Taxi, Boarding Pass, Terminal Fee)</li> <li>Reimbursement Expense Receipt (RER)</li> <li>Certificate of Appearance/Certificate of Participation</li> <li>Letter of Invitation/Admin. Details (if applicable)</li> </ul> </li> </ul> |  |                   |
| <b>2. Reimbursement of Plane Tickets</b>  |  | AFMD - RO and POs |
| <ul style="list-style-type: none"> <li>Official Receipt</li> <li>Confirmed Booking/Itinerary Receipt</li> <li>Approved Travel Order</li> </ul>  |  | DTI – RO 1/ROG    |
| <b>3. Reimbursement of Training/Seminar Fee</b>   |  |                   |
| <ul style="list-style-type: none"> <li>Official Receipt</li> <li>Training Invitation</li> <li>Authority to attend training/Confirmation Slip</li> </ul>   |  |                   |
| <b>4. Reimbursement of Gasoline/Oil/Toll Fees</b>   |  | DTI – RO 1/ROG    |
| <ul style="list-style-type: none"> <li>Official Receipt</li> <li>Authority to withdraw/purchase gasoline</li> <li>Vehicle Trip Ticket</li> </ul>  |  | AFMD - RO and POs |
| <b>5. Reimbursement of Postage &amp; Deliveries</b>   |  | AFMD - RO and POs |
| <ul style="list-style-type: none"> <li>Official Receipt/ Reimbursement Expense Receipt (RER)</li> <li>Purchase Request</li> <li>Summary of mailings with amount of stamps (postage)</li> <li>Acceptance Receipt (deliveries)</li> </ul>   |  |                   |

| 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 and endorse to the Budget Unit  | None            | 20 minutes | Record Officer      |
|   | 1.2 Receives ORs, DV, and supporting documents. Attach and fill-out routing slip for each claim   | None            | 10 minutes | Budget Unit (Clerk) |
|   | 1.3 Initially reviews the supporting documents and check the Purchase Order/Job Order/Notice to Proceed as reference for obligation   | None            | 35 minutes | Budget Officer      |
|   | 1.4 Certifies availability of Allotment and obligate for the purpose indicated  | None            | 10 minutes | Budget Officer      |
|   | 1.5 Assigns number on the ORs and encodes in the Masterlist of Obligations & Registry of Allotment and Obligation (RAO-PS/MOOE/CO)  | None            | 10 minutes | Budget Officer      |
|   | 1.6 Receives ORS/DV together with the supporting documents from the Budget Unit.<br><br>Initially check the supporting documents using the checklist of requirements and stamps "received" if complete. Assign DV Number and record it in the | None            | 1 hour     | Accounting Clerk    |

| CLIENT STEPS | AGENCY ACTIONS  | FEES TO BE PAID | TIME       | PERSON RESPONSIBLE  |
|--------------|---|-----------------|------------|---|
|              | logbook//database.<br><br>The DV will be returned to the claimant if its incomplete.  |                 |            |   |
|              | 1.7. Reviews the completeness of supporting documents and validity of claims; check correctness of computation; and certify Cash Availability       | None            | 1 hour     | Accountant  |
|              | 1.8 Records in the logbook the release of ORS/DV and supporting documents to the Head of Agency or Authorized Representative for approval of the DV | None            | 10 minutes | Accounting Clerk  |
|              | 1.9 Receives DV/ORS and supporting documents in the logbook the date of receipt   | None            | 10 minutes | Office of the Regional Director (receiving/releasing staff)                   |
|              | 1.10 Approves DV for payment  | None            | 1 hour     | Regional Director/Authorized Representative, subject to limitations on amount |
|              | 1.11 Records in the logbook the approved DV and all supporting documents and forwards the documents to the Cashier                                  | None            | 10 minutes | Office of the Regional Director (receiving/releasing staff)                   |
|              | 1.12 a. Checks the completeness of signatories on the DV and prepares check/ADA;  | None            | 1 hour     | Cashier   |

| CLIENT STEPS  | AGENCY ACTIONS   | FEES TO BE PAID | TIME    | PERSON RESPONSIBLE   |
|---|--|-----------------|---------|--|
|   | Reviews the amount of the check against the DV and Supporting documents  |                 |         |  |
|   | 1.12 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 | None            | 2 hours | Cashier/RD or Authorized Representative/<br>Chief Administrative Officer<br><br>Accountant (LDDAP) |
| 1. Payee claims payment (Check or LDDAP-ADA)<br><br>(credited directly to the account of payee) | Release check/furnish copy of the LDDAP-ADA to the payee/claimant or his authorized representative thru the following:<br><br><b>Claims of Staff in the Provincial Offices</b> -Checks and ADAs are released/transmitted to the Provincial Offices; and<br><br><b>Claims of Staff in the Regional Office</b> -Checks are released directly to  | None            | 2 days  | Cashier<br><br>FOR VERIFICATION WITH THE CASHIER<br>-No copy for internal clients, external only   |

| CLIENT STEPS                 | AGENCY ACTIONS   | FEE<br>TO BE<br>PAID | TIME | PERSON<br>RESPONSIBLE |
|------------------------------|--|----------------------|------|-----------------------|
|                              | <p>the Payee/Claimant or his authorized representative.</p> <p>For ADA payment, an LDDAP-ADA Payment Slip is being furnished to the claimant for his/her ready reference</p> |                      |      |                       |
| <b>Total Processing Time</b> |  | <b>3 days</b>        |      |                       |

## 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](mailto:artaunit@dti.gov.ph)).

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

| <b>Office or Division:</b>  | DTI Region I – Administrative Finance and Management Division                                |                   |                 |   |
|---|--|-------------------|-----------------|---|
| <b>Classification:</b>  | Simple   |                   |                 |   |
| <b>Type of Transaction:</b>   | G2G – Government-to-Government   |                   |                 |   |
| <b>Who may avail:</b>   | 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 for CoE, Performance Certification of Permanent Employees, Service Record, SALN, and other HR-related documents except for documents which require verification and review. | 1.1 Record receipt of Service Requisition Form or letter request and endorse to the HR Unit. | None              | 3 mins          | Records Officer   |
|   | 1.2 Prepare requested document or certification.   |                   | 5 mins          | Human Resource Management Officer (HRMO)  |
|   | 1.3 Sign requested document or certification   |                   | 5 mins          | Regional Director/ Chief Administrative Officer (CAO)/ Human Resource Management Officer (HRMO) |
|   | 1.4 Record release of signed document/ certification to the employee concerned.              |                   | 4 mins          | Records Officer   |
| 2. Receive requested document/ certification  | 2.1 Provide copy of certification to concerned employee                                      | None              | 3 mins          | Human Resource Management Officer (HRMO)  |
| <b>Total Processing Time</b>  |  | <b>20 minutes</b> |                 |   |



## 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](mailto: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.”

| <b>Office or Division:</b>  | DTI-Region I Regional Office – Finance & Administrative Division   |                   |                 |                            |
|---|--|-------------------|-----------------|----------------------------|
| <b>Classification:</b>  | Simple   |                   |                 |                            |
| <b>Type of Transaction:</b>   | G2G – Government-to-Government   |                   |                 |                            |
| <b>Who may avail:</b>   | 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:<br>- If Supplies are available, issue supply to the concerned employee.<br>- 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             |
| <b>Total Processing Time</b>  |  | <b>20 minutes</b> |                 |                            |

### 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](mailto: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.

| <b>Office or Division:</b>   | DTI-II Regional Office - Administrative and Finance Management Division  |
|--|--|
| <b>Classification:</b>   | Simple   |
| <b>Type of Transaction:</b>  | G2G – Government-to-Government, G2C – Government-to-Citizen  |
| <b>Who may avail:</b>  | 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   | FEEES TO BE PAID | 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   |
| <b>Total Processing Time</b>  |  |                  | <b>2 days, 20 minutes</b> |  |

### 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](mailto: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  |

|   |  |      |                     |                          |
|---|--|------|---------------------|--------------------------|
|   | 3.4. HR retrieves needed document and prepares certified copy as necessary |      | 3 hours, 30 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     |

| CLIENT STEPS   | AGENCY ACTIONS   | FEES TO BE PAID | PROCESSING TIME    | PERSON RESPONSIBLE           |
|--|--|-----------------|--------------------|------------------------------|
|  | 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         |
|  | 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-consumable supplies and materials  |                 | 30 minutes      |  |
| Total Processing Time   |  | 3 hours         |                 |  |



### 34. Processing of Claims

The Processing of Claims is considered a **SIMPLE<sup>2</sup>** 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](mailto: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   |
|---|---------------------------------|------|------------|--|
| <b>Internal</b>   |                                 |      |            |  |
| 1. Submit disbursement voucher with complete supporting documents | 1.1 Obligate                    | None | 10 minutes | Finance and Administrative (FAD) Chief/<br>Budget Officer<br>(Administrative Officer V)    |
|   | 1.2 Review, process and certify | None | 10 minutes | Finance and Administrative (FAD) Chief/<br>Accountant II/III/<br>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/<br>Provincial Director  |

<sup>2</sup> For recurring claims; May be complex if claim is BAC-procured or above PhP 50,000

| CLIENT STEPS                                 | AGENCY ACTIONS  | FEES | TIME          | PERSON RESPONSIBLE  |
|--|---|------|---------------|---|
|  | 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  |
| <b>External</b>                              |   |      |               |   |
| 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 |
| <b>Total Processing Time</b>                 |   |      | <b>2 Days</b> |   |

### 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](mailto: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;<br>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<br>HRMO III (AO V);<br>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<br>HRMO III (AO V )<br>Accountant III<br>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 requests, 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:                             |   | To be accomplished by the client/requesting party |  |
| Important details such as: Name, contact info<br>Type of document needed; date needed |   |   |  |
| 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/ | 2.2 Release the requested certificate/ records to the                              | None | 10 minutes | Administrative Assistant   |

| CLIENT STEPS  | AGENCY ACTIONS   | FEES                              | TIME | PERSON RESPONSIBLE |
|---|--|-----------------------------------|------|--------------------|
| records, and accomplish the Customer Satisfaction Feedback (CSF) form | requesting party/client, and provide Customer Satisfaction Feedback (CSF) form |                                   |      |                    |
| <b>Total Processing Time</b>  |  | <b>2 days, 1 hour, 15 minutes</b> |      |                    |

### 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](mailto:artaunit@dti.gov.ph)). For feedback and complaints, please refer to page 195.

Various documents such as Certificate of Employment, Service Records, pay slips, 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:                            |   | To be accomplished by the client/requesting party |  |
| Important details such as: Name, contact info<br>Type of document needed; date needed |   |   |  |
| 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   |      | 2 days     | Administrative Assistant                 |

| CLIENT STEPS  | AGENCY ACTIONS  | FEES                       | TIME       | PERSON RESPONSIBLE                        |
|---|---|----------------------------|------------|---|
|   | other records, stamping & signing of "Certified Photocopy"  |                            |            |   |
|   | 1.5 Certify/ sign/ approve records/ certificates  |                            | 15 minutes | HRMO / Chief Administrative Officer (CAO) |
| 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                  |
| <b>Total Processing Time</b>  |   | <b>12 days, 35 minutes</b> |            |   |

### 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  |
| <b>Total Processing Time</b>  |  |                 | <b>46 minutes</b> |                    |



## 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](mailto: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 |
| <b>Reimbursement of Traveling Expenses (Regional and Provincial Offices):</b><br><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  |                 |
| <b>Cash Advance for Traveling Expenses (Regional Office Only):</b> <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   |                 |
| <b>Cash Advance for Projects (Regional Office Only):</b>   |   |                 |
| 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 |
| <b>Grant of Petty Cash Fund (Regional Office Only):</b>  |  |
| 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/<br>PO Authorized<br>Signatories                            |
|   | 1.9 Submit ACIC and LDDAP ADA<br>to Land Bank of the Philippines<br>(LBP)  | None                              | 3 hours       | Cashier,<br>Accounting<br>Clerk/AFMD<br>Assistant POs)                     |
|   | 1.10 Issue check or verified copy<br>of LDDAP ADA and BIR Form<br>2306/2307 (if applicable) to payee<br>/ claimant | None                              | 10<br>minutes | Cashier,<br>Accounting<br>Clerk/PO Acting<br>Cashier; PO<br>AFMD Assistant |
| 2.1 Receive Check or<br>Verified LDDAP-ADA;<br>and sign in Box E of<br>DV for the Receipt of<br>Payment |  | None                              | 5<br>minutes  | Cashier/ PO<br>Acting Cashier<br>and Claimant                              |
| <b>Total Processing Time</b>  |  | <b>1 day, 5 hours, 10 minutes</b> |               |  |

## 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](mailto: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 |
| <b>Total Processing Time</b>                          |  | <b>30 minutes</b> |                 |                                      |

## 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](mailto: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)<br>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         |

| CLIENT STEPS   | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|--|----------------|-----------------|-----------------|--------------------|
| 3. Receive requested supplies and materials and acknowledge the receipt of supplies and materials by signing in RIS and/or ICS (as applicable) |                | None            | 5 minutes       | Supply Officer     |
| <b>Total Processing Time</b>   |                | <b>1 hour</b>   |                 |                    |

## 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](mailto:artaunit@dti.gov.ph)).

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

| <b>Office or Division:</b>   | DTI R5 – Administrative, Finance and Management Division   |                 |                             |   |
|--|--|-----------------|-----------------------------|---|
| <b>Classification:</b>   | Simple   |                 |                             |   |
| <b>Type of Transaction:</b>  | G2G – Government-to-Government, G2C – Government-to-Citizen  |                 |                             |   |
| <b>Who may avail:</b>  | 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"> <li>• Service Record</li> <li>• Certificate of Employment</li> <li>• Office Clearance</li> <li>• Other HR Records</li> </ul> | 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   |
| <b>Total Processing Time</b>   |  | <b>3 days</b>   |                             |   |

### 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](mailto: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.

| <b>Office or Division:</b>  | DTI-VI Regional Office – Finance and Administrative Division (FAD) |   |
|---|--|---|
| <b>Classification:</b>  | Simple   |   |
| <b>Type of Transaction:</b>   | G2G – Government-to-Government                                     |   |
| <b>Who may avail:</b>   | 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<br>FAD Chief<br>Regional Director |
|                              | 1.4. Approve Advice to Debit Account (ADA)       | None | 5 hours          | FAD Chief/<br>Regional Director<br>Cashier   |



| CLIENT STEPS                            | AGENCY ACTIONS                                 | FEES                  | PROCESSING TIME* | PERSON RESPONSIBLE |
|---|--|-----------------------|------------------|--------------------|
| 2. Receive Payment through bank account | 2.1. Print "Successful" debit from DTI Account | None                  | 1 hour           | Cashier            |
| <b>Total Processing Time</b>            |  | <b>2 working days</b> |                  |                    |

\*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)              |  |   |  |
| 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 |  |   |  |

| 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 |

| CLIENT STEPS  | AGENCY ACTIONS  | FEES                              | PROCESSING TIME* | PERSON RESPONSIBLE |
|---|---|-----------------------------------|------------------|--------------------|
|   |   |                                   |                  | 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            |
| <b>Total Processing Time</b>                                  |   | <b>2 working days, 10 minutes</b> |                  |                    |

\*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.

|                             |  |
|-----------------------------|--|
| <b>Office or Division:</b>  | DTI-VI Regional Office – Finance and Administrative Division (FAD) |
| <b>Classification:</b>      | Simple   |
| <b>Type of Transaction:</b> | G2B – Government-to-Business                                       |
| <b>Who may avail:</b>       | 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 |   |

| CHECKLIST OF REQUIREMENTS  | WHERE TO SECURE     |
|--|---------------------|
| 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                      |
| <b>Total Processing Time</b>                                  |  | <b>2 working days, 10 minutes</b> |                  |                              |

## 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.

| <b>Office or Division:</b>                                    | DTI-VI Regional Office – Finance and Administrative Division |                           |   |  |
|---|--|---------------------------|---|--|
| <b>Classification:</b>  | Simple   |                           |   |  |
| <b>Type of Transaction:</b>                                   | G2G – Government-to-Citizen                                  |                           |   |  |
| <b>Who may avail:</b>   | 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                                |
| <b>Total</b>  |  | <b>2 days, 10 minutes</b> |   |  |

\*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<br>FAD Chief<br>Regional Director |
|   | 1.4. Issue check and print Online Advise of Checks Issued and Cancelled Checks | None                              | 5 hours          | FAD Chief<br>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                                      |
| <b>Total Processing Time</b>  |  | <b>2 working days, 10 minutes</b> |                  |  |

\*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 Pag-ibig Fund (1 original, 1 duplicate)                                 |  | Pag-ibig 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<br>FAD Chief<br>Regional Director<br>Cashier |
|   | 1.5. Obligate approved Payroll                           | None                              | 1 hour           | Budget Officer  |
| <b>Total</b>  |  | <b>1 day, 5 hours, 30 minutes</b> |                  |   |

\*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.

| 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                                |
| <b>Total Processing Time</b>                     |   | <b>2 working days</b> |                  |  |

*\*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)<br>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)                   |  |   |
| Approved PAP Proposal (1 photocopy)  |  | Project Account Officer   |

| 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<br>FAD Chief<br>Regional Director |
|  | 1.5. Approve Advice to Debit Account (ADA)                    |                       | 5 hours          | FAD Chief/<br>Regional Director<br>Cashier   |
| 2. Receipt of payment                            | 2.1. Print "Successful" debit from DTI Account                | None                  | 1 hour           | Cashier                                      |
| <b>Total Processing Time</b>                     |   | <b>2 working days</b> |                  |  |

*\*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](mailto: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.

|                             |   |
|-----------------------------|---|
| <b>Office or Division:</b>  | DTI-VII Regional Office – Finance and Administrative Division |
| <b>Classification:</b>      | Simple  |
| <b>Type of Transaction:</b> | G2G – Government-to-Government                                |
| <b>Who may avail:</b>       | Employees / End Users   |

| CHECKLIST OF REQUIREMENTS  | WHERE TO SECURE  |
|--|--|
| Obligation Request and Status (ORS) – 2 copies   | DTI<br>Employee's computer internal hard drive (QMS Forms)<br>DTI-VI FAD |
| Disbursement Voucher – Regional Office 1 copy; Provincial Offices 2 copies   |  |
| Supporting Documents (1 copy each): (See below)  |  |
| <b>TRAVEL</b>  |  |
| <b>Cash advance</b>  |  |
| 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 |  |
| <b>Liquidation of cash advance</b>   |  |
| 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   |  |
| <b>Reimbursement</b>   |  |
| 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  |                 |
| <b>PERSONNEL SERVICES:</b>  |                 |
| <b>Salary, Individual Claims</b>  |                 |
| <b>First salary for new employees for regular plantilla from private sector</b>   |                 |
| 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   |                 |
| <b>Additional Requirement for Employees Transferring from Another Gov't Agency</b>  |                 |
| 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   |                 |
| <b>Salary if deleted from payroll</b>   |                 |
| 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  |                 |
| <b>SALARY FOR CASUAL / CONTRACTUAL</b>  |                 |
| <b>First Salary</b>   |                 |
| 1. Certified true copy of pertinent contract / appointment  |                 |
| 2. Copy of ROPA marked received by CSC  |                 |
| 3. Accomplishment report  |                 |
| 4. Approved DTR   |                 |
| <b>Salary Differential</b>  |                 |
| 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   |                 |
| <b>Last Salary</b>  |                 |
| 1. Clearance from money, property and legal accountabilities  |                 |
| 2. Approved DTR   |                 |

| CHECKLIST OF REQUIREMENTS  | WHERE TO SECURE |
|--|-----------------|
| <b>Additional Requirements Due to Heirs Of Deceased Employee</b>   |                 |
| 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  |                 |
| <b>Maternity Leave</b>   |                 |
| 1. Certified true copy of approved application for leave   |                 |
| 2. Certified true copy of maternity leave clearance  |                 |
| 3. Medical certificate of maternity leave  |                 |
| 4. <b>Additional Requirement For Unused Maternity Leave</b>  |                 |
| 5. Medical certificate that employee is physically fit to work   |                 |
| 6. Certificate of assumption   |                 |
| 7. Approved DTR  |                 |
| <b>RATA (Reimbursement and Transportation Allowances)</b>  |                 |
| <b>For Individual Claim</b>  |                 |
| 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  |                 |
| <b>PEI (Performance Enhancement Incentive)</b>   |                 |
| <b>Individual Claims</b>   |                 |
| 1. Certification that performance ratings for two semesters is at least satisfactory   |                 |
| 2. Certification from legal office that employee has no administrative charge  |                 |
| 3. <b>General Claim</b>  |                 |
| 4. PIBpayroll  |                 |
| 5. List of personnel suspended preventively or with administrative charge  |                 |
| 6. List of personnel dismissed within the year   |                 |
| 7. List of personnel on AWOL   |                 |
| 8. Certification that performance ratings for two semesters is at least satisfactory   |                 |
| <b>RETIREMENT</b>  |                 |
| <b>R.A. 1616</b>   |                 |
| 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   |                 |
| 7. Affidavit of applicant that there is no pending criminal investigation or prosecution against him/her   |                 |
| 8. Additional requirement in case of resignation   |                 |

| CHECKLIST OF REQUIREMENTS   | WHERE TO SECURE |
|---|-----------------|
| - 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 |                 |
| <b>Terminal Leave Benefits</b>  |                 |
| 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   |                 |
| <b>Monetization</b>   |                 |
| 1. Approved leave application with remaining balance certified by HR  |                 |
| 2. Request for leave covering more than 10 days approved by head of agency  |                 |
| <b>For 50% Or More</b>  |                 |
| Clinical abstract / medical procedures in case of medical/hospital needs  |                 |
| Barangay certification in case of financial assistance for calamity, typhoon, fire etc.   |                 |
| <b>C.N.A. (Collective Negotiation Agreement)</b>  |                 |
| 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   |                 |
| <b>Honoraria</b>  |                 |

| CHECKLIST OF REQUIREMENTS  | WHERE TO SECURE |
|--|-----------------|
| <b>BAC (Bids and Awards Committee)</b>   |                 |
| 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   |                 |
| <b>Lecturer/Coordinator</b>  |                 |
| 1. Office order  |                 |
| 2. Coordinator's report on lecturer's schedule   |                 |
| 3. Course syllabus / program of lectures   |                 |
| <b>Overtime</b>  |                 |
| 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   |                 |
| <b>DTR</b>   |                 |
| <b>PUBLIC BIDDING</b>  |                 |
| <b>Documents Common To All Public Bidding</b>  |                 |
| 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 |
|--|-----------------|
| <b>SERVICES OF THE IRR OF RA9184</b>   |                 |
| <b>Eligibility Requirements For Goods And Infrastructure</b>   |                 |
| <b>CLASS A DOCUMENTS</b>   |                 |
| <b>LEGAL DOCUMENTS</b>   |                 |
| 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  |                 |
| <b>TECHNICAL DOCUMENTS</b>   |                 |
| 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  |                 |
| <b>FINANCIAL DOCUMENTS</b>   |                 |
| 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)   |                 |
| <b>Eligibility Requirements for Consulting Services</b>  |                 |
| <b>LEGAL DOCUMENTS</b>   |                 |
| 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   |                 |
| <b>TECHNICAL DOCUMENTS</b>   |                 |
| 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  |                 |
| <b>FINANCIAL DOCUMENTS</b>   |                 |
| 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 |
|---|-----------------|
| <b>GOODS</b>  |                 |
| 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"> <li>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</li> </ul>  |                 |
| <ul style="list-style-type: none"> <li>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</li> </ul>  |                 |
| <ul style="list-style-type: none"> <li>It is authorizing the head of the procuring entity or his duly authorized representative/s to verify all the documents submitted</li> </ul>  |                 |
| <ul style="list-style-type: none"> <li>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</li> </ul> |                 |
| <ul style="list-style-type: none"> <li>It complies with the disclosure provision under section 47 of the act in relation to other provisions of RA 3019</li> </ul>  |                 |
| <ul style="list-style-type: none"> <li>It complies with the responsibilities of a prospective or eligible bidder provided in the PBD</li> </ul>   |                 |
| <ul style="list-style-type: none"> <li>It complies with existing labor laws and standards, in the case of procurement of services</li> </ul>  |                 |
| <ul style="list-style-type: none"> <li>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</li> </ul>  |                 |
| <b>INFRASTRUCTURE</b>   |                 |
| 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"> <li>Organizational chart for the contract to be bid</li> </ul>   |                 |
| <ul style="list-style-type: none"> <li>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</li> </ul>  |                 |
| <ul style="list-style-type: none"> <li>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</li> </ul>   |                 |



| CHECKLIST OF REQUIREMENTS  | WHERE TO SECURE |
|--|-----------------|
| 4. Bidder or its duly authorized representative in the form prescribe by the GPPB as to the following:   |                 |
| <ul style="list-style-type: none"> <li>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</li> </ul>  |                 |
| <ul style="list-style-type: none"> <li>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</li> </ul>   |                 |
| <ul style="list-style-type: none"> <li>It is authorizing the head of the procuring entity or his duly authorized representative/s to verify all the documents submitted</li> </ul>   |                 |
| <ul style="list-style-type: none"> <li>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</li> </ul> |                 |
| <ul style="list-style-type: none"> <li>It complies with the disclosure provision under section 47 of the act in relation to other provisions of RA 3019</li> </ul>   |                 |
| <ul style="list-style-type: none"> <li>It complies with the responsibilities of a prospective or eligible bidder provided in the PBD</li> </ul>  |                 |
| <ul style="list-style-type: none"> <li>It complies with existing labor laws and standards, in the case of procurement of services</li> </ul>   |                 |
| <ul style="list-style-type: none"> <li>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</li> </ul>   |                 |
| <b>CONSULTING SERVICES</b>   |                 |
| 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"> <li>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</li> </ul>  |                 |
| <ul style="list-style-type: none"> <li>Requirements is an authentic copy of the original, complete, and all statements and information provided therein are true</li> </ul>  |                 |



| CHECKLIST OF REQUIREMENTS  | WHERE TO SECURE |
|--|-----------------|
| and correct  |                 |
| <ul style="list-style-type: none"> <li>It is authorizing the head of the procuring entity or his duly authorized representative/s to verify all the documents submitted</li> </ul>   |                 |
| <ul style="list-style-type: none"> <li>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</li> </ul> |                 |
| <ul style="list-style-type: none"> <li>It complies with the disclosure provision under section 47 of the act in relation to other provisions of RA 3019</li> </ul>   |                 |
| <ul style="list-style-type: none"> <li>It complies with the responsibilities of a prospective or eligible bidder provided in the PBD</li> </ul>  |                 |
| <ul style="list-style-type: none"> <li>It complies with existing labor laws and standards, in the case of procurement of services</li> </ul>   |                 |
| <ul style="list-style-type: none"> <li>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</li> </ul>   |                 |
| 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   |                 |
| <b>INFRASTRUCTURE</b>  |                 |
| 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"> <li>Progress billing</li> </ul>   |                 |
| <ul style="list-style-type: none"> <li>Inspection report</li> </ul>  |                 |
| <ul style="list-style-type: none"> <li>Results of tests/analysis if applicable</li> </ul>  |                 |
| <ul style="list-style-type: none"> <li>Statement of time elapsed</li> </ul>  |                 |
| <ul style="list-style-type: none"> <li>Monthly certificate of payment</li> </ul>   |                 |
| <ul style="list-style-type: none"> <li>Contractor's affidavit of payment of laborers and materials, pictures before, during and after construction of items of work especially the embedded items</li> </ul>   |                 |
| <ul style="list-style-type: none"> <li>Photocopy of vouchers of all previous payments</li> </ul>   |                 |
| <ul style="list-style-type: none"> <li>Certificate of completion</li> </ul>  |                 |
| 4. Documents for advance payment   |                 |

| CHECKLIST OF REQUIREMENTS   | WHERE TO SECURE |
|---|-----------------|
| <ul style="list-style-type: none"> <li>Irrevocable standby letter of credit/ security bond or bank guarantee</li> </ul>   |                 |
| <ul style="list-style-type: none"> <li>Such other document peculiar to the contract or mode of procurement</li> </ul>   |                 |
| <ul style="list-style-type: none"> <li>Approved consultancy progress / final reports and/or outputs required under the contract</li> </ul>  |                 |
| <ul style="list-style-type: none"> <li>Progress/final billing contract of infrastructure project subject to project management consultancy services</li> </ul>  |                 |
| <ul style="list-style-type: none"> <li>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</li> </ul>                                       |                 |
| <ul style="list-style-type: none"> <li>Copy of the agency's report/justification for the need of such shall include the following:</li> </ul>   |                 |
| <ul style="list-style-type: none"> <li>Computation as to the quantities of the additional work involved per item indicating the specific stations where such works are needed</li> </ul>  |                 |
| <ul style="list-style-type: none"> <li>Date of inspection conducted and result of such inspection</li> </ul>  |                 |
| <ul style="list-style-type: none"> <li>Detailed estimate for the unit cost of such items of work for new unit costs including those expressed in volume/area/lump sum/lot</li> </ul>  |                 |
| <ul style="list-style-type: none"> <li>Copy of pert/CPM network diagram which shall be color coded</li> <li>Reflecting the effect of additional/deductive time on the period and the corresponding detailed computations for additional/deductive time for the subject co/wo</li> </ul> |                 |
| <ul style="list-style-type: none"> <li>Copy of the approved detailed breakdown of contract cost for the variation order</li> </ul>  |                 |
| <ul style="list-style-type: none"> <li>Copy of the COA technical evaluation report of the original contract</li> </ul>  |                 |
| <ul style="list-style-type: none"> <li>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</li> </ul>                                    |                 |
| <ul style="list-style-type: none"> <li>Technical evaluation report of the previously approved variation orders</li> </ul>   |                 |
| <ul style="list-style-type: none"> <li>Additional performance security in the prescribed form and amount. If variation exceeds 10% of the original contract cost or mode of procurement</li> </ul>  |                 |
| <b>5. Documents for Final Payment</b>   |                 |
| <ul style="list-style-type: none"> <li>As-built plans</li> </ul>  |                 |
| <ul style="list-style-type: none"> <li>Warranty security clearance from the provincial treasurer that the corresponding sand and gravel fees has been paid</li> </ul>   |                 |
| <ul style="list-style-type: none"> <li>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</li> </ul>   |                 |
| <b>6. Documents for release of retention money either:</b>  |                 |
| <ul style="list-style-type: none"> <li>Any security in the form of cash, bank guarantee, irrevocable standby letter of credit from a commercial bank, GSIS, or a</li> </ul>   |                 |

| CHECKLIST OF REQUIREMENTS   | WHERE TO SECURE |
|---|-----------------|
| surety bond callable upon demand  |                 |
| <ul style="list-style-type: none"> <li>• Certification from end-user that the project is complete and inspected</li> </ul>  |                 |
| <b>CONSULTING SERVICES</b>  |                 |
| 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   |                 |
| <b>CHECKLIST OF REQUIREMENTS</b>  |                 |
| 1. Approved consultancy progress / final reports and/or outputs required under the contract   |                 |
| 2. Progress/final billing   |                 |
| 3. Contract of infrastructure project subject to project management consultancy services  |                 |
| <b>GOODS</b>  |                 |
| <b>Supplies, materials, equipment and motor vehicles</b>  |                 |
| 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"> <li>• DBM secretary or office of the president depending on the type of vehicle being provided</li> </ul>   |                 |
| 11. For procurement of drugs and medicine <ul style="list-style-type: none"> <li>• Certificate of product registration from FDA</li> <li>• Certificate of good manufacturing practice from FDA</li> <li>• Batch release certificate from FDA</li> <li>• Certification that supplier is authorized</li> <li>• Distributor from the manufacturer if supplier is not the manufacturer such other document peculiar to the contract or</li> </ul> |                 |

| CHECKLIST OF REQUIREMENTS   | WHERE TO SECURE |
|---|-----------------|
| mode of procurement   |                 |
| <b>GENERAL SUPPORT SERVICES</b>   |                 |
| 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:   |                 |
| • Number of personnel involved and their corresponding rate / salary  |                 |
| • Schedule of work and places of assignment/station/visits indicating among others the number of hours per visit  |                 |
| • Type and number of equipment to be served in case of visitorial maintenance service   |                 |
| • Scaled floor plans of the building and other areas covered by service contract (for janitorial services)  |                 |
| • Group classification of personnel to determine equivalent equipment monthly statutory minimum wage rate in accordance with applicable rules implementing RA6727   |                 |
| • 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  |                 |
| • The type/kind and general description of the mode of transportation used  |                 |
| • Point of origin and destination including the estimated distance  |                 |
| • Estimated weight and volume of cargoes involved   |                 |
| 4. Accomplishment report  |                 |
| 5. Request for payment  |                 |

| CHECKLIST OF REQUIREMENTS   | WHERE TO SECURE |
|---|-----------------|
| 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   |                 |
| <b>RENTAL CONTRACTS</b>   |                 |
| <ul style="list-style-type: none"> <li>Distributor from the manufacturer if supplier is not the manufacturer such other document peculiar to the contract or mode of procurement</li> </ul>   |                 |
| <b>GENERAL SUPPORT SERVICES</b>   |                 |
| 1. Documents common to all public bidding or alternative mode (see checklist)   |                 |
| 2. Privately owned office/building  |                 |
| <ul style="list-style-type: none"> <li>Complete copy of the building floor plans indicating in shaded colors</li> </ul>   |                 |
| <ul style="list-style-type: none"> <li>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</li> </ul>   |                 |
| <ul style="list-style-type: none"> <li>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.</li> </ul> |                 |
| 3. Equipment rental/lease/purchase contracts  |                 |
| <ul style="list-style-type: none"> <li>Agency evaluation of equipment utilization</li> </ul>  |                 |
| <ul style="list-style-type: none"> <li>Pertinent data of area of operation</li> </ul>   |                 |
| 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  |                 |
| 10. Documents for forwarding/shipping/hauling   |                 |
| <b>Repairs and maintenance of equipment and motor vehicles</b>  |                 |
| 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   |                 |

| CHECKLIST OF REQUIREMENTS   | WHERE TO SECURE |
|---|-----------------|
| procurement   |                 |
| <b>ADVERTISING</b>  |                 |
| 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  |                 |
| <b>ALTERNATIVE MODE</b>   |                 |
| 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  |                 |
| 9. 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  |                 |
| 10. Inspection and acceptance report signed inspected by the authorized agency  |                 |
| 11. Inspector and signed accepted by authorized end-user of the items delivered or the property officer for items for stock   |                 |
| 12. Statement of the prospective bidder that it is not blacklisted or barred from bidding by the government   |                 |
| 13. Sworn statement by bidder that it is not related to hope by consanguinity or affinity up to the third level of civil degree   |                 |
| <b>LIMITED SOURCE BIDDING</b>   |                 |
| 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  |                 |

| CHECKLIST OF REQUIREMENTS   | WHERE TO SECURE |
|---|-----------------|
| 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  |                 |
| <b>Eligibility requirements for goods and infrastructure</b>  |                 |
| <ul style="list-style-type: none"> <li>• Class a document</li> </ul>  |                 |
| <ul style="list-style-type: none"> <li>• Legal documents</li> </ul>   |                 |
| <ul style="list-style-type: none"> <li>- Registration documents from sec, DTI for sole proprietorship or CDA for cooperatives, or any proof of such registration as stated in the bidding documents</li> </ul>  |                 |
| <ul style="list-style-type: none"> <li>- Mayor's permit issued by the city or municipality where the principal place of business of the prospective bidder is located</li> </ul>  |                 |
| <ul style="list-style-type: none"> <li>- Tax clearance per EO 398, series of 2005, as reviewed and approved by BIR</li> </ul>   |                 |
| <ul style="list-style-type: none"> <li>• Technical documents</li> </ul>   |                 |
| <ul style="list-style-type: none"> <li>- 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</li> </ul>   |                 |
| <ul style="list-style-type: none"> <li>- 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</li> </ul>   |                 |
| <ul style="list-style-type: none"> <li>- In case of infrastructure, a valid Philippine Contractors Accreditation Board (PCAB) license and registration for the type and cost of the contract to bid</li> </ul>  |                 |
| <ul style="list-style-type: none"> <li>• Financial documents</li> </ul>   |                 |
| <ul style="list-style-type: none"> <li>- 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.</li> </ul> |                 |
| <ul style="list-style-type: none"> <li>- The prospective bidder's computation of its Net Financial Contracting Capacity (NFCC)</li> </ul>   |                 |
| <b>Eligibility requirements for consulting services</b>   |                 |
| <ul style="list-style-type: none"> <li>• Legal documents</li> </ul>   |                 |
| <ul style="list-style-type: none"> <li>- Registration documents from sec, DTI for sole proprietorship or CDA for cooperatives, or any proof of such registration as stated in the bidding documents</li> </ul>  |                 |
| <ul style="list-style-type: none"> <li>- Mayor's permit issued by the city or municipality where the principal place of business of the prospective bidder is located</li> </ul>  |                 |
| <ul style="list-style-type: none"> <li>- Tax clearance per EO 398, series of 2005, as reviewed and approved by BIR</li> </ul>   |                 |
| <ul style="list-style-type: none"> <li>• Technical documents</li> </ul>   |                 |
| <ul style="list-style-type: none"> <li>- 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</li> </ul>   |                 |
| <ul style="list-style-type: none"> <li>- Statement of the consultant specifying its nationality and</li> </ul>  |                 |



| CHECKLIST OF REQUIREMENTS  | WHERE TO SECURE |
|--|-----------------|
| 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"> <li>Financial documents <ul style="list-style-type: none"> <li>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.</li> </ul> </li> </ul>  |                 |
| <b>GOODS</b>   |                 |
| <b>Eligibility requirements under section 23.1 (see above)</b>   |                 |
| <ul style="list-style-type: none"> <li>The bid security in the prescribed form, amount and validity period</li> <li>Technical specifications, which may include production/ delivery schedule, manpower requirements, and/or aftersales service/parts, if applicable</li> <li>Sworn statement by the prospective bidder or its duly authorized</li> <li>Representative in the form prescribe by the GPPB as to the following: <ul style="list-style-type: none"> <li>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</li> <li>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</li> <li>It is authorizing the head of the procuring entity or his duly authorized representative/s to verify all the documents submitted</li> <li>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</li> <li>It complies with the disclosure provision under section 47 of the act in relation to other provisions of RA 3019</li> <li>It complies with the responsibilities of a prospective or eligible</li> </ul> </li> </ul> |                 |
| <b>INFRASTRUCTURE</b>  |                 |
| <b>Eligibility requirements under section 23.1 (see above)</b>   |                 |
| <ul style="list-style-type: none"> <li>The bid security in the prescribed form, amount and validity period</li> <li>List of completed and ongoing projects</li> <li>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</li> <li>List of key personnel to be assigned to the contract to be bid, with the complete qualification and experience data</li> </ul>   |                 |



| CHECKLIST OF REQUIREMENTS   | WHERE TO SECURE |
|---|-----------------|
| <ul style="list-style-type: none"> <li>Sworn statement by the prospective bidder or its duly authorized representative in the form prescribed by the GPPB as to the following:</li> </ul>   |                 |
| <ul style="list-style-type: none"> <li>- 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</li> </ul>  |                 |
| <ul style="list-style-type: none"> <li>- 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</li> </ul>  |                 |
| <ul style="list-style-type: none"> <li>- It is authorizing the head of the procuring entity or his duly authorized representative/s to verify all the documents submitted</li> </ul>  |                 |
| <ul style="list-style-type: none"> <li>- 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</li> </ul> |                 |
| <ul style="list-style-type: none"> <li>- It complies with the disclosure provision under section 47 of the act in relation to other provisions of RA 3019</li> </ul>  |                 |
| <ul style="list-style-type: none"> <li>- It complies with the responsibilities of a prospective or eligible bidder provided in the PBD</li> </ul>   |                 |
| <ul style="list-style-type: none"> <li>- It complies with existing labor laws and standards, in the case of procurement of services</li> </ul>  |                 |
| <ul style="list-style-type: none"> <li>- 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</li> </ul>  |                 |
| <b>CONSULTING SERVICES</b>  |                 |
| <b>Eligibility requirements under section 23.1 (see above)</b>  |                 |
| <ul style="list-style-type: none"> <li>The bid security in the prescribed form, amount and validity period</li> </ul>   |                 |
| <ul style="list-style-type: none"> <li>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</li> </ul>   |                 |
| <ul style="list-style-type: none"> <li>List of key personnel to be assigned to the contract to be bid, with the complete qualification and experience data</li> </ul>   |                 |
| <ul style="list-style-type: none"> <li>Sworn statement by the prospective bidder or its duly authorized representative in the form prescribe by the GPPB as to the following:</li> </ul>  |                 |
| <ul style="list-style-type: none"> <li>- 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</li> </ul>  |                 |
| <ul style="list-style-type: none"> <li>- 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</li> </ul>  |                 |

| CHECKLIST OF REQUIREMENTS  | WHERE TO SECURE |
|--|-----------------|
| <ul style="list-style-type: none"> <li>- It is authorizing the head of the procuring entity or his duly authorized representative/s to verify all the documents submitted</li> </ul>   |                 |
| <ul style="list-style-type: none"> <li>- 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</li> </ul> |                 |
| <ul style="list-style-type: none"> <li>- It complies with the disclosure provision under section 47 of the act in relation to other provisions of RA 3019</li> </ul>   |                 |
| <ul style="list-style-type: none"> <li>- It complies with the responsibilities of a prospective or eligible bidder provided in the PBD</li> </ul>  |                 |
| <ul style="list-style-type: none"> <li>- It complies with existing labor laws and standards, in the case of procurement of services</li> </ul>   |                 |
| <ul style="list-style-type: none"> <li>- 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</li> </ul>   |                 |
| <ul style="list-style-type: none"> <li>• Bid security</li> </ul>   |                 |
| <ul style="list-style-type: none"> <li>• Such other document peculiar to the contract or mode of procurement</li> </ul>  |                 |
| <b>DIRECT CONTRACTING</b>  |                 |
| 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   |                 |
| <b>REPEAT ORDER</b>  |                 |
| 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  |                 |
| <b>SHOPPING</b>  |                 |
| 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 |
|---|-----------------|
| <b>NEGOTIATED PROCUREMENT</b>   |                 |
| 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 supplier/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      |                 |
| <b>CULTURAL AND ATHLETIC ACTIVITIES</b>   |                 |
| 1. Budget estimates approved by hope  |                 |
| 2. Same requirements under procurement depending on the nature of the expense and mode of procurement     |                 |
| <b>TRAININGS</b>  |                 |
| 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  |                 |
| <b>REPRESENTATION</b>   |                 |
| <b>MEALS WITH VENUE</b>   |                 |
| 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                   |                 |

| CHECKLIST OF REQUIREMENTS  | WHERE TO SECURE |
|--|-----------------|
| 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   |                 |
| 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   |                 |
| <b>MEALS - CATERER/ NOT CATERED BUT MATERIAL IN AMOUNT</b>   |                 |
| 1. Documents common to all alternative mode  |                 |
| <ul style="list-style-type: none"> <li>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)</li> </ul>                |                 |
| <ul style="list-style-type: none"> <li>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</li> <li>In case of shopping, two failed biddings and small value procurement (for purchases above 50,000.00)</li> </ul> |                 |
| <ul style="list-style-type: none"> <li>BAC resolution recommending to the hope the use of alternative mode of procurement</li> </ul>   |                 |
| <ul style="list-style-type: none"> <li>Approval by hope on the use of alternative mode of procurement as recommended by BAC</li> </ul>   |                 |
| <ul style="list-style-type: none"> <li>Approval of the hope of the BAC</li> </ul>  |                 |
| <ul style="list-style-type: none"> <li>Recommendation for the award of contract</li> </ul>   |                 |
| <ul style="list-style-type: none"> <li>Notice of award</li> </ul>  |                 |
| <ul style="list-style-type: none"> <li>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</li> </ul>  |                 |
| <ul style="list-style-type: none"> <li>Approved APP</li> </ul>   |                 |
| <ul style="list-style-type: none"> <li>Approved PR</li> </ul>  |                 |
| <ul style="list-style-type: none"> <li>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</li> </ul>  |                 |
| <ul style="list-style-type: none"> <li>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</li> </ul>   |                 |
| 2. Project proposal/any approved document as evidence of the activity  |                 |
| 3. Terminal report/minutes of meeting/agreements of the meeting  |                 |

| CHECKLIST OF REQUIREMENTS                   | WHERE TO SECURE |
|---|-----------------|
| 4. Attendance                               |                 |
| <b>MEALS - AMOUNTS LESS THAN 1,000.00</b>   |                 |
| 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 |                 | 2 hours         | Cashier                                      |

| CLIENT STEPS                                  | AGENCY ACTIONS                                    | FEES TO BE PAID       | PROCESSING TIME | PERSON RESPONSIBLE  |
|---|---|-----------------------|-----------------|---|
|   | Cancelled (ACIC)                                  |                       |                 |   |
|   | 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 |   |                       |                 |   |
| <b>Total Processing Time</b>                  |   | <b>2 working days</b> |                 |   |

## 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](mailto: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.

| <b>Office or Division:</b>  | DTI-VIII Regional Office – Finance and Administrative Division |                                   |
|---|--|-----------------------------------|
| <b>Classification:</b>  | Simple   |                                   |
| <b>Type of Transaction:</b>   | G2G – Government-to-Government, G2C – Government-to-Citizen    |                                   |
| <b>Who may avail:</b>   | Employees / End Users  |                                   |
| CHECKLIST OF REQUIREMENTS   |  | WHERE TO SECURE                   |
| Obligation Request and Status (ORS) (2 copies)  |  | Budget                            |
| Disbursement Voucher (DV) (1 copy)  |  | Accounting                        |
| <b>Employees benefits through Automated Teller Machine (ATM) :</b>  |  | Human Resource / Finance          |
| - Payroll, payroll register (1 copy of each document)   |  |                                   |
| <b>First Salary (individual claim):</b>   |  | 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   |  |                                   |
| 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) |  | Employee / Claimant               |
| <b>Utilities</b>  |  | Utility company                   |
| - Statement of Account / Bill (1 copy)  |  |                                   |
| Telephone / communication expenses  |  |                                   |
| Statement of Account / Bill, Certification by Agency Head or his Authorized Representative that all calls are official (1 copy of each document)  |  | Service Provider / End User       |
| <b>Procurement</b>  |  |                                   |
| - Purchase Request, Request for Quotations, Abstract of Quotations, Purchase Order / Contract / Inspection and Acceptance Report, Charge Invoice / Delivery Receipt (1 copy of each document)   |  | Supply Officer / End User         |

| 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  |
|  | 1.11 Approve the check, LDDAP-ADA and ACIC  |                 | 15 minutes      | Agency Head or his Authorized Representative / Finance and Administrative |



| CLIENT STEPS   | AGENCY ACTIONS  | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE           |
|--|---|-----------------|-----------------|------------------------------|
|  |   |                 |                 | 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                      |
| <b>Total Processing Time</b>   |   | <b>3 days</b>   |                 |                              |

## 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](mailto: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:<br>Service Record<br>Certificate of Employment<br>Office Clearance<br>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                 |
| <b>Total Processing Time</b>                    |   | <b>3 hours, 50 minutes</b> |                 |  |

## 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](mailto: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.

| <b>Office or Division:</b>   |   | DTI – VIII Regional Office – Finance and Administrative Division |                              |                                     |
|--|---|--|------------------------------|-------------------------------------|
| <b>Classification:</b>   |   | Simple   |                              |                                     |
| <b>Type of Transaction:</b>  |   | G2G – Government-to-Government                                   |                              |                                     |
| <b>Who may avail:</b>  |   | 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/<br>Property Officer |
|  | 1.2 Prepare Vehicle Trip Ticket/Request for Equipment and submit to FAD Chief |  | 10 minutes                   | Supply Officer/<br>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/<br>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/<br>Property Officer |
| <b>Total Processing Time</b>                                       |   | <b>55 minutes</b>  |                              |                                     |

## 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](mailto: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).

| <b>Office or Division:</b>   | DTI VIII Regional Office – Finance and Administrative Division |                                      |
|--|--|--------------------------------------|
| <b>Classification:</b>   | Complex  |                                      |
| <b>Type of Transaction:</b>  | G2G – Government-to-Government                                 |                                      |
| <b>Who may avail:</b>  | 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 |

| CLIENT STEPS  | AGENCY ACTIONS   | FEE TO BE PAID         | PROCESSING TIME         | PERSON RESPONSIBLE                                    |
|---|--|------------------------|-------------------------|---|
|   | 2.2 Preparation of BAC Resolution on Mode of Procurement                             |                        | 4 hours                 | Bids and Awards Committee (BAC) Secretariat           |
|   | 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                   |
| <b>Total Processing Days</b>                            |  | <b>5 days, 7 hours</b> |                         |   |

## 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](mailto: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.

| <b>Office or Division:</b>  | DTI-IX Regional Office – Finance and Administrative Division |                                   |
|---|--|-----------------------------------|
| <b>Classification:</b>  | Simple   |                                   |
| <b>Type of Transaction:</b>   | G2G – Government-to-Government, G2B – Government-to-Business |                                   |
| <b>Who may avail:</b>   | Employees / End Users / Business Entities                    |                                   |
| CHECKLIST OF REQUIREMENTS   |  | WHERE TO SECURE                   |
| Employees benefits through Automated Teller Machine (ATM) :   |  | Human Resource / Finance          |
| -Payroll, payroll register (3 copies)   |  |                                   |
| <b>First Salary (individual claim):</b>   |  | Human Resource/ Claimant Employee |
| - Appointment, Oath of Office, Certificate of Assumption, Daily Time Record (all in 3 copies)   |  |                                   |
| - Statement of Assets, Liabilities and Net Worth (4 copies)   |  |                                   |
| <b>Reimbursement of Traveling Expenses</b>  |  | Employee / Claimant               |
| - 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) |  |                                   |
| <b>Utilities</b>  |  | Utility company                   |
| Statement of Account / Bill (1 copy)  |  |                                   |
| <b>Telephone / communication expenses</b>   |  | Service Provider / End User       |
| Statement of Account / Bill (1 copy), Official Receipt/Load Cards (1 copy)  |  |                                   |
| <b>Procurement</b>  |  | Supply Officer / End User         |
| - 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)           |  |                                   |

## 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](mailto: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.

| <b>Office or Division:</b>                                 |   | DTI-IX Regional Office – Finance and Administrative Division |   |   |
|--|---|--|---|---|
| <b>Classification:</b>                                     |   | Simple   |   |   |
| <b>Type of Transaction:</b>                                |   | G2G – Government-to-Government                               |   |   |
| <b>Who may avail:</b>                                      |   | 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    |
| <b>Total Processing Time</b>                               |   | <b>1 day, 44 minutes</b>                                     |   |   |



## 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.

|                             |   |
|-----------------------------|---|
| <b>Office or Division:</b>  | DTI-Region 11 Regional Office – Finance and Administrative Division |
| <b>Classification:</b>      | Simple  |
| <b>Type of Transaction:</b> | G2G – Government-to-Government                                      |
| <b>Who may avail:</b>       | 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)  |   |
| <b>For Grant of Cash Advance (CA):</b>   |   |
| - Travel Order (TO for local travel) or Travel Authority (TA for foreign travel)                                   | Head Office for Foreign Travel Regional Director for Local Travel |
| - 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  |
| <b>For Reimbursement of Daily Travelling Expenses (DTE):</b>   |   |
| - Travel Order (TO for local travel) or Travel Authority (TA for foreign travel)                                   | Head Office for Foreign Travel Regional Director for Local Travel |
| - 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 for Foreign Travel Regional Director for Local Travel |

| CHECKLIST OF REQUIREMENTS  | WHERE TO SECURE    |
|--|--------------------|
| <ul style="list-style-type: none"> <li>- Other supporting documents relative to travel <ul style="list-style-type: none"> <li>▪ invitation</li> <li>▪ program</li> <li>▪ advisories</li> </ul> </li> </ul> | Organizer/ sponsor |
| <b>Additional Supporting Documents for Foreign Travel (either Cash Advance or Reimbursement)</b>   |                    |
| - 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   |

| CLIENT STEPS                        | AGENCY ACTIONS   | FEES TO BE PAID                       | PROCESSING TIME | PERSON RESPONSIBLE  |
|-------------------------------------|--|---------------------------------------|-----------------|---|
|                                     | 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   |
| <b>Total Processing Time</b>        |  | <b>2 days, 4 hours and 45 minutes</b> |                 |   |

## 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](mailto: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.

|                             |  |
|-----------------------------|--|
| <b>Office or Division:</b>  | DTI-Region 11 Regional Office – Finance and Administrative Division (FAD) - Human Resource (HR) Unit |
| <b>Classification:</b>      | Simple   |
| <b>Type of Transaction:</b> | G2G – Government-to-Government   |
| <b>Who may avail:</b>       | 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  |
| <b>Total Processing Time</b>                |   | <b>2 days, 1 hour</b> |  |   |

### 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](mailto: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         |
|---|--|-----------------------------------|-----------------|----------------------------|
| 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 |
| <b>Total Processing Time</b>  |  | <b>1 day, 4 hours, 45 minutes</b> |                 |                            |

## 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](mailto: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) |
| <b>Total Processing Time</b>  |   | <b>3 hours and 16 minutes</b> |                 |   |



## 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](mailto: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.

| <b>Office or Division:</b>                                   | DTI-Region 11 Regional Office – Finance and Administrative Division- General Services Section |                   |                 |                    |
|--|---|-------------------|-----------------|--------------------|
| <b>Classification:</b>                                       | Simple  |                   |                 |                    |
| <b>Type of Transaction:</b>                                  | G2G – Government-to-Government  |                   |                 |                    |
| <b>Who may avail:</b>  | 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     |
| <b>Total Processing Time</b>                                 |   | <b>25 minutes</b> |                 |                    |

## 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](mailto: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.

|                             |  |
|-----------------------------|--|
| <b>Office or Division:</b>  | DTI-12 Administrative, Financial and Management Division |
| <b>Classification:</b>      | Simple   |
| <b>Type of Transaction:</b> | G2G – Government-to-Government                           |
| <b>Who may avail:</b>       | Employees as End Users/Payees                            |

| CHECKLIST OF REQUIREMENTS   | WHERE TO SECURE  |
|---|--|
| 1. Employees benefits through Payroll Crediting System Validation (PACSVL): <ul style="list-style-type: none"> <li>- Payroll, Payroll Register – four (4) copies</li> <li>- Daily Time Record, Accomplishment Report (JOCOS), Work-from-Home (WFH) Monitoring Form – two (2) copies</li> </ul>  | 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"> <li>a. Regular/Contractual               <ul style="list-style-type: none"> <li>- Appointment, Oath of Office, Certificate of Assumption, Statement of Assets, Liabilities and Net Worth (SALN), Daily Time Record (two copies each)</li> </ul> </li> <li>b. JOCOS               <ul style="list-style-type: none"> <li>- Contract of Service, Accomplishment Report, Daily Time Record (two copies each)</li> </ul> </li> </ul> | Administrative, Financial and Management Division (AFMD) Human Resource Section /Claimant Employee         |
| 3. Reimbursement of Travelling Expenses <ul style="list-style-type: none"> <li>- 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)</li> </ul>   | Claimant/ Employee   |

|   |   |
|---|---|
| <p>4. Reimbursement of Goods and Services Purchased</p> <ul style="list-style-type: none"> <li>- Purchase Request and Requisition and Issue Slip (two copies each)</li> <li>- Request for Quotations and Abstract of Quotations (three copies each)</li> <li>- Purchase Order/Contract (4 copies each)</li> <li>- Inspection and Acceptance Report (3 copies each)</li> <li>- Sales Invoice or Official Receipt/ Delivery Receipt (one original copy, one photocopy)</li> <li>- For Processing of Meeting/Training Expenses: Minutes of the Meeting/Post Activity Report and Attendance Sheet (two copies each)</li> <li>- For purchase of Terms of Reference, Certificate of Satisfactory Completion</li> <li>- For consultancy Services: Terms of Reference, Certificate for Satisfactory Completion (two copies each)</li> </ul> <p>For goods and services posted as PhilGEPS: Terms of Reference (two copies)</p> | Supply Officer/ Division Chief /Claimant Employee                                 |
| <p>5. Reimbursement of Utilities</p> <ul style="list-style-type: none"> <li>- Billing Statement, Certification by Agency Head or his Authorized Representative that all calls are official, Official Receipt (One original copy and one photocopy)</li> </ul>   | Service Provider/ Claimant Employee   |
| <p>6. Refund of loan payments due to Loan Renewal / Termination of Loan</p> <ul style="list-style-type: none"> <li>- Payroll (four copies), Loan Renewal confirmation (email copy), Official Receipt for Loan Termination (one original copy)</li> </ul>  | Claimant Employee   |
| <p>7. Release of Provincial Operating Fund</p> <ul style="list-style-type: none"> <li>- FO/PO Approved Monthly Disbursement Program (one copy), Memo Request for Budget Augmentation (one copy), Notice of Fund Allocation (three copies)</li> </ul>  | Field Office-Admin. Officer/ Provincial Director/Officer In Charge/Budget Officer |
| <p>8. Special Cash Advance</p> <ul style="list-style-type: none"> <li>- Activity Design/Proposal, Memo Request, Authority to Cash Advance – two copies each</li> </ul>  | Concerned FO/Division/ Regional Director/ Claimant Employee                       |
| <p>9. Replenishment of Petty Cash Fund</p> <ul style="list-style-type: none"> <li>- Summary of Expenses and Replenishment Report – two copies each</li> <li>- Approved Petty Cash Vouchers, Official Receipts/Sales Invoices/RERs (one original copy each)</li> </ul>   | 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/RAODMO OE/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/<br>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/<br>Head of Division |
|  | 1.6 Certify Box C of Disbursement Voucher as to completeness and appropriateness of documents attached,  |                 | 20 minutes      | Accountant                          |

| CLIENT STEPS                 | AGENCY ACTIONS  | FEES TO BE PAID                    | PROCESSING TIME | PERSON RESPONSIBLE   |
|------------------------------|---|------------------------------------|-----------------|--|
|                              | and cash availability   |                                    |                 |  |
|                              | 1.7 Approve the disbursement voucher (Box D of DV)  |                                    | 10 minutes      | Agency Head or his Authorized Representative                               |
|                              | 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 |
| <b>Total Processing Time</b> |   | <b>2 days, 4 hours, 35 minutes</b> |                 |  |

## 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](mailto: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.

| <b>Office or Division:</b>  | DTI-12 Administrative, Financial and Management Division   |               |                       |  |
|---|--|---------------|-----------------------|--|
| <b>Classification:</b>  | Simple   |               |                       |  |
| <b>Type of Transaction:</b>   | G2G- Government-to-Government  |               |                       |  |
| <b>Who may avail:</b>   | 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/<br>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/<br>Human Resource Unit      |
| <b>Total Processing Time</b>  |  | <b>3 days</b> |                       |  |

## 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](mailto: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.

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

| 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/<br>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/<br>Accountant              |
|  | 1.3 Approve/ Certify Loan Application   |                           | 10 minutes      | Head of Office/<br>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/<br>Accountant/<br>Claimant |
| <b>Total processing time</b>                           |   | <b>1 hour, 30 minutes</b> |                 |  |



## 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](mailto: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<br>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                                 |
| <b>Total Processing Time</b>   |   | <b>3 days</b>   |                 |   |

## 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](mailto: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.

| <b>Office or Division:</b>   | DTI-Caraga Regional Office-Finance Administrative Division (FAD) |                  |  |
|--|--|------------------|--|
| <b>Classification:</b>   | Simple   |                  |  |
| <b>Type of Transaction:</b>  | G2G – Government-to-Government                                   |                  |  |
| <b>Who may avail:</b>  | 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:   |  |                  |  |
| <b>Cash Advance</b>  |  |                  |  |
| • 3 copies Travel Order  |  |                  |  |
| • 3 copies Itinerary of Travel   |  |                  |  |
| <b>Reimbursement</b>   |  |                  |  |
| • copies Travel Order  |  | Requesting staff |  |
| • copies Certificate of Appearance   |  |                  |  |
| • copies of Transportation Expenses Records  |  |                  |  |
| - Taxi- RER/OR   |  |                  |  |
| - Bus – Bus Ticket   |  |                  |  |
| - Hire- RER  |  |                  |  |
| • copies Actual Hotel Claim Records  |  |                  |  |
| - 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   | 2.1Receives the DV with ORS and complete SDs from the requesting unit designated staff, verifies completeness of the documents.  |                 | 15 minutes      | Requesting unit designated staff                |
|  | 2.2.a If complete, records the same in the   |                 | 30 minutes      | Designated Accounting receiving/releasing staff |
|  |  |                 | 10 minutes      | Designated Accounting                           |

| CLIENT STEPS | AGENCY ACTIONS  | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE                              |
|--------------|---|-----------------|-----------------|---|
|              | DV tracking sheet and forwards the documents to the Budget Officer for processing.  |                 |                 | 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.  |                 |                 |   |
|              | 2.3 a If allotment is not available, returns the documents to the unit concerned.   |                 | 30 minutes      | Budget Officer                                  |
|              | 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 |

| CLIENT STEPS | AGENCY ACTIONS  | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE                              |
|--------------|---|-----------------|-----------------|---|
|              | 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 |
|              | 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.  |                 | 20 minutes      | Budget Officer                                  |

| CLIENT STEPS | AGENCY ACTIONS   | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|--------------|--|-----------------|-----------------|--------------------|
|              | <p>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.</p> <p>2.12 b If the original obligation is greater, a negative entry representing the excess shall be recorded in the RAOD.</p>  |                 |                 |                    |
|              | 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      |
|              | <p>2.15 Retrieves the RANCA/RANTA from file and determines availability of NCA.</p> <p>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.</p> |                 | 1 hour          | Accountant III     |
|              | 2.16 Checks the "Cash  |                 | 10 minutes      | Accountant III     |

| CLIENT STEPS | AGENCY ACTIONS  | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE                              |
|--------------|---|-----------------|-----------------|---|
|              | available" portion in Box B of the DV. Reviews DV and SDs. Signs Box B of DV.   |                 |                 |   |
|              | 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,  |                 | 20 minutes      | Cashier   |

| CLIENT STEPS | AGENCY ACTIONS  | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE              |
|--------------|---|-----------------|-----------------|---------------------------------|
|              | SLIAE, ACIC and database in four copies. Reviews the amount in the LDDAP-ADA against the DV and SDs.  |                 |                 |                                 |
|              | 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, SLIAE, ACIC 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 Accountant III for countersigning.                                    |                 | 10 minutes      | Cashier                         |
|              | 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  |                 | 5 minutes       | Receiving/Releasing Staff - ORD |



| CLIENT STEPS | AGENCY ACTIONS  | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE              |
|--------------|---|-----------------|-----------------|---------------------------------|
|              | LDDAP-ADA, SLIAE, ACIC and database, Copies 1-4 of DV, Copies 2-3 of ORS and SDs.   |                 |                 |                                 |
|              | 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                         |

| CLIENT STEPS                 | AGENCY ACTIONS  | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|------------------------------|---|-----------------|-----------------|--------------------|
|                              | 2.37 Posts in the 'Date Released' column of the CkADADRec the date of receipt by LBP of the LDDAP-ADA, SLIIAE, ACIC and database. |                 | 5 minutes       | Cashier            |
| <b>Total Processing Time</b> |   | <b>3 days</b>   |                 |                    |

## 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 – SLIIAE (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](mailto: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:

1. No money shall be paid out of any public treasury or depository except in pursuance of an appropriation law or other specific statutory authority.
2. Government funds or property shall be spent or used solely for public purposes.
3. Trust funds shall be available and may be spent only for the specific purpose for which the trust was created or the funds received.
4. 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.
5. Disbursement or disposition of government funds or property shall invariably bear the approval of the proper officials.
6. Claims against government funds shall be supported with complete documentation.
7. All laws and regulations applicable to financial transactions shall be faithfully adhered to.
8. 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 |  |                                  |
| - Taxi- RER/OR                              |  |                                  |
| - Bus- Bus Ticket                           |  |                                  |
| - Hire-RER                                  |  |                                  |
| 5. 3 copies Actual Hotel Claim              |  |                                  |
| - Official Receipt                          |  |                                  |
| - Hotel Guest Folio                         |  |                                  |

| CLIENT STEPS   | AGENCY ACTIONS   | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE                       |
|--|--|-----------------|-----------------|--|
| 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.   |                 |                 |  |

| CLIENT STEPS | AGENCY ACTIONS   | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE      |
|--------------|--|-----------------|-----------------|-------------------------|
|              | 2.1b If incomplete returns the documents to the requesting unit for completion.  |                 |                 |                         |
|              | 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 |                 | 10 minutes      | Designated Fiscal Clerk |

| CLIENT STEPS | AGENCY ACTIONS  | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE                          |
|--------------|---|-----------------|-----------------|---|
|              | receiving/releasing staff for safekeeping.  |                 |                 |   |
|              | 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    |
|              | 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.  |                 | 10 minutes      | Disbursing Officer                          |

| CLIENT STEPS | AGENCY ACTIONS  | FEE TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE              |
|--------------|---|----------------|-----------------|---------------------------------|
|              | Prepares check in three copies. Reviews the amount of the check against the DV and SDs.   |                |                 |                                 |
|              | 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                  |
|              | 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  |                | 10 minutes      | Disbursing Officer              |

| CLIENT STEPS                 | AGENCY ACTIONS  | FEE TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|------------------------------|---|----------------|-----------------|--------------------|
|                              | return of the signed and countersigned check.   |                |                 |                    |
|                              | 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 |
| <b>Total Processing Time</b> |   |                | <b>1 day</b>    |                    |

#### 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



## 62. 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](mailto: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     | TIME                                | PERSON RESPONSIBLE                                |
| Memo Request                                       | Acknowledgement  | None     | 1 Hour                              | Knowledge Processing Division                     |
|  | Assign request to personnel                            | None     | 1 Hour                              | Knowledge Processing Division                     |
|  | Process the data                                       | None     | 1- 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 |                                     |   |

## VIII. Feedback and Complaints

| FEEDBACK AND COMPLAINTS MECHANISM     |   |
|---------------------------------------|---|
| How to send feedback                  | <p>Please let us know how we have served you by:<br/>           Filling up a Client Satisfaction Feedback Form and drop the Form in the designated drop box at the Front Desk/Public Assistance Desk<br/>           Contact the concerned DTI bureaus and offices. Please refer to the provided list of offices.<br/>           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 <a href="mailto:artaunit@dti.gov.ph">artaunit@dti.gov.ph</a></p> |
| How feedbacks are processed           | <p>Feedback results are provided to the concerned division/office. Those feedback requiring responses are forwarded to the concerned bureau/s or office/s.</p>  |
| How to file a complaint               | <p>You may:<br/>           Fill up a Client Complaint Form<br/>           Inform the Public Assistance Desk or email thru <a href="mailto:artaunit@dti.gov.ph">artaunit@dti.gov.ph</a></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 <a href="mailto:artaunit@dti.gov.ph">artaunit@dti.gov.ph</a>.</p> <p>Thank you for helping us continuously improve our services.</p>  |
| Contact Information                   | <p>Kindly refer to the DTI List of Offices</p>  |
| Contact Information of CCB, PCC, ARTA | <p>ARTA<br/>           8-478-5093<br/> <a href="mailto:complaints@arta.gov.ph">complaints@arta.gov.ph</a></p> <p>PCC<br/> <a href="mailto:pcc@malacanang.gov.ph">pcc@malacanang.gov.ph</a><br/>           8888</p> <p>CCB<br/> <a href="mailto:email@contactcenterngbayan.gov.ph">email@contactcenterngbayan.gov.ph</a><br/>           0908-881-6565</p>  |