



ADMINISTRATIVE SERVICE (AS)



SUMMARY

Administrative Service (AS) External Services

PROCESSES	DURATION	CLASSIFICATION
Human Resource Management Division		
1. Recruitment Procedure	41 Working Days and 1 Hour	Complex
General Services Division (GSD)		
2. Request of Property, Plant and Equipment (PPE) and Semi-Expendable Items thru Donation or Transfer Without Cost to Other NGAs, LGUs, GOCCs or State Universities	3 Hours and 10 minutes <i>*For single item only</i>	Simple
Records Management Division (External/Internal Services)		
3. Receiving of Incoming Documents	60 minutes	Simple
4. Request for Information (under the Freedom of Information)	15-35 Working Days	Complex
5. Authentication of Documents	5 hours & 35 minutes	Simple
Treasury Division (External/Internal Services)		
6. Collection of Fees and Charges	5 minutes	Simple
7. Disbursement of Fund	20 minutes	Simple



Administrative Service (AS) Internal Services

PROCESSES	DURATION	CLASSIFICATION
Human Resource Management Division		
1. Processing of GSIS, Pag-BIG and PHILHEALTH Claims		
a. Request change of/ correction of name/ personal data or status of applicant	1 Working Day & 1 Hour	Simple
b. Request to file Application for Retirement/Separation/Benefit Claim	1 Working Day, 4 Hours & 15 minutes	Simple
2. Processing of Authority to Render Overtime Services	6 hours & 11 minutes	Simple
3. Processing of Applications for Provident Fund Loan	1 Hour & 20 minutes	Simple
4. Processing of Personnel Development Nomination	5 Hours	Simple
5. Processing of Applications for Program on Awards and Incentives for Service Excellence (PRAISE)	3 Hours & 35 minutes	Simple
6. Processing of Applications for Magna Carta Eligibility	2 Working Days & 5 Minutes	Simple
General Services Division (GSD)		
7. Request for Audio-Visual Room (AVR) Reservation	18 minutes	Simple
8. Request for Service Vehicle (GSD Pooled)	15 minutes	Simple

9. Request for Repair and Maintenance Services (Thru Petty Cash)	10 Hours and 5 minutes	Simple
10. Request for Repair and Maintenance Services (Thru BAC Procurement)	8 Hours and 5 minutes	Simple
11. Request for Supplies and Materials	2 Hours	Simple
Records Management Division (RMD)		
12. Publication of DOE Issuances	2 Working Days & 30 minutes	Simple
13. Mailing/Postal Services	2 hours & 40 minutes	Simple
14. Messengerial Delivery Service	2 hours & 50 minutes	Simple
Treasury Division (TD)		
15. Petty Cash Disbursement	15 minutes	Simple
Procurement Management Division (Pmd)		
16. Request for Certification of various PMD Documents	40 minutes	Simple
17. Numbering and Monitoring of Purchase Requests	30 minutes	Simple
18. Request for Inclusion in Supplemental APP	70 minutes	Simple
19. Request for Procurement Process under Negotiated Procurement – Section 53.9: Small Value Procurement/53.10: Lease of Real Property or Venue	1 hour & 45 minutes	Simple
20. Procurement Process thru Public Bidding	5 hours & 10 minutes	Simple



EXTERNAL SERVICES

HUMAN RESOURCE MANAGEMENT DIVISION



*Recruitment Process

This applies to transactions done for the Recruitment Process in the DOE. (Updated as of 15 May 2023)

Office or Division:	Human Resource Management Division (HRMD)	
Classification:	Complex Transaction	
Type of Transaction:	Government-to-Government / Government-to-Citizen	
Who May Avail:	External/Internal applicants (DOE employees)	
	CHECKLIST OF REQUIRMENTS	WHERE TO SECURE
	1. Filled out Online Application Form.	Human Resource Information and Payroll System (HRIPS) DOE Website
	2. Cover Letter and Updated Resume.	
	3. Certificate of Graduation/Diploma and Transcript of Records	
	4. Civil Service Certificate of Eligibility/PRC Board Exam Rating.	
	5. Certificate of seminars/trainings attended.	
	6. Latest Performance Rating or Performance Evaluation form, for those with work experience or with previous employer.	
	7. Individual Performance Commitment Review (IPCR) (If employed in the government only).	
	8. One (1) 3.5 cm x 4.5 cm (passport size) recent photo.	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the application requirements to the HRMD	1.1 Prepare, sign, post/publish vacant positions and receiving of applications	None	11 days	Applicant HRMO II HRMO III HRMO IV HRMO V
2. Attend HRMD initial interview Take the online examination	2.1 Screen, interview, evaluate, assess applications/applicants and Online Examination results 2.2 Prepare, review, approve and sign referral memorandum and assessment of qualified applicants 2.3 Transmit signed referral memorandum, reviewed assessment sheets, and online examination results to the End-User		25 days	Applicant HRMO II HRMO III HRMO IV HRMO V Clerk III
3. Attend the End-User interview	3.1 Screen, interview, evaluate, and assess referred applicants. 3.2 Shortlist and rank referred applicants 3.3 Prepare and transmit endorsement memorandum to the HRMPSB Secretariat		N/A	Applicant End-User Evaluation Committee / Secretariat
	3.4 Verify and check submitted documents from the End-User		1 hour	HRMO II HRMO III
	3.5 Prepare, schedule and conduct of Pre-		3 days	AS Director Secretariat

	HRMPSB deliberation and final review of assessment 3.6 Schedule, coordinate, and release notice of HRMPSB interview and deliberation to HRMPSB members and applicants			HRMO II / III
4. Attend the HRMPSB interview and deliberation	4.1 Conduct of HRMPSB panel interview and deliberation		N/A	Applicant HRMPSB Secretariat
5. Discuss Job Offer with the HRMO	Discuss and release Job Offer to the endorsed candidate/s for hiring		0.5 day	HRMO II / III
6. Undergo medical requirements Secure pre-employment requirements Submit pre-employment requirements to the HRMD				
	6.1 Receive, verify, and validate submitted pre-employment requirements. 6.2 Prepare, check, and sign appointment papers, endorsement memorandum, and write-up of candidate/s for submission to the Office of the Secretary		1 day	HRMO II HRMO III HRMO IV HRMO V HRMPSB
	6.3 Sign and approve appointment for		N/A	DOE Secretary

	approved and Endorsement Memorandum			
	6.4 Prepare, sign, and post Notice of Approved Appointment of an employee a day after the issuance of appointment		0.5 day	HRMO II HRMO IV HRMO V Clerk III
	TOTAL NUMBER OF DAYS		41 DAYS & 1 HOUR	



EXTERNAL SERVICES

GENERAL SERVICES DIVISION (GSD)



Request of Property, Plant and Equipment (PPE) and Semi-Expendable Items thru Donation or Transfer Without Cost to Other NGAs, LGUs, GOCCs or State Universities

Office or Division:	General Services Division			
Classification:	Complex Transaction			
Type of Transaction:	Government-2-Government			
Who May Avail:	NGAs, LGUs, GOCCs and State Universities			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Request of PPE and Semi-Expendable Items thru Donation or Transfer Without Cost to Other Government Entities, LGUs. Schools or state Universities		Bureau/Service/Office concerned		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit letter request of PPE and semi-expendable items thru donation or transfer without cost	1.1. Check availability of PPE and Semi-Expendable Items in the inventory list	None	30 minutes	Property Officer
	1.2. Memo request to COA for inspection	None	20 minutes	Property Officer
	1.3. Memo request to Disposal Committee for approval of donation (Donation Approval Report and Donation Approval Form)	None	20 minutes	Property Officer
	1.4. Draft Deed of Donation (DOD) for review of the Legal Services	None	20 minutes	Property Officer

	1.5. Prepare memorandum for the Secretary for Approval of the Donation	None	20 minutes	Property Officer
	1.6. Approved Deed of Donation for pick-up and signing of Property Transfer Report (PTR)	None	10 minutes	Property Officer
	1.7. Prepare a Property Gate Pass for items to be pulled-out duly approved by the Director, Administrative Services.	None	10 minutes	Property Officer
	1.8. Assist the Donee for the inspection, hauling and pulled-out of the items donated upon agreed schedule and acknowledge the Property Gate Pass	None	60 minutes	Property Officer
Total Number of Days		3 hours and 10 minutes*		

*For single item only



EXTERNAL SERVICES

RECORDS MANAGEMENT DIVISION (RMD)



*Receiving of Incoming Documents

Office or Division:	Records Management Division (RMD)			
Classification:	Simple Transaction			
Type of Transaction:	Government-2-Business			
Who May Avail:	Stakeholders			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Pre-numbered stubs to be attached to the documents		DOE Guards on Duty/Security Personnel		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client submits the document through Personal Delivery and/or Courier/Postal	1.1 Check the completeness of documents as to addressee, information, and attachments	None	5 mins.	<i>RMD- Receiving Unit Staff / Officer</i>
	1.2a In Personal Delivery, If incomplete, return to the proponent.		2 mins.	
	1.2b In Courier/Postal Service, if incomplete, indicate the lacking documents and stamp received at the upper right most of the document indicating the time and date of receipt and affix the initials of the Receiving staff		10 mins 2 mins.	

	1.3 If complete, stamp received at the upper right most of the document indicating the time and date of receipt and affix the initial of the Receiving Staff		2 mins	
	1.4 Sort/segregate documents received by office/bureau/ser vice		15 mins	
	1.5 Encode in the Energy Application Monitoring System (EAMS)		20 mins	
	1.6 Scan the documents and attach in the corresponding EAMS entry/number.		4 mins	
	1.7 Record in the corresponding logbook for dispatching			
Total Number of Days			60 mins. / 1 hr.*	0.125 Working day

**Per transaction/document received*



Request for Information (under the Freedom of Information)

Office or Division:	Records Management Division (RMD) as DOE FOI Receiving Officer			
Classification:	FOI Transaction under Executive Order No. 02, Series of 2016			
Type of Transaction:	Government-2-Citizens			
Who May Avail:	Citizens/Stakeholders			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. eFOI/Standard Request Form		Access to website www.foi.gov.ph		
2. Complete Contact information		External Client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit eFOI/Standard Request Form	1.1 Check if the request is valid and receive request	None	5 days	<i>FOI Receiving Officer</i>
	1.2 Check if the request for information is clear, if clear, assess if the agency holds the information requested or if the request is a repeat of a previous request from the same requestor			
	1.3 If not clear what information is requested, seek clarification (15 working day clock stops)			
2. Provide clarification	1.4 When clarification is received NEW working day period starts			
	1.5 If no clarification received, automatically close the request (after			

	60 days from receipt)			
	1.6 Coordinate with the FOI Focal Person/FOI Action Officer (FAO) of the concerned unit to confirm if the requested information is available in the agency			<i>FOI Receiving Officer, FOI Action Officer</i>
	1.7 If the request for information is available, forward to the concerned FOI Decision Maker (FDM)			<i>FOI Receiving Officer</i>
	1.8 If the request for information is not available in the agency, deny and refer to the correct agency or office			
3. Wait for the response	1.9 Obtain all relevant information and prepare schedule of all information located			<i>FOI Action Officer</i>
	1.10 Inform/Consult other officials with key interest			<i>FOI Action Officer, Technical Staff, Division Chief</i>
	1.11 Review content of documents and apply relevant exemptions		10 days	<i>FOI Decision Maker</i>
	1.12 Consider comment/advice of FDM and/or other officials			<i>FOI Action Officer</i>
	1.13 Seek clearance from the FDM			<i>FOI Action Officer, FOI Decision Maker</i>
	1.14 Prepare information for			<i>FOI Action Officer</i>

	release, if requestor asked for information in a certain format, comply with their preference, if practical.			
	1.15 If the requested information requires additional time to gather information, the FOI Decision Maker may apply for an extension		20 days	<i>FOI Decision Maker</i>
Total Number of Days			15-35 Working Days (with request for an extension of twenty (20) working days)	



Authentication of Documents

Office or Division:	Records Management Division (RMD)			
Classification:	Simple Transaction			
Type of Transaction:	Government-2-Business			
Who May Avail:	Stakeholders			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Endorsement letter from the originator of the document		DOE Concerned Bureau/Service/Office		
2. Request letter from client		External Client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Request letter and Endorsement letter from the concerned bureau/service/ office	1.1 Receive Request letter and Endorsement letter from the originator of the document requested	None	20 mins.	Staff, RMD
	1.2 Check if the requested document is in the custody of RMD.		30 mins.	Records Officer, RMD
	1.3 If available, pull out the requested document and inform the requesting party			
	1.4 If not available, inform the concerned Bureau/Service/Office or the requesting party		10 mins.	Staff, RMD
	1.5 Prepare Order of Payment in the Collection Monitoring System (COMS)		20 mins.	
	1.6 Inform the requesting party of the amount to be paid for the		15 mins.	

	requested document through email	Php 20.00 for the 1st page and 2.00 for the succeeding page		
2. Pay necessary fees as stated in the Order of Payment	2.1 After payment, acknowledge the receipt of the proof of payment of the requestor			5 mins.
	2.2 Reproduce the requested document according to the request of the party		40 mins.	
	2.3 Stamp, initial and forward to the certifying authority the requested document	None	1 hour	<i>Records Officer, RMD</i>
	2.4 Sign/authenticate the requested document		2 hours	<i>Records Officer, RMD</i>
	2.5 Inform the requesting party that the document is ready for pick-up		10 mins.	<i>Staff, RMD</i>
3. Pick-up the authenticated document/s and acknowledge receipt in the logbook	3.1 Release the document/ss to the requesting party or his/her authorized representative	5 mins.		
Total Number of Days		5 hours & 35 minutes		

**This Process is for 300 to 500 pages of documents.*



EXTERNAL SERVICES

TREASURY DIVISION (TD)



Collection of Fees and Charges

Issuance of Official Receipt (OR) to acknowledge receipt of collection of fees and charges from various clients/businesses.

Office or Division:	TREASURY DIVISION (TD)			
Classification:	Simple Transaction			
Type of Transaction:	Government to Client (G2C); Government to Business (G2B)			
Who may avail:	External / Internal Clients			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Order of Payment 2. Cash / Check / Proof of Payment		Concerned Bureau / Division		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Order of Payment to TD/Cashier	1.1 Check the Validity of Order of Payment against approved Fees and Charges	See attached Schedule of Fees and Charges CY 2023	1 minute	Administrative Officer (AO) I
2. Pay the respective amount whether in cash, check or both; and/or Submit proof of payment if paid thru bank/online	2.1 Accept payment(s) and prepare Official Receipt Confirm credit to DOE account and prepare Official Receipt once confirmed		3 minutes	AO I / AO V
3. Receive the Official Receipt; check if all information are correctly encoded; and count any amount of change	3.1 Issue the Official Receipt		1 minute	AO I
Total Processing Time		5 minutes		



Disbursement of Fund

Release of payments through Electronic Modified Disbursement System (eMDS), Check or Authority for Fund Transfer.

Office or Division:	TREASURY DIVISION (TD)			
Classification:	Simple Transaction			
Type of Transaction:	Government to Client (G2C); Government to Business (G2B) Government to Government (G2G)			
Who may avail:	External / Internal Clients			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
3. Signed LDDAP-ADA / EMDS - ACIC 4. Approved Disbursement Voucher (DV)		Accounting Division		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit signed LDDAP - ADA / EMDS-ACIC with approved DV and its attached documents	1.1 Receive & encode LDDAP-ADA / EMDS – ACIC / DV to Check Monitoring System (CMS)	Salaries & Wages of Officials, Employees, Service Contractuals & Job Orders	3 minutes	Administrative Aide VI (Clerk III)
	1.2 Review the correctness of LDDAP-ADA / EMDS – ACIC as against the DV	Remittances to GSIS, HDMF, Philhealth, NHMFC	2 minutes	Administrative Officer (AO) III
	1.3 Prepare BillerDes for utility payments (e.g. Globe, PLDT, Meralco) and Findes for payroll	Honoraria Suppliers/ Service Providers/ Contractors	5 minutes	AO III
	1.4 Check and validate the entered details in the CMS as against the DV &	Utilities	2 minutes	AO III / AO V

	LDDAP- ADA/EMDS-ACIC	Rental		
	1.5 Review the correctness of BillerDes & Findes as against the DV/s	Repairs & Maintenance Taxes, Licenses, Registrations	2 minutes	AO V
	1.6 Log manually in the journal deduction of validated LDDAP – ADA / EMDS – ACIC from NCA balance	Insurances Cash Advances Refunds Reimburse- ments	1 minute	AO V
	1.7 Sign LDDAP – ADA / EMDS – ACIC and approve the same in the EMDS online	Purchase of US \$ for Poor's & Platts	2 minutes	TD Chief
	1.8 Sort original and duplicate copies of ACIC and LDDAP-ADA for submission to Landbank	Capital Outlay Other Operating Expenses	3 minutes	Administrative Assistant (AA) II (Disbursing Officer)
Total Processing Time			20 minutes	
2. Submit completely signed DV if payment is thru check	2.1 Receive and encode duly approved DV to CMS		3 minutes	Clerk III
	2.2 Prepare check and ACIC		5 minutes	AO III
	2.3 Review the correctness of check and ACIC as against the DV		2 minutes	AO III

	2.4 Check and validate the entered details in the CMS, check and ACIC		3 minutes	AO V
	2.5 Log manually in the journal deduction of validated check from NCA balance		1 minute	AO V
	2.6 Sign check and ACIC and approve the same in the EMDS online		2 minutes	TD Chief
	2.7 Sort original and duplicate copies of ACIC for submission to Landbank		2 minutes	AA II
	2.8 Release check		2 minutes	AA II
Total Processing Time			20 minutes	



INTERNAL SERVICES

HUMAN RESOUC E MANAGEMENT DIVISION



Processing of Applications for GSIS, PAG-IBIG, & PHILHEALTH

This applies to transactions relative to PWPMS' Internal Services.

Office or Division:	Human Resource Management Division (HRMD)	
Classification:	Simple Transactions	
Type of Transaction:	Government-2-Government	
Who May Avail:	DOE Employees	
	CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. GSIS		
1.1 For Retirement		DOE HRMD-Personnel Welfare and Performance Management Section (PWPMS)
1.1.1 Duly accomplished application form		
1.1.2 Updated Service Record, with Certificate of Leave Without Pay (LWOP)		DOE-HRMD Personnel Action and Services Section (PASS)
1.2 For Life Insurance Benefit/Cash Surrender Value (CSV)/Retirement/Policy Maturity		
1.2.1 Duly accomplished Application Form		
1.2.2 Updated Service Record, with LWOP		
1.2.3 Original Policy Contract, if available		
2. PAGIBIG		
2.1 Provident Benefits Claim (Compulsory Retirement)		
2.1.1 Duly accomplished Application Form		
2.1.2 Updated Service Record, with Certificate of LWOP		
2.1.3 Two (2) Valid IDs (Govt. issued), photocopy only		
2.2 Maturity (10, 15, 20 yrs.)		
2.2.1 Duly accomplished Application Form		
2.2.2 Service Record (latest)		
2.3 Multi-Purpose Loan (MPL)		
2.3.1 Duly accomplished MPL Form		DOE HRMD-PWPMS / PASS (Service Record)
2.3.2 Original payslip with signature		

2.3.3 Two (2) Valid IDs, photocopy only							
2.3.4 LBP ATM Card (photocopy)							
3. Philhealth							
3.1 Retiree – Lifetime Membership							
3.1.1 Duly accomplished PMRF							
3.1.2 Updated Service Record							
3.1.3 Two (2) ID pictures (1x1)							
3.2 New Employee							
3.2.1 Duly accomplished PMRF							
3.2.2 Marriage Certificate (if married employee)							
3.2.3 Birth Certificate of children below 18 y/o							
3.2.4 Birth Certificate of parents above 60 y/o (if single employee)							
4. Processing of Claims and Applications					Personnel Welfare & Performance Management Section (PWPMS)		
CLIENT STEPS	AGENCY ACTIONS				FEE TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
A. Request for change of/ correction of name/ personal data or status of applicant							
1. Submit Request for Change of/ Correction of Name/Personal Data or Status	1.1 Receive/Encode the request, together with the required document, like Birth Certificate, Marriage License, etc.	None	30 Mins.	HRMO II			
	1.2 Evaluate submission and check attachments						

	1.3 Submit request and attachments to GSIS/Pag-IBIG/ PhilHealth		1 Working Day	HRMO II
	1.4 Coordinate/provide the employee a copy of the receipt		15 Mins.	
	1.5 Monitor the status; From time to time, respond to employee and provide updates		15 Mins.	
	Total Number of Days		1 Day & 1 Hour	
B. Request to file Application for Retirement / Separation / Benefit Claim				
1. Submit the duly accomplished Application for Retirement/ Separation	1.6 Receive/encode/ review the information in the application forms	None	30 Mins.	HRMO II
	1.7 Request/ask pertinent documents from the HRMD-Personnel Action & Services Section (PASS), e.g., Service Record, etc.			
2. Comply with lacking documents (if any)			N/A	Concerned Employee
	3.1 Receive/review/ coordinate/request for completion of data in the form and/or require to submit lacking document/s		15 Mins.	HRMO II

	(if any)	None		
	3.2 Further review/sign application as complied; and/or Coordinate/provide additional document/s (for any change in template form)		3 Hours	HRMO III, IV, V
	3.3 Submit the application and related documents to the GSIS, Pag-IBIG, and PhilHealth		1 Working Day	
	3.4 Monitor the filed applications for benefit with GSIS, Pag-IBIG, PhilHealth	None	15 Mins. (per Application and Office: (GSIS/ Pag-IBIG/ PhilHealth)	HRMO II
	3.5 Inform the employee, retiree or separated personnel on the status/ release of the benefit/claim		15 Mins.	
	Total number of Days		1 Day, 4 Hours, and 15 Mins.	



Processing of Authority to Render Overtime Services

This applies to transactions done for the Processing of Authority to Render Overtime Services (as of 15 May 2023)

Office or Division:	Human Resource Management Division (HRMD)		
Classification:	Simple Transactions		
Type of Transaction:	Government-to-Government		
Who May Avail:	Internal Clients (DOE employees)		
CHECKLIST OF REQUIRMENTS		WHERE TO SECURE	
1. Request for Authority to Render Overtime Work (RAROW) Form		DOE Website	
CLIENT STEPS	AGENCY ACTIONS	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit duly signed RAROW Form to the HRMD	1.1 Check completeness of the RAROW Form	5 minutes	Clerk III
	1.2 Receive submitted RAROW Form	1 minute	Clerk III
	1.3 Evaluate if the Overtime Work warrants approval	4 hours	HRMO III
	1.4 Prepare Memorandum for the Secretary and the Certification of Authority to Render Overtime Work	1 hour	HRMO III
	1.5 Review and affix initial on the Memorandum for the Secretary and the Certification of Authority to Render Overtime Work	30 minutes	HRMO IV
	1.6 Finalize and affix initial on the Memorandum for the Secretary and the Certification of Authority to Render Overtime Work	30 minutes	HRMO V

	1.7 Endorse and sign the Memorandum for the Secretary and the Certification of Authority to Render Overtime Work	N/A	Administrative Service Director
	1.8 Recommend and sign the Memorandum for the Secretary and the Certification of Authority to Render Overtime Work	N/A	Department Undersecretary for Administration
	1.9 Approve and sign Certification of Authority to Render Overtime Work	N/A	Department Secretary
	1.10 Release approved Certification of Authority to Render Overtime Work to requesting employee	5 minutes	HRMO II
TOTAL WORKING DAYS		6 hours & 11 minutes	



Processing of Applications for Provident Fund Loan

This applies to transactions relative to PWPMS' Internal Services.

Office or Division:	Human Resource Management Division (HRMD)			
Classification:	Simple Transaction			
Type of Transaction:	Government-2-Government			
Who May Avail:	DOE Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Application Form Only		DOE –Human Resource Information and Payroll System (HRIPS)		
2. Processing of Loans/Claims		Personnel Welfare & Performance Management Section (PWPMS)		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Application for loan through HRIPS; and/or Death Benefit Claims	1.1 Receive/ Review the information in the application form through HRIPS; Coordinate with Accounting Division as to take home pay/credit limit (for loan application)		5 mins	HRMA, HRMO II
2. Comply with lacking documents (if any)				Concerned Employee
	1.2 Prepare the Memo, including the matrix of loan applications; and/or the death benefit claim		1 hr	HRMA, HRMO II, III, IV, V
	1.3 Endorse the memo/ Board Resolution to the Provident Fund Board of Trustees		N/A	Provident Fund Board of Trustees

	<p>for signature/approval</p> <p>(Action Taken): if</p> <p>a) Disapproved, Memo/Letter of Regret</p> <p>b) Approved, memo to Accounting Division and Voucher for the release of the loan/claim</p>			
	1.4 Inform the concerned employee of the Board's approval		5 Mins.	HRMA, HRMO II
Total Number of Days		1 Hour & 20 Minutes		



Processing of Personnel Development Nomination

The scope of the Processing of Personnel Development Nomination is one of the core processes of the Learning and Development of the Human Resource Management Division (HRMD).

It shall cover all Department of Energy (DOE) employees in the first and second level positions, whether holding permanent, temporary*, coterminous*, contractual*, and casual appointments; and employees from other government agencies detailed to the DOE.

**Only for short-term & non-study courses which do not require any service obligation.*

Office or Division:	Human Resource Management Division (HRMD)
Classification:	Simple Transaction
Type of Transaction:	Government-2-Government
Who may avail:	DOE Employees

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Duly Accomplished Personnel Development Nomination Form	To be submitted through the Human Resource Information and Payroll System (HRIPS) – Online
PDC Requirements	
1. Memorandum endorsed by the concerned Undersecretary and Director	
2. Budget appropriation/clearance from Budget Division	
3. Identified/itemized funding source/requirements	
4. Invitation/ program of activity/ sponsorship or funding source/ etc.	
5. Individual Performance Commitment and Review (IPCR) Two (2) consecutive periods for foreign nomination and latest rating period for local nomination	
6. Proof of no outstanding Service obligation requirement (for foreign study and non-study program / local study program	
7. Proof of Compliance to Course and sponsor/organizer requirements (i.e. education, experience, age, etc.)	
8. Training history (Indicate title/date/venue/sponsor or organizer)	
9. Travel Plan	
10. Certificate of Assignment of Responsibility with conforme of all parties	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Endorse to HRMD the Training Invitation from institutions or agencies, and from international partners and cooperations for posting	<p>1. Evaluate invitation for posting if relevant to the mandate and identify target participants</p> <p>Deadline of training invitation is minimum of 3 working days from the date of posting</p> <p>Note: Endorse to HRMD the training program for HRIPS posting at least fifteen (15) days prior to the deadline of acceptance set by the training provider/sponsor</p>	None	One (1) hour	Human Resource Management Officer / HRMD
2. Apply for Personnel Development Nomination through HRIPS with complete PDC requirements and submit printed and approved PDC form	<p>2. Receive duly approved/signed by Division Chief, Director and Undersecretary, and endorsed by the Budget Division</p> <p>Note: Submission of duly accomplished Personnel Development Nomination Form from the nominee/s must be on or before the set deadline of the HRMD</p>	None		<p>Employee / Nominee</p> <p>Bureau/Service Director and Undersecretary</p> <p>Budget Division</p>
	<p>3. Evaluate and assess the PDC form for its correctness, completeness of the requirements in accordance with the PDC guidelines</p> <p>3.1 Return PDC nomination form with notation, if nominee is found not qualified by the PDC Secretariat.</p>	None	Two (2) hours	Human Resource Management Officer / HRMD

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	3.2 Preparation of Assessment Sheet and Endorsement of PDC nomination			
	4. Assessment and deliberation of the PDC secretariat, presided by the Administrative Services Director	None	One (1) hour	Human Resource Management Officer / HRMD AS Director
	5. Deliberation of qualified nominee/s in the PDC Meeting presided by the Undersecretary (PDC Chair);	None		PDC Board
	6. PDC Chair endorses/signs the Recommendation memo, endorsement letter and other pertinent documents relative to the nomination for the approval by the Secretary			PDC Board
	7. Approval of the Secretary on the PDC recommendation and other related recommendation			Secretary, Office of the Secretary (OSEC)
	8. Inform Employee / Nominee of approved PDC recommendation		One (1) hour	Human Resource Management Officer / HRMD Employee / Nominee
Total Number of Days			5 hours	

Note: Processing time does not include waiting time for Pre-PDC and PDC Board Meeting Schedule for applications queued for deliberation.



Processing of Applications for Program on Awards and Incentives for Service Excellence (PRAISE)

This applies to transactions relative to PWPMS' Internal Services.

Office or Division:	Human Resource Management Division (HRMD)			
Classification:	Simple Transactions			
Type of Transaction:	Government-2-Government			
Who May Avail:	DOE Employees			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Accomplished Form			DOE –HRMD	
2. Processing of Claims and Application			Personnel Welfare & Performance Management Section (PWPMS)	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Application for PRAISE benefits	1.1 Receive/Encode/ Review/Evaluate information in the memo-request and in the application form		2.5 hours	HRMA, HRMO II, III, IV, V
	1.2 Prepare/sign/monitor the letter to concerned agency/ school for verification			
	1.3 Preparation for the Pre-PRAISEC meeting with AS Director (i.e., per application/ individual evaluation); Various coordination done by the Secretariat.			
2. Comply with lacking documents (if any)			N/A	Concerned Employee
	2.1 Deliberation of individual's assessments presided by PRAISEC Chairperson		N/A	PRAISE Committee

	<p>2.2.Prepare/finalize/sign/monitor the endorsement memo to Secretary (Action Taken) - if:</p> <p>a) <u>Disapproved</u>, Memo/Letter of Regret</p> <p>b) <u>Approved</u>, memo to Accounting Division and voucher for the release of award/benefit</p>		1 hour	HRMA, III, IV, V
	2.3 Inform the concerned employee of the approved PRAISEC recommendation		5 Mins.	HRMA, HRMO II
Total Number of Days		3 Hours & 35 minutes		



Processing of Applications for Magna Carta Eligibility

This applies to transactions relative to PWPMS' Internal Services.

Office or Division:	Human Resource Management Division (HRMD)	
Classification:	Simple Transaction	
Type of Transaction:	Government-2-Government	
Who May Avail:	DOE Employees	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
My Magna Carta Application		DOE Human Resource Information and Payroll System (HRIPS)
1. List of personnel recommended for the entitlement to MC benefits with the department/ agency head's certification that said personnel are found to have complied with the requirements under the Guidelines for R.A. 8439 and DOST Administrative Order No. 009, s. 2020.		
The list must be accompanied with the following documents:		
1.1 Endorsement by the Screening Sub-Committee Level to the Screening Committee-Executive Level thru: its TWG/Secretariat		Concerned Bureau/Service/Office
1.2 Functions of the Bureau/Service/ Division/Section/Unit where the personnel belong		-do-
1.3 Certified true copies (CTC) of diploma/s		Respective personnel and/or HRMD
1.4 CTC of academic Transcript Of Records		Personnel Actions and Services Section (PASS) / Personnel Welfare and Performance Management Section (PWPMS) – HRMD
1.5 CTC of Service Records		PASS
1.6 Position Description Forms (functions)		PASS / PWPMS
1.7 CTC of CSC eligibility/ies, or PRC license/s		-do-
1.8 Other relevant documents deemed important i.e, IPCR, Reports (as may be required)		Concerned Bureau/Service/Office

2. Processing of Claims (tentative computation)		PWPMS		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit request for Magna Carta benefits and/or renewal of the entitlement on or before July 31 through HRIPS	1.1 Receive through HRIPS and hard copy and stamp date of submission of the Bureau/ Office, and refer to evaluator.		5 minutes	HRMA
	1.2 Check completeness (presence and absence), using the Checklist of Requirements		15 minutes	HRMO II
	1.3 Data inputting vis-à-vis the various documents required and validation		4hours	HRMO II / III
	1.4 Request availability of/coordinate with the TWG members; Prepare notice of meeting and confirm their attendance; Meetings (deliberations) held/ conducted		4hours	HRMO II, III, IV, V
	1.5 Prepare TWG Recommendation (summary of evaluation) and the Certificate of Eligibility (COE)		2 hours	HRMO III, IV
	1.6 Prepare memo for the DOE Secretary from the MC Screening Committee-Executive		3 Hours & 30 minutes.	HRMO III, IV, V

	Level (draft and finalization)			
	1.7 TWG/OSEC action for 2 days			
	1.8 Record/scan/route/monitor the matrix of evaluation and memo to the TWG and the ExeCom level		2 Hours	HRMA
	1.9 Monitor/Receive the Action Taken from the OSEC (e.g., checked completeness of documents attached, signatures/approval)		15 min	HRMA
Total Number of Days		2 Working Days & 5 Minutes (16 Hours & 5 Minutes)		



INTERNAL SERVICES

GENERAL SERVICES DIVISION



Request for Audio-Visual Room (AVR) Reservation

Office or Division:		General Services Division (GSD)			
Classification:		Simple Transaction			
Type of Transaction:		Government-2-Government			
Who May Avail:		DOE Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE			
1. Request for Services		General Services Division – Engineering and Maintenance Section (EMS)			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
1. Request availability of AVR at GSD and have a pre-schedule booking	1.1. Check availability of AVR	None	1 minute	<i>Engineering and Maintenance Section (EMS) Staff, General Services Division</i>	
2. Prepare and submit duly accomplished Request for Services (RFS) to GSD	2.1. Receive and Numbering of duly accomplished RFS from End-User		2 minutes		
	2.2. Approval of RFS by GSD Chief and Administrative Services (AS) Director		10 minutes		GSD Chief and Administrative Services Director
	2.3. Route of approved RFS to End-User and AVR personnel concerned		5 minutes		EMS Staff, GSD
Total Number of Days			18 minutes		



Request for Service Vehicle (GSD Pooled)

Office or Division:		General Services Division (GSD)		
Classification:		Simple Transaction		
Type of Transaction:		Government-2-Government		
Who May Avail:		DOE Employees		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Duly Accomplished Trip Ticket		General Services Division – Staff Support Section		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit duly accomplished Trip Ticket	1.1. Check availability of service vehicle	None	5 minutes	<i>Staff, General Services Division</i>
	1.2. Trip Ticket for approval of GSD Chief and AS Director		10 minutes	GSD Chief and AS Director
	1.3. Approved service vehicle Trip Ticket ready for pick-up		N/A	<i>Staff, General Services Division</i>
Total Number of Days			15 minutes	



Request for Repair and Maintenance Services (Thru Petty Cash)

Office or Division:		General Services Division (GSD)		
Classification:		Simple Transaction		
Type of Transaction:		Government-2-Government		
Who May Avail:		DOE Employees		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Request for Services		General Services Division – Engineering and Maintenance Section (EMS)		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2. Prepare and submit duly accomplished Request for Services (RFS) to GSD	2.1. Receive and Numbering of duly accomplished RFS from End-User	None	5 minutes	<i>GSD Engineering and Maintenance Section (EMS) Staff and Supply and Property Management Section (SPMS)</i>
	2.2. Inspection and preparation of scope of works		2 hours	
	2.3. Canvass of spare parts and/or services		4 hours	
	2.4. Preparation of documents for submission to Treasury Division (TD)		1 hour	<i>GSD, AS-OD, AS-TD, BD-FS, End-User</i>
	2.5. Purchase of materials and/or services		3 hours	<i>EMS Staff, GSD</i>
	2.6. Implementation of repair works			
Total Number of Days		10 hours and 5 minutes		



Request for Repair and Maintenance Services (Thru BAC Procurement)

Office or Division:	General Services Division (GSD)			
Classification:	Simple Transaction			
Type of Transaction:	Government-2-Government			
Who May Avail:	DOE Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Request for Services		General Services Division – Engineering and Maintenance Section (EMS)		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Prepare and submit duly accomplished Request for Services (RFS) to GSD	1.1. Receive and Numbering of duly accomplished RFS from End-User	None	5 minutes	<i>GSD Engineering and Maintenance Section (EMS) Staff and Supply and Property Management Section (SPMS)</i>
	1.2. Inspection and preparation of scope of works		2 hours	
	1.3. Canvass of spare parts and/or services		4 hours	
	1.4. Preparation of documents for submission to BAC		2 hours	<i>GSD, AS-OD, AS-PMD, BD-FS, End-User</i>
Total Number of Days		8 hours and 5 minutes		



Request for Supplies and Materials

Office or Division:		General Services Division		
Classification:		Simple Transaction		
Type of Transaction:		Government-2-Government		
Who May Avail:		DOE Employees		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Requisition Issue Slip (RIS)		General Services Division - Supply and Property Management Section (GSD-SPMS)		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit to GSD-SPMS the approved Requisition and Issue Slip (RIS) for issuance of supplies and materials	1.1. Receive the approved Requisition and Issue Slip (RIS) of supplies and materials requested and check the availability of stocks in the warehouse	None	1 hour	Supply/Property Officer
	1.2. Prepare the supplies and materials for issuance to end user based on the approved RIS	None	30 minutes	Supply/Property Officer
	1.3 Release the supplies and materials for issuance to end users	None	30 minutes	Supply/Property Officer
Total Number of Days			2 hours *	

*For 10 items below



INTERNAL SERVICES

RECORDS MANAGEMENT DIVISION



Request for Publication of DOE Issuances

Office or Division:	Records Management Division (RMD)			
Classification:	Simple Transaction			
Type of Transaction:	Government-2-Government			
Who May Avail:	Bureaus / Services / Offices of DOE			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Memorandum Request for Publication of DOE Issuances			Requesting Unit	
2. Final and Official Soft Copy of the Issuance				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Memorandum Request for Publication of DOE Issuance	1.1 Receive request for publication and proofread the e-copy vs. official copy	None	15 mins.	<i>RMD Administrative Officer</i>
	1.2 Email the copy of the issuances and request for layout & quotation		5 mins.	
	1.3 Gathered /reviewed layout & quotation from three (3) publishing companies and prepare memorandum/ documentary requirements for the BAC meeting		2 Working Days	
	1.4 Coordinate with requesting unit and publishers for the date of publication		5 mins.	
	1.5 Prepare Letter Order and coordinate to the winning bidders/publishers		5 mins.	
Total number of days		2 Working days & 30 minutes		

**This process is for simple transaction (4 to 5 number of pages of DOE Issuance)*

Mailing / Postal Services

Office or Division:	Records Management Division (RMD)			
Classification:	Simple Transaction			
Type of Transaction:	Government-2-Government			
Who May Avail:	Bureaus/Services/Offices of DOE			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Request for Mailing/Postal Form		RMD		
2. Letter		Client		
3. PHILPOST required form				
3.1 Registered Mails - Registry Return Receipt (Blue Color)		RMD		
3.2 Express Mail - Philpost Express Form (White & Orange Color)		RMD		
3.3 Foreign Destination - Advice of Receipt/of Delivery/of Entry (Pink Color)		RMD		
3.4 Domestic Parcel - Philpost Domestic Parcel Form (Blue and White Color)		RMD		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Request for Mailing/Postal and Letter to be mailed in PHILPOST required form	1.1 Receive and check if the requirements are complete	None	5 mins	<i>Records Officer/Staff, RMD</i>
	1.2 Sort and weigh mails according to type of postal service and destination		5 mins	
	1.3 Indicate cost of postage based on the rates given by PHILPOST		5 mins	
	1.4 Stamp Indicia in the envelope as required by PHILPOST		5 mins	
	1.5 Encode in the Mailing list the required information		10 mins	

	1.6 Prepare the Certificate of Mailing		10 mins	
	1.7 Deliver Mails to Post Office		120 mins	
Total Number of Days		2 Hours & 40 minutes		

**This process is for single request.*



Messengerial Delivery Service

Office or Division:	Records Management Division (RMD)			
Classification:	Simple Transaction			
Type of Transaction:	Government-2-Government			
Who May Avail:	Bureaus/Services/Offices of DOE			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Request for Messengerial Delivery Service (RMD Form No. 1)		DOE- Records Management Division		
2. Complete details in the envelope (Recipient, Company and Correct Address)		Concerned Employee		
3. Correct and complete documents				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit mails to be delivered with attached Request RMD Form No. 1 (properly filled-up)	1.1 Stamp received RMD Form No. 1 and indicate the date and time of receipt. This form must be in two copies	None	5 mins.	<i>Records Officer, RMD</i>
	1.2 Encodes in the Messengerial Monitoring System (MMS) the mails for personal delivery and indicate generated control number in the mail and RMD Form No. 1		20 mins.	
	1.3 Sort mails according to destination and put these in the destination box		5 mins.	
	1.4 Properly accomplish External Messengerial Service Monitoring		20 mins.	<i>Staff, RMD</i>

	Report (EMSMR) Form No. 1(a) 2016			
	1.5 Deliver the Mails according to their scheduled day of dispatching		2 hours	
Total Number of Days		2 hours & 50 minutes		

- *This Process is for single request.*



INTERNAL SERVICES

TREASURY DIVISION



Petty Cash Disbursement

Release of petty cash to DOE employees/internal clients for emergency purposes so as not to impair the operation of a particular Bureau/Division.

Office or Division:	TREASURY DIVISION (TD)			
Classification:	Simple Transaction			
Type of Transaction:	Government to Client (G2C); Government to Government (G2G)			
Who may avail:	Internal Clients			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ol style="list-style-type: none"> 1. Petty Cash Voucher (PCV) 2. Certificate of Emergency 3. Other documents as required (e.g. Canvasses/Quotations from at least three (3) suppliers, Summary/Abstract of Canvass, Official Receipt, Requisition & Issue Slip, Inspection & Acceptance Report, Report of Waste Material, Justification) 		Concerned Bureau / Division (End-User)		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit PCV (with Box A already approved) and the corresponding supporting documents	1.2 Receive and check/review PCV and its supporting documents	Non-stock Supplies and Materials	3 minutes	Administrative Officer (AO) V
	1.2 Compute VAT and/or EWT to be deducted from the Gross Amount (if applicable)	Medicines	2 minutes	AO V
	1.3 Approve/Sign PCV (if documents are complete and verified)	Repairs & Maintenance (emergency) Postage & Courier Services (emergency) Other Emergency Purchases	3 minutes	AO V / TD Chief

	1.4 Call end-user for release of payment or submission of lacking docs or return of PCV for compliance		3 minutes	AO V
2. Receive petty cash and sign on the PCV	2.1 Release petty cash payment and require signature of end-user on the PCV		2 minutes	AO V
3. Receive relevant documents	3.1 Photocopy PCV and relevant documents for end-user copy and for liquidation & filing purposes		2 minutes	Disbursing Officer / AO V
Total Processing Time			15 minutes	



INTERNAL SERVICES

PROCUREMENT MANAGEMENT DIVISION (PMD)



Request for Certification of various PMD Documents

Office or Division:	Procurement Management Division (PMD)			
Classification:	Simple Transaction			
Type of Transaction:	Government-2-Government (Compliance to DOE Internal Document Security, Government Fares Agreement (GFA), DBM PS Virtual System and BAC policies and procedures)			
Who May Avail:	Bureaus / Services / Offices of DOE Officials/Employees			
CHECKLIST OF REQUIREMENTS (as applicable)		WHERE TO SECURE		
1. Request Slip duly signed by Head of Concerned Unit		PMD receiving area		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. End-user / Supplier submits Request Slip	1.1 Receive and Log the Request on the following: <ul style="list-style-type: none"> a) Non-availability / availability of Common Supplies /Office Supplies / ICT Supplies from DBM-PS b) Non-availability of Flights c) Certified true copy of BAC related documents d) Certified true copy of Purchase Order (PO) and other procurement related contracts 	None	10 minutes	<i>Receiving Staff, Procurement Management Division</i>

	e) Others documents			
	1.2 Endorse to concerned PMD Officer to validate the reference/source documents or check the document security classification if necessary		10 minutes	<i>Receiving Staff, PMD Administrative Officer III, PMD</i>
	1.3 Prepare the requested certification		10 minutes	<i>AO III, PMD</i>
	1.4 Review / approve the requested certification		5 minutes	<i>Supv. AO / Chief AO, PMD</i>
	1.5 Issue the copy of the requested certification		5 minutes	<i>AO III, PMD</i>
Total Number of Days		40 Minutes		



Numbering and Monitoring of Purchase Requests

Office or Division:	Procurement Management Division (PMD)			
Classification:	Simple Transaction			
Type of Transaction:	Government-2-Government			
Who May Avail:	Bureaus / Services / Offices of DOE (End-users)			
CHECKLIST OF REQUIREMENTS (as applicable)		WHERE TO SECURE		
1. Copy of End-user's PPMP		DOE Intranet under Downloadable Forms		
2. Copy of Budget Office Allocation to End-user based from approved APP				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. End-user prepares Purchase Request upon approval of the Annual Procurement Plan (APP) under GAA and submit to Procurement Management Division (PMD) for PR Control Number	1.1 Receives the Purchase Request, checks the completeness as to signature, concerned end-users, item description, amount and numbers the said PR for Control Number	None	15 Minutes	<i>Administrative Officer III, Procurement Management Division</i>
	1.2 Reviews/checks the PR based on End-user's submitted PPMP, PMD Consolidated APP and recommends the numbering of Purchase Request (PR)		5 Minutes	<i>Supv. AO (SAO), PMD</i>
	1.3 Validate PR entries and Approves/Initials the numbering of		5 Minutes	<i>Chief AO, PMD</i>

	the Purchase Request (PR)			
	1.4 Records the details of the said Purchase Request (PR) and return numbered PR to End-user		5 Minutes	<i>AO III, PMD</i>
	1.5 PR ready for pick-up be end-user			
Total Number of Days		30 Minutes		



Request for Inclusion in Supplemental APP

Office or Division:	Procurement Management Division (PMD)			
Classification:	Simple Transaction			
Type of Transaction:	Government-2-Government (Compliance to RA 9184 and its IRR, Annual Procurement Plan (APP)/Supplemental APP)			
Who May Avail:	Bureaus / Services / Offices of DOE as End-users			
CHECKLIST OF REQUIREMENTS (as applicable)		WHERE TO SECURE		
1. Project Procurement Management Plan (PPMP)		End-user		
2. Memorandum Request for inclusion in the Supplemental APP				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. End-user Memo request for inclusion in the SAPP along with Project Procurement Management Plan (PPMP)	1.1 PMD receive and log submitted request for inclusion in SAPP	None	10 minutes	<i>Administrative Officer III, Procurement Management Division</i>
	1.2 Review, validate and evaluate, recommend approval of Request.		30 minutes	
	1.3 Input the approved request in the draft consolidated SAPP		10 minutes	
	1.3(a) BAC deliberates on the draft SAPP			<i>BAC</i>
	1.4 Prepare BAC Resolution to recommend approval of SAPP to HoPE		10 minutes	<i>AO III, PMD</i>

	1.5 Provide copy of approved SAPP to End-user		10 minutes	Chief AO, PMD
				AO III, PMD
Total Number of Days		1 Hour & 10 Minutes		



***Request for Procurement Process under Negotiated Procurement-
Section 53.9: Small Value Procurement/53.10: Lease of Real Property
or Venue**

Office or Division:	Procurement Management Division (PMD)			
Classification:	Complex Transaction			
Type of Transaction:	Government-2-Government			
Who May Avail:	Bureaus / Services / Offices of DOE (End-users)			
CHECKLIST OF REQUIREMENTS (as applicable)		WHERE TO SECURE		
1. Memorandum Request to DOE BAC Chair		End-User's Division / Bureau		
2. Copy of approved APP or Supplemental APP				
3. Approved and Numbered Purchase Request (PR)/ Request for Services (RFS)				
4. Technical Specification/Terms of Reference approved by the Bureau/Service Director				
5. Secretary's approval of the Activity, if applicable				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. End-user submits Procurement Request	1.1 Receive the Procurement Request, reviews completeness of documents per checklist of requirements and check if AMP requires posting		10 minutes	<i>BAC Secretariat Section</i>
	1.2 Endorse the documents to TWG for evaluation		20 minutes	<i>BAC Secretariat Section</i>
	a. (a) TWG conduct Evaluation			<i>TWG</i>
	1.3 Posting of RFQs to Philgeps/DOE website		10 minutes	<i>BAC Secretariat Section</i>

	1.4 Receive procurement request folders from TWG for inclusion in the BAC agenda for Pre-Procurement evaluation.		5 minutes	<i>BAC Secretariat section</i>
	1.5 Prepare BAC Resolution and Notice of Award for BAC/HoPE Approval		30 minutes	<i>BAC Secretariat Section</i>
	1.6 Prepare Purchase Order (PO) or Notice to Proceed if needed		30 minutes	<i>End-user / Supplier / HoPE / PMD Contract Management Section</i>
	1.7 PO/NTP ready for issuance to Supplier			Supplier need to sign the PO/NTP within 10 calendar days upon receipt of NOA
Total Number of Days		1 Hour & 45 Minutes		



*Procurement Process thru Public Bidding

Office or Division:	Procurement Management Division (PMD)			
Classification:	Highly Technical Transaction			
Type of Transaction:	Government-2-Government (Compliance to RA 9184)			
Who May Avail:	Bureaus/Services/Offices of DOE (End-users)			
CHECKLIST OF REQUIREMENTS (as applicable)		WHERE TO SECURE		
1. Memorandum Request to DOE BAC Chair		DOE Intranet under Downloadable Forms		
2. Copy of approved APP or Supplemental APP				
3. Approved and Numbered Purchase Request (PR)/ Request for Services (RFS)				
4. Technical Specification/Terms of Reference approved by the Bureau/Service Director				
5. Secretary's approval of the Activity (if applicable)				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. End-user submits Procurement Request	1.1 Receive the Procurement Request, reviews completeness of documents per checklist of requirements	None	20 minutes	<i>BAC Secretariat Section</i>
	1.2 Endorse the documents to TWG for evaluation		10	<i>BAC Secretariat Section</i>
	a. (a) TWG evaluate the procurement document and return to BAC Sec for posting		<i>BAC Secretariat Section</i>	
	1.3 Receive procurement request folders from TWG for inclusion in the BAC agenda for		5 minutes	<i>BAC Secretariat Section</i>

	Pre-procurement evaluation			
	1.4 (a) BAC conducts pre procurement evaluation			<i>BAC</i>
	1.5 Prepare Bid Documents		1 hour	<i>BAC Secretariat Section</i>
	1.6 Advertise/Post the Invitation to Bid in PhilGEPS and DOE website		30 minutes	
	1.7 Issuance of Bid Documents		15 minutes	
	1.8 (a) Conduct Pre-bid Conference			<i>BAC</i>
	1.9 Preparation and Issuance of Bid Bulletin		1 Hour	<i>BAC Secretariat / End-user</i>
	1.10 Receive Bids		15 minutes	<i>BAC Secretariat Section</i>
	1.11 (a) Conduct bid opening			<i>BAC</i>
	1.12 Endorse the procurement folders to TWG for Post-Qualification		30 minutes	<i>BAC Secretariat Section</i>
	1.13 (a) TWG conduct post evaluation			<i>TWG</i>
	1.14 Receive procurement folders from TWG for inclusion in the BAC agenda for award		5 minutes	<i>BAC Secretariat Section</i>
	1.15 (a) BAC deliberates for award			<i>BAC</i>

	1.16 Prepare BAC Resolution and Notice of Award for BAC and HoPE approval		30 minutes	<i>HoPE / BAC Secretariat Section</i>
	1.17 Prepare Notice to Proceed (NTP) for HoPE approval		30 minutes	<i>HoPE / BAC Secretariat Section</i>
	1.18 NTP ready for issuance to Supplier			
Total Number of Days		5 Hours & 10 Minutes		