



# **PROVINCIAL GOVERNMENT OF ORIENTAL MINDORO**

**CITIZEN'S CHARTER**  
2023 (3<sup>rd</sup> Edition)

**PART 2**



**PROVINCIAL COOPERATIVE  
DEVELOPMENT OFFICE (PCDO)  
External Services**



## 1. Investment Counselling and Business Matching

This service covers the provision of advisory and referrals pertaining to investment and business. It also provides assistance in market matching with producers, suppliers and consumers. This service is available during Monday to Friday 8:00 AM to 5:00 PM.

<b>Office or Division:</b>	Investment Promotion Division			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C, G2B			
<b>Who may avail:</b>	General public, entrepreneurs, businessmen			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Request letter addressed to the Governor – 1 original copy		Requesting Party		
2. Filled-out application form – 1 original copy		Provincial Cooperative Development Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit letter-request	1. Record the incoming document in the logbook and attach internal routing and transmittal slip	none	5 minutes	Administrative Aide IV Administrative Section, Provincial Cooperative Development Office



2. Discuss the request with concerned staff of PCDO	2. Provide Investment counselling and matching services	none	1 day	PGDH-PTIEDO / OIC-PCDO Provincial Cooperative Development Office Economist IV,  Investment Division, Provincial Cooperative Development Office
3. Discuss details/ concerns with client	3. Client will be counselled and given business matching	none	1 day	Economist IV Investment Division, Provincial Cooperative Development Office
3. Inform client about the result of the activity	3. Client will be informed about the result of the activity	none	10 minutes	Economist IV, Investment Division, Provincial Cooperative Development Office



4. Fill out feedback form	4. Advise the client to drop the accomplished form	none	5 minutes	Administrative Aide IV ,Administrative Section, Provincial Cooperative Development Office
	TOTAL		<b>2 Days and 20 minutes</b>	



## 2. Provision of assistance for investment generation

This service covers the provision of advisory and referrals pertaining to investment and business. It also provides assistance in market matching with producers, suppliers, consumers and other stakeholders. This service is available during Monday to Friday 8:00 AM to 5:00 PM.

<b>Office or Division:</b>	Investment Promotion Division			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2C, G2B			
<b>Who may avail:</b>	Entrepreneurs			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Request letter addressed to the Governor- 1 original copy		Requesting Party		
2. Filled-out application form – 1 original copy		Provincial Cooperative Development Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit letter-request	1. Record the incoming document in the logbook and attach internal routing and transmittal slip	none	5 minutes	Administrative Aide IV, Administrative Section, Provincial Cooperative Development Office



2. Coordinate with concerned staff for preparation of activity design and other related matters such as venue, date and time of activity	2. Evaluate the request and discuss the findings with client	none	1 hour	Economist IV, Investment Division, Provincial Cooperative Development Office
	2.1 Prepare project design	none	3 days	Economist IV, Investment Division, Provincial Cooperative Development Office
	2.2 Review and endorse project design to PA's Office for approval	none	1 day	PGDH-PTIEDO / OIC-PCDO Provincial Cooperative Development Office
	2.3 Approve project design	none	5 days	Organizational Development and Performance Management Division, Provincial Administrator's Office



	2.4 Prepare required documents and logistics for conduct of activity	None	4 hours	Administrative Aide IV, Administrative Section, Provincial Cooperative Development Office
	2.5 Conduct activity	none	1 day	Economist IV, Investment Division, Provincial Cooperative Development Office
3. Inform client about the result of the activity	3. Client will be Informed about the result of the activity	None	10 minutes	Economist IV, Investment Division, Provincial Cooperative Development Office
4. Fill out feedback form	4. Advise the client to drop the accomplished form in the drop box.	none	5 minutes	Administrative Aide IV, Administrative Section, Provincial Cooperative Development Office
	<b>TOTAL</b>	none	<b>10 days, 5 hours and 20 minutes</b>	





### 3. Referral/endorsement for financial assistance

This service covers request for assistance involving referral to national government agencies and financial institutions for the provision of credit and grants. This service is available during Monday to Friday 8:00 AM to 5:00 PM.

<b>Office or Division:</b>		Investment Promotion Division		
<b>Classification:</b>		Simple		
<b>Type of Transaction:</b>		G2C, G2B		
<b>Who may avail:</b>		General public, entrepreneurs		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
a. Request letter endorsed to PGDH-PCDO - 1 original copy		Requesting Party		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit letter- request	1. Record the Incoming document in the log- book and attach internal routing	none	5 minutes	Administrative Aide IV , Administrative Section, Provincial Cooperative Development Office
2. Coordinate with concerned staff for preparation of required documents for referral to financial institutions and national- al government agencies	2 Evaluate the request and discuss the findings with client	none	1 hour	Economist IV, Investment Division, Provincial Cooperative Development Office
	2.1 Coordinate with national government agencies such as DA, DOLE and DTI and financial institutions such as DBP and Land Bank	none	1 day	Economist IV, Investment Division, Provincial Cooperative Development Office
		none	1 day	Economist IV, Investment



3. Inform client on the result of the referral process	3. Client will be in- formed on the result of the referral process	none	10 minutes	Economist IV, Investment Division, Provincial Cooperative Development Office
4. Fill out feedback form	4. Advise the client to drop the accom- plished form in	none	5 minutes	Administrative Aide IV, Administrative Section, Provincial Cooperative Development Office
<b>TOTAL</b>			<b>2 days, 1 hour and 20 minutes</b>	

#### 4. Request for Assistance for Cooperatives Formation and Registration

This service aims to assist cooperatives in the formation and registration of with Cooperative Development Authority thru Cooperative Orientation, Pre-Registration Seminar, and CDA online registration. This service is available during Monday to Friday 8:00 AM to 5:00 PM.

<b>Office or Division:</b>	Cooperative Development Division
<b>Classification:</b>	Simple
<b>Type of Transactio</b>	G2C, G2B
<b>Who may avail:</b>	General public, entrepreneurs
<div> <div>CHECKLIST OF REQUIREMENTS</div> <div>WHERE TO SECURE</div> </div>	



<p>For Cooperative Orientation/Formation:</p> <ol style="list-style-type: none"> <li>1. Letter addressed to the Department Head requesting for Cooperative Orientation (1 original copy)</li> </ol> <p>For Pre-Registration Seminar (PRS):</p> <ol style="list-style-type: none"> <li>1. Letter addressed to the Department Head requesting for Pre-Registration Seminar (1 original copy)</li> </ol> <p>For CDA Online Registration Assistance:</p> <ol style="list-style-type: none"> <li>1. Letter addressed to the Department Head requesting for CDA online registration to e-CoopRIS (1 original copy)</li> <li>2. Active cooperative email account</li> <li>3. E-CoopRIS account</li> <li>4. Draft Articles of Cooperation and By-laws (ACBL) and Economic Survey (CDA For- mat) (1 copy)</li> <li>5. Surety Bond of Accountable Officers and Certification of Pre-Registration Seminar (for photo documentation and submission online) (1 original copy)</li> <li>6. Photocopied Valid IDs of members issued by the government (SSS ID, PhilHealth ID, Voter's ID, PRC ID, Driver's License, Senior Citizen ID, Postal ID, Passport ID, UMID, etc</li> </ol>		Client		
CLIENT STEPS	AGENCY ACTIONS	FEE S TO BE	PRO-CESSING TIME	PERSON RESPONSIBLE



1. Submit letter- request	1. Record the incoming document in the logbook and attach internal routing	none	5 minutes	Administrative Aide IV , Administrative Section, Provincial Cooperative Development Office
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2. Coordinate with concerned staff for preparation of required documents for referral to financial institutions and national government agencies	2. Evaluate the request and discuss the findings with client	none	1 hour	Economist IV, Investment Division, Provincial Cooperative Development Office
	2.1 Coordinate with national government agencies such as DA, DOLE and DTI and financial institutions such as DBP and Land Bank of the Philippines	none	1 day	Economist IV, Investment Division, Provincial Cooperative Development Office
	2.2 Facilitate the referral process	none	1 day	Economist IV, Investment Division, Provincial Cooperative Development Office
3. Inform client on the result of the referral process	3. Client will be informed on the result of the referral process	none	10 minutes	Economist IV, Investment Division, Provincial Cooperative Development Office
4. Fill out feedback form	4. Advise the client to drop the accomplished form in	none	5 minutes	Administrative Aide IV, Administrative Section, Provincial Cooperative Development Office
		none	2 days, 1 hour and 20 minutes	
TOTAL				



## 5. Request for Assistance in Registration of Livelihood Associations

This service aims to assist people in the formation and registration of associations with Department of Labor and Employment (DOLE). This service is available during Monday to Friday 8:00 AM to

<b>Office Division</b>	Enterprise Development Division
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C, G2B
<b>Who may avail:</b>	General Public
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Notarized Application for Registration of Association - 2 original copies and 1 photocopy	Department of Labor and Employment
2. List of the association's officers and their respective addresses - 2 original copies and 1 photocopy	applicant association

3. Minutes of Organizational Meetings - 1 original and 2 photocopies	Applicant association
4. List of the members of who participated in the organizational meetings - 2 original copies and 1 photocopy	applicant association
5. Annual Financial Reports if the applicant association has been in existence for 1 year or more - 2 original copies and 1 photocopy	applicant association
6. Constitution and by-laws accompanied by the names and signatures of ratifying members - 2 original copies and 1 photocopy	applicant association
7. Minutes of adoption or ratification of the constitution and by-laws and date when ratification was made. This is not required when if it is done simultaneously with the organizational meeting and the same is reflected in the minutes of the organizational meeting - 2 original copies and 1 photocopy	applicant association

CLIENTS STEPS	AGENCY ACTIONS	FEE S TO BE PAID	PRO-CESSING TIME	PERSON RESPONSIBLE
1. Submit letter-re- quest or accomplish Client Request Form together with documentary require- ments	1. Record the incom- ing document in the logbook and attach internal routing and transmittal slip	none	5 minutes	Administrativ e Aide IV, Administrativ e Section, Provincial Cooperative Developmen t Office
2. Inquire the result of preliminary evaluation	2. Conduct prelimi- nary evaluation of the request	none	15 minutes	Development Management Officer III, Enterprise Division,
3. Submit additional documentary require- ments	3. Accept and evalu- ate documentary requirements	none	15 minutes	PGDH-PTIEDO / OIC- PCDO, Provincial
4. Submit documents to DOLE	4. Assist in the sub- mission of documents to DOLE	75.00 (appli c ation	1 hour	Project Development Officer I, Enterprise
<b>TOTAL</b>		none	<b>1 hour and 35 minutes</b>	



## 6. Request for Conduct of Training - Association

This service aims to provide capacity development assistance to livelihood associations and general public. This service is available during Monday to Friday 8:00 AM to 5:00 PM.

<b>Office Division</b>	Enterprise Development Division			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2C, G2B			
<b>Who may avail:</b>	General Public, livelihood associations			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Resolution-request for the conduct of training - 1 original copy and 1 photocopy		Requesting association		
CLIENTS STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit resolution- request or accomplish Client Request Form	1. Record the incoming document in the logbook and attach internal routing and transmittal slip	none	5 minutes	Administrative Aide IV, Administrative Section, Provincial Cooperative Development Office
2. Inquire the result of preliminary evaluation	2. Conduct preliminary evaluation of the request	none	15 minutes	PGDH-PTIEDO / OIC-PCDO, Provincial Cooperative Development Office
3. Inquire for the result of the validation of requested assistance	3. Validate requested assistance	none	15 minutes	Development Management Officer III, Provincial Cooperative Development Office
4. Wait for the approval of the training design	4. Prepare training design and other resource requirements	none	2 days	Development Management Officer Provincial Development Office
	4.1 Review, sign	none	4 hours	PGDH-PTIEDO/



	and endorse training design to PA's Office			PCDO, Provincial Cooperative Development Office
	4.2 Approve training design	none	1 day	Provincial Administrator's Office
	4.3 Prepare venue and other logistics and documents preparatory to training	none	4 hours	Project Development Division, Provincial Cooperative Development Office
5. Attend and participate in the training	5. Conduct of training	none	2 days	Development Management Officer III, Enterprise Division, Provincial Cooperative Development Office

				Project Development Office I, Enterprise Division, Provincial Cooperative Development Office
6. Fill out feedback form	4. Advise the client to return the accomplished feedback form	none	15 minutes	Administrative Aide IV, Administrative Section, Provincial Cooperative Development Office
<b>TOTAL</b>		none	<b>5 days, 8 hours and 50 minutes</b>	





## 7. Request for Conduct of Training - Cooperative

This service involves the provision of assistance for the conduct of trainings on specific matters for the advancement of knowledge, capabilities and skills of the members. This service is available during Monday to Friday 8:00 AM to 5:00 PM.

<b>Office or Division:</b>	Cooperative Development Division			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2C, G2B			
<b>Who may avail:</b>	Cooperatives			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Request thru Board Resolution specifying the number of participants, location, and objectives 2 months before the target date (1 original copy) 2. Endorsement letter from the City/ Municipal Cooperative Development Office/Officer and Local Chief Executive (1 original copy)		Requesting Party  City/Municipal Cooperative Development Office/ Officer		
3. Certificate of Registration (1 photocopy) 4. List of Members certified by the Secretary and Chairperson (1 original copy)		Cooperative Development Authority (CDA) Requesting Party		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete documentary requirements	1. Record the incoming document in the logbook and attach internal routing and transmittal slip. Submit/inform the	none	5 minutes	Administrative Aide IV, Administrative Section, Provincial



3. Certificate of Registration (1 photocopy) 4. List of Members certified by the Secretary and Chairperson (1 original copy)		Cooperative Development Authority (CDA) Requesting Party		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE	PROCESSING TIME	PERSON RESPONSIBLE
	1.1 Preliminary evaluation and scheduling of the training requested.	none	30 minutes	PGDH-PTIEDO, OIC- Provincial Cooperative Development Office
	1.2 Inform the client regarding the tentative schedule.	none	3 minutes	Supervising Cooperative Development Specialist, Cooperative Division, Provincial Cooperative Development Office  Cooperative Development Specialist I, Cooperative

2. Wait for the approval of the training.	2. Prepare the training design and endorse to CDS II.	none	3 days	Cooperative Development Specialist I, Cooperative Division, Provincial Cooperative Development Office
	2.1 Review and endorse of the training design to the SCDS. For revision, return to CDS I.	none	30 minutes	Cooperative Development Specialist II, Cooperative Division, Provincial Cooperative Development Office
	2.2 Review and endorse the training design to DH. For revision, return to CDS II.	none	30 minutes	Supervising Cooperative Development Specialist, Cooperative Division, Provincial Cooperative Development Office

	2.3 Approve and endorse the training design to PA-ODPMD.	none	10 minutes	PGDH-PTIEDO, OIC-PCDO, Provincial Cooperative Development Office
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2. Wait for the approval of the training.	<p>2.4 Inform the client in the approval of the training.</p> <p>2.5 Prepare venue and other logistics and documents preparatory to training.</p>	<p>none</p> <p>none</p>	<p>5 minutes</p> <p>3 hours</p>	<p>Administrative Aide IV, Administrative Section, Provincial Cooperative Development Office</p> <p>Provincial Administrator's Office</p> <p>Cooperative Development Specialist I, Cooperative Division, Provincial Cooperative Development Office</p>
3. Attend the training	<p>3. Conduct the training.</p> <p>3.2 Prepare and coordinate regarding administrative matters during the training.</p> <p>3.3 Advise the client to fill-out feedback forms.</p>	<p>none</p> <p>none</p> <p>none</p>	<p>1 day or 2 days (depends upon the requested training)</p> <p>30 minutes</p> <p>5 minutes</p>	<p>PGDH-PTIEDO/OIC-PCDO, Provincial Cooperative Development Office</p> <p>Cooperative Development Specialist II, Cooperative Division, PCDO</p> <p>Cooperative Development Specialist I,</p>



				Administrative Aide IV Administrative Section, Provincial Cooperative Development Office  Project Development Officer, Cooperative Division, Provincial Cooperative Development Office
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## 8. Request for Financial Assistance - Association

This service covers the provision of interest-free loan and/or grant for purchase of desktop computers and printers to qualified livelihood associations. This service is available during Monday to Friday 8:00 AM to 5:00 PM.

<b>Office Division</b>	Enterprise Development Division		
<b>Classification:</b>	Complex		
<b>Type of Transaction:</b>	G2C, G2B		
<b>Who may avail:</b>	livelihood associations		
<table border="1"> <tr> <td><b>CHECKLIST OF REQUIREMENTS</b></td><td><b>WHERE TO SECURE</b></td></tr> </table>		<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>		



<ol style="list-style-type: none"> <li>1. Board Resolution addressed to the Provincial Governor requesting for financial assistance specifying the purpose and amount and authorizing an officer to sign and enter a MOA - 1 original copy and 2 photocopies</li> <li>2. Certificate of Registration issued by DOLE and authenticated Articles of Cooperation and By- Laws - 1 original copy and 2 photocopies</li> <li>3. Certificate of Accreditation issued by SP - 1 original copy &amp; 2 photocopies</li> <li>4. Disclosure by the association of other related business, if any, and extent of ownership therein - 1 original copy &amp; 2 photocopies</li> <li>5. Financial Reports audited by an independent Certified Public Accountant for the past three (3) years preceding the date of project implementation - 1 original copy &amp; 2 photocopies</li> </ol>	Requesting Party
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<ol style="list-style-type: none"> <li>7. List and/or photographs of similar projects previously completed by the association, if any, indicating the source of funds for their implementation and Pictures of Physical Office - 1 original copy and 2 photocopies</li> <li>8. Sworn affidavit of the Secretary of the Association that none of the incorporators, organizers, directors or officials is an agent of or related by consanguinity or affinity up to the fourth civil degree to the officials of the PGOM authorized to process and/or approve the proposal, the MOA and the release of funds. - 1 original copy &amp; 2 photocopies</li> <li>9. Photocopies of Official Receipt and bank depository account. - 1 original copy &amp; 2 photocopies</li> <li>10. Pictures of physical office ( applicable only to grants for purchase of desktop computer and printer only ) - 1 original copy and 2 photocopies</li> </ol>	Requesting Party
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CLIENTS STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
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	1.3 Draft Memorandum of Agreement and submit to DH for preview.	None	1 day	Development Management Officer III Enterprise Division, Provincial Cooperative Development Office
	1.4 Submit MOA to Provincial Legal Office for review and issuance of Certificate of Legal Sufficiency	None	15 minutes	Administrative Aide IV Administrative Section, Provincial Cooperative Development Office
	1.5 Endorse to Sangguniang Panlalawigan for issuance of legislative authority	none	15 minutes	Office of the Governor
2. Await signing of MOA	2. Sign MOA	none	1 day	Office of the Governor
3. Await release of check	3. Prepare vouchers and other supporting documents	none	1 hour	Administrative Aide IV Administrative Section, Provincial Cooperative Development Office
	3.1 Endorse vouchers and complete documentary requirements to Department Head for signature.	none	15 minutes	Administrative Aide IV Administrative Section, Provincial Cooperative Development



	3.2 Follow-up release of check	none	30 minutes	Administrative Aide IV
	3.3 Notify proponent on the release of check	none	5 minutes	Administrative Section, Provincial Cooperative Development
	3.4 Schedule the release of check (if mass distribution is preferred)	none	15 minutes	Development Management Officer III, Enterprise Division, Provincial Cooperative Development Office
				Administrative Aide IV Administrative Section, Provincial Cooperative Development
<b>TOTAL</b>		none	<b>2 days, 2 hours and 35 minutes</b>	

## 9. Request for Financial Assistance - Cooperative

This service covers the provision of soft loans to qualified payable in three (3) years, financial grants for system automation, and product laboratory testing. This service is available during Monday to Friday 8:00 AM to 5:00 PM.

<b>Office or Division:</b>	Cooperative Development Division		
<b>Classification:</b>	Highly Technical		
<b>Type of Transaction:</b>	G2C, G2B		
<b>Who may avail:</b>	Cooperatives		
<table border="1"> <tr> <td><b>CHECKLIST OF REQUIREMENTS</b></td><td><b>WHERE TO SECURE</b></td></tr> </table>		<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>		





<p>1. BR addressed to the Provincial Governor requesting for financial grant assistance specifying its amount and purpose as well as the site/location of the proposed project and intended beneficiaries &amp; authorizing an officer to sign &amp; enter a MOA (1 original copy, 1 photocopy)</p> <p>2. Copies of Certificate of Registration issued by CDA &amp; authenticated Articles of Cooperation and By-Laws (1 original copy, 1 photocopy)</p> <p>3. Certificate of Accreditation issued by Sangguniang Panlalawigan (2 photocopies)</p> <p>4. Disclosure by the cooperative of other related business, if any, and extents of ownership therein (1 original copy, 1 photocopy)</p>	<p>Requesting party</p> <p>Cooperative Development Authority</p> <p>Sangguniang</p> <p>Panlalawigan</p> <p>Requesting Party</p>
<p>5. Financial Reports audited by an independent Certified Public Accountant for the past three (3) years preceding the date of project implementation. For the cooperatives which has been operation for less than three (3) years, report of accomplishment or any equivalent proof certified by its Chairperson and Secretary that it had implemented similar projects shall be required, in addition to financial reports for the years it has been in operation (2 photocopies)</p> <p>6. Complete Project Proposal and Work and Financial Plan and Sources and Details of Proponents Equity; Participation in the Project (at least 20% equity). Project Proposal approved/signed by its officers which shall include the project name, site/location, target beneficiaries, objectives, feasibility studies, project cost estimates, risk assessment, designs, plans, blueprints, charts, etc. (1 original copy, 1 photocopy)</p> <p>7. List and/or photographs of similar projects previously completed by the cooperative, if any, indicating the source of funds for their implementation and pictures of physical office (1 original copy, 1 photocopy)</p>	<p>Requesting Party</p> <p>Requesting Party</p> <p>Requesting Party</p>



<p>8. Sworn affidavit of the Secretary of the Cooperative that none of the incorporators, organizers, directors or officials is an agent of or related by consanguinity or affinity up to the fourth civil degree to the officials of the PGOM authorized to process and/or approve the proposal, the MOA and the release of funds. (1 original copy, 1 photocopy)</p>	<p>Requesting Party</p>
<p>9. Photocopies of official receipt and bank depository account (2 copies)</p>	
<p>For product laboratory testing:</p>	<p>Requesting Party</p>
<p>1. BR addressed to the Provincial Governor requesting for financial grant assistance specifying its amount and purpose as well as the site/location of the proposed project and intended beneficiaries (1 original copy)</p>	<p>Requesting Party</p>
<p>2. Laboratory analysis quotation (1 original copy)</p>	<p>Requesting Party</p>
<p>3. Copies of Certificate of Registration issued by CDA &amp; authenticated Articles of Cooperation and By-Laws (1 original copy, 1 photocopy)</p>	
<p>4. Certificate of Accreditation issued by Sangguniang Panlalawigan (2 photocopies)</p>	<p>Sangguniang Panlalawigan</p>

5. Photocopies of official receipt and bank depository account (2 copies)		Requesting Party		
6. Picture if the product intended for laboratory analysis		Requesting Party		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete documentary requirements to PCDO	1. Record the document in the and attach internal routing and slip. Submit/inform DH.	none	5 minutes	Administrative Aide Administrative Provincial Development Office



	1.1 Accept and documentary ments. If any ment is for revision, return ent.	none	1 hour	PGDH-PTIEDO, OIC PCDO, Provincial Cooperative Development Office
	1.2 Draft of Agreement submit to DH for review.	none	1 day	Cooperative Development II, Cooperative Provincial Development Office
	1.3 Submit MOA to vincial Legal Office review.	none	5 minutes	Project Officer ,Cooperative Division, Provincial Cooperative Development Office
	<i>Await for the MOA.</i>		-	Project Officer ,Cooperative Division, Provincial operative ment Office
	<i>Endorse MOA to Sangguniang Panlalawigan for of legislative authority</i>		-	Administrative Aide Administrative Provincial Development Office
	<i>Await for its approval.</i>		-	Provincial Legal Office Office of the Governor Sangguniang Panlalawigan



2. Await signing of Memorandum of Agree- ment (MOA)	2. Inform the client regarding schedule of signing of MOA  2.1 Sign MOA of the First and Second Party.	None  1 day	5 minutes	Project Development Officer , Cooperative Division, Provincial Cooperative Development Office  Office of the Govern or  PGDH-PTIEDO, OIC PCDO, Provincial Cooperative Development Office
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3. Await release of check and receive the check.	3. Prepare vouchers and other supporting documents.	none	1 hour	Administrative Aide IV Administrative Section, Provincial Cooperative Development Office
	3.1 Endorse vouchers and complete documentary requirements to DH for signature.	none	15 minutes	Administrative Aide IV Administrative Section, Provincial Cooperative Development Office
	3.2 Submit complete documentary requirements and vouchers to Provincial Budget Office.	none	5 minutes	Provincial Budget Office, Office of the Provincial Accountant, Governor's Office, Provincial Administrator's Office, Provincial Treasurer's Office
	<i>Follow up release of check.</i>	none	-	Project Development Officer I , Cooperative Division, Provincial Cooperative Development Office



## 10. Request for Financial Assistance for Nutritional Analysis

This service covers the provision of financial assistance for boosting the value of product thru nutritional analysis. This service is available during Monday to Friday 8:00 AM to 5:00 PM.

<b>Office Division</b>	Enterprise Development Division			
<b>Classification:</b>	Simple			
<b>Type of</b>	G2C, G2B			
<b>Who may avail:</b>	General Public, Associations, producers			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Letter addressed to the Department Head requesting for financial assistance for laboratory testing of food products - 1 original copy and 1 photocopy 2. Laboratory quotation - 1 original copy and 1 photocopy 3. Certificate of Registration - 1 original copy and 1 photocopy 4. Pictures of the products - 1 original copy and 1 photocopy 5. Certificate of Accreditation - 1 original copy and 1 photocopy			Requesting Party	
CLIENTS STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit letter-re-quest and supporting documents	1. Record the Incoming document in the logbook and attach internal routing and transmittal slip	none	5 minutes	Administrative Aide IV Administrative Section, Provincial Cooperative Development Office
2. Await and inquire the result of preliminary evaluation	2. Conduct preliminary evaluation of the request	none	15 minutes	PGDH-PTIEDO, OIC PCDO, Provincial Cooperative



3. Await the release of payment	3.1 Review and validate the request	none	2 hours	Development Management Officer III, Enterprise Division, Provincial Cooperative Development Office  Administrative Aide IV, Administrative Section, Provincial Cooperative Development Office
	3.2 Prepare vouchers and follow-up release of check payment	none	2 hours	
	3.3 Notify proponent on the release of check payment	none	5 minutes	
<b>TOTAL</b>		none	<b>2 hours and 25 minutes</b>	

## 11. Request for Technical Assistance - Association

This service involves the provision of technical assistance on general matters involving livelihood associations and enterprise development such as consultations, referrals and advisories on the organization, registration and business development of the associations. This service is available

<b>Office Division</b>	Enterprise Development Division
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C, G2B
<b>Who may avail:</b>	General Public, Associations, producers
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
1. Letter addressed to the Department Head requesting for technical assistance and specifying its purpose - 1 original copy and 1 photocopy	Requesting Party



CLIENTS STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit letter-request and complete documentary requirements of the specific technical assistance	1. Record the incoming document in the logbook and attach internal routing and transmittal slip. Submit/inform the Department Head	none	5 minutes	Administrative Aide IV, Administrative Section, Provincial Cooperative Development Office
	1.1 Preliminary evaluation and scheduling of technical assistance	none	30 minutes	
	1.2 Inform the client regarding	none	3 minutes	PGDH-PTIEDO/OIC-PCDO, Provincial Cooperative Development Office
2. Receive technical assistance	2. Conduct of technical assistance requested	none	2 hours	PGDH-PTIEDO/OIC-PCDO, Provincial Cooperative Development Office
	2.1 Advise the client to fill-out feedback form	none	5 minutes	Administrative Aide IV, Administrative
<b>TOTAL</b>		none	<b>2 hours and 43 minutes</b>	

## 12. Request for Technical Assistance - Cooperative

This service involves the provision of technical assistance on general matters involving cooperative development such as consultations, referrals, and advisories on the organization, registration, product and business development of cooperatives. This service is available during Monday to Friday 8:00 AM to 5:00 PM.

<b>Office or Division:</b>	Cooperative Development Division
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C, G2B





<b>Who may avail:</b>		Cooperatives, Producer Cooperatives		
<b>CHECKLIST OF</b>		<b>WHERE TO SECURE</b>		
1. Letter addressed to the Department Head requesting for technical assistance specifying its purpose – 1 original copy  For label printing: 1. Soft copy of the product		Requesting party		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit letter-request	1. Record the incoming document in the logbook and attach internal routing and transmittal slip. Submit/inform the Department Head.	none	5 minutes	Administrative Aide IV, Administrative Section, Provincial Cooperative Development Office
	1.1 Preliminary evaluation and scheduling of technical assistance.	none	30 minutes	PGDH-PTIEDO/OIC-PCDO, Provincial Cooperative Development Office
	1.2 Inform the client regarding the schedule of technical assistance.	none	3minutes	Supervising Cooperative Development Specialist, Cooperative Division, Provincial Cooperative Development Office



2. Receive technical assistance	2. Conduct of technical assistance as requested.	none	1 day	Cooperative Development Specialist I, Cooperative Division, Cooperative Development Office
	2.1 Advise the client to fill-out feedback form and/or online client survey (if personal interaction to the Office)	none	5 minutes	Project Development Officer I, Cooperative Division, Provincial Cooperative Development Office  Project Development Assistant, Cooperative Division, Provincial Cooperative Development Office  Administrative Aide IV, Administrative Section, Provincial Cooperative Development Office  Project Development Assistant, Cooperative Development Office
<b>TOTAL</b>		none	<b>1 day, 43 minutes</b>	



### 13. Request for Technical Assistance in SP Accreditation

This service involves the provision of technical assistance in SP accreditation to livelihood associations. This service is available from during Monday to Friday 8:00 AM to 5:00 PM

<b>Office Division</b>	Enterprise Development Division	
<b>Classification:</b>	Simple	
<b>Type of Transaction:</b>	G2C, G2B	
<b>Who may avail:</b>	General Public, Associations	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Letter addressed to the Department Head requesting for technical assistance in SP accreditation or accomplished Client Satisfaction Form - 1 original copy & 2 photocopies 2. Letter of Application for Accreditation/Board Resolution Requesting for Accreditation - 1 original copy & 2 photocopies 3. Accomplished Form for Accreditation - 1 original copy & 2 photocopies		Requesting Party

<b>Office Division</b>	Enterprise Development Division	
<b>Classification:</b>	Simple	
<b>Type of Transaction:</b>	G2C, G2B	
<b>Who may avail:</b>	General Public, Associations	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE



<p>4. Certification of Registration issued by DOLE - 1 original copy &amp; 2 photocopies</p> <p>5. Articles of Cooperation and By-Laws - 1 original copy &amp; 2 photocopies</p> <p>6. List of Officers and Members with Record of Membership Contributions as certified by Secretary - 1 original copy &amp; two photocopies</p> <p>7. Annual Accomplishment Report for the last 2 years - 1 original copy &amp; 2 photocopies</p> <p>8. Financial Reports, if any (to include 9. Statement of Current Operations, Balance Sheets, Income Statements, Cash Flow, etc) - 1 original copy &amp; 2 photocopies</p> <p>9. Minutes of the Last General Assembly Showing New Set of Officers, if any - 1 original copy &amp; 2 photocopies</p> <p>10. Resolution of the concerned Sangguniang Barangay as to organization's legitimate existence - 1 original copy &amp; 2 photocopies</p> <p>11. Resolution of Undertaking - 1 original copy &amp; 2 photocopies</p>					Requesting Party				
CLIENTS STEPS		AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE				
1. Submit letter-re-quest and complete documentary require-ments of the specific technical assistance		1.1 Record the incom- ing document in the logbook and attach in- ternal routing and transmittal slip. Submit/ inform the Department Head	none	5 minutes	Administrative Aide IV, Administrative Section, Provincial Cooperative Development Office				
		1.2 Preliminary evaluation and scheduling of technical assistance	none	30 minutes	PGDH- PGDH-PTIEDO/OIC-PCDO, Provincial Cooperative Development Office				
		1.3 Inform the		3 minutes	Development				



2. Receive technical assistance	2.1 Conduct of technical assistance requested	none	2 hours	PGDH- PGDH-PTIEDO/OIC-PCDO, Provincial Cooperative Development
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<b>Office Division</b>	Enterprise Development Division
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C, G2B
<b>Who may avail:</b>	General Public, Associations
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>



<p>4. Certification of Registration issued by DOLE - 1 original copy &amp; 2 photocopies</p> <p>5. Articles of Cooperation and By-Laws - 1 original copy &amp; 2 photocopies</p> <p>6. List of Officers and Members with Record of Membership Contributions as certified by Secretary - 1 original copy &amp; two photocopies</p> <p>7. Annual Accomplishment Report for the last 2 years - 1 original copy &amp; 2 photocopies</p> <p>8. Financial Reports, if any (to include Statement of Current Operations, Balance Sheets, Income Statements, Cash Flow, etc) - 1 original copy &amp; 2 photocopies</p> <p>9. Minutes of the Last General Assembly Showing New Set of Officers, if any - 1 original copy &amp; 2 photocopies</p> <p>10. Resolution of the concerned Sangguniang Barangay as to organization's legitimate existence - 1 original copy &amp; 2 photocopies</p> <p>11. Resolution of Undertaking - 1 original copy &amp; 2 photocopies</p>				
Requesting Party				
CLIENTS STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE



1. Submit letter- request and complete documentary requirements of the specific technical assistance	1.1 Record the incoming document in the logbook and attach internal routing and transmittal slip. Submit/ inform the Department Head	none	5 minutes	Administrative Aide IV, Administrative Section, Provincial Cooperative Development Office
	1.2 Preliminary evaluation and scheduling of technical assistance	none	30 minutes	PGDH- PGDH-PTIEDO/OIC-PCDO, Provincial Cooperative Development Office
	1.3 Inform the client regarding the schedule	none	3 minutes	Development Management Officer III, Enterprise Division, Provincial Cooperative Development Office
2. Receive technical assistance	2.1 Conduct of technical assistance requested	none	2 hours	PGDH- PGDH-PTIEDO/OIC-PCDO, Provincial Cooperative Development
	2.2 Advise the client to fill-out feedback form and/or online survey	none	5 minutes	Administrative Aide IV, Administrative Section, Provincial Cooperative Development Aide IV
<b>TOTAL</b>		none	<b>2 hours and 43 minutes</b>	



**PROVINCIAL COOPERATIVE  
DEVELOPMENT OFFICE (PCDO)  
Internal Services**





## 1. Preparation of Supporting Documents for Disbursement of Remunerations/ Salaries/ Wages

The Provincial Cooperative Development Office provides assistance to its personnel by processing the payroll. The Administrative Section ensures the effective delivery of the service through the provision of a swift, reliable and systematic procedure for the personnel to receive their respective salaries and/or wages in a timely manner.

<b>Office or Division:</b>	Provincial Cooperative Development Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G			
<b>Who may avail:</b>	PCDO Personnel			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
2 Authenticated copies of Travel Order (if applicable)		Provincial Human Resource Management Office (PHRMO)		
2 Authenticated copies of Certificate of Appearance (if applicable)		PHRMO		
1 Original copy of Approved Leave Form (if applicable)		PHRMO		
2 Authenticated copies of Trip Ticket (for Driver - if applicable)		PHRMO		
2 Original Copies of Accomplishment Report (if applicable)				
Client Satisfaction Survey Form (CSSF)		PCDO Frontdesk		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Check the accuracy of the deductions and net take home pay indicated in the General Payroll Sheet and the time-in/time-out reflected in the Daily Time Record (DTR) provided by the Payroll Officer	1. Print the Daily Time Record (DTR) and General Payroll Sheet obtained from the PGOM Portal  1.1 Provide the personnel the printed DTR and General Payroll Sheet for	none	1 hour	Administrative Aide IV, Administrative Section, Provincial Cooperative Development Office



2. Submit the listed re- quired documents <i>(if there are any)</i> to the payroll officer and wait for the debiting of sala- ry	2. Verify the complete- ness of the submit- ted documents (if there are any)  2.1 Consolidate the submitted documents and attach those to the signed DTRs and General Payroll Sheet	none		Administrative Aide IV, Administrative Section, Provincial Cooperative Development Office
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	2.2 Submit to the Provincial Human Resource Management Office (PHRMO) the completed Payroll with attachments  2.3 Locate the processed Payroll through the PGOM Portal and Document Track- ing System			
3. Provide ratings regarding the payroll processing through the desig- nated Client Satisfaction Survey (CSS) Tablet placed at the public assistance desk	3. Assist the personnel in us- ing the CSS Tab- let/ CSS Form	none	5 minutes	Administrative Aide IV, Administrative Section, Provincial Cooperative Development Office
<b>TOTAL</b>		none	<b>1 hour and 5 minutes</b>	



# **PROVINCIAL TOURISM OFFICE EXTERNAL SERVICE**



# 1. ORIENTAL MINDORO HERITAGE AND CULTURAL CENTER TOUR

Oriental Mindoro Heritage and Cultural Center is a museum open to the general public that offers guided tour within the museum gallery with the goal of promoting the appreciation and preservation of the works and culture of the *Mangyans*. OMHCC Tour Available at 8 am to 5 pm, Monday to Sunday.

<b>Office or Division:</b>	Provincial Tourism Office - Cultural Affairs Division			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C, G2B, and G2G			
<b>Who may avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
<b>Museum Tour of Oriental Mindoro Heritage and Cultural Center</b>				
1. Original copy of government-issued Identification Card			Requesting group/individual	
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Present government-issued valid identification card for the verification of residency.	1. Check client presented identification card to verify residency.	None for Oriental Mindoreños;  For non-residents of Oriental Mindoro – Php 50.00	2 minutes	Tourism Operations Assistant <b><i>Oriental Mindoro Heritage and Cultural Center</i></b>
2. Sign in the Visitor’s Log Book in the office information desk.	2. Provide the Log Book to the client.	N o n e	2 minutes	Tourism Operations Assistant <b><i>Oriental Mindoro Heritage and Cultural Center</i></b>



3. Observe guidelines to be discussed by the Museum Guide and proceed to the Museum Proper for the guided tour.	3.1 Discuss guidelines.  3.2 Conduct guided museum tour.	N o n e	4 minutes  45 minutes	Tourism Operations Assistant <b><i>Oriental Mindoro Heritage and Cultural Center</i></b>
<b>TOTAL PROCESSING TIME</b>		N o n e	<b>53 minutes</b>	



## 2. ORIENTAL MINDORO HERITAGE MUSEUM (OMHM) FACILITY RENTAL

Oriental Mindoro Heritage Museum offers its facilities, the Mangyan Ballroom and Halcon Performance Area to the public for events whether business such as Meetings, Seminars and Symposium or personal celebrations such as, but not limited to Birthdays and Weddings. The ballroom and performance area is open every Monday to Sunday, subject to availability of the facility.

Office or Division:	Provincial Tourism Office - Cultural Affairs Division			
Classification:	Simple			
Type of Transaction:	G2B, G2C, and G2G			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Mangyan Ballroom and Halcon Performance Area				
1 original copy of facility Request Form		Oriental Mindoro Heritage Museum Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Inquire regarding the rates and availability of the facilities.	1. Inform the client of the corresponding rates and inclusions of the facility for rent.  1.2 Check the availability of the facility requested.  1.3 Inform the client regarding the availability/unavailability of the schedule requested.	See table of fees to be paid	3 minutes	Tourism Operations Assistant <b><i>Oriental Mindoro Heritage Museum</i></b>
2. Fill out the Facility Request	2. Provide the Facility Request Form to client.	None	2 minutes	Tourism Operations Assistant <b><i>Oriental Mindoro</i></b>



Form in the OMHM office.				<b>Heritage Museum</b>
3. Confirm approval/disapproval of request for service	3. Notify the client regarding the merit of the request.	None	3 minutes	Tourism Operations Assistant <b>Oriental Mindoro Heritage Museum</b>
<b>TOTAL PROCESSING TIME</b>		<b>None</b>	<b>8 Minutes</b>	

<b>FACILITY AND INCLUSIONS</b>	<b>RATES</b>
• <b>MANGYAN BALLROOM</b> Inclusions: tables and chair	Php 10,000.00
• <b>MANGYAN BALLROOM</b> Inclusions: tables, chairs, and sound system	Php 13,000.00
• <b>HALCON PERFORMANCE AREA</b>	Php 6,000.00



### 3. ORIENTAL MINDORO HERITAGE MUSEUM TOUR

Oriental Mindoro Heritage Museum is a museum open to the general public that offers guided tour within the museum proper with features inspired by the “MAHAL TANA” theme which highlights the iconic symbols of Oriental Mindoro – Mangyan, Halcon, Tamaraw and Naujan Lake. Available at 8 am to 5 pm, Monday to Sunday except Holidays.

Office or Division:	Cultural Affairs Division			
Classification:	Simple			
Type of Transaction:	G2B, G2C, and G2G			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Museum Services: Museum Tour of Oriental Mindoro Heritage Museum				
1. Printed online booking form		<a href="https://forms.gle/wqKDysCeQhqUPaMt8">https://forms.gle/wqKDysCeQhqUPaMt8</a>		
2. Original copy of government-issued Identification Card		Requesting group/individual		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Fill out and submit the online booking form accessible thru <a href="https://forms.gle/wqKDysCeQhqUPaMt8">https://forms.gle/wqKDysCeQhqUPaMt8</a> (bookings are accepted 2-3 days prior to the preferred date of visit)	1.1 Process and check online booking.  1.2 Notify the client via phone call through the contact number provided in the online booking form and inform the client regarding the availability unavailability of the schedule requested.	None	2 minutes  15 minutes	Tourism Operations Assistant <b><i>Oriental Mindoro Heritage Museum</i></b>





2. Receive online booking confirmation form to be sent via email.	2. Process online booking application.	None	3 minutes	Tourism Operations Assistant <b><i>Oriental Mindoro Heritage Museum</i></b>
3. Upon arrival, prepare the booking confirmation form and present the government-issued identification card for the verification of residency	3. Check confirmation form and valid ID.	None for Oriental Mindoreños;  For non-residents of Oriental Mindoro – Php 50.00	3 minutes	Tourism Operations Assistant <b><i>Oriental Mindoro Heritage Museum</i></b>
4. Observe guideline to be discussed by the Museum Guide and proceed to the Museum Proper for the guided tour.	4. Discuss guidelines.  4.1 Conduct guided museum tour.	Php 50.00	2 minutes  45 minutes	Tourism Operations Assistant <b><i>Oriental Mindoro Heritage Museum</i></b>
<b>TOTAL PROCESSING TIME</b>		<b>Php 100.00</b>	<b>1 &amp; 10 Minutes</b>	

#### 4. PLAZA DEL GOBERNADOR: LIWASAN NG MAMAMAYAN FACILITY RENTAL

Plaza del Gobernador: Ang Liwasan ng Mamamayan Facility Rental offers sections or the entirety of the plaza to the public for events appropriate in an open area setting with the dancing fountain as the major attraction of the park. The service is available every Monday to Friday, 8 am to 5 pm.

<b>Office or Division:</b>	Provincial Tourism Office - Cultural Affairs Division
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C, G2B, and G2G
<b>Who may avail:</b>	All



CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Plaza del Gobernador: Liwasan ng Mamamayan Facility Rental				
Facility Request Form		Provincial Tourism Office Information Desk		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PRO-CESSING TIME	PERSON RESPONSIBLE
1. Inquire regarding the rates and availability of the facilities.	1. Inform the client of the corresponding rates and inclusions of the facility for rent.	See table of fees to be paid	5 minutes	Tourism Operations Assistant <b>Plaza del Gobernador: Liwasan ng Mamamayan</b>
	1.1 Check the availability of the facility on the requested date.		5 minutes	
	1.2 Notify the client regarding the availability/ unavailability of the facility.		5 minutes	
2. Fill out facility request form at the Provincial Tourism Office Information Desk	2. Provide facility request form to the client.	None	5 minutes	Tourism Operations Assistant <b>Plaza del Gobernador: Liwasan ng Mamamayan</b>
3. Confirm approval/ disapproval of request for facility use.	3. Notify the client regarding the merit of the use of facility request.	None	5 minutes	Tourism Operations Assistant <b>Plaza del Gobernador: Liwasan ng Mamamayan</b>
TOTAL PROCESSING TIME		None	25 Minutes	



FACILITY AND INCLUSIONS	RATES
<b>FULL PACKAGE</b> Inclusions: tables and chairs (can accommodate up to 90 pax)  (Day Rate 8:30 AM – 5:30 PM) * La Terazza and musically choreographed fountain show are not included.   (Night Rate 6:00 PM – 12:00 MN) * La Terazza not included	Php 50,000.00  *Additional of Php 1,000.00 per exceeding hour for park use  *Additional Php 2,000.00 per exceeding hour for fountain use  Php 80,000.00
<b>PUROK KANLURAN (Left Wing)</b>  Day Rate (for 8 hours)  Night Rate (for 6 hours)	Php 5,000.00 (additional Php 500.00 per exceeding hour)  Php 6,500.00
<b>PUROK SILANGAN (Right Wing)</b>  Day Rate (for 8 hours)  Night Rate (for 6 hours)	Php 5,000.00 (additional Php 500.00 per exceeding hour)  Php 6,500.00
<b>FUENTE DE ARCO</b> (Fountain Aisle) for 8 hours	Php 5,000.00 (additional Php 500.00 per exceeding hour)
<b>BALCONY</b>  Day Rate (for 8 hours)  Night Rate (for 6 hours)	Php 5,000.00 (additional Php 500.00 per exceeding hour)  Php 6,500.00
<b>FOUNTAIN</b>  Day Rate (Fuente de Arco Fountain)   Night Rate (Musically Choreographed Fountain)	Php 5,000.00    Php 25,000.00



## 5. REQUEST FOR CULTURAL-RELATED DOCUMENTS AND HISTORICAL REFERENCES DATA

Cultural-Related Documents and Historical References Data Assistance is intended to cater clients requesting cultural related documents and historical references of the province. The service is available every Monday to Friday, 8 am to 5 pm.

<b>Office or Division:</b>	Provincial Tourism Office - Cultural Affairs Division			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2C,G2B, G2G			
<b>Who may avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Written letter request (1 original copy)		Requesting client		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Sign in the Client Log Book in the office information desk.	1. Provide the Log Book to the client.	None	2 minutes	Tourism Operations Assistant <b>Provincial Tourism Office – Cultural Affairs Division</b>
2. Submit the required document to the Cultural Affairs Division.	2. Receive the required documents and assess the type of data requested.	None	3 minutes	Tourism Operations Assistant <b>Provincial Tourism Office – Cultural Affairs Division</b>
	2.1 Forward the document received to the person-in-charge on Cultural Related Documents and Historical References of Oriental Mindoro.		2 minutes	



	2.2 Locate or prepare the data requested.		5 days	
3. Receive the document provided by the Cultural Affairs Division personnel.	3. Provide the data and have it received by the client.	None	15 minutes	Tourism Operations Assistant <b>Provincial Tourism Office – Cultural Affairs Division</b>

4. Fill out the client satisfaction survey form provided by the Cultural Affairs Division personnel.	4. Provide the client satisfaction form survey.	None	2 minutes	Tourism Operations Assistant <b>Provincial Tourism Office – Cultural Affairs Division</b>
<b>TOTAL PROCESSING TIME</b>		<b>None</b>	<b>5 days, 24 minutes</b>	



## 6. REQUEST FOR FINANCIAL ASSISTANCE TO TOURISM-RELATED PROJECTS, EVENTS AND ACTIVITIES

Request for financial assistance to tourism-related projects, events and activities is intended to cater the financial request for tourism development and promotions projects, events and activities of Local Government Units (LGUs) and Community-Based Sustainable Tourism Organizations (CBSTOs). The service is available every Monday to Friday, 8 am to 5 pm.

<b>Office or Division:</b>	Provincial Tourism Office - Administrative Division	
<b>Classification:</b>	Highly Technical	
<b>Type of Transaction:</b>	G2B, G2G	
<b>Who may avail:</b>	Local Government Units (LGU), Sangguniang Panlalawigan (SP) Accredited Community-Based Sustainable Tourism Organizations (CBSTOs), Farm Tourism Site Operators (FTSOs)	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
Financial Assistance to Tourism-Related Projects (for LGUs)		
1. Written letter request signed by the City/ Municipal Mayor (1 original copy)		Requesting LGU
2. Program of Works (1 original copy)		Engineering Office of the Requesting LGU
3. Official Receipt of the LGU		Requesting LGU
Financial Assistance to Tourism-Related Events & Activities (for LGUs)		
1. Written letter request signed by the City/ Municipal Mayor (1 original copy)		Requesting LGU
2. Program of Activities (1 certified true copy)		Requesting LGU
3. Program Design		Requesting LGU
4. Official Receipt of the LGU		Requesting LGU



Financial Assistance to Tourism-Related Projects (for CBSTOs and FTSO)				
1. Written letter request signed by the CBSTO president (1 original copy)		Requesting CBSTO/FTSO		
2. Program of Works (1 original copy)		Engineering Office of the concerned LGU		
3. Certificate of Organization Registration from the Department of Labor and Employment / Securities and Exchange Commission (1 photocopy)		Department of Labor and Employment (DOLE) / Securities and Exchange Commission (SEC)		
4. Certificate of Accreditation from the Sangguniang Panlalawigan (1 photocopy)		Sangguniang Panlalawigan (SP)		
5. Official Receipt		Requesting Organization/Operator		
Financial Assistance to Tourism-Related Events & Activities (for CBSTOs and FTSOs)				
1. Written letter request signed by the CBSTO president (1 original copy)		Requesting CBSTO/FTSO		
2. Program of Works (1 original copy)		Requesting CBSTO/FTSO		
3. Certificate of Organization Registration from the Department of Labor and Employment / Securities and Exchange Commission (1 photocopy)		Department of Labor and Employment (DOLE) / Securities and Exchange Commission (SEC)		
4. Certificate of Accreditation from the Sangguniang Panlalawigan (1 photocopy)		Sangguniang Panlalawigan (SP)		
5. Official Receipt		Requesting Organization/Operator		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PRO-CESSING TIME	PERSON RESPONSIBLE
1. Sign in the Client Log Book in the office information desk.	1. Provide the Log Book to the client.	none	2 minutes	<b>Administrative Aide IV</b> Provincial Tourism Office – Administrative Division
2. Submit the required document to the Administrative Division.	2. Receive the required documents and assess the type of data requested.	None	3 minutes	<b>Administrative Officer IV</b> Provincial Tourism Office – Administrative Division



	<p>2.1 Prepare the transmittal and forward the document received to Governor's Office for marginal note/ approval.</p> <p>2.2 Monitor the status of the documents forwarded to the Governor's Office.</p> <p>2.4 Receive the document with marginal note from the Governor's Office.</p>		<p>15 minutes</p> <p>20 days</p> <p>5 minutes</p>	<p><b>Administrative Officer IV</b> Provincial Tourism Office – Administrative Division</p> <p><b>Administrative Aide IV</b> Provincial Tourism Office – Administrative Division</p> <p><b>Administrative Aide IV</b> Provincial Tourism Office – Administrative Division</p>
3. Confirm approval/ disapproval of request for financial assistance.	<p>3. Notify the contact person of the requesting party regarding the marginal note of the Governor.</p> <p>3.1 Prepare necessary documents for processing: Disbursement Voucher (DV) and Obligation Request (ObR) for Financial Assistance.</p> <p>3.2 Forward the documents to concerned offices for processing.</p> <p>3.3 Advise the requesting LGU on the date of release of the financial assistance</p>	<p>none</p>	<p>15 minutes</p> <p>30 minutes</p> <p>21 days</p> <p>5 minutes</p>	<p><b>Administrative Officer IV</b> Provincial Tourism Office – Administrative Division</p> <p><b>Administrative Aide IV</b> Provincial Tourism Office – Administrative Division</p> <p><b>Administrative Aide IV</b> Provincial Tourism Office – Administrative Division</p> <p><b>Administrative Officer IV</b> Provincial Tourism Office – Administrative Division</p>





4. Claim the Financial Assistance at the Provincial Treasurer's Office and present the official receipt of the requesting party.	4. Assist the client to locate the financial assistance at the Provincial Treasurer's Office.	none	2 minutes	<b>Administrative Aide IV</b> Provincial Tourism Office – Administrative Division
<b>TOTAL PROCESSING TIME</b>		<b>none</b>	<b>41 days, 1 hour and 17 minutes</b>	

## 7. TECHNICAL ASSISTANCE FOR LINKAGING AND NETWORKING

Tourism Development Planning and Coordination Technical Assistance for Linkaging and Networking is intended to provide technical assistance to tourism organizations and groups to link them with other entities under the jurisdiction of the Provincial Government of Oriental Mindoro to promote tourism. The service is available every Monday to Friday, 8 am to 5 pm.

<b>Office or Division:</b>	Provincial Tourism Office – Tourism Development Planning and Coordination
<b>Classification:</b>	Complex
<b>Type of Transaction:</b>	G2C and G2G
<b>Who may avail:</b>	Community-based Sustainable Tourism Organizations (CBSTOs), Farm Tourism Site Operators (FTSOs), City/Municipal Tourism Officers and Staff
<b>CHECKLIST OF REQUIREMENTS</b>	
<b>WHERE TO SECURE</b>	
<b>Technical Assistance for Linkaging and Networking</b>	
Written letter request (1 original copy)	Requesting client

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PRO-CESSING TIME	PERSON RESPONSIBLE
1. Sign in the Client Log Book in the office information desk.	1. Provide the Log Book to the client.	None	1 minute	<b>Administrative Aide IV</b> Provincial Tourism Office



2. Submit the required document to the Tourism Development Planning and Coordination Division.	2. Receive the required document and assess the completeness of the document.	None	20 minutes	<b>Tourism Operations Assistant</b> Provincial Tourism Office
3. Receive the advisory from and coordinate with the Tourism Development Planning and Coordination Division personnel regarding the status of the request.	3. Coordinate with the third-party organization regarding the details of the request.	None	3 days	<b>Tourism Operations Assistant</b> Provincial Tourism Office
3.1 Prepare the documentary requirements to be submitted to the requested party.	3.1 Prepare communication letter to the requested agency endorsing the client's request.		5 working days	<b>Tourism Operations Assistant</b> Provincial Tourism Office
3.2 Submit the documentary requirements to the Tourism Development Planning and Coordination Division personnel for checking and verification and revise as needed.	3.2 Verify and assess the completeness of the documentary requirements provided by the client.		30 minutes	<b>Tourism Operations Assistant</b> Provincial Tourism Office
3.3 Coordinate with the requested party regarding the merit of the request.	3.3 Provide the client with a letter of endorsement addressed to the requested party.		10 minutes	<b>Tourism Operations Assistant</b> Provincial Tourism Office
4. Fill out the client satisfaction survey form provided by the Tourism Development Planning and Coordination personnel.	4. Provide the client satisfaction form survey.	None	2 minutes	<b>Tourism Operations Assistant</b> Provincial Tourism Office
<b>TOTAL PROCESSING TIME</b>		<b>None</b>	<b>8 days, 1 hour and 3 minutes</b>	



## 8. TECHNICAL ASSISTANCE ON PROJECT CONCEPT DEVELOPMENT AND ENHANCEMENT

Tourism Development Planning and Coordination Technical Assistance on Project Concept Development and Enhancement is intended to provide technical assistance to tourism organizations and groups for endeavors focusing on the development of tourism project concepts in the Province of Oriental Mindoro. The service is available every Monday to Friday, 8 am to 5 pm.

<b>Office or Division:</b>	Provincial Tourism Office – Tourism Development Planning and Coordination Division
<b>Classification:</b>	Highly Technical
<b>Type of Transaction:</b>	G2C and G2G
<b>Who may avail:</b>	Community-based Sustainable Tourism Organizations (CBSTOs), Farm Tourism Site Operators (FTSOs), City/Municipal Tourism Officers and Staff
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
<b>Technical Assistance on Project Concept Development and Enhancement</b>	
Written letter request (1 original copy)	Requesting client

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PRO-CESSING TIME	PERSON RESPONSIBLE
1. Sign in the Client Log Book in the office information desk.	1. Provide the Log Book to the client.	None	1 minute	<b>Administrative Aide IV</b> Provincial Tourism Office
2. Submit the required document to the Tourism Development Planning and Coordination Division	2. Receive the required documents and assess the nature of request and completeness of the documents.	None	3 minutes	<b>Tourism Operations Assistant</b> Provincial Tourism Office



3. Receive the advisory from and coordinate with the Tourism Development Planning and Coordination Division personnel regarding the status of the request.	3. Refer the request to the Provincial Tourism Officer for recommendation.	None	2 working days	<b>Tourism Operations Assistant</b> Provincial Tourism Office
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3.1 Coordinate with the Tourism Development Planning and Coordination Division personnel regarding the recommendation of the project by the Provincial Tourism Officer.	3.1 Coordinate with the requesting party regarding the status of the request as per Provincial Tourism Officer's recommendation.	None	2 working days	<b>Tourism Operations Assistant</b> Provincial Tourism Office
3.2 If YES, assist the Tourism Development Planning and Coordination Division personnel in the conduct of tourism rapid assessment.	3.2 If YES, conduct tourism rapid assessment.		1 working day	<b>Tourism Operations Assistant</b> Provincial Tourism Office
3.3 Fill up the Tourism Rapid Assessment (TRA) Form.	3.3 Prepare Tourism Rapid Assessment (TRA) Form.		4 working days	<b>Tourism Operations Assistant</b> Provincial Tourism Office
3.4 Meet with the Tourism Development Planning and Coordination Division personnel regarding the result of TRA.	3.4 Consult with the requesting party on the result of the Tourism Rapid Assessment.		1 working day	<b>Tourism Operations Assistant</b> Provincial Tourism Office
3.5 Provide necessary information for project brief.	3.5 Prepare project brief and site development recommendation.		5 working days	<b>Tourism Operations Assistant</b> Provincial Tourism Office
3.6 If NO, receive project feedback and recommendation from the Tourism Development Planning and Coordination Division personnel.	3.6 If NO, inform the requesting party of the disapproval of the request and recommend necessary revision.		1 working day	<b>Tourism Operations Assistant</b> Provincial Tourism Office
4. Fill out the client satisfaction survey form provided by the Tourism Development Planning and Coordination personnel.	4. Provide the client satisfaction form survey.	None	2 minutes	<b>Tourism Operations Assistant</b> Provincial Tourism Office
<b>TOTAL PROCESSING TIME</b>		<b>None</b>	<b>16 days and 5 minutes</b>	



## 9. TECHNICAL ASSISTANCE ON TOURLISTA REGISTRATION

Tourism Development Planning and Coordination Technical Assistance on TourLISTA Registration is intended to provide technical assistance to tourism enterprises in Oriental Mindoro on their application and registration in the TourLISTA website. The service is available every Monday to Friday, 8 am to 5 pm.

<b>Office or Division:</b>	Provincial Tourism Office – Tourism Development Planning and Coordination
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2B and G2C
<b>Who may avail:</b>	Tourism Enterprises
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
<b>Technical Assistance on TourLISTA Registration</b>	
Fully accomplished registration form (1 original copy)	Provincial Tourism Office

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PRO-CESSING TIME	PERSON RESPONSIBLE
1. Sign in the Client Log Book in the office information desk.	1. Provide the Log Book to the client.	None	1 minute	<b>Administrative Aide IV</b> Provincial Tourism Office
2. Submit the required document to the Tourism Development Planning and Coordination Division	2. Receive the required documents and assess the completeness of the documents.	None	3 minutes	<b>Tourism Operations Officer I</b> Provincial Tourism Office
3. Acquire account username and password from the Tourism Development Planning and	3. Access the TourLISTA website and register the establishment based on account type.	None	10 minutes	<b>Tourism Operations Officer I</b> Provincial Tourism Office



Coordination Division personnel.	3.1 Approve their application on the website after they have fully filled out all necessary information.		2 minutes	<b>Tourism Operations Officer I</b> Provincial Tourism Office
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	3.2 Provide the client with a copy of the username and password of the account.		2 minutes	<b>Tourism Operations Officer I</b> Provincial Tourism Office
4. Access the TourLISTA website and log in to their account.	4. Provide the client with an overview of the TourLISTA website and assist in the data-encoding process.	None	15 minutes	<b>Tourism Operations Officer I</b> Provincial Tourism Office
5. Fill out the client satisfaction survey form provided by the Tourism Development Planning and Coordination personnel.	5. Provide the client satisfaction form survey.	None	2 minutes	<b>Tourism Operations Officer I</b> Provincial Tourism Office
<b>TOTAL PROCESSING TIME</b>		<b>None</b>	<b>35 minutes</b>	



## 10. TOURISM DEMAND AND SUPPLY DATA ASSISTANCE

Tourism Demand and Supply Data Assistance is intended to cater clients requesting tourism demand and supply data of the province. The service is available every Monday to Friday, 8 am to 5 pm.

<b>Office or Division:</b>	Tourism Development Planning and Coordination Division	
<b>Classification:</b>	Simple	
<b>Type of Transaction:</b>	G2C, G2B, G2G	
<b>Who may avail:</b>	All	
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>	
Written letter request (1 original copy)	Requesting client	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PRO-CESSING TIME	PERSON RESPONSIBLE
1. Sign in the Client Log Book in the office information desk.	1. Provide the Log Book to the client.	None	1 minute	<b>Administrative Aide IV</b> Provincial Tourism Office





2. Submit the required document to the Tourism Development and Promotions Division.	2. Receive the required documents and assess the type of data requested.	none	3 minutes	<b>Tourism Operations Officer I</b> Provincial Tourism Office
	2.1 Forward the document received to the person-in-charge on Demand and Supply Data of Oriental Mindoro.		2 minutes	<b>Tourism Operations Officer I</b> Provincial Tourism Office
3. Receive the document provided by the Tourism Development Planning and Coordination Division personnel.	3. Provide the data and have it received by the client.	none	15 minutes	<b>Tourism Operations Officer I</b> Provincial Tourism Office
4. Fill out the client satisfaction survey form provided by the Tourism Development and Promotions Division personnel.	4. Provide the client satisfaction form survey.	none	2 minutes	<b>Tourism Operations Officer I</b> Provincial Tourism Office
<b>TOTAL PROCESSING TIME</b>		<b>None</b>	<b>23 Minutes</b>	

## 11. TOURISM MARKETING AND PROMOTIONS TECHNICAL ASSISTANCE

Tourism Marketing and Promotions Assistance is intended to provide technical assistance to tourism-related activities, projects and events of Local Government Units (LGUs) and assistance in the marketing and promotions of tourism products and services in the Province of Oriental Mindoro. The service is available every Monday to Friday, 8 am to 5 pm.



<b>Office or Division:</b>	Provincial Tourism Office – Tourism Public Affairs Division		
<b>Classification:</b>	Complex		
<b>Type of Transaction:</b>	G2B and G2G		
<b>Who may avail:</b>	National Government Agencies (NGAs), Local Government Units (LGU)		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>	
<b>Technical Assistance to Tourism-Related Events &amp; Activities (for LGUs &amp; NGAs)</b>			
Written letter request (1 original copy)		Requesting LGU/NGA	
Program of Activities (1 original copy)		Requesting LGU/NGA	

<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Sign in the Client Log Book in the office information desk.	1. Provide the Log Book to the client.	None	1 minute	<b>Administrative Aide IV</b> Provincial Tourism Office
2. Submit the required document to the Tourism Public Affairs Division	2. Receive the required documents and assess the nature of request and completeness of the documents.	None	3 minutes	<b>Tourism Operations Officer II</b> Provincial Tourism Office
	2.1 Prepare necessary documents for processing: Travel Order		5 minutes	<b>Administrative Aide IV</b> Provincial Tourism Office
3. Receive the notice/ advisory from the Tourism Public Affairs Division personnel regarding the status of the	3. Coordinate with the requesting party regarding the status of the request.	None	2 minutes	<b>Tourism Operations Assistant</b> Provincial Tourism Office



request.	3.2 Confirm approval/disapproval of the request.		2 minutes	<b>Tourism Operations Officer II</b> Provincial Tourism Office
4. Fill out the client satisfaction survey form provided by the Tourism Public Affairs Division personnel.	4. Provide the client satisfaction form survey.	none	2 minutes	<b>Tourism Operations Officer II</b> Provincial Tourism Office
			15 minutes	



<b>Office or Division:</b>	Provincial Tourism Office – Tourism Public Affairs Division
<b>Classification:</b>	Complex
<b>Type of Transaction:</b>	G2B and G2G
<b>Who may avail:</b>	Local Government Units (LGU) and Department of Tourism (DOT)-Accredited and LGU-registered Tourism Enterprises

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<b>Technical Assistance for Marketing and Promotions (for LGUs &amp; Tourism Enterprises)</b>	
Fully-accomplished Request Form (1 original copy)	Requesting LGU/NGA

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PRO-CESSING TIME	PERSON RESPONSIBLE
1. Sign in the Client Log Book in the office information desk.	1. Provide the Log Book to the client.	None	1 minute	<b>Administrative Aide IV</b> Provincial Tourism Office
2. Submit the required document to the Tourism Public Affairs Division	2. Receive the required documents and assess the completeness of the documents.	None	3 minutes	<b>Tourism Operations Officer II</b> Provincial Tourism Office
3. Receive the advisory from the Tourism Public Affairs Division personnel regarding the status of the request.	3. Coordinate with the third-party service provider regarding the details of the request and forward the necessary documents (if applicable).  3.1 Coordinate with the requesting party regarding the merit and status of the request.	None	10 Minutes  2 Minutes	<b>Tourism Operations Officer II</b> Provincial Tourism Office  <b>Tourism Operations Assistant</b> Provincial Tourism Office



	3.2 Confirm approval/ disapproval of the request.		2 Minutes	<b>Tourism Operations Officer II</b> Provincial Tourism Office
4. Fill out the client satisfaction survey form provided by the Tourism Public Affairs Division personnel.	4. Provide the client satisfaction form survey.	None	2 minutes	<b>Tourism Operations Officer II</b> Provincial Tourism Office
<b>TOTAL PROCESSING TIME</b>		<b>None</b>	<b>20 Minutes</b>	



## **Environment and Natural Resources Office External Services**



## 1. Approval of Request for Sand and Gravel Delivery Receipts

Transport of sand and gravel materials to any point of destination within the province requires Delivery Receipts (DRs). DRs are checked at Provincial Government-Environment and Natural Resources Office (PG-ENRO) Checkpoints located in strategic locations per municipality.

All Commercial Sand and Gravel (CSAG) Permit Holders or Permittees are required to secure DRs from the Provincial Treasurer's Office (PTO) through the approval of PG-ENRO from Mondays – Fridays, 8:00 am to 5:00 pm.

<b>Office or Division:</b>	Natural Resources Management Division			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2B – Government to Business			
<b>Who may avail:</b>	Sand and Gravel Permit Holder or Authorized Representative			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Delivery Receipt Request Form (2 original copies)		Provincial Government – Environment and Natural Resources Office (PG-ENRO)		
2. Certification of Complete Requirements *For businesses intending to avail advance 20% allowable volume of extraction while permit renewal is in process (2 original copies)		Provincial Mining Regulatory Board (PMRB)		
3. Endorsement (1 original copy)		Provincial Government – Environment and Natural Resources Office (PG-ENRO)		
4. Requisition Issue Voucher (1 duplicate copy)		Provincial Treasurer's Office (PTO)		
5. Official Receipt (1 original copy)		Provincial Treasurer's Office (PTO)		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Accomplish/ Submit Delivery Receipt Request Form (DRRF).	1. Receive and forward to the Mineral Resources Management Section.	None	2 minutes	Administrative Aide, Administrative Section, ENRO
		None	3 minutes	Community Development



Submit Certification from PMRB, if applicable.	1.1 Check the DRRF and prepare Endorsement.	None	2 minutes	Assistant I/II, Natural Resources Management Division, ENRO
	1.2 Review DRRF, Endorsement and affix initial and signature.			Environmental Management Specialist II, Natural Resources Management Division, ENRO  Supervising Environmental Management Specialist, Natural Resources Management Division, ENRO  Department Head, ENRO
2. Receive the approved DRRF and present to PTO for payment.	2.1 Record the approved DRRF and advise return to PG-ENRO for submission of Requisition Issue Voucher (RIV)	None	3 minutes	Community Development Assistant I/II, Natural Resources Management Division, ENRO  Environmental Management Specialist II, Natural Resources Management Division, ENRO
3. Return to PG-ENRO to submit RIV.	3.1 Check Official Receipt (OR) and keep file of the RIV	None	3 minutes	Community Development Assistant I/II, Natural Resources





	Update record.			Management Division, ENRO  Environmental Management Specialist II Natural Resources Management Division, ENRO
TOTAL			13 minutes	

## 2. Conduct of Investigation

This service is available to any citizen, business, or government agency who intends to validate complaints and gather information and evidence on various environmental issues/incidents which may be later used as evidence, should apprehension and filing of case push through. Complaints are filed from Mondays – Fridays, 8:00 am to 5:00 pm

<b>Office or Division:</b>	Natural Resources Management Division Environmental Management Services Division			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2C – Government to Citizen G2B – Government to Business G2G – Government to Government			
<b>Who may avail:</b>	Complainant			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Letter of Complaint (1 copy original)		Client/Complainant		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit a Letter of Complaint to PG-ENRO	1. Receive, record, and forward to the Department Head for instruction.	None	3 minutes	Administrative Aide, Administrative Section, ENRO
	1.1 Discuss the complaint and schedule the conduct of investigation	None	15 minutes	Community Development Assistant I/II, Natural Resources



				Management Division, ENRO
				Environmental Management Specialist II, Natural Resources Management Division, ENRO
				Community Development Officer II, Natural Resources Management Division, ENRO
				Supervising Environmental Management Specialist, Natural Resources Management Division, ENRO
	1.2 Conduct investigation and prepare/subm it Investigation Report (IR) to the Department Head, copy furnished the Division Chief/	None	2 days	Community Development Assistant I/II, Natural Resources Management Division, ENRO
				Environmental Management Specialist II, Natural Resources Management Division, ENRO
				Community Development

				Officer II, Natural Resources Management Division, ENRO
				Supervising Environmental Management Specialist, Natural Resources Management Division, ENRO
	1.4 Depending on the result of investigation, prepare necessary documents like: a. Notice of Adverse Findings b. Notice of Violation c. Cease and Desist Order	None	2 days	Community Development Assistant I/II, Natural Resources Management Division, ENRO
				Environmental Management Specialist II, Natural Resources Management Division, ENRO
				Community Development Officer II, Natural Resources Management Division, ENRO
	1.5 Review/ initial and sign the documents prepared	None	10 minutes	Supervising Environmental Management Specialist, Natural Resources



	1.6 Serve the Notice or CDO to the violator/s		3 days	<p>Management Division, ENRO</p> <p>Department Head, ENRO</p> <p>Community Development Assistant I/II, Natural Resources Management Division, ENRO</p> <p>Environmental Management Specialist II/Community Development Officer II, Natural Resources Management Division, ENRO</p>
2. Receive information on the agency's action.	2.1 Inform the complainant on the investigation conducted.			<p>Community Development Assistant I/II, Natural Resources Management Division, ENRO</p> <p>Environmental Management Specialist II, Natural Resources Management Division, ENRO</p> <p>Community Development Officer II, Natural Resources</p>



				Management Division, ENRO
	TOTAL	None	7 days and 28 minutes	

### 3. Request for Bamboo and Indigenous/Native Tree Seedlings

The PGOM promotes the planting and growing of bamboo and indigenous or native tree seedlings for forest rehabilitation, streambank protection, prevention of soil erosion, air purification, biodiversity enrichment, and climate change mitigation.

The PG-ENRO manages a Bamboo and Forest Trees Plant Nursery which ensures the availability of planting materials for distribution provincewide. Requests are accepted every Mondays – Fridays, 8:00 am to 5:00 pm.

<b>Office or Division:</b>	Natural Resources Management Division			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2C – Government to Citizen G2G – Government to Government			
<b>Who may avail:</b>	Local Government Unit/s (Provincial, City, Municipal, Barangay), Schools, Non-Government Organizations (NGOs), Associations/Organizations			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Letter request of Barangay Resolution (1 original)		Client		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit a letter request or barangay resolution	1. Receive, record and route to Department Head for instruction	None	3 minutes	Administrative Aide, Administrative Section, ENRO
	1.1 Assess the request/ resolution and provide specific instructions.	None	5 minutes	Supervising Environmental Management Specialist, Natural Resources Management Division, ENRO



	1.2 Interview the client for procedures.	None	10 minutes	Community Development Officer II, Natural Resources Management Division, ENRO
	1.3 Prepare and sign an endorsement letter for the Governor.	None	5 minutes	Community Development Assistant I/II, Natural Resources Management Division, ENRO  Department Head, ENRO
2. Pick up the requested seedlings at ENRO Plant Nursery.	2.1 Record the seedlings provided to the client.	None	2 hours	Nursery Laborers, Natural Resources Management Division, ENRO
TOTAL		None	2 hours and 23 minutes	

#### 4. Request for Certification

All Clients may request certification that they may use in any business transaction or purpose as needed. Available from Mondays – Fridays, 8:00 am to 5:00 pm

<b>Office or Division:</b>	Natural Resources Management Division Environmental Management Services Division	
<b>Classification:</b>	Simple	
<b>Type of Transaction:</b>	G2C – Government to Citizen G2B – Government to Business G2G – Government to Government	
<b>Who may avail:</b>	All	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
Letter of Request		Client/Permit Holder/Applicant



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit a Letter of Request	1. Receive, record, and forward to the concerned Division/Section	None	3 minutes	Administrative Aide, Administrative Section, ENRO
	1.1 Verify information needed for the certification	None	10 minutes	Environmental Management Specialist II/ Community Development Officer II/ Supervising Environmental Management Specialist, Natural Resources Management Division, ENRO
	1.2 Prepare certification/ document/s for payment to PTO	Relevant certification and other documents – PHP 50.00/ page	10 minutes	Community Development Assistant I/II, Natural Resources Management Division, ENRO
				Environmental Management Specialist II/ Community Development Officer II, Natural Resources Management Division, ENRO
	1.3 Review/Initial and sign Certification	None	4 minutes	Supervising Environmental Management Specialist,



				Natural Resources Management Division, ENRO  Department Head or Authorized Officer, Natural Resources Management Division, ENRO
2. Receive Certification	2.1 Record and issue Certification	None	3 minutes	Administrative Aide, Administrative Section, ENRO
TOTAL		None	30 minutes	

## 5. Request for Field Verification

A Field Verification Report (FVR) is one (1) of the requirements for processing and issuance of a Commercial Sand and Gravel (CSAG) Permit issued by the Provincial Governor through the Provincial Mining Regulatory Board (PMRB).

Either new or renewal application, a field verification is requested by the CSAG permit applicant which is endorsed by the PMRB Secretariat to the PG-ENRO. Field verification is conducted from Mondays – Fridays, 8:00 am to 5:00 pm.

<b>Office or Division:</b>	Natural Resources Management Division	
<b>Classification:</b>	Highly Technical	
<b>Type of Transaction:</b>	G2C – Government to Citizen G2B – Government to Business G2G – Government to Government	
<b>Who may avail:</b>	Provincial Mining Regulatory Board, Citizens, CSAG Permit Applicants	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
Endorsement letter attached with <ul style="list-style-type: none"> <li>Letter Request</li> <li>Copy of Notarized CSAG Application</li> <li>Survey Plan/Map of applied area</li> </ul>		Provincial Mining Regulatory Board (PMRB) CSAG Permit Applicant CSAG Permit Applicant CSAG Permit Applicant





CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Request for a Field Verification Report (FVR) thru letter request addressed to the Provincial Mining Regulatory Board (PMRB).	1.1 Receive, record and forward PMRB endorsement letter to the Department Head for instruction	None	3 minutes	Administrative Aide, Administrative Section, ENRO
	1.1 Record request and assign field evaluators of the Mineral Resources Management Section	None	2 minutes	Community Development Assistant I/II, Natural Resources Management Division, ENRO  Environmental Management Specialist II, Natural Resources Management Division, ENRO  Supervising Environmental Management Specialist, Natural Resources Management Division, ENRO
	2.1 Conduct field verification with barangay officials and CSAG permit applicant and prepare the FVR	None	15 days	Community Development Assistant I/II, Natural Resources Management Division, ENRO  Environmental Management Specialist II,



				Natural Resources Management Division, ENRO
3. Return to PG-ENRO for signing of FVR and wait for PMRB notification.	3.1 Check and review the FVR	None	30 minutes	Environmental Management Specialist II, Natural Resources Management Division, ENRO  Supervising Environmental Management Specialist, Natural Resources Management Division, ENRO
	3.2 Prepare and sign endorsement letter.	None	5 minutes	Community Development Assistant I/II, Natural Resources Management Division, ENRO  Department Head, ENRO
	3.3 Update record and forward FVR and endorsement letter to PMRB Secretariat for CSAG permit processing.	None	5 minutes	Community Development Assistant I/II, Natural Resources Management Division, ENRO  Administrative Aide, Administrative Section, ENRO



TOTAL	None	15 days and 45 minutes	
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## 6. Request for Financial Assistance on Mangrove Conservation and Rehabilitation

The PG-ENRO provides financial assistance subject to the availability of funds. Financial assistance is granted to barangays and city/municipalities with mangrove conservation and rehabilitation projects in support of the Coastal Resources Management Program (CRMP) of the Provincial Government of Oriental Mindoro. Requests are filed from Mondays – Fridays, 8:00 am to 5:00 pm

<b>Office or Division:</b>	Natural Resources Management Division			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2G – Government to Government			
<b>Who may avail:</b>	Local Government Unit/s (Municipal, Barangay)			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Barangay/LGU Resolution/Letter Request		Barangay/City/Municipality		
Endorsement Letter to the Provincial Governor		Provincial Government – Environment and Natural Resources Office (PG-ENRO)		
Letter/Resolution with Marginal Note of Approval		Provincial Governor's Office		
Area Assessment Report		PG-ENRO		
Mangrove Planting and Maintenance Plan		Barangay/City/Municipality and PG-ENRO		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit the barangay/municipal resolution or letter request	1.1 Receive, record, and forward to the Department Head for instructions/marginal note	None	5 minutes	Administrative Aide, Administrative Section, ENRO
	1.2 Interview the client and	None	15 minutes	Department Head or Authorized Officer, ENRO  Community Development Officer II and/or



	provide guidelines on the process of FA provision	None	8 minutes	Supervising Environmental Management Specialist Natural Resources Management Division, ENRO
	1.3 Prepare, initial and sign Endorsement Letter (EL)			Community Development Assistant I/II, Natural Resources Management Division, ENRO
				Supervising Environmental Management Specialist, Natural Resources Management Division, ENRO
	1.4 Record and submit barangay/ municipal resolution or letter request with EL to Governor's Office	None	5 minutes	Department Head, ENRO Administrative Aide, Administrative Section, ENRO



2 Schedule and accompany PG-ENRO in the inspection of the proposed area requested for FA.	1.1 Conduct inspection and prepare/submit an Area Assessment Report and Mangrove Planting and Maintenance Plan (MPMP)	None	15 days	Community Development Assistant I/II, Natural Resources Management Division, ENRO
	1.2 Review/recommend and approve MPMP	None	15 minutes	Community Development Officer II, Natural Resources Management Division, ENRO Supervising Environmental Management Specialist, Natural Resources Management Division, ENRO
	1.3 Prepare, review and sign documents for processing of FA with complete documentary requirements	None	60 minutes	Department Head or Authorized Officer, ENRO Community Development Assistant I/II, Natural Resources Management Division, ENRO
				Community Development Officer II, Natural Resources Management Division, ENRO



				Supervising Environmental Management Specialist, Natural Resources Management Division, ENRO  Department Head, ENRO
3 Receive FA from the Provincial Treasurer's Office and inform PG-ENRO of FA receipt for project implementation.	3.1 Record and keep file of project documents.	None	2 minutes	Community Development Assistant I/II, Natural Resources Management Division, ENRO  Community Development Officer II, Natural Resources Management Division, ENRO
TOTAL		None	16 days, 1 hour and 50 minutes	

## 7. Request for Processing of Ore Transport Permit

Transport of sand and gravel materials outside the province requires an Ore Transport Permit (OTP) from the Provincial Government of Oriental Mindoro (PGOM). The OTP is inspected at the local ports. The absence or presentation of invalid OTP is deemed illegal shipment of aggregates and, hence, is subject to apprehension, investigation, confiscation/filing of a case, or both. Filing of request is available from Mondays – Fridays, 8:00 am to 5:00 pm.

<b>Office or Division:</b>	Natural Resources Management Division
<b>Classification:</b>	Complex
<b>Type of Transaction:</b>	G2C – Government to Citizen
<b>Who may avail:</b>	Any qualified persons



CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Ore Transport Permit Request Form (2 original copies)		Provincial Government – Environment and Natural Resources Office (PG-ENRO)		
2. Inspection Report (2 original copies)		Provincial Government – Environment and Natural Resources Office (PG-ENRO)		
3. Request for Official Receipt (4 original copies)		Provincial Government – Environment and Natural Resources Office (PG-ENRO)		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Accomplish/Submit the Ore Transport Permit Request Form (OTPRF) with corresponding DRs	1.2 Receive and forward to Mineral Resources Management Section.	None	2 minutes	Administrative Aide, Administrative Section, ENRO
	1.2 Check and record the OTPRF and Delivery Receipts (DRs) and forward to the Department Head for instruction.	None	6 minutes	Community Development Assistant I/II, Natural Resources Management Division, ENRO  Environmental Management Specialist II, Natural Resources Management Division, ENRO
	1.3 Schedule/confirm with the client the schedule of inspection.	None	5 minutes	Community Development Assistant I/II, Natural Resources Management Division, ENRO  Environmental Management Specialist II, Natural Resources



				Management Division, ENRO
2. Accompany PG-ENRO personnel in the conduct of inspection	5.1 Conduct inspection and prepare/submit Inspection Report (IR)	None	5 days	Community Development Assistant I/II, Natural Resources Management Division, ENRO  Environmental Management Specialist II, Natural Resources Management Division, ENRO
3. Return to PG-ENRO for OTP processing	3.1 Check OTPRF, IR and other supporting documents. If complete, prepare the following: a. Ore Transport Permit (OTP) b. Request for Official	None	10 minutes	Community Development Assistant I/II, Natural Resources Management Division, ENRO  Environmental Management Specialist II, Natural Resources Management Division, ENRO





	Receipt (ROR)	None	3 minutes	Supervising Environmental Management Specialist, Natural Resources Management Division, ENRO
	3.2 Review the documents.			
	3.3 Sign the ROR and initial the OTP.	None	1 minute	Department Head, ENRO
4. Receive the OTP, ROR and other supporting documents.	4.1 Update record, advise payment and release to client the OTP for Governor's approval, ROR and other supporting documents.	None	3 minutes	Community Development Assistant I/II, Natural Resources Management Division, ENRO  Environmental Management Specialist II, Natural Resources Management Division, ENRO
TOTAL		None	5 days and 30 minutes	

## 8. Sale of Planting Materials

Bamboo and forest tree seedlings propagated at the PG-ENRO Bamboo and Forest Trees Plant Nursery are also sold as per the Provincial Revenue Code. Fast-growing tree species like Mahogany, Gmelina, and Acacia Mangium are good for tree plantation farms. Indigenous or native tree species like Narra, Batino, Bangkal, etc. are likewise recommended for those land owners who value these tree species for tropical forest ecosystem and biodiversity conservation. Purchase is available from Mondays – Fridays, 8:00 am to 5:00 pm.



<b>Office or Division:</b>		Natural Resources Management Division		
<b>Classification:</b>		Simple		
<b>Type of Transaction:</b>		G2C – Government to Citizen G2B - Government to Business		
<b>Who may avail:</b>		Private Person/Entity/Organizations		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Seedlings Purchase Form-1 (1 original)		Provincial Government – Environment and Natural Resources Office (PG-ENRO)		
Seedlings Payment Form-2 (1 original)		Provincial Government – Environment and Natural Resources Office (PG-ENRO)		
Official Receipt (1 original)		Provincial Treasurer's Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Accomplish/Submit Seedlings Purchase Form-1 (SPF-1).	1. Receive and route to Forest and Water Resources Management Section	None	2 minutes	Administrative Aide, Administrative Section, ENRO
	1.1 Check SPF-1 and prepare Seedlings Payment Form-2 (SPF-2)	None	10 minutes	Community Development Assistant I/II Community, Natural Resources Management Division, ENRO
	1.2 Initial and sign SPF-2	None	1 minute	Development Officer II, Natural Resources Management Division, ENRO Supervising Environmental Management Specialist, Natural Resources Management Division, ENRO
	1.3 Prepare and sign			



	endorsement letter for Governor's information	None	4 minutes	Community Development Assistant I/II, Natural Resources Management Division, ENRO  Department Head, ENRO
2. Receive SPF-1 and SPF-2 and pay corresponding fees to PTO	2.1 Record SPF-1 and SPF-2 and release the forms.	None	2 minutes	Community Development Assistant I/II, Natural Resources Management Division, ENRO
3. Pick up the purchased seedlings at ENRO Plant Nursery	2.1 Record the seedlings provided to the buyer/client.	None	2 hours	Nursery Laborers, Natural Resources Management Division, ENRO
TOTAL		None	2 hours and 19 minutes	

## Environmental Management Services Division

### 1. Request for Recycled Bricks and Compost Materials/Fertilizer

The PGOM through the PG-ENRO promotes 3Rs on solid waste management- RE-USE, REDUCE and RECYCLE. With the Mobile Materials Recovery Station (MMRS), SWM equipment maintained by PG-ENRO, recyclable wastes such as plastics and bottles are shredded and made into bricks in combination with sand, cement, and water. Compost materials/fertilizer may also be produced using the MMRS.

Available from Mondays – Fridays, 8:00 am to 5:00 pm



<b>Office or Division:</b>	Environmental Management Services Division			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen G2G – Government to Government			
<b>Who may avail:</b>	Barangays, Schools, Non-Government Organizations (NGOs), Associations/Organizations			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter Request/Barangay Resolution (1 original, 1 duplicate)		Client		
Endorsement Letter (1 original, 1 duplicate)		Provincial Government – Environment and Natural Resources Office (PG-ENRO)		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit letter request/ barangay resolution	1. Receive, record, and forward to Department Head for instruction	None	4 minutes	Administrative Aide, Administrative Section, ENRO
	1.1 Review the request and interview the client.	None	5 minutes	Community Development Assistant II, Environmental Management Services Division, ENRO
	1.2 Prepare and initial Endorsement Letter (EL) for signature of the Department Head	None	10 minutes	Community Development Assistant I, Environmental Management Services Division, ENRO
	1.3 Record and route the			Environmental Management Specialist II, Environmental Management Services Division, ENRO



	documents to Governor's Office	None	2 minutes	Community Development Assistant II, Environmental Management Services Division, ENRO  Administrative Aide, Administrative Section
2. Pick-up and receive the requested recycled bricks/compost materials/ fertilizer	2.1 Inform the Client of approved request and confirm pick-up schedule	None	6 minutes	Community Development Assistant I/II, Environmental Management Services Division, ENRO  Environmental Management Specialist II, Environmental Management Services Division, ENRO
	2.2 Record and hand-over the requested recycled bricks/compost materials to the client	None	30 minutes	MMRS Laborers, Environmental Management Services Division, ENRO
Total		None	57 minutes	



## 2. Request for Use of Mobile Materials Recovery Station (MMRS)

The PGOM through the PG-ENRO promotes 3Rs on solid waste management- RE-USE, REDUCE and RECYCLE. The Mobile Materials Recovery Station (MMRS) is a SWM equipment managed by PG-ENRO. It processes recyclable wastes such as plastics and bottles to become bricks in combination with sand, cement and water. This MMRS is useful for small volume of recyclables that may be made into recycled bricks, hence, may be used by barangays, municipalities and people's organization.

Available from Mondays – Fridays, 8:00 am to 5:00 pm

<b>Office or Division:</b>	Environmental Management Services Division			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen G2G – Government to Government			
<b>Who may avail:</b>	Schools, Local Government Units (LGU), Non-Government Organizations (NGOs), Associations/Organizations			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter Request/Barangay Resolution (1 original, 1 duplicate)		Client		
Endorsement Letter (1 original, 1 duplicate)		Provincial Government – Environment and Natural Resources Office (PG-ENRO)		
MMRS User Agreement		Provincial Government – Environment and Natural Resources Office (PG-ENRO)		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit letter request/ barangay resolution	1. Receive, record, and forward to Department Head for instruction	None	3 minutes	Administrative Aide, Administrative Section, ENRO
	1.1 Review the request and interview the client. Discuss the MMRS User Agreement.	None	10 minutes	Community Development Assistant II, Environmental Management Services Division, ENRO
	1.2 Prepare and initial		5 minutes	



	Endorsement Letter (EL) for signature of the Department Head	None		Community Development Assistant I, Environmental Management Services Division, ENRO
	1.3 Record and route the documents to Governor's Office	None	60 minutes	Environmental Management Specialist II, Environmental Management Services Division, ENRO  Community Development Assistant I, Environmental Management Services Division, ENRO  Administrative Aide, Administrative Section
2. Accept MMRS per Usage Agreement	2.1 Provide MMRS and monitor usage	None	3 days	Community Development Assistant I/II, Environmental Management Services Division, ENRO  MMRS Laborers, Environmental Management Services Division, ENRO
Total		None	4 days and 18 minutes	



# **Environment and Natural Resources Office**

## **Internal Service**





## 1. Preparation of Supporting Documents for Disbursement of Remunerations/Salaries/Wages

These pertain to the consolidation and completion of necessary documents for the processing and disbursement of remunerations, salaries, and wages of permanent and non-permanent employees of the Provincial Government-Environment and Natural Resources Office (PG-ENRO).

<b>Office or Division:</b>	Administrative Unit			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G – Government to Government			
<b>Who may avail:</b>	All PG-ENRO employees			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Travel Order (2 original copies or 2 authenticated photocopies)		Provincial Government – Environment and Natural Resources Office (PG-ENRO)		
2. Certificate of Appearance (2 original copies or 2 authenticated photocopies)		Provincial Government – Environment and Natural Resources Office (PG-ENRO)		
3. Application for Leave (2 original copies or 2 authenticated photocopies)		Provincial Government – Environment and Natural Resources Office (PG-ENRO)		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit the Accomplishment Report and DTR attachments	1. Receive and evaluate documents for errors	None	10 minutes	Administrative Aide, Administrative Section, ENRO
	1.1 Indicate necessary deductions	None	3 minutes	Administrative Aide, Administrative Section, ENRO
	2. Sign and approve	None	5 minutes	Department Head, ENRO
<b>TOTAL</b>		None	18 minutes	



## **Provincial Veterinary Office External Services**

## 1. Walk-in Veterinary Services and Technical Assistance

To protect both animals and the human populace, the Provincial Veterinary Office provides basic veterinary services such as consultation, treatment, vaccination, deworming, supplementation and technical assistance to walk-in clients. The services are provided to all clients in order to augment the lack of licensed veterinarians in the various municipalities. Services are available from Monday to Friday.

<b>Office or Division:</b>	Provincial Veterinary Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C- Government to Citizen , G2B-Government to Business Entity			
<b>Who may avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Client Request Form (1 original)		Provincial Veterinary Office Administrative Aide II Agricultural Technician		
2. Client Consultation Form (1 original)				
3. Client Satisfaction Survey Form (1 original)				
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Fill-up Client Request Form (CRF) from Frontdesk officer	1. Provide CRF to the client	None	5 minutes	Administrative Aide II Agricultural Technician Provincial Veterinary Office
2. Fill-up and Return CRF to Frontdesk officer for initial assessment	2. Refer CRF to concerned personnel 2.1 Accomplish Client consultation Form and refer to concerned personnel	None	5 minutes	Administrative Aide II Agricultural Technician Provincial Veterinary Office
3. Present the patient / discuss details of concern (for technical assistance)	3. Attend to patient/client	None	15 minutes	Veterinarian IV Agricultural Technician



4. Receive veterinary services and/or technical assistance	4. Provide treatment or technical assistance 4.1 Provide post-treatment instructions / follow-up	None		Provincial Veterinary Office
5. Evaluate service rendered using Client Satisfaction Survey Form (CSSF)	5. Receive accomplished CSSF and submit to Performance Management Team	None	5 minutes	Administrative Officer Provincial Veterinary Office
	TOTAL	None	<b>30 minutes</b>	

## 2. Elective Veterinary Services and Technical Assistance

To further assist local government units and other livestock raisers in the province, certain veterinary services are provided *as scheduled*. Mass Rabies vaccination, large animal castration, spay and neuter services, estrus synchronization and artificial insemination, epidemiological surveillance and veterinary medical mission, among others, are considered elective. These services require logistics, extensive evaluation of manpower and resources and close coordination with local government units and other organized groups prior to conduct of activities. Upon confirmation, services are rendered between Mondays through Fridays.

<b>Office or Division:</b>	Provincial Veterinary Office		
<b>Classification:</b>	Complex		
<b>Type of Transaction:</b>	G2C- Government to Citizen , G2B-Government to Business Entity, G2G- Government to Government		
<b>Who may avail:</b>	All		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1. Letter of Request (1 original or 1 e-mail)	Provincial Veterinary Office – Administrative Officer		
2. Proposed itinerary (1 original or 1 e-mail)	Requesting party (LGU, Organized groups, Individual)		
3. Client Satisfaction Survey Form (1 original)	Provincial Veterinary Office – Agricultural Technician		



4. Monitoring and Feedback Form (1 original or 1 e-mail)				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit a letter of request to PROVET through: A. e-mail : <a href="mailto:provetoormdo@yahoo.com">provetoormdo@yahoo.com</a>  B. PROVET Frontdesk  <i>* letter must be addressed to the Provincial Governor, for the Attention of the Provincial Veterinarian</i>  <i>* letter must contain inventory of animals to be served</i>	1. Acknowledge receipt of request and forward to Department Head for assessment	None	10 minutes	Administrative Officer Provincial Veterinary Office
2. Coordinate and confirm logistics with PROVET  <i>* Ensure coordination with local counterparts (barangay officials, technicians) as needed</i>	2. Discuss logistics (supplies, resources, schedule) with client  2.1 Finalize and confirm plans with client	None	5 days	Veterinarian IV Agriculturist I  Provincial Veterinary Office
3. Render service and/or technical assistance	3. Provide the service needed	None		Veterinarian IV Agricultural Technician
4. Evaluate service rendered using Client Satisfaction Survey Form	4. Receive and consolidate accomplished CSSF	None	30 minutes	

(CSSF) and return to Provet Staff				Provincial Veterinary Office
5. Conduct post-service / treatment monitoring and feedback	5. Provide follow-up as needed	None	30 minutes	
	TOTAL	None	<b>5 days, 1 hour, 10 minutes</b>	

### 3. Veterinary Health Certificate

The Veterinary Health Certificate is issued to animals raisers as requirement for transport, slaughter and other processes and transactions which require the establishment of the current health status of their animal/s. Issuance of Veterinary Health Certificate at the Provincial Veterinary Office is from Monday to Friday, office hours. At the Animal Quarantine Offices at the Ports, the service is available 24/7, from Monday to Sunday.

<b>Office or Division:</b>	Provincial Veterinary Office		
<b>Classification:</b>	Simple		
<b>Type of Transaction:</b>	G2C- Government to Citizen , G2B-Government to Business Entity, G2G- Government to Government		
<b>Who may avail:</b>	All		
<b>CHECKLIST OF REQUIREMENTS *</b>		<b>WHERE TO SECURE</b>	
Client Request Form (1 original)		Provincial Veterinary Office – Agriculturist 1 PORT Animal Quarantine Office – Provincial Quarantine Personnel	
<b>For dogs and cats :</b>			
Vaccination certificate for Rabies (1 original) *		Licensed Veterinarian	

<b>For livestock and poultry :</b>	
1. Municipalities without Government Veterinarians : Animal Inspection Certificate (1 original) *	Municipal Agriculture Office
2. Municipalities with Government Veterinarians Veterinary Health Certificate (1 original) *	Mayor's Office, Municipal Agriculture Office
3. For farms with Private licensed veterinarians	Licensed Farm Veterinarian

Veterinary Health Certificate (1 original ) *				
4. Negative blood test results for economically important diseases (1 original, 1 photocopy) *		DA-Regional Animal Disease Diagnostic Laboratory DA- Bureau of Animal Industry		
5. Vaccination certificate (1 original, 1 photocopy) *		Licensed Veterinarian – Private or Government		
6. Certificate of Farm Accreditation * (1 original, 1 photocopy)		DA- Bureau of Animal Industry – Animal Health and Welfare Division		
Payment Slip		Provincial Veterinary Office – Technical Staff PORT Animal Quarantine Office – Provincial Quarantine Personnel		
Official Receipt (1 original)		Provincial Treasurer's Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill-up and submit Client Request Form (CRF) from PROVET Front desk officer (office) or PROVET Quarantine Personnel (Ports)	1. Provide CRF to the client 1.1 Endorse request to Veterinarian	None	5 minutes	Agriculturist 1 Administrative Aide II  Provincial Veterinary Office  Quarantine Personnel  Provincial Ports
2. Present animal/s together with the required documents to Veterinarians (office) or Quarantine Personnel (Ports) for assessment and verification *	2. Receive the required documents and check for completeness and correctness 2.1 Assess fees to be paid and issue payment slip if all requirements are complied with  2.2 Conduct animal inspection		15 minutes	Provincial Veterinarian Veterinarian IV Provincial Veterinary Office  Quarantine Personnel Provincial Ports



<p>3. Pay the Required Fees and secure Official Receipt from the Provincial Treasurer's Office.</p> <p>* Official receipt must be returned to PROVET for the release of the certificate.</p>	<p>3. Check the Official Receipt</p>	<p>Per Head (hd) :</p> <p>Dog and cat: PHP 20</p> <p>Pigs, Goat, Sheep: PHP 10</p> <p>Cattle, Carabao : PHP 20</p> <p>Poultry: DOC: PHP 0.10 Other : PHP 1 Gamefow I PHP 20</p> <p>Ducks: 1-500 heads : PHP 1/hd</p> <p>501-1000 heads: PHP 800 1001-2000 heads : PHP 1000</p> <p>2001 heads and above: PHP 1500</p>	<p>5 minutes</p>	<p>Agriculturist I Agricultural Technician Provincial Veterinary Office</p> <p>Quarantine Personnel Provincial Ports</p>
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4. Receive Veterinary Health Certificate	4. Issue Veterinary Health Certificate	None	10 minutes	Veterinarian IV Agriculturist I Agricultural Technician  Provincial Veterinary Office  Quarantine Personnel Provincial Ports
	TOTAL		<b>35 minutes</b>	

***\*As per latest issuance and policies of the Department of Agriculture and Bureau of Animal Industry***

#### 4. Other Support Services

Trainings, orientation, lectures, seminars, animal dispersal and technical assistance to various livestock projects are among the other services the department provide to all clients in order to ensure animal health and provide support in the whole production process. Services are rendered between Mondays to Friday, as per agreed schedule with requesting party

<b>Office or Division:</b>	Provincial Veterinary Office	
<b>Classification:</b>	Complex	
<b>Type of Transaction:</b>	G2C- Government to Citizen , G2B-Government to Business Entity, G2G- Government to Government	
<b>Who may avail:</b>	All	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Letter of Request (1 original or 1 e-mail)		Provincial Veterinary Office – Administrative Officer
2. For animal dispersal to LGUs and organized groups: Project design/ Implementation plan (1 original )		Requesting LGU / Organized group
3. Notarized Contract of Dispersal (1 original, 2 photocopies)		Requesting party (LGU, Organized groups, Individual)
4. Requisition Issuance Slip (RIS)		Provincial Veterinary Office – Administrative Officer
5. Client Satisfaction Survey Form (1 original)		
6. Monitoring and Feedback Report		Client / Beneficiary (LGU, Organized groups, Individual)



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit a letter of request to PROVET through: A. e-mail : <a href="mailto:provetoormdo@yahoo.com">provetoormdo@yahoo.com</a> B. PROVET Frontdesk  * letter must be addressed to the Provincial Governor, for the Attention of the Provincial Veterinarian	1. Acknowledge receipt of request and forward to Department Head for assessment and assignment	None	10 minutes	Administrative Aide II  Provincial Veterinary Office
2. Fill-up Consultation form and provide specific details of request	2. Discuss with the clients the list of requirements	None	30 minutes	Agriculturist I Agricultural Center Chief I  Provincial Veterinary Office
3. Submit the required documents to PROVET Division heads for assessment. * For animal dispersal to LGUs and organized groups, must submit project design or implementation plan	3. Receive the required documents and check for completeness and correctness	None	1 day	Agriculturist I Agricultural Center Chief I  Provincial Veterinary Office
4. Coordinate and confirm logistics	4. Discuss logistics	None	3 days	Veterinarian IV Agriculturist I



(supplies, resources, schedule of inspection) with PROVET	(supplies, resources, schedule) with client  * For animal dispersal projects, actual inspection of site is scheduled  *For animal dispersal projects, provide client with Contract of Dispersal and Requisition and Issue Slip (RIS)			Agricultural Center Chief I  Provincial Veterinary Office
5. For animal dispersals: a. Receive /undergo required training or seminar. b. Sign Contract of Dispersal and Requisition and Issue Slip (RIS)  * must return RIS and Notarized Contract of Dispersal to Provet Technical Staff	5. Provide the service requested	None		Veterinarian IV Agriculturist I Agricultural Center Chief I  Provincial Veterinary Office
6. Evaluate service rendered using Client Satisfaction Survey Form (CSSF) and submit to Provet Technical Staff	6. Receive and consolidate accomplished CSSF	None	30 minutes	Administrative Officer  Provincial Veterinary Office
7. Report post-service monitoring and feedback	7. Provide follow-up as needed	None	30 minutes	Veterinarian IV Agriculturist I



through phone, email, or writing				Agricultural Center Chief I  Provincial Veterinary Office
	TOTAL	None	<b>4 days, 1 hour 40 minutes</b>	



**BOTIKA NG LALAWIGAN NG  
ORIENTAL MINDORO  
EXTERNAL SERVICES**



## 1. Procurement of Pharmaceutical Stocks under Consignment Scheme

Pharmaceutical procurement of all hospitals, health projects, programs and related operations of all agencies under the Provincial Government of Oriental Mindoro (PGOM) are centralized to the Botika ng Lalawigan ng Oriental Mindoro (BLOM). Budgetary allocations shall be from BLOM medicines and medical supplies except in time of disaster and or epidemic and in cases where BLOM cannot supply the requirements. Service is available from Monday to Friday.

<b>Office or Division:</b>	GO-BLOM			
<b>Classification:</b>	Simple			
<b>Type of transaction:</b>	G2G – Government to Government			
<b>Who may avail:</b>	Hospitals and other health care facilities, health care programs and activities of the BLOM.			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Purchase Request Order signed by Chief of Hospital. (1 original)		From the representative of the government hospitals who want to purchase medicines and supplies.		
2. Delivery Receipts (1 original, 4 photocopies)		Storekeeper and Administrative Aide – BLOM		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
<i>Steps of procurement of government hospitals.</i>				
1. Coordinate and submit approved purchase request order to BLOM.	1. Receive the purchase request order.	none	15 minutes	Supply Officer/Pharmacist of each hospital and Pharmacist – BLOM
	1.1 Check availability and prepare delivery receipt and sales invoice.	none	30 minutes	Storekeeper BLOM- Main Bodega Administrative Aide BLOM – Main Bodega
	1.2 Prepare and check the goods.	none	1 hour and 30 minutes	Storekeeper BLOM- Main Bodega Administrative Aide



				BLOM – Main Bodega
2. Double check the delivery receipts and sales invoice if it inclines with the items requested, Inspect, Accept/ Acknowledge the goods ordered.	2. Have the inspectorate team inspect and client receive and sign the delivery receipt and goods.	none	1 hour, 30 minutes	Supply Officer- Pharmacist of each Hospital  Administrative Aide BLOM - Bodega
Total		none	3 hours, 45 minutes	

## 2. Sales of quality and affordable drugs, medicines and medical supplies

Botika ng Lalawigan ng Oriental Mindoro (BLOM) ensures the availability of quality and affordable drugs, medicines and medical supplies not only for the PGOM hospitals but also to the general public. Service is available from Monday to Friday.

<b>Office or Division:</b>	GO-BLOM			
<b>Classification:</b>	Simple			
<b>Type of transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Drug prescription (1 original copy, 1 photocopy)		From the clinic/hospital of the attending doctor.		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Present the drug prescription to the counter	1. Get the prescription	none	1 minute	Pharmacy Assistant BLOM
	1.1 Check the prescription and prepare the medicines being purchased. 1.2 Inform the client of the price and	none	5 minutes	Pharmacy Assistant BLOM



	substitute or if there is unavailable item being purchased.			
2. Give your payment to the pharmacy assistant	2.1 Receive the payment and give it to the cashier 2.2 The cashier will check the items; acknowledge the cash given and prepare the change, if there is any.	Exact amount of the items being purchased	5 minutes	Pharmacy Assistant BLOM  Cash Clerk BLOM
3. Receive and check the items purchased, change and official receipt before leaving the counter	3. Give the items being purchased, the official receipt and change to the client.	none	3 minutes	Pharmacy Assistant BLOM
Total		Exact amount of the items purchased	1 hour and 22 minutes	





**BOTIKA NG LALAWIGAN NG ORIENTAL  
MINDORO  
INTERNAL SERVICES**



## 1. Payroll Processing

Botika ng Lalawigan ng Oriental Mindoro ensures all their employees receive their pay at the end of a payroll period.

<b>Office or Division:</b>	GO-BLOM			
<b>Classification:</b>	Simple			
<b>Type of transaction:</b>	G2G – Government to Government			
<b>Who may avail:</b>	BLOM Staff			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Obligation Request (OBR)		From the Provincial Human Resource Management Office (PHRMO)		
2. Disbursement Voucher		From the Provincial Human Resource Management Office (PHRMO)		
3. Accomplishment Report		From BLOM employees		
4. Daily Time Record (DTR)		From the Provincial Human Resource Management Office (PHRMO)		
5. Travel Order (TO)		From Administrative Aide IV		
6. Certificate of Appearance		From concerned offices		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Provide accomplishment report.	1. Receive all accomplishment report	none	5 minutes	Administrative Aide IV BLOM
2. Download DTR emailed by PSU	2. Print all the DTR from the email	none	2 minutes	Administrative Aide IV BLOM
3. Download OBR emailed by PSU	3. Print all the OBR from the email	none	2 minutes	Administrative Aide IV BLOM
4. Download DV emailed by PSU	4. Print all the DV from the email	none	2 minutes	Administrative Aide IV BLOM
5. Prepare Travel Order	5. Attach Travel Order	none	1 minute	Administrative Aide IV BLOM



6. Request Certificate of appearance from the concerned offices	6. Attach Certificate of Appearance	none	1 minute	Administrative Aide IV BLOM
7. Compile the documents	7. Review and signed by the BLOM Staff and OIC	none	20 minutes	Administrative Aide IV BLOM
8. Receive salary	8. All BLOM Staff will sign the payroll and receive their salary.	none	30 minutes	All BLOM Staff
Total		none	63 minutes	



## **Office of the Governor External Services**



## 1. ENDORSEMENT LETTERS

(Liham Pang-endorso)

To assist job applicants requesting for the Governor's endorsement.

(Para matulungan ang mga aplikanteng humihiling ng liham ng pag endorso mula sa Gobernador.) **MONDAY to FRIDAY (8:00 a.m. to 5:00 p.m.)**

<b>Office or Division:</b> (Tanggapan o Dibisyon)		Governor's Office		
<b>Classification:</b> (Klasipikasyon)		Simple		
<b>Type of Transaction:</b> (Uri ng transaksyon)		G2C		
<b>Who may avail:</b> (Sino ang maaaring mag-avail)		Anybody who are qualified for the position they are applying for and wanted to be endorsed by the Governor (Sinumang kwalipikado sa posisyong kanilang ina-applayan at nais magpa-endorso sa Gobernador.)		
<b>CHECKLIST OF REQUIREMENTS</b> (Talaan ng Kinakailangan)		<b>WHERE TO SECURE</b> (Saan maaring kunin)		
Appointment Slip		Office of the Governor		
Personal Data Sheet (PDS) Original/1 photocopy		Client		
<b>CLIENT STEPS</b> (Hakbangin ng kliyente)	<b>AGENCY ACTIONS</b> (Gawain ng Ahensya)	<b>FEES TO BE PAID</b> (Kinakailangang bayaran)	<b>PROCESSING TIME</b> (Oras ng pagpoproseso)	<b>PERSON RESPONSIBLE</b> (Empleyadong nakatalaga)
1. Fill out the appointment slip (Sagutan ang appointment slip)	1. Provide the requested appointment slip and ensure that the form is properly filled out (Ibigay ang hinihinging appointment slip at sigurohing tama ang pagsagot rito.)	None	3 minutes	Administrative Assistant II Governor's Office
2. Give original copy and receiving copy of	2. Prepare the endorsement letter (Ihanda ang	None	5 minutes	Administrative Assistant II, Governor's Office



resolution/request, incl. other details as may be requested. <i>(Isumite ang orihinal at ang receiving copy at iba pang dokumento na kailangan)</i>	<i>endorsement letter)</i> 2.1 Forward letter to COS for initial <i>(Ipasa sa COS ang liham para sa initial)</i> 2.2 Forward to the Governor for his signature. <i>(Isumite sa Gobernador para sa kanyang pagpirma)</i>		2 minutes  5 minutes	Chief of Staff, Governor's Office  Governor, PGOM
3. Receive the Governor's endorsement letter resolutions <i>(Tanggapin ang Endorsement letter mula sa Gobernador)</i>	3. Record in the logbook for Outgoing Documents other concerns <i>(Itala sa logbook ng outgoing documents)</i>	None	3 minutes	Administrative Assistant II Governor's Office
4. Accomplish Client Satisfaction Survey <i>(Sagutan ang client satisfaction survey)</i>	4. Guide client on how to accomplish electronic satisfaction survey questionnaire <i>(Gabayan ang kliyente kung papano magsagot sa electronic satisfaction survey)</i>	None	3 minutes	Administrative Assistant II Governor's Office
	<b>TOTAL</b>	<b>None</b>	<b>21 minutes</b>	



## 2. INVITATIONS FOR THE GOVERNOR

(Imbitasyon para sa Gobernador)

Request for Governor's Attendance in Special Activities. (Kahilingan para sa pagdalo ng Gobernador sa espesyal na gawain.) **MONDAY to FRIDAY ( 8:00 a.m. to 5:00 p.m.)**

<b>Office or Division:</b> (Tanggapan o Dibisyon)		Governor's Office		
<b>Classification:</b> (Klasipikasyon)		Simple		
<b>Type of Transaction:</b> (Uri ng transaksyon)		G2G; G2C		
<b>Who may avail:</b> (Sino ang maaaring mag-avail)		All		
<b>CHECKLIST OF REQUIREMENTS</b> (Talaan ng mga Kinakailangan)		<b>WHERE TO SECURE</b> (Saan maaring kunin)		
Written Request or Invitation and program (Original 1 copy)		Client		
<b>CLIENT STEPS</b> (Hakbangin ng kliyente)	<b>AGENCY ACTIONS</b> (Gawain ng Ahensya)	<b>FEES TO BE PAID</b> (Kinakail angang bayaran)	<b>PROCESSING TIME</b> (Oras ng pagpoproseso)	<b>PERSON RESPONSIBLE</b> (Empleyadong nakatalaga)
1. Submit invitation/request (please submit at least 3 days in advance for coordination of schedule) (Magsumite ng imbitasyon/kahilingan (magsumite ng imbitasyon tatlong araw bago ang okasyon para sa koordinasyon at iskedyul))	1. Receive the required document and assess the request or invitation (Tanggapin ang kinakailangan g dokumento at suriin ang kahilingan o imbitasyon)	None	2 minutes	Administrative Assistant II Governor's Office
	1.1 Encode details of the invitation (time received; agency or office; subject or particular) (Itala ang detalye ng		3 minutes	
			1 minute	Senior Administrative Assistant III



	<p><i>imbitasyon (oras ng pagtanggap; ahensya o tanggapan; paksa))</i></p> <p>1.2 Forward invitation to Senior Administrative Assistant (Private Secretary) for scheduling <i>(Isumite ang imbitasyon sa Sr. Admin Asst. para sa iskdyul)</i></p> <p>1.3 Confirm with the Governor of his attendance <i>(Ikukumpirma sa Gobernador ang kanyang pagdalo.)</i></p>		2 days	<p>Governor's Office</p> <p>Senior Administrative Assistant III Governor's Office</p>
2. Follow up for confirmation of attendance / schedule of activity <i>(Muling mag follow –up para sa kumpirmasyon ng pagdalo o iskdyul ng aktibidad)</i>	<p>2. Ask for the Governor's Schedule for the said activity <i>(Tanungin ang iskedyul ng Gobernador para sa nabanggit na Gawain)</i></p> <p>2.1 Confirm the availability of the Governor and inform the client of the Governor's</p>	None	<p>2 minutes</p> <p>1 minute</p>	<p>Senior Administrative Assistant III Governor's Office</p> <p>Senior Administrative Assistant III Governor's Office</p>





	attendance ( <i>Kumpirmahin kung bakante ang Gobernador at ipaabot sa kliyente ang pagdalo ng Gobernador sa aktibidad</i> )			
3. Receive notice for the Governor's confirmation of his attendance ( <i>Matatanggap ng Kliyente ang kumpirmasyon ng pagdalo ng Gobernador</i> )	3. Calendar the schedule of Governor's appointment/activity ( <i>Itala sa kalendaryo ang iskedyul ng Gobernador</i> )	None	2 minutes	Senior Administrative Assistant (Private Secretary) Governor's Office
	<b>TOTAL</b>	<b>None</b>	<b>2 days and 11 minutes</b>	



### 3. PROCESSING OF PROVINCIAL EDUCATION ASSISTANCE PROGRAM (PEAP) (Pagpoproseso ng aplikasyon para sa PEAP)

To provide assistance to indigent students' application to scholarship program. (*Para makapagbigay ng tulong sa mga kapus-palad na mag-aaral sa pamamagitan ng pagpoproseso ng aplikasyon para sa PEAP.*) **MONDAY to FRIDAY (8:00 a.m. to 5:00 p.m.)**

<b>Office or Division:</b> (Tanggapan o Dibisyon)		Governor's Office		
<b>Classification:</b> (Klasipikasyon)		Simple		
<b>Type of Transaction:</b> (Uri ng transaksyon)		G2C		
<b>Who may avail:</b> (Sino ang maaaring mag-avail)		Indigent college students, with General Weighted Average (GWA) of 80% and taking up a four-year Bachelor's Degree Course. ( <i>Kapus-palad na mag-aaral sa kolehiyo, may General Weighted Average (GWA) na 80% at kumukuha ng kursong Batsilyer.</i> )		
<b>CHECKLIST OF REQUIREMENTS</b> (Talaan ng mga Kinakailangan)		<b>WHERE TO SECURE</b> (Saan maaaring kunin)		
1. Properly filled out PEAP Application Form) (1 original copy)		Office of the Governor or Education and Employment Services Division (EESD)		
2. Certificate of Grades duly signed by the School Registrar (1 original copy)		School Registrar's Office		
3. Certificate of Enrollment duly signed by the School Registrar (1 original copy)		School Registrar's Office		
4. Certificate of Good Moral Character from the last school attended (1 original copy)		School Registrar's Office		
5. Certificate of Barangay Indigency (1 original copy)		Barangay Council's Office		
6. Photocopy of School Identification Card		Student applicant		
7. 1-piece 2x2 picture		Student applicant		
<b>CLIENT STEPS</b> (Hakbangin ng kliyente)	<b>AGENCY ACTIONS</b> (Gawain ng Ahensya)	<b>FEES TO BE PAID</b> (Kinakailangang bayaran)	<b>PROCESSING TIME</b> (Oras ng pagpoproseso)	<b>PERSON RESPONSIBLE</b> (Empleyadong nakatalaga)
1. Fill out the PEAP	1. Provide the form and check	None	3 minutes	Administrative Assistant II

[illegible]



	satisfaction survey)			
	<b>TOTAL</b>	<b>None</b>	<b>1 day and 10 minutes</b>	

#### 4. REQUEST/RESOLUTION FOR FINANCIAL ASSISTANCE

(Kahilingan/resolusyon para sa tulong pinansyal)

The Governor's Office accepts and facilitates requests for financial assistance from barangays, accredited NGOs, POs. Individuals and private groups may also avail as long as the purpose is included in the list of allowed assistance from Commision of Audit. (*Ang Opisina ng Gobernador ay tumatanggap at nagkakaloob ng mga kahilingan para sa tulong pinansyal ng Baranggay, accredited NGOs, POs. Ang indibidwal at pribadong grupo ay maaari ring humingi basta't ang layunin nito ay nakapaloob sa pinahihintulutan ng Commision on Audit.*) **MONDAY to FRIDAY (8:00 a.m. to 5:00 p.m.)**

<b>Office or Division:</b> ( <i>Tanggapan o Dibisyon</i> )	Governor's Office
<b>Classification:</b> ( <i>Klasipikasyon</i> )	Simple
<b>Type of Transaction:</b> ( <i>Uri ng transaksyon</i> )	G2C
<b>Who may avail:</b> ( <i>Sino ang maaaring mag-avail</i> )	All ( <i>Lahat</i> )
<b>CHECKLIST OF REQUIREMENTS</b> ( <i>Talaan ng Kinakailangan</i> )	<b>WHERE TO SECURE</b> ( <i>Saan maaring kunin</i> )
Documentary requirements depending on purpose of visit: ( <i>Kinakaillangang dokumento depende sa layunin ng pagbisita</i> )  -Financial Assistance (FA) for Barangay Founding Anniversary / Sports Festival ( <i>Tulong Pinansyal para sa Barangay Founding Anniversary / Sports Festival</i> ) 1. 2 original copies of Resolution / Request duly signed by the Sangguniang Barangay ( <i>2 orihinal na kopya ng resolusyon/kahilingan na pirmado ng Sangguniang Barangay</i> ) 2. 2 original copies of Program of activities with estimated expenditures duly signed by the Barangay Captain ( <i>2 orihinal na kopya ng programa at aktibidades</i> )	Resolution from requesting Barangay, Municipality, Cooperative or NGO ( <i>Resolusyon mula sa humihiling na Barangay, Munisipalidad, Kooperatiba o NGO.</i> )



<p><i>kalakip ang posibleng halaga ng magagastos at may pirma ng Kapitan ng Baranggay)</i></p> <p>-Financial Assistance (FA) for Sports or Academic Competition and Pageants (<i>Tulong pinansyal para sa isports o pang akademikong kompetisyon at pageants</i>)</p> <p>1. 2 original copies of request Invitation or any proof of communication for joining the competition/pageant (<i>Imbitasyon o anumang dokumentong nagpapatunay ng paglahok sa patimpalak o pageant</i>)</p> <p>-Request for Toilet Bowls/Jetmatic/ seedlings (<i>Kahilingan para sa Toilet Bowls/Jetmatic/ seedlings</i>)</p> <p>1. 2 original copies of Resolution/ request (<i>2 orihinal na kopya ng resolusyon/ kahilingan</i>)</p> <p>2. 2 original list of recipients (<i>2 orihinal na listahan ng makakatanggap</i>)</p>				
<b>CLIENT STEPS</b> ( <i>Hakbangin ng kliyente</i> )	<b>AGENCY ACTIONS</b> ( <i>Gawain ng Ahensya</i> )	<b>FEES TO BE PAID</b> ( <i>Kinakailangang bayaran</i> )	<b>PROCESSING TIME</b> ( <i>Oras ng pagpoproseso</i> )	<b>PERSON RESPONSIBLE</b> ( <i>Empleyadong nakatalaga</i> )
1. Sign in the visitor's logbook and give original copy and receiving copy of resolution/ request, incl. other details as may be requested ( <i>Magtala ng pangunahing impormasyon sa logbook. Ibigay ang orihinal na kopya at</i>	1. Check to make sure all necessary information is provided Evaluate what kind of assistance is needed ( <i>Suriin upang masigurong tama at kompleto ang inilgay na impormasyon</i> )	None	5 minutes	Administrative Aide VI Administrative Assistant II Local Legislative Staff Employee I Governor's Office  Administrative Aide VI Administrative Assistant II



<p><i>pangalawang kopya ng resolusyon o kahilingan kalakip ang iba pa bang detalye na maaaring hingin.)</i></p>	<p>1.1 Evaluate validity of request/ resolution (authenticity of docs, purpose, format, etc). Ensure that all necessary documentary requirements are attached according to purpose of request / resolution (Suriin ang bisa ng resolusyon/ kahilingan (Katunayan ng dokumento, layunin, pormat atbp.) Siguruhi ng nakalakip ang lahat ng kinakailangan g dokumento ayon sa layunin ng resolusyon/ kahilingan)</p> <p>1.2 Stamp both original and receiving copies with “RECEIVED” write date and time, as well as name of receiving personnel (Tatakan ang orihinal kopya at ikalawang</p>			<p>Local Legislative Staff Employee I Governor’s Office</p> <p>Administrative Aide VI Administrative Assistant II Local Legislative Staff Employee I Governor’s Office</p> <p>Administrative Aide VI Administrative Assistant II</p>
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	<p><i>kopya ng "RECEIVED" . Isulat ang petsa, oras at pangalan ng taong tumanggap ng dokumento.)</i></p> <p>1.3 Record in the logbook/computer for control and monitoring (<i>Itala sa logbook at computer para sa control at monitoring</i>)</p>			Local Legislative Staff Employee I Governor's Office
2. Give contact number for updates and/or other concerns regarding request/resolutions and accomplish client satisfaction survey questionnaire ( <i>Magbigay ng numerong maaaring tawagan para sa updates o ibang mga katanungan kaugnay ng inyong resolusyon o kahilingan. Tapusin ang client satisfaction survey</i> )	<p>2. Advise client of next steps, and give contact number for follow ups and other concerns. (<i>Abisuhan ang kliyente ng susunod na hakbangin at magbigay ng numero na maaaring tawagan para sa pag follow-up at iba pang katanungan.</i>)</p> <p>2.1 Guide client on how to accomplish electronic satisfaction survey questionnaire. (<i>Gabayang ang kliyente kung papano magsagot sa</i></p>	None	2 minutes	Administrative Assistant II Local Legislative Staff Employee I Administrative Aide VI Governor's Office



	<i>electronic satisfaction survey.)</i>			
3. Advice client for notification from Governor's Office on the status of request/ resolution and Provincial Treasurer's Office regarding availability of check ( <i>Hintayin ang abiso mula sa Provincial Treasurer's Office upang malaman kung nakahanda na ang cheke.</i> )	3. Forward to the Governor for approval / marginal notes. ( <i>Ipasa sa Gobernador para sa pag-apruba/ marginal notes.</i> ) 3.1 Prepare necessary documents for the processing of assistance. ( <i>lhandang kinakailangan ng dokumento para sa pagpoproseso ng tulong pinansyal.</i> ) 3.2 Route for processing ( <i>Ruta para sa pagpoproseso</i> )	None	1 day	Administrative Assistant II Local Legislative Staff Employee I Administrative Aide VI Governor's Office  Administrative Assistant II Local Legislative Staff Employee I Administrative Aide VI Governor's Office  Administrative Assistant II Local Legislative Staff Employee I Administrative Aide VI Governor's Office
	<b>TOTAL</b>	<b>None</b>	<b>1 day and 7 minutes</b>	





## 5. REQUEST FOR THE USE OF PGOM COASTER OR PGOM BUS

*(Kahilingan para sa paggamit ng PGOM bus at coaster)*

The Governor's Office – Management Support Staff Division (GO-MSSD) accepts and facilitates requests for the use of bus and coaster from barangays, NGOs and POs. *(Ang Opisina ng Gobernador – Management Support Staff Division ay tumatanggap at nagsasaayos ng mga kahilingan para sa paggamit ng bus at coaster ng Baranggay, NGOs at POs.)* **MONDAY to FRIDAY (8:00 a.m. to 5:00 p.m.)**

<b>Office or Division:</b> <i>(Tanggapan o Dibisyon)</i>		Governor's Office – Management Support Staff Division		
<b>Classification:</b> <i>(Klasipikasyon)</i>		Simple		
<b>Type of Transaction:</b> <i>(Uri ng transaksyon)</i>		G2C		
<b>Who may avail:</b> <i>(Sino ang maaaring mag-avail)</i>		Barangay, NGOs and POs		
<b>CHECKLIST OF REQUIREMENTS</b> <i>(Talaan ng Kinakailangan)</i>		<b>WHERE TO SECURE</b> <i>(Saan maaring kunin)</i>		
Documentary requirements: <i>(Kinakailangang dokumento)</i>				
-Request letter <i>(Sulat kahilingan)</i>				
1. 2 original copies of Request duly signed by the Barangay Captain or President of the requesting party <i>(2 orihinal na kopya ng kahilingan na pirmado ng Kapitan ng Barangay o Presidente ng humihiling na grupo)</i>		Requesting Barangay, Municipality, Cooperative or NGO <i>(Barangay, Munisipalidad, Kooperatiba o NGO.)</i>		
<b>CLIENT STEPS</b> <i>(Hakbangin ng kliyente)</i>	<b>AGENCY ACTIONS</b> <i>(Gawain ng Ahensya)</i>	<b>FEES TO BE PAID</b> <i>(Kinakailangang bayaran)</i>	<b>PROCESSING TIME</b> <i>(Oras ng pagpoproseso)</i>	<b>PERSON RESPONSIBLE</b> <i>(Empleyadong nakatalaga)</i>
1. Sign in the visitor's logbook and give original copy and receiving copy of request, incl. other details as may be requested <i>(Magtala ng pangunahing impormasyon sa</i>	1. Check to make sure all necessary information is provided <i>(Suriin upang masigurong tama at kompleto ang</i>	None	5 minutes	Administrative Aide V Management Support Staff Division  Administrative Aide V

<p>logbook. Ibigay ang orihinal na kopya at pangalawang kopya ng kahilingan kalakip ang iba pang detalye na maaaring hingin.)</p>	<p>inilgay na impormasyon)</p> <p>1.1. Evaluate validity of request (authenticity of docs, purpose, and check the availability of the vehicle, etc. Stamp both original and receiving copies with "RECEIVED" write date and time, as well as name of receiving personnel (Tatakan ang orihinal kopya at ikalawang kopya ng "RECEIVED" . Isulat ang petsa, oras at pangalan ng taong tumanggap ng dokumento.)</p> <p>1.2. Record in the logbook/computer for control and monitoring (Itala sa logbook at computer para sa control at monitoring)</p>			Management Support Staff Division
				Administrative Aide V Management Support Staff Division
2. Advice client to wait for notification from MSSD on the status of request	3. Forward to the Executive Assistant IV (EA IV) for approval /	None	1 day	Administrative Aide V Management Support Staff Division



<i>(Hintayin ang abiso mula sa MSSD upang malaman status ng kahilingan.)</i>	marginal notes. <i>(Ipasa sa EA IV) para sa pag-apruba/ marginal notes.)</i>			Executive Assistant IV Management Support Staff Division
	<b>TOTAL</b>	<b>None</b>	<b>1 day and 7 minutes</b>	



**6. REQUEST FOR THE USE OF TAMARAW HALL, MANGYAN HALL AND MT. HALCON (GO) CONFERENCE ROOM (8:00 a.m. to 5:00 p.m.)**

*(Kahilingan para sa paggamit ng Tamaraw Hall, Mangyan Hall at Mt. Halcon (GO) Conference Room)*

The Governor's Office – Management Support Staff Division (GO-MSSD) accepts and facilitates requests for the use of Tamaraw Hall, Mangyan Hall and Mt. Halcon (GO) Conference Room from barangays, NGOs and POs. *(Ang Opisina ng Gobernador – Management Support Staff Division ay tumatanggap at nagsasaayos ng mga kahilingan para sa paggamit ng Tamaraw Hall, Mangyan Hall and Mt. Halcon (GO) Conference Room ng Barangay, NGOs at POs.)* **MONDAY to FRIDAY (8:00 a.m. to 5:00 p.m.)**

<b>Office or Division:</b> <i>(Tanggapan o Dibisyon)</i>	Governor's Office			
<b>Classification:</b> <i>(Klasipikasyon)</i>	Simple			
<b>Type of Transaction:</b> <i>(Uri ng transaksyon)</i>	G2C			
<b>Who may avail:</b> <i>(Sino ang maaaring mag-avail)</i>	Barangay, NGOs and POs			
<b>CHECKLIST OF REQUIREMENTS</b> <i>(Talaan ng Kinakailangan)</i>	<b>WHERE TO SECURE</b> <i>(Saan maaring kunin)</i>			
Documentary requirements: <i>(Kinakailangang dokumento)</i>  -Request letter <i>(Sulat kahilingan)</i> 1. 2 original copies of Request duly signed by the PGOM Department Heads, President of the requesting party, NGAs and or POs <i>(2 orihinal na kopya ng kahilingan na pirmado ng konsernadong puno ng ahensya)</i>	PGOM Department Heads, President/ Chairman of Cooperative or NGAs, POs <i>(sa humihiling na Konsirnadong Opisina/Ahensya, Munisipalidad, Kooperatiba, NGAs o POs.)</i>			
<b>CLIENT STEPS</b> <i>(Hakbangin ng kliyente)</i>	<b>AGENCY ACTIONS</b> <i>(Gawain ng Ahensya)</i>	<b>FEES TO BE PAID</b> <i>(Kinakailangang bayaran)</i>	<b>PROCESSING TIME</b> <i>(Oras ng pagpoproseso)</i>	<b>PERSON RESPONSIBLE</b> <i>(Empleyadong nakatalaga)</i>
1. Sign in the visitor's logbook and give original copy and receiving copy of request, incl. other details as may be requested	1. Check to make sure all necessary information is provided <i>(Suriin upang masigurong)</i>	None	5 minutes	Administrative Assistant II Governors Office



<p>(Magtala ng pangunahing impormasyon sa logbook. Ibigay ang orihinal na kopya at pangalawang kopya ng kahilingan kalakip ang iba pang detalye na maaaring hingin.)</p>	<p>tama at kompleto ang inilgay na impormasyon)</p> <p>1.2. Evaluate validity of request (authenticity of docs, purpose, and check the availability of the vehicle, etc. Stamp both original and receiving copies with "RECEIVED" write date and time, as well as name of receiving personnel (Tatakan ang orihinal kopya at ikalawang kopya ng "RECEIVED". Isulat ang petsa, oras at pangalan ng taong tumanggap ng dokumento.)</p> <p>1.3. Verify whether the requested hall or room is available and advice the client for the availability of the requested hall (I-verify kung ang hinihiling na</p>		<p>2 minutes</p> <p>2 minutes</p> <p>3 minutes</p>	<p>Administrative Assistant II Governor's Office</p> <p>Administrative Assistant II Governor's Office</p> <p>Administrative Assistant II Governor's Office</p> <p>Administrative Assistant II, Governor's Office</p>
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	<p><i>bulwagan/silid ay maaring magamit at abisuhan ang kliyente kung maaari itong magamit))</i></p> <p>1.4. Fill-out the request form provided by the staff in-charge (<i>punan ang request form na magmumula sa tauhang in-charge</i>)</p> <p>1.5. Forward to the Chief of Staff for approval. (<i>Ipasa sa Chief of Staff para sa pag-apruba.</i>)</p> <p>1.6. Forward copy of approved request form to PGSO, MIS and CSD for their information. (<i>Ipadala ang sipi ng request form sa opisina ng PGSO, MIS at CSD para sa kanilang kabatiran.</i>)</p>		<p>1 day</p> <p>3 minutes</p>	<p>Administrative Assistant II Governor's Office</p> <p>Executive Assistant V/ Chief of Staff Governor's Office</p> <p>Administrative Assistant II Governor's Office</p>
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<p>2. Give contact number for updates and/or other concerns regarding request and accomplish client satisfaction survey questionnaire (Magbigay ng numerong maaaring tawagan para sa updates o ibang mga katanungan kaugnay ng inyong resolusyon o kahilingan. Tapusin ang client satisfaction survey)</p>	<p>1. Advise client of next steps, and give contact number for follow ups and other concerns. (Abisuhan ang kliyente ng susunod na hakbangin at magbigay ng numero na maaaring tawagan para sa pag follow-up at iba pang katanungan.)</p> <p>Guide client on how to accomplish electronic satisfaction survey questionnaire. (Gabayan ang kliyente kung papano magsagot sa electronic satisfaction survey.)</p>	None	2 minutes	Administrative Aide V Management Support Staff Division
	<b>TOTAL</b>	<b>None</b>	<b>1 day and 17 minutes</b>	



## **Office of the Governor Internal Services**





## 1. INVITATIONS FOR THE GOVERNOR

(Imbitasyon para sa Gobernador)

Request for Governor's Attendance in Special Activities. (Kahilingan para sa pagdalo ng Gobernador sa espesyal na gawain o okasyon.) **Monday to Friday (8:00 a.m. to 5:00 p.m.)**

<b>Office or Division:</b> (Tanggapan o Dibisyon)		Governor's Office		
<b>Classification:</b> (Klasipikasyon)		Simple		
<b>Type of Transaction:</b> (Uri ng transaksyon)		G2G; G2C		
<b>Who may avail:</b> (Sino ang maaaring mag-avail)		All (Lahat)		
<b>CHECKLIST OF REQUIREMENTS</b> (Talaan ng Kinakailangan)			<b>WHERE TO SECURE</b> (Saan maaring kunin)	
Written Request or Invitation and program (1 original copy)			Client	
<b>CLIENT STEPS</b> (Hakbangin ng kliyente)	<b>AGENCY ACTIONS</b> (Gawain ng Ahensya)	<b>FEES TO BE PAID</b> (Kinakailangang bayaran)	<b>PROCESSING TIME</b> (Oras ng pagpoproseso)	<b>PERSON RESPONSIBLE</b> (Empleyadong nakatalaga)
1. Submit invitation / request (please submit at least 3 days in advance for coordination of schedule) (Magsumite ng imbitasyon/kahilingan (magsumite ng imbitasyon tatlong araw bago ang okasyon para sa koordinasyon at iskedyul))	1. Receive the required document and assess the request or invitation (Tanggapin ang kinakailangang dokumento at suriin ang kahilingan o imbitasyon)	None	2 minutes	Administrative Assistant II Governor's Office
	1.1 Encode details of the invitation (time received; agency or office; subject or particular) (Itala ang detalye ng		3 minutes	Administrative Assistant II or Sr. Administrative Assistant III (Private Secretary) Governor's Office



	<p><i>imbitasyon (oras ng pagtanggap; ahensya o tanggapan; paksa))</i></p> <p>1.2 Forward invitation to Sr. Administrative Asst. for scheduling <i>(Isumite ang imbitasyon sa Sr. Administrative Asst. para sa iskdyl)</i></p> <p>1.3 Sr. Admin Asst. confirms with the Governor of his attendance <i>(Ikukumpirma ng Sr. Admin Asst sa Gobernador ang kanyang pagdalo.)</i></p>		<p>1 minute</p> <p>2 days</p>	<p>Sr. Administrative Assistant III (Private Secretary) Governor's Office</p>
<p>2. Follow up for confirmation of attendance / schedule of activity <i>(Muling mag follow –up para sa kumpirmasyon ng pagdalo o iskdyl ng aktibidad)</i></p>	<p>2. Ask for the Governor's Schedule <i>(Tanungin ang iskdyl ng Gobernador para sa nabanggit na gawain)</i></p> <p>2.1 If the Governor is available, inform the client of the Governor's attendance <i>(Kumpirmahin kung bakante ang</i></p>	None	<p>2 minutes</p> <p>1 minute</p>	<p>Senior Administrative Assistant III Governor's Office</p> <p>Administrative Assistant II or Sr. Admin. Asst. Governor's Office</p>



	<i>Gobernador at ipaabot sa kliyente ang pagdalo ng Gobernador sa aktibidad)</i>			
3. Client receives the Governor's confirmation of his attendance ( <i>Matatanggap ng Kliyente ang kumpirmasyon ng pagdalo ng Gobernador</i> )	3.Record the schedule of Governor's appointment ( <i>Itala sa kalendaryo ang iskedyul ng Gobernador</i> )	None	2 minutes	Sr. Admin. Asst. Governor's Office
	<b>TOTAL</b>	<b>None</b>	<b>2 days and 11 minutes</b>	



	<i>marginal note o pirmahin)</i> 1.1 Encode details of document (time received; agency or office; subject or particular <i>(Itala ang mga detalye ng dokumento (oras ng pagtanggap; ahensya o tanggapan; paksa))</i> 1.2 Forward the document to Chief-of-Staff for review and appropriate action <i>(Ipasa ang dokumento sa Chief-of-Staff para sa nararapat ng aksyon)</i>		2 hours	Administrative Aide II  Chief of Staff Governor's Office
2. Client/concerned office receives the signed document / document with marginal approval <i>(Natanggap ng kliyente/konsernadong tanggapan ang dokumentong mayroon nang marginal approval.)</i>	2.File a copy and release the document to the client / concerned office. <i>(Magtabi ng kopya at ibigay na ang dokumento sa kliyente o sa konsernadong tanggapan.)</i>	None	3 minutes	Administrative Assistant II or Administrative Aide II
	<b>TOTAL</b>	<b>None</b>	<b>2 hours and 9 minutes</b>	



**GOVERNOR'S OFFICE**  
**INTERNAL AUDIT SERVICES DIVISION (IASD)**  
**EXTERNAL SERVICES**



## 1. E-CONSULTATION FOR TECHNICAL ASSISTANCE ON INTERNAL AUDIT SYSTEM

The Internal Audit Services Division (IASD) renders E-consultation services to ensure public safety, avoiding the threat of CoViD-19, while addressing the needs of the client through e-mail, providing them an accurate information regarding the operations, functions and importance of IASD, thus, allowing to fully-understand its mandate, vision and mission. This service is available during Monday to Friday 8:00 AM to 5:00 PM.

<b>Office or Division:</b>	Internal Audit Services Division (IASD)			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G, G2B and G2C			
<b>Who may avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
E-Consultation Request Form		IASD Administrative Personnel		
Client Satisfaction Survey Form		IASD Administrative Personnel		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Send an e-mail to the official e-mail address of IASD to request for consultation services : iasd@ormindoro.gov.ph	1. Coordinate with the head of IASD the e-mail received regarding the request for e-consultation services	None	N/A	Administrative Assistant II GO-Internal Audit Services Division
2. Receive the reviewed and approved response from the IASD regarding the inquiry sent	2. Review the inquiry e-mail sent by the requesting client  2.1. Send the reviewed and approved	None	7 hours	OIC-Internal Auditor IV GO-Internal Audit Services Division  Internal Auditor I GO-Internal Audit Services Division



	response to the requesting client			Administrative Assistant II GO-Internal Audit Services Division
3. Provide ratings regarding the consultation services conducted through CSSF sent by the IASD and send it back through e-mail	3.Send a softcopy of CSSF to the requesting client  3.1. Print out and file the Accomplished CSSF for documentation purposes	None	1 hour	Administrative Assistant II GO-Internal Audit Services Division
<b>TOTAL</b>			8 hours	





## 2. WALK-IN CONSULTATION FOR TECHNICAL ASSISTANCE ON INTERNAL AUDIT SYSTEM

The Internal Audit Services Division (IASD) renders Walk-in Consultation services to address the needs of the client while implementing safety protocols, providing them an accurate information regarding the operations, functions and importance of IASD, thus, allowing the client to fully-understand its mandate, vision and mission. This service is available during Monday to Friday 8:00 AM to 5:00 PM.

<b>Office or Division:</b>	Internal Audit Services Division (IASD)			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G, G2B and G2C			
<b>Who may avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Consultation Request Slip		IASD Public Assistance Desk		
Client Satisfaction Survey Form		IASD Public Assistance Desk		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Log-in to Visitor's Log and fill-out the Consultation Request Slip provided	1. Assist the client and provide them the Visitor's Log and Consultation Request Slip	None	5 minutes	Administrative Assistant II GO-Internal Audit Services Division
2. Proceed to the designated area for consultation proper	2. Guide the client to the designated area for consultation proper	None	2 hours	Administrative Assistant II GO-Internal Audit Services Division



	2.1. Address the client's inquiries regarding Internal Audit System			OIC-Internal Auditor IV GO-Internal Audit Services Division  Internal Auditor I GO-Internal Audit Services Division
3. Provide ratings regarding the consultation services conducted through CSS tablet/ CSS Form	3. Assist the client in using the CSS Tablet/ CSS Form	None	5 minutes	Administrative Assistant II GO-Internal Audit Services Division
<b>TOTAL</b>			2 hours and 10 minutes	



**GOVERNOR'S OFFICE  
INTERNAL AUDIT SERVICES DIVISION (IASD)  
INTERNAL SERVICES**



### 3. PAYROLL PROCESSING

The Internal Audit Services Division (IASD) provides assistance to its personnel by processing the payroll. The IASD ensures the effective delivery of the service through the provision of a swift, reliable and systematic procedure for the personnel to receive their respective salaries and/or wages in a timely manner.

<b>Office or Division:</b>	Internal Audit Services Division (IASD)			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G			
<b>Who may avail:</b>	IASD Personnel			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
2 Authenticated copies of Travel Order (if applicable)		Provincial Human Resource Management Office (PHRMO)		
2 Authenticated copies of Certificate of Appearance (if applicable)		PHRMO		
1 Original copy of Approved Leave Form (if applicable)		PHRMO		
2 Authenticated copies of Trip Ticket (for Driver - if applicable)		PHRMO		
2 Original Copies of Accomplishment Report (if applicable)				
Client Satisfaction Survey Form (CSSF)		IASD Front Desk		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Check the accuracy of the deductions and net take home pay indicated in the General Payroll Sheet and the time-in/time-out reflected in the Daily Time	1. Print the Daily Time Record (DTR) and General Payroll Sheet obtained from the PGOM Portal 1.1. Provide the personnel the printed DTR and General Payroll	None	1 hour	Administrative Assistant II / Payroll Officer GO-Internal Audit Services Division



Record (DTR) provided by the Payroll Officer and sign if there are no corrections needed	Sheet verification for purposes			
2. Submit the listed required documents ( <i>if there are any</i> ) to the payroll officer and wait for the debiting of salary	<p>2. Verify the completeness of the submitted documents (if there are any)</p> <p>2.1. Consolidate the submitted documents and attach those to the signed DTRs and General Payroll Sheet</p> <p>2.2. Submit to the Provincial Human Resource Management Office (PHRMO) the completed Payroll with attachments</p> <p>2.3. Locate the processed Payroll through the PGOM Portal and Document Tracking System</p>	None	N/A	Administrative Assistant II / Payroll Officer GO-Internal Audit Services Division
3. Provide ratings regarding the	3. Assist the personnel in using	None	5 minutes	Administrative Assistant II / Payroll Officer



payroll processing through the designated Client Satisfaction Survey (CSS) Tablet placed at the public assistance desk	the CSS Tablet/ CSS Form			GO-Internal Audit Services Division
<b>TOTAL</b>			1 hour and 5 minutes	



**PUBLIC INFORMATION SERVICES DIVISION**  
**Office of the Governor**  
**External Services**



## 1. Coverage of PGOM Programs, Projects, and Activities (PPAs)

**SERVICE INFORMATION:** Photo/Video shooting of salient part of the activities for coverage worth for news release to public via PGOM FB page and BGSM radio/TV program.

**SERVICE AVAILABILITY:** Monday to Sunday (depending upon the availability of manpower)

<b>Office or Division:</b>	Public Information Services Division			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C G2B G2G			
<b>Who may avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Written letter request (1 original copy) / Request Slip Form		Administrative Section		
2. Program Itinerary or Program of Activities		Requesting Party		
3. Feedback form & client satisfaction rating		Administrative Section		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit letter request with supporting documents addressed to the PISD head three days ahead of activity schedule	1. Receive letter and required documents and assess the nature of request.	None	3 minutes	Administrative Aide IV, PISD
	1.1 Forward Letters and documents to the PISD head	None	5 minutes	Administrative Officer V, PISD
	1.2 For approval of the PISD head for the go signal of	None	10 minutes	PISD Head





	coverage			
2. Receive update on the status of request.	2. Once approved contact and inform the requesting party for confirmation of coverage.	None	10 minutes	Administrative Aide IV, PSD
3.Fill-up feedback form and client satisfaction rating	3. Assist client in filling-up feedback and client satisfaction rating	None	5 minutes	Administrative Aide IV, PSD
	<b>TOTAL:</b>	<b>NONE</b>	<b>33 Minutes</b>	

## 2. Dissemination of PGOM/NGA's Programs/Activities announcement

Uploading of requested announcement to PGOM official FB page and inclusion in the PGOM BGSM Teleradio program

**SERVICE AVAILABILITY:** Monday to Friday, 8:00am to 5:00pm

<b>Office or Division:</b>	Public Information Services Division			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C G2B G2G			
<b>Who may avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Written letter request (1 original copy)		Requesting party		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
Submit letter request addressed to	1. Receive letter and assess required	None	3 minutes	Administrative Aide IV, Public Information



the PISD head at least three days to one week ahead of activity schedule	documents			Services Division (PISD)
	1.1. Assist the requesting party in filling-up information through logbook and request slip	None	3 minutes	Administrative Aide IV, PISD
	1.2. Forward to the PISD head	None	5 minutes	Administrative Aide IV, PISD
	1.3. Provide the assigned staff details of the announcement	None	30 minutes	PISD Head/ Administrative Officer V, PISD
	1.4. Draft and prepare the announcement	None	1 day	PISD Production staff: Audio Visual and Equipment Operator II
	1.5. Finalize and approve the output / announcement	None	1 hour	Administrative, Assistant 1 & II, Administrative Officer II, IV & V, PISD
	1.6. Air and post announcement	None	15 minutes	PISD Head Audio Visual and Equipment Operator II, PISD
Fill up feedback form and client satisfaction rating	2. Assist client in filling-up feedback and client satisfaction rating	None	5 minutes	Administrative Aide IV, PISD



	<b>TOTAL:</b>	<b>NONE</b>	<b>1 Day, 2 Hours &amp; 1 Minute</b>	
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### 3. Organization of PGOM/ National Government Agencies (NGA) press conference/media assembly/media coverage

Facilitation of media invitation and press conference proper

**SERVICE AVAILABILITY:** As need arises

<b>Office or Division:</b>	Public Information Services Division			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C G2B G2G			
<b>Who may avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Written letter request (1 original copy) / Request Slip Form		Administrative Section		
2. Program Itinerary and topics to be discussed.		Requesting Party		
3. Feedback form & client satisfaction rating		Administrative Section		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>



1. Submit letter request with supporting documents addressed to the PISD head three days ahead of activity schedule	1. Receive letter and required documents and assess the nature of request.	None	3 minutes	Administrative Aide IV, PISD
	1.1 Forward Letters and documents to the PISD head	None	5 minutes	Administrative Officer V, PISD
	1.2 For approval of the PISD head for the go signal of coverage	None	10 minutes	PISD Head
2. Receive update on the status of request.	2. Once approved contact and inform the requesting party for confirmation of the request.	None	10 minutes	Administrative Aide IV, PISD
3. Fill-up feedback form and client satisfaction rating	3. Assist client in filling-up feedback and client satisfaction rating	None	5 minutes	Administrative Aide IV, PISD
<b>TOTAL:</b>		<b>NONE</b>	<b>33 Minutes</b>	

#### 4. Production of Audio Visual information materials/ special event teaser

Video/Photo documentation to be used in the national or regional presentation/competition or as reminder to the public

**SERVICE AVAILABILITY:** Monday to Sunday (depending upon the availability of manpower)



<b>Office or Division:</b>	Public Information Services Division			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C G2B G2G			
<b>Who may avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Request Slip Form		Administrative Section		
2. Details of Information Material		Requesting Party		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Fill up Request Slip Form.	1. Assist the requesting party in filling-up information through logbook and request slip	None	3 minutes	Administrative Aide IV, PISD
	1.1 Inform and forward the request slip to the officer in charge of PISD	None	5 minutes	Administrative Aide IV, PISD
	1.2 Upon approval notify the designated staff re: the requested copy of files.	None	5 minutes	PISD Head
2. Provide the details of the requested information material.	2. Shoot (Photo/Video) of needed subject for the information materials.	None	1 day	Administrative Assistant II, PISD



	2.1 Edit the Gathered photos/video footages for production of information materials	None	1 day	AVEO II, PISD
	2.2 Approve and finalize the information material.	None	1 day	PISD Head
	2.3 Post the approved and finalized information material.	None	30 minutes	Administrative Assistant I Administrative Assistant II, PISD
3.Fill up feedback form and client satisfaction rating	3. Assist client in filling-up feedback and client satisfaction rating	None	5 minutes	Administrative Aide IV, PISD
	<b>TOTAL:</b>	<b>NONE</b>	<b>3 Days &amp; 48 Minutes</b>	

## 5. Reproduction of Photos & Video Footages requested copy

Provision thru reproduction of photo/video office files

**SERVICE AVAILABILITY:** Monday to Friday, 8:00am to 5:00pm

<b>Office or Division:</b>	Public Information Services Division
<b>Classification:</b>	Complex
<b>Type of Transaction:</b>	G2C G2B G2G
<b>Who may avail:</b>	All
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>



1 Original Request Slip form		Administrative Section		
Storage Device (Flash Drive, External Hard drive, etc.)		Requesting Party		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill up Request Slip Form.	1. Assist the requesting party in filling-up information through logbook and request slip	None	3 minutes	Administrative Aide IV, PSD
	1.1 Inform and forward the request slip to the officer in charge of PSD	None	5 minutes	Administrative Aide IV, PSD
	1.2 Upon approval notify the designated staff re: requested copy of files.	None	5 minutes	PSD Head/ Administrative Officer V, PSD
2. Provide Storage Device for the requested files	2. Transfer and copy the requested files by the designated staff.	None	1 hour	Administrative Officer IV & Audio Visual and Equipment Operator II, PSD
3. Fill up feedback form and client satisfaction rating	3. Assist client in filling-up feedback and client satisfaction rating	None	5 minutes	Administrative Aide IV, PSD
	<b>TOTAL:</b>	<b>NONE</b>	<b>1 Hour &amp; 18 Minutes</b>	



# **BIDS AND AWARD COMMITTEE-HEALTH**

## **External Services**





## 1. ISSUANCE OF APPROVED DOCUMENTS

### (Notice of Award, Purchase Order/Contract Agreement, Notice to Proceed)

Documents prepared by the BAC and approved by the Head of Procuring Entity to be issued to winning supplier/bidder

<b>Office or Division:</b>	Bids and Awards Committee			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2B			
<b>Who may avail:</b>	Winning Bidder			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Approved NOA, PO/Contract, NTP		Bids and Awards Committee		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Wait for notification from BAC office	1. Notify winning supplier/bidder of their approved documents	None	5 mins	BAC Secretariat
2. Present received Notification	2. Provide documents approved by the HoPE	None	10 mins	BAC Secretariat
3. Sign documents	3. Assist client	None	10 mins	BAC Secretariat
4. Secure copy of signed document	4. Issue copy of requested document	None	10 mins	BAC Secretariat
Total			35 mins	



## 2. PROCUREMENT OF GOODS AND SERVICES

Based on the 2016 Revised Implementing Rules and Regulations of R.A. 9184 otherwise known as the Government Procurement Reform Act

<b>Office or Division:</b>	Bids and Awards Committee			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2G,G2B,G2C			
<b>Who may avail:</b>	End-user, Prospect Bidder, Observer			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Bidding Documents, Notice of Meeting		Bids and Awards Committee		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Attend Pre-Procurement Conference	1. Conduct Pre-Procurement Conference	None	1 hour	BAC Members, BAC Secretariat, End-user/Representative, Observer
2. Wait for the active status of Advertisement/ Invitation to Bid Posted in PhilGEPS website	2. Advertise / Post Invitation to Bid in PhilGEPS website	None	20 mins	BAC Secretariat
3. Attend Pre-bid conference	3. Conduct Pre-bid conference *shall be held on any given time as specified by the purchaser to discuss. *any statement made shall modify the bidding documents in writing as an	None	1 hour	BAC Members, BAC Secretariat, End-user/ Representative, Prospect Bidder, Observer



	amendment thereto and issue a supplemental or bid bulletin			
4. Submit sealed bidding documents	4. Receive sealed bidding documents	None	5 mins	BAC Secretariat
5. Attend Opening of Bids	5. Conduct Opening of Bids	None	1 hour	BAC Members, BAC Secretariat, End-user/ Representative, Prospect Bidder, Observer
6. Wait for notification of bidding result	6. Notify bidding result	None	5 mins	BAC Secretariat
Total			3 hours, 30 mins	

### 3. PURCHASE OF BIDDING DOCUMENTS

The documents issued by the Procuring Entity as the bases for bids, furnishing all information necessary for a prospective bidder to prepare a bid for the Goods, Infrastructure Projects, and/or Consulting Services required by the Procuring Entity.

<b>Office or Division:</b>	Bids and Awards Committee			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2B			
<b>Who may avail:</b>	Eligible Supplier/Prospect Bidder			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Copy of project posted in PhilGEPS website/Purchase Request from End-user		PhilGEPS website, End-user Office		
2. Official Receipt (1 original)		Provincial Treasurer's Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE



1. Present Printed Copy of Project posted in PhilGEPS website/ Purchase Request from End-user	1. Check presented documents	None	5 mins	BAC Secretariat
2. Ask for order payment form from the BAC Secretariat	2. Provide order payment form based on project to be avail of the prospect bidder and instruct to pay at the Treasurer's Office	None	30 mins	BAC Secretariat
3. Pay the amount indicated in the order payment	3. Accept/receive payment and provide official receipt	*Refer to GPPB Standard Rates	9 mins	Revenue Collection Clerk Provincial Treasurer's Office
4. Submit the copy of Official Receipt	4. Provide copy of the Bidding Documents	None	10 mins	BAC Secretariat
Total		*Refer to GPPB Standard Rates	54 mins	

\*Fees of Bidding Documents based on Section 5.0, Appendix 8 of the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184

Approved Budget for the Contract (Php)	Maximum Cost of Bidding Documents (Php)
500k	₱ 500.00
500k to 1M	₱1,000.00
1M to 5M	₱5,000.00
5M to 10M	₱ 10,000.00
10M to 50M	₱ 25,000.00
50M to 500M	₱50,000.00
More than 500M	₱75,000.00

#### **CHECKLIST OF TECHNICAL REQUIREMENTS** (Section 23.1 of the IRR of RA 9184):

*1. PhilGeps Certificate of Registration and membership under **Platinum Category** in accordance with Section 8.5.2 of the IRR of RA 9184, except for foreign bidders participating in the procurement by a Philippine Foreign Service Office or Post, which shall submit their eligibility documents under Section 23.1 of the IRR of RA 9184: Provided, That the winning bidder shall register with the PhilGEPS in accordance with Section 37.1.4 of the IRR of RA 9184;*



- a) Enclosed updated “Class A” Documents whenever it was expired during bid submission.

2. Statement of all Ongoing Government and Private Contracts;

3. Statement of Single Largest Completed Contract (SLCC) similar to the contract to be bid of at least 25% of the ABC, within the relevant period as provided in the bidding documents.

4. Net Financial Contracting Capacity (NFCC) Computation or committed Line of Credit;

5. Joint Venture Agreement or the Duly Notarized Statement in accordance with Section 23.1(b) of the IRR of 9184, if applicable;

6. Bid security in the prescribed form, amount and validity period;

- Cash, cashier’s/manager’s check, bank draft/guarantee confirmed by a Universal or Commercial Bank (2% of ABC);
- Irrevocable letter of credit issued by a Universal or Commercial Bank: Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank (2% of ABC); or
- Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issued such security (5% of ABC) and with documentary stamps attached.
- Bid Securing Declaration

7. Technical Specifications, which may include production/delivery schedule, manpower requirements, and/or after-sales service/parts, if applicable;

8. Omnibus Sworn Statement in accordance with Section 25.3 of RA 9184 and its IRR

- Select one, delete the other:

*If a sole proprietorship: I am the sole proprietor of (Name of Bidder) with office address at (address of Bidder)*

*If a partnership, corporation, cooperative, or joint venture: I am the duly authorized and designated representative of (Name of Bidder) with office address at (address of Bidder)*

*If a sole proprietorship: As the owner and sole proprietor of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to represent it in the bidding for [Name of the Project] of the [Name of the Procuring Entity];*

*If a partnership, corporation, cooperative, or joint venture: I am granted full power and authority to do, execute and perform any and all acts necessary and/or to represent the [Name of Bidder] in the bidding as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary’s Certificate issued by the corporation or the members of the joint venture)];*

- *[Name of Bidder] is not “blacklisted” or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local*



Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;

- 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;
- [Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;
- **Select one, delete the rest:**

*If a sole proprietorship: I am not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;*

*If a partnership or cooperative: None of the officers and members of [Name of Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;*

*If a corporation or joint venture: None of the officers, directors, and controlling stockholders of [Name of Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;*

- [Name of Bidder] complies with existing labor laws and standards; and
- [Name of Bidder] is aware of and has undertaken the following responsibilities as a Bidder:
  - a. Carefully examine all of the Bidding Documents;
  - b. Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;
  - c. Made an estimate of the facilities available and needed for the contract to be bid, if any; and
  - d. Inquire or secure Supplemental/Bid Bulletin(s) issued for the [Name of the Project].
- [Name of Bidder] 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.

- In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.

9. For foreign bidders claiming eligibility by reason of their country's extension of reciprocal rights to Filipinos, a certification for the relevant government office of their country stating the Filipinos are allowed to participate in their government procurement activities for the same item or product.

## CHECKLIST OF FINANCIAL REQUIREMENTS

1. Bid Form;
2. Financial Bid Form, which includes bid prices and the bill of quantities and the applicable Price Schedules;
3. If the Bidder claims preference as a Domestic Bidder/Domestic Entity, a certification from the DTI, SEC, or CDA.



**BIDS AND AWARD COMMITTEE**  
**Goods and Services**  
**External Services**





**Based on the 2016 Revised Implementing Rules and Regulations of R. A. 9184  
otherwise known as the Government Procurement Reform Act**

**FOR THE PROCUREMENT OF GOODS AND SERVICES:**

**1. Pre-procurement conference**

These pertains to project with an Approved Budget for the Contract of above P2, 000,000.00 and or optional for the project with ABC of P2, 000,000.00 and below. These service is available only base on **Rule VII Invitation to Bid- Section 20 of the 2016 Revised IRR of R.A. 9184.**

<b>Office or Division</b>	Bids and Awards Committee (BAC) Office			
<b>Classification</b>	Simple			
<b>Type of Transaction</b>	G2G, G2C			
<b>Who may avail:</b>	1. End User Representative of PGOM Offices 2. Observers from: At least one (1) shall come from a duly recognized private group in a sector or discipline relevant to the procurement at hand and the other observer shall come from a non-government organization (NGO)			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Purchase Request (1 photocopy) 2. Notice of meeting (1 original)		1. PR from Client/Originating Office 2. Bids and Awards Committee Secretariat Office, Capitol Complex, Camilmil, Calapan City		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Sign in the attendance sheet	1. Assist the client to sign in the attendance sheet	None	3 minutes	Administrative Aide I Administrative Aide IV Bids and Awards Committee
2. Participate in the discussion on all aspects of a specific procurement activity	2. Discuss all aspects of a specific procurement activity	None	1 hour	Bids and Awards Committee Members, Secretariat, BAC
3. Wait for the notice of meeting from BAC Secretariat for the		None	5 minutes	BAC Secretariat



schedule of pre-bid conference	3. Notify the client for the schedule of pre-bid conference			
	Total	None	1 hour, 8 minutes	

## 2. Pre-bid conference

These pertains to project with an Approve Budget for the Contract of P1, 000,000.00 and above and or optional for ABC below P1, 000,000.00. These service is available only base on the BAC activities stipulated in the Invitation to Bid (IB), **Rule VII Invitation to Bid- Section 22 of the 2016 Revised IRR of R.A. 9184.**

<b>Office or Division</b>	Bids and Awards Committee (BAC) Office			
<b>Classification</b>	Simple			
<b>Type of Transaction</b>	G2G, G2B, G2C			
<b>Who may avail:</b>	1. End User Representative of PGOM Offices 2. Interested prospective bidders compliant with the documents prescribed in the bidding documents. 3. Observers from: At least one (1) shall come from a duly recognized private group in a sector or discipline relevant to the procurement at hand and the other observer shall come from a non-government organization (NGO)			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
(1) Original and or (1) Photocopy of Invitation to Bid 2. Notice of meeting (1 original)		Bids and Awards Committee Secretariat Office, Capitol Complex, Camilmil, Calapan City.		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Sign in the attendance sheet	1. Assist the client to sign in the attendance sheet	None	3 minutes	Administrative Aide I Administrative Aide IV Bids and Awards Committee
2. Attend/ participate in the discussion	2. Discuss clarify and explain, among other things, the eligibility requirements and the technical and financial	None	1 hour	Bids and Awards Committee Members, Secretariat, BAC



3. Wait for the notice of meeting from BAC Secretariat for the schedule of bid opening	components of the contract to be bid including questions and clarifications raised by the prospective bidders before and during the Pre-Bid Conference.  3. Notify the client for the schedule of bid opening	None	5 minutes	BAC Secretariat
	Total	None	1 hour, 8 minutes	

### 3. Purchase of bidding documents

The Sale of Bidding Documents are documents issued to prospective bidders of certain goods or services. The Bidders will require to pay a fee to recover the cost for the preparation and development of the Bidding Documents pursuant to the **Guidelines on the Sale of the Bidding Documents**. These service is available only base on the BAC activities stipulated in the Invitation to Bid (IB).

<b>Office or Division</b>	Bids and Awards Committee (BAC) Office			
<b>Classification</b>	Simple			
<b>Type of Transaction</b>	G2B, G2C			
<b>Who may avail:</b>	Interested prospective bidders compliant with the documents prescribed in the bidding documents.			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Order of Payment form 2. Corresponding fee for the payment of bidding documents		Bids and Awards Committee Secretariat Office, Capitol Complex, Camilmil, Calapan City.		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>



1. Secure Order of Payment form	1. Issue Order of Payment form and instruct the client to go to the Provincial Treasury Office (Cashier Division) to pay the bidding fee	Refer to GPPB Standard Rates	10 minutes	Administrative Assistant II Administrative Aide IV
2. Proceed to PTO and pay corresponding fee	2. Receive payment and issue Official Receipt	Based on GPPB Standard Rates	9 minutes	Cashier Provincial Treasury Office
3. Present the Official Receipt for the payment of bidding documents	3. Release bidding documents	None	20 minutes	Administrative Assistant II Administrative Aide IV
	Total	*GPPB Standard Rates	39 minutes	

**Based on the 2016 Revised Implementing Rules and Regulations of R. A. 9184 otherwise known as the Government Procurement Reform Act**

## **APPENDIX 8**

### **GUIDELINES ON THE SALE OF BIDDING DOCUMENTS**

#### **1.0 POLICY STATEMENT**

As provided in Section 17.4 of the Implementing Rules and Regulations (IRR) of Republic Act 9184, bidders may be asked to pay for bidding documents to recover the cost of their preparation and development. The BAC shall issue the bidding documents to the prospective bidders upon payment of the corresponding cost thereof to the collecting/disbursing officer of the procuring entity concerned.

#### **2.0 PURPOSE**

These guidelines are formulated to provide standard rates for the sale of bidding documents to rationalize the fees primarily to regulate its price and to lessen the exercise of discretion of procuring entities so as not to discourage market participation and competition.

#### **3.0 SCOPE AND APPLICATION**



These guidelines shall apply to the national government, its branches, constitutional offices, departments, bureaus, offices and agencies, including state universities and colleges, government-owned and/or -controlled corporations, government financial institutions, and local government units.

#### **4.0 GENERAL GUIDELINES**

4.1 Procuring entities shall make the bidding documents available on the same date the advertisement and/or posting of the Invitation to Bid was made pursuant to Section 17.3 of the IRR of RA 9184.

4.2 As required in Section 21.1(g) of the IRR of RA 9184, the price of the bidding documents must be included in the Invitation to Bid/Request for Expression of Interest in order to inform all prospective bidders of the cost of its acquisition.

4.3 The BAC shall issue the bidding documents to any prospective bidder upon payment of the standard rate of the bidding documents.

4.4 The standard rate for the sale of bidding documents shall be based on the fixed rate on a fixed range approach and shall be applicable in the procurement of goods, consulting services, and the contracting for infrastructure projects by the procuring entity, whether procured by way of public bidding or any of the alternative methods of procurement that utilize processes and procedures in competitive bidding.

4.5 Procuring entities are proscribed to adopt any internal rule or practice that establish fees that are inconsistent or beyond the standard rate for the sale of bidding documents set forth in these guidelines.

4.6 The proceeds from the sale of the bidding documents shall continue to be used for the payment of honoraria as provided for in Budget Circular No. 2004-5A, dated 7 October 2005, or to augment the funds for the procuring entity's legal assistance and indemnification package as provided in the Guidelines for Legal Assistance and Indemnification of Bids and Awards Committee Members and its Support Staff.

#### **5.0 STANDARD RATES**

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

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



More than 500 Million	₱ 75,000.00
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## 6.0 REPEALING CLAUSE

Any other guidelines, administrative order, office order, rule or regulation and/or parts thereof contrary to or inconsistent with the provisions of these Guidelines is hereby repealed, modified, or amended accordingly.

## 7.0 EFFECTIVITY

These guidelines shall take effect fifteen (15) days after publication in the Official Gazette or in a newspaper of general nationwide circulation and upon filing with the University of the Philippines Law Center of three (3) certified copies of these guidelines

## 4. Submission of bids and bid opening

These pertains to the response to tender document requirements as issued by the BAC, submitted by the Bidder, which must be received in its original form, with original signatures, in the bidding system. These service is available only base on the BAC activities stipulated in the Invitation to Bid (IB).

<b>Office or Division</b>	Bids and Awards Committee (BAC) Office
<b>Simple</b>	Technical
<b>Type of Transaction</b>	G2G, G2B, G2C
<b>Who may avail:</b>	<ol style="list-style-type: none"> <li>1. End User Representative of PGOM Offices</li> <li>2. Interested prospective bidders compliant with the documents prescribed in the bidding documents.</li> <li>3. Observers from: At least one (1) shall come from a duly recognized private group in a sector or discipline relevant to the procurement at hand and the other observer shall come from a non-government organization (NGO)</li> </ol>
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
<ol style="list-style-type: none"> <li>1. 1 set Original copies of Technical and Financial Documents in a separate sealed envelope marked "ORIGINAL – TECHNICAL COMPONENT/ORIGINAL – FINANCIAL COMPONENT", sealing them all in outer envelope marked "ORIGINAL BID"</li> <li>2. 1 set photocopy of Technical and Financial Documents in a separate sealed envelope marked "COPY NO. 1"</li> </ol>	Bids and Awards Committee Secretariat Office, Capitol Complex, Camilmil, Calapan City.



– TECHNICAL COMPONENT/ COPY NO. 1 – FINANCIAL COMPONENT” and the outer envelope as “COPY NO. 1. (These envelopes containing the original and the copies shall then be enclosed in one single envelope)				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the attendance sheet	1. Assist the client to sign in the attendance sheet	None	2 minutes	Administrative Aide I Administrative Aide IV
2. Submit bids and attend bid opening	2. Receive bids and conduct bid opening	None	1 hour	Bids and Awards Committee Members, Secretariat, BAC
3. Wait for the Notice of Post-qualification from the BAC Secretariat	3. Notify the client for the signing of Notice of Post-qualification	None	5 minutes	BAC Secretariat
	Total	None	1 hour, 7 minutes	

\*Bid opening will be conducted through open competitive bidding procedures using a nondiscretionary “pass/fail” criterion as specified in the Revised Implementing Rules and Regulations (IRR) of Republic Act (R.A.) No. 9184, otherwise known as the “Government Procurement Reform Act”.

## 5. Issuance of Notice of Post-qualification

These pertains to the process of verifying, validating and ascertaining all the statements made and documents submitted by the bidder with the Single/Lowest Calculated Bid, which includes ascertaining the said bidder's compliance with the legal, financial and technical requirements of the bid.



<b>Office or Division</b>	Bids and Awards Committee (BAC) Office			
<b>Classification</b>	Simple			
<b>Type of Transaction</b>	G2B, G2C			
<b>Who may avail:</b>	1. Single/Lowest Calculated Responsive Bidder			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Latest Income and Business Tax Returns 2. Other appropriate licenses and permits required by law and stated in the Bidding Documents		Bids and Awards Committee Secretariat Office, Capitol Complex, Camilmil, Calapan City.		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit the requirements provided in the checklist	1. Check and receive the requirements submitted by the bidder	None	10 minutes	Administrative Aide IV Administrative Aide I Bids and Awards Committee
2. Sign the Notice of Post-qualification	2. Assist the client in signing the Notice of Post-qualification	None	5 minutes	BAC
	Total	None	15 minutes	

## 6. Issuance of Notice of Award

These pertains to the document issued by the BAC to the eligible bidder/s formally informing the same that he/she/they met the eligibility requirements issued by the Procuring Entity and issued by the Head of the Procuring Entity to the bidder to whom the contract is awarded.

<b>Office or Division</b>	Bids and Awards Committee (BAC) Office			
<b>Classification</b>	Simple			
<b>Type of Transaction</b>	G2B, G2C			
<b>Who may avail:</b>	Winning Bidder who pass in the stage of post-qualification			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
None		None		





CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign the Notice of Award	1. Assist the winning bidder in signing the Notice of Award	None	5 minutes	Administrative Aide IV Administrative Aide I Bids and Awards Committee
2. *Return the signed Notice of Award and post-performance security	2. Accept the signed Notice of Award	None	5 minutes	Administrative Aide IV Administrative Aide I BAC
3. Secure a copy of signed Notice of Award signed	3. Provide a copy of signed Notice of Award signed	None	5 minutes	Administrative Aide IV Administrative Aide I BAC
	Total	None	15 minutes	

\*To guarantee the faithful performance by the winning Bidder of its obligations under the contract, it shall post a performance security within a maximum period of ten (10) calendar days from the receipt of the Notice of Award from the Procuring Entity and in no case later than the signing of the contract.



## 7. Issuance of Purchase Order/Contract Agreement

These pertains to the document issued by the Procuring Entity's Representative to the winning bidder/s to formalize requirements and pricing, and serve as legally binding documentation of the goods/services that were ordered.

<b>Office or Division</b>	Bids and Awards Committee (BAC) Office			
<b>Classification</b>	Simple			
<b>Type of Transaction</b>	G2B, G2C			
<b>Who may avail:</b>	Winning Bidder			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
None		None		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Sign in the Purchase Order/Contract Agreement	1. Assist in signing the Purchase Order/Contract Agreement	None	5 minutes	Administrative Aide IV Administrative Aide I Bids and Awards Committee
2. Return the signed Purchase Order/Contract Agreement	2. Accept the signed Purchase Order/Contract Agreement and prepare Notice to Proceed	None	10 minutes	Administrative Aide IV Administrative Aide I BAC
3. Secure a copy of signed Purchase Order/Contract Agreement signed	3. Provide a copy of signed Purchase Order/Contract Agreement signed	None	5 minutes	Administrative Aide IV Administrative Aide I BAC
	Total	None	20 minutes	



## 8. Issuance of Notice to Proceed.

A written notice issued by the Procuring Entity's Representative to the winning bidder requiring the latter to begin the Works not later than the date specified in the Notice.

<b>Office or Division</b>	Bids and Awards Committee (BAC) Office			
<b>Classification</b>	Simple			
<b>Type of Transaction</b>	G2B, G2C			
<b>Who may avail:</b>	Winning Bidder			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
None		None		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Sign the Notice to Proceed	1. Assist in signing the Notice to Proceed	None	5 minutes	Administrative Aide IV Administrative Aide I Bids and Awards Committee
2. Return the signed Notice to Proceed	2. Accept the signed Notice to Proceed	None	5 minutes	Administrative Aide IV Administrative Aide I BAC
3. Secure a copy of signed Notice to Proceed signed	3. Provide a copy of signed Notice to Proceed signed	None	5 minutes	Administrative Aide IV Administrative Aide I BAC
	Total	None	15 minutes	

## FOR ALTERNATIVE METHOD OF PROCUREMENT

### 1. Issuance of Request to Submit Proposal/Quotation (RFQ)

These pertains to a canvass form to be acquired and submitted by interested bidders/suppliers, who wants to participate in a particular procurement.



<b>Office or Division</b>	Bids and Awards Committee (BAC) Office			
<b>Classification</b>	Simple			
<b>Type of Transaction</b>	G2B, G2C			
<b>Who may avail</b>	All interested bidders compliant with all the requirements prescribed in the bidding documents			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
Refer to the checklist of documentary requirements in the Request to Submit Proposal/Quotation			Bids and Awards Committee Secretariat Office, Capitol Complex, Camilmil, Calapan City.	
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Accomplish/ Secure/Request and Fill-out Request to Submit Proposal/Quotation from the BAC Secretariat	1. Provide a copy of Request to Submit Proposal/Quotation	None	10 minutes	Administrative Aide IV BAC Secretariat Bids and Awards Committee
2. Return the accomplished form of Request to Submit Proposal/Quotation together with the applicable documentary requirements to the BAC Secretariat	2. Accept and review the accomplished form of Request to Submit Proposal/Quotation together with the documentary requirements submitted	None	20 minutes	Administrative Aide IV Administrative Officer III
3. Wait for the issuance of Notice of Award to be issued	3. Issue the Notice of Award	None	10 minutes	BAC
	Total	None	40 minutes	

\*Please refer to the steps on the Issuance of Notice of Award (except for posting of performance bond), Issuance of Purchase Order/Contract Agreement and Issuance of Notice to Proceed.



# **BIDS AND AWARD COMMITTEE-INFRA**

## **External Services**



## FOR THE PROCUREMENT OF INFRASTRUCTURE PROJECTS:

### 9. Pre-procurement conference

Infrastructure projects with an Approved Budget for the Contract of Php 5,000,000.00 and above/or optional for the project with ABC below Php 5,000,000.00. These service is available only base on **Rule VII Invitation to Bid- Section 20 of the 2016 Revised IRR of R.A. 9184.**

<b>Office or Division</b>	Bids and Awards Committee (BAC) Office			
<b>Classification</b>	Simple			
<b>Type of Transaction</b>	G2G, G2C			
<b>Who may avail:</b>	1. End User Representative of PGOM Offices 2. Observers from: At least one (1) shall come from a duly recognized private group in a sector or discipline relevant to the procurement at hand and the other observer shall come from a non-government organization (NGO)			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Program of Work (POW) and Plan (1 photocopy) 2. Notice of meeting (1 original)		Bids and Awards Committee Secretariat Office, Capitol Complex, Camilmil, Calapan City.		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Sign in the attendance sheet	1. Assist the client to sign in the attendance sheet	None	3 minutes	Administrative Aide III
2. Participate in the discussion on all aspects of a specific procurement activity	2. Discuss all aspects of a specific procurement activity			Bids and Awards Chairperson, Head BAC Secretariat, BAC Members and End-User
	Total	None	1 hour, 8 minutes	



## 10. Pre-bid conference

Infrastructure projects with an Approved Budget for the Contract of Php 1,000,000.00 and above/or optional for the project with ABC below Php 1,000,000.00. These service is available only base on the BAC activities stipulated in the Invitation to Bid (IB), **Rule VII Invitation to Bid- Section 22 of the 2016 Revised IRR of R.A. 9184.**

<b>Office or Division</b>	Bids and Awards Committee (BAC) Office			
<b>Classification</b>	Simple			
<b>Type of Transaction</b>	G2G, G2B, G2C			
<b>Who may avail:</b>	1. End User Representative of PGOM Offices 2. Interested prospective bidders compliant with the documents prescribed in the bidding documents. 3. Observers from: At least one (1) shall come from a duly recognized private group in a sector or discipline relevant to the procurement at hand and the other observer shall come from a non-government organization (NGO)			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. (1) Original and or (1) Photocopy of Program of Work (POW) and Plan 2. Notice of meeting (1 original)		Bids and Awards Committee Secretariat Office, Capitol Complex, Camilmil, Calapan City.		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Sign in the attendance sheet	1. Assist the client to sign in the attendance sheet	None	1day	Administrative Aide III
2. Attend/ participate in the discussion	2. Discuss clarify and explain, among other things, the eligibility requirements and the technical and financial components of the contract to be bid including questions and clarifications raised by the prospective bidders before and			Bids and Awards Chairperson, Head BAC Secretariat, BAC Members, Prospective Bidders and End-User



	during the Pre-Bid Conference.			
	Total	None	1 day	

## 11. Purchase of bidding documents

Bidding documents are issued to prospective bidders. The Bidders will be required to pay a fee to cover the cost for the preparation and development of the Bidding Documents pursuant to the **Guidelines on the Sale of the Bidding Documents**. This service is available only based on the BAC activities stipulated in the Invitation to Bid (IB).

<b>Office or Division</b>	Bids and Awards Committee (BAC) Office			
<b>Classification</b>	Simple			
<b>Type of Transaction</b>	G2B, G2C			
<b>Who may avail:</b>	Interested prospective bidders compliant with the documents prescribed in the bidding documents.			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Order of Payment form 2. Corresponding fee for the payment of bidding documents		Bids and Awards Committee Secretariat Office, Capitol Complex, Camailmil, Calapan City.		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Secure Order of Payment form	1. Issue Order of Payment form and instruct the client to go to the Provincial Treasury Office (Cashier Division) to pay the bidding fee	Refer to GPPB Standard Rates	10 minutes	Administrative Aide III
2. Pay the corresponding amount of bidding document at the Treasury Office	2. Receive payment and issue Official Receipt	Based on GPPB Standard Rates	9 minutes	Cashier Provincial Treasury Office
3. Present the Official Receipt for the payment of bidding documents	3. Release bidding documents	None	20 minutes	Administrative Aide III
		Refer to Government		





Total	Procurement Policy Board (GPPB) Standard Rates	39 minutes	
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**Based on the 2016 Revised Implementing Rules and Regulations of R. A. 9184 otherwise known as the Government Procurement Reform Act**

## **APPENDIX 8**

### **GUIDELINES ON THE SALE OF BIDDING DOCUMENTS**

#### **1. POLICY STATEMENT**

As provided in Section 17.4 of the Implementing Rules and Regulations (IRR) of Republic Act 9184, bidders may be asked to pay for bidding documents to recover the cost of their preparation and development. The BAC shall issue the bidding documents to the prospective bidders upon payment of the corresponding cost thereof to the collecting/disbursing officer of the procuring entity concerned.

#### **2. PURPOSE**

These guidelines are formulated to provide standard rates for the sale of bidding documents to rationalize the fees primarily to regulate its price and to lessen the exercise of discretion of procuring entities so as not to discourage market participation and competition.

#### **3. SCOPE AND APPLICATION**

These guidelines shall apply to the national government, its branches, constitutional offices, departments, bureaus, offices and agencies, including state universities and colleges, government-owned and/or –controlled corporations, government financial institutions, and local government units.

#### **4. GENERAL GUIDELINES**

4.1. Procuring entities shall make the bidding documents available on the same date the advertisement and/or posting of the Invitation to Bid was made pursuant to Section 17.3 of the IRR of RA 9184.

4.2. As required in Section 21.1(f) of the IRR of RA 9184, the price of the bidding documents must be included in the Invitation to Bid/Request for Expression of Interest in order to inform all prospective bidders of the cost of its acquisition.

4.3. The BAC shall issue the bidding documents to any prospective bidder upon



payment of the standard rate of the bidding documents.

4.4. The standard rate for the sale of bidding documents shall be based on the fixed rate on a fixed range approach and shall be applicable in the procurement of goods, consulting services, and the contracting for infrastructure projects by the procuring entity, whether procured by way of public bidding or any of the alternative methods of procurement that utilize processes and procedures in competitive bidding.

4.5. Procuring entities are proscribed to adopt any internal rule or practice that establish fees that are inconsistent or beyond the standard rate for the sale of bidding documents set forth in these guidelines.

4.6. The proceeds from the sale of the bidding documents shall continue to be used for the payment of honoraria as provided for in Budget Circular No. 2004-5A, dated 7 October 2005, or to augment the funds for the procuring entity's legal assistance and indemnification package as provided in the Guidelines for Legal Assistance and Indemnification of Bids and Awards Committee Members and its Support Staff.

## 5. REPEALING CLAUSE

Any other guidelines, administrative order, office order, rule or regulation and/or parts thereof contrary to or inconsistent with the provisions of these Guidelines is hereby repealed, modified, or amended accordingly.

### 5.0 STANDARD RATES

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

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

## 6. REPEALING CLAUSE



Any other guidelines, administrative order, office order, rule or regulation and/or parts thereof contrary to or inconsistent with the provisions of these Guidelines is hereby repealed, modified, or amended accordingly.

## 7. EFFECTIVITY

These guidelines shall take effect fifteen (15) days after publication in the Official Gazette or in a newspaper of general nationwide circulation and upon filing with the University of the Philippines Law Center of three (3) certified copies of these guidelines

## 12. Submission of bids and bid opening

Bid Submission is the response to Tender document requirements as issued by the Bids and Awards Committee, submitted by the Bidder, which must be received in its original form, with original signatures, in the bidding system. These service is available only base on the BAC activities stipulated in the Invitation to Bid (IB).

<b>Office or Division</b>	Bids and Awards Committee (BAC) Office				
<b>Classification</b>	Simple				
<b>Type of Transaction</b>	G2G, G2B, G2C				
<b>Who may avail:</b>	<ol style="list-style-type: none"> <li>1. End User Representative of PGOM Offices</li> <li>2. Interested prospective bidders compliant with the documents prescribed in the bidding documents.</li> <li>3. Observers from: At least one (1) shall come from a duly recognized private group in a sector or discipline relevant to the procurement at hand and the other observer shall come from a non-government organization (NGO)</li> </ol>				
<table border="1"> <thead> <tr> <th>CHECKLIST OF REQUIREMENTS</th><th>WHERE TO SECURE</th></tr> </thead> <tbody> <tr> <td> <ol style="list-style-type: none"> <li>1. 1 set Original copies of Technical and Financial Documents in a separate sealed envelope marked "ORIGINAL – TECHNICAL COMPONENT/ORIGINAL – FINANCIAL COMPONENT", sealing them all in outer envelope marked "ORIGINAL BID"</li> <li>2. 1 set photocopy of Technical and Financial Documents in a separate sealed envelope marked "COPY NO. 1 – TECHNICAL COMPONENT/COPY NO. 1 – FINANCIAL COMPONENT" and the outer envelope as "COPY NO. 1."</li> </ol> </td><td>Bids and Awards Committee Secretariat Office, Capitol Complex, Camilmil, Calapan City.</td></tr> </tbody> </table>		CHECKLIST OF REQUIREMENTS	WHERE TO SECURE	<ol style="list-style-type: none"> <li>1. 1 set Original copies of Technical and Financial Documents in a separate sealed envelope marked "ORIGINAL – TECHNICAL COMPONENT/ORIGINAL – FINANCIAL COMPONENT", sealing them all in outer envelope marked "ORIGINAL BID"</li> <li>2. 1 set photocopy of Technical and Financial Documents in a separate sealed envelope marked "COPY NO. 1 – TECHNICAL COMPONENT/COPY NO. 1 – FINANCIAL COMPONENT" and the outer envelope as "COPY NO. 1."</li> </ol>	Bids and Awards Committee Secretariat Office, Capitol Complex, Camilmil, Calapan City.
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE				
<ol style="list-style-type: none"> <li>1. 1 set Original copies of Technical and Financial Documents in a separate sealed envelope marked "ORIGINAL – TECHNICAL COMPONENT/ORIGINAL – FINANCIAL COMPONENT", sealing them all in outer envelope marked "ORIGINAL BID"</li> <li>2. 1 set photocopy of Technical and Financial Documents in a separate sealed envelope marked "COPY NO. 1 – TECHNICAL COMPONENT/COPY NO. 1 – FINANCIAL COMPONENT" and the outer envelope as "COPY NO. 1."</li> </ol>	Bids and Awards Committee Secretariat Office, Capitol Complex, Camilmil, Calapan City.				



(These envelopes containing the original and the copies shall then be enclosed in one single envelope)				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the attendance sheet	1. Assist the client to sign in the attendance sheet	None	1 day	Administrative Aide III
2. Submit bids and attend bid opening	2. Receive bids and conduct bid opening			Bids and Awards Chairperson, Head BAC Secretariat, BAC Members and Prospective Bidders
Total		None	1 day	

\*Bid opening will be conducted through open competitive bidding procedures using a nondiscretionary “pass/fail” criterion as specified in the Revised Implementing Rules and Regulations (IRR) of Republic Act (R.A.) No. 9184, otherwise known as the “Government Procurement Reform Act”.

### 13. Issuance of Notice of Post-qualification

These pertains to the process of verifying, validating and ascertaining all the statements made and documents submitted by the bidder with the Single/Lowest Calculated Bid, which includes ascertaining the said bidder's compliance with the legal, financial and technical requirements of the bid.

<b>Office or Division</b>	Bids and Awards Committee (BAC) Office
<b>Classification</b>	Simple
<b>Type of Transaction</b>	G2B, G2C
<b>Who may avail:</b>	1. Single/Lowest Calculated Responsive Bidder



CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Latest Income and Business Tax Returns 2. Other appropriate licenses and permits required by law and stated in the Bidding Documents		Bids and Awards Committee Secretariat Office, Capitol Complex, Camilmil, Calapan City.		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the requirements provided in the checklist	1. Check and receive the requirements submitted by the bidder	None	10 minutes	Administrative Aide II Legal Aide BAC Members
2. Sign the Notice of Post-qualification	2. Assist the client in signing the Notice of Post-qualification		5 minutes	
Total		None	15 minutes	

#### 14. Issuance of Notice of Award

These pertains to the document issued by the BAC to the eligible bidder/s formally informing the same that he/she/they met the eligibility requirements issued by the Procuring Entity and issued by the Head of the Procuring Entity to the bidder to whom the contract is awarded.

<b>Office or Division</b>	Bids and Awards Committee (BAC) Office			
<b>Classification</b>	Simple			
<b>Type of Transaction</b>	G2B, G2C			
<b>Who may avail:</b>	Winning Bidder who pass in the stage of post-qualification			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None		None		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign the Notice of Award	1. Assist the winning bidder in signing the Notice of Award	None	5 minutes	Administrative Aide II Legal Aide BAC Members
2. Return the signed Notice of Award and post-performance security	2. Accept the signed Notice of Award		5 minutes	



3. Secure a copy of signed Notice of Award signed	3. Provide a copy of signed Notice of Award signed		5 minutes	
Total		None	15 minutes	

\*To guarantee the faithful performance by the winning Bidder of its obligations under the contract, it shall post a performance security within a maximum period of ten (10) calendar days from the receipt of the Notice of Award from the Procuring Entity and in no case later than the signing of the contract.



## 15. Issuance of Contract Agreement

These pertains to the document issued by the Procuring Entity's Representative to the winning bidder/s to formalize requirements and pricing, and serve as legally binding documentation of the goods/services that were ordered.

<b>Office or Division</b>		Bids and Awards Committee (BAC) Office		
<b>Classification</b>		Simple		
<b>Type of Transaction</b>		G2B, G2C		
<b>Who may avail:</b>		Winning Bidder		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
None		None		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Sign in the Contract Agreement	1. Assist in signing the Purchase Order/Contract Agreement	None	5 minutes	Administrative Aide II Legal Aide BAC Members
2. Return the signed Contract Agreement	2. Accept the signed Purchase Order/Contract Agreement and prepare Notice to Proceed		10 minutes	
3. Secure a copy of signed Contract Agreement signed	3. Provide a copy of signed Purchase Order/Contract Agreement signed		5 minutes	
Total		None	20 minutes	



## 16. Issuance of Notice to Proceed

A written notice issued by the Procuring Entity's Representative to the winning bidder requiring the latter to begin the Works not later than the date specified in the Notice.

<b>Office or Division</b>	Bids and Awards Committee (BAC) Office			
<b>Classification</b>	Simple			
<b>Type of Transaction</b>	G2B, G2C			
<b>Who may avail:</b>	Winning Bidder			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
None		None		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Sign the Notice to Proceed	1. Assist in signing the Notice to Proceed	None	5 minutes	Administrative Aide II Legal Aide BAC Members
2. Return the signed Notice to Proceed	2. Accept the signed Notice to Proceed	None	5 minutes	
3. Secure a copy of signed Notice to Proceed signed	3. Provide a copy of signed Notice to Proceed signed	None	5 minutes	
Total		None	15 minutes	





**THE OFFICE OF THE VICE GOVERNOR AND THE  
SANGGUNIANG PANLALAWIGAN MINDORO  
(SP)  
EXTERNAL SERVICES**



## 1. Assistance to Walk-In Clients

Assistance to walk-in clients of the Office of the Vice Governor whose purpose may be varied, such as: (a) Endorsement / scholarship, (b) Barangay resolutions / requests, (c) Medical/ emergency assistance, (d) Invitations and other communication, and (e) Concerns requiring assistance of other PGOM departments and offices. This service may be availed from Monday to Friday, except holidays, from 8:00 A.M. to 5:00 P.M.

<b>Office or Division:</b>	Office of the Vice Governor	
<b>Classification:</b>	Simple	
<b>Type of Transaction:</b>	G2C	
<b>Who may avail:</b>	All	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
Documentary requirements depending on purpose of visit:		
(a) Endorsement / scholarship:		Requesting parties
<ul style="list-style-type: none"> <li>- Basic information: name, address, course, school, contact numbers.</li> </ul>		
(b) Barangay resolutions / requests:		Concerned barangays
<ul style="list-style-type: none"> <li>- Two (2) original copies of barangay resolution</li> </ul>		
(c) Medical/ emergency assistance:		Requesting parties
<ul style="list-style-type: none"> <li>- One (1) original copy of medical certificate, final hospital bill / doctor's prescription</li> </ul>		
(d) Invitations and other communication:		Requesting parties
<ul style="list-style-type: none"> <li>- One (1) original copy of invitation letter</li> </ul>		
(e) Concerns requiring assistance of other PGOM departments and offices		Requesting parties



- letter request, if any				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the logbook and state purpose of visit	<p>1. Check to make sure all necessary information is provided</p> <p>1.1. Evaluate what kind of assistance is needed</p> <p>1.2. Refer to focal in-charge of needed assistance</p>	None	<p>2 minutes</p> <p>3 minutes</p> <p>2 minutes</p>	<p>Administrative Aide (AO) IV</p> <p>Office of the Vice Governor</p>
<p>2. Proceed to respective focal person for needed assistance upon instruction of Officer of the Day:</p> <p>a. Endorsement / scholarship</p> <p>b. Barangay resolutions / requests</p> <p>c. Medical/ emergency assistance</p> <p>d. Invitations and other communication</p> <p>e. Concerns requiring assistance of other PGOM departments and offices</p>	2. Evaluate concern and facilitate assistance needed	none	10 minutes	<p>a. Private Secretary</p> <p>b. Administrative Aide (Admin Aide) II</p> <p>c. Executive Assistant (EA) II</p> <p>d. Private Secretary</p> <p>e. EA II</p> <p>Office of the Vice Governor</p>



3. Accomplish Client Satisfaction Survey	3. Guide client on how to accomplish electronic satisfaction survey questionnaire	None	3 minutes	Admin Aide IV  Office of the Vice Governor
4. If requesting to speak with the Vice Governor, fill out appointment slip	4. Check appointment slip if all necessary details are provided	None	2 minutes	Admin Aide IV  Office of the Vice Governor
5. Proceed to the Vice Governor's main office when called	5. Call client and introduce to the Vice Governor upon entrance to Vice Governor's Office	None	10 minutes	Private Secretary  EA II  Office of the Vice Governor
6. Accomplish Client Satisfaction Survey	6. Guide client on how to accomplish electronic satisfaction survey questionnaire	None	3 minutes	Admin Aide IV  Office of the Vice Governor
	<b>TOTAL</b>	<b>None</b>	<b>Thirty-Five (35) minutes</b>	

## 2. Availing services for the accreditation of Civil Society Organizations (CSOs)

Section 108 of the Local Government Code of 1991 (R.A. No. 7160) grants power to the Sangguniang Panlalawigan to accredit non-governmental organizations subject to criteria as may be provided by law, particularly those organizations seeking representation to various local development councils in the Provincial Government. Article 64 (b) of the Rules and Regulations Implementing the LGC of 1991 set forth procedures which shall be the basis of the Sanggunian for the accreditation of non-governmental organizations.

The Sangguniang Panlalawigan enacted Provincial Ordinance No. 69-2017, entitled “*An ordinance setting the Sangguniang Panlalawigan of Oriental Mindoro’s guidelines in the accreditation of Civil Society Organizations (CSOs) in the Province of Oriental Mindoro*”, as amended by Provincial Ordinance No. 74-2017. It is worthy to emphasize that it is the



policy of the PGOM that only those CSOs accredited by the Sangguniang Panlalawigan can avail its financial and technical assistance and can participate in its developmental undertakings.

It is to be noted however that the DILG issued Memorandum Circular providing guidelines, procedures and requirements for the accreditation of CSOs at the start of every term following the election and assumption of new elective officials for purposes of selecting sectoral representatives to all local special bodies.

Thus, CSOs accredited by the Sangguniang Panlalawigan, in accord with the DILG Memorandum Circular which purpose is limited only for sectoral representation in the Local Special Bodies, are not entitled to avail financial or technical assistance and cannot participate in any other developmental undertakings of the PGOM.

The following procedure is applicable only to accreditation of CSOs in accordance with Provincial Ordinance No. 69-2017, as amended by Provincial Ordinance No. 74-2017.

Notably, the SP Members, as a collegial body, adopted their Internal Rules of Procedures (IRP) which serves as the basis of their legislative undertakings and/or actions.

The IRP provides that the Regular Session of the SP shall be held every Monday at 2:00 P.M. The cut-off date and time for those items to be included the forthcoming regular session shall be 12:00 P.M. on Thursday. All items received after said cut-off time/date will be included in the succeeding next regular session - except for those items certified as urgent by the Provincial Governor, Provincial Vice Governor and Floor Leader and all local legislative measures subject for review by the SP, which will be included in the List of Items for Inclusion in the immediately forthcoming regular session. It is worthy to emphasize here that under the IRP and as provided in the LGC of 1991, the proposed resolution and ordinance shall undergo a three-reading rule. Thus, under normal circumstances, proposed resolution or ordinance go through three session days or three weeks before it is finally acted upon by the SP. Moreso, essential part of the legislative process is the conduct of committee hearing that, if necessitated by the concerned SP Committee, require the presence of the concerned PGOM Department Heads, and representatives from the national government agencies and private entities, and other stakeholders to serve as resource persons. Likewise, under the IRP, the approved resolution and enacted ordinance shall only be finalized and disseminated after the Journal, when the same were approved/enacted, was adopted by the SP.

As provided for under Provincial Ordinance No. 69-2017, the application for accreditation, as well as all the documentary requirements, shall be forwarded to the Provincial Planning and Development Office (PPDO) for evaluation and recommendation. Section V(B)(3)(c) of Provincial Ordinance No. 69-2017 provides that: "(c) The concerned PPDO staff shall evaluate the authenticity and completeness of all the documents submitted by the organization, within three (3) days upon receipt.



If, after the review, the organization is found legitimate and the supporting documents are valid and complete, the Provincial Planning and Development Coordinator (PPDC) shall endorse said documents to Sangguniang Panlalawigan and recommend the organization's accreditation.

<b>Office or Division:</b>	Sangguniang Panlalawigan	
<b>Classification:</b>	Highly Technical	
<b>Type of Transaction:</b>	G2C – Government to Transacting Public G2B – Government to Business Entity	
<b>Who may avail:</b>	Civil Society Organizations (CSOs) in the Province of Oriental Mindoro	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
A. For CSOs in the Province, the following documentary requirements shall be submitted, per Provincial Ordinance No. 69-2017.		
1. One original copy of Letter of Application for Accreditation / Duly approved Board Resolution requesting for accreditation addressed to the Sangguniang Panlalawigan		CSO President or Chairperson / Board of Directors
2. One original copy of duly accomplished Application Form for Accreditation		Records Section, Sangguniang Panlalawigan CSO
3. One certified true copy of Certificate of Registration, with any national government agency, supported by Articles of Incorporation and Constitution and By-Laws		CSO
4. One certified true copy of List of Organization's Officers and Members with Record of Membership contributions duly certified by the CSO Secretary		CSO Secretary
5. One certified true copy of Documented Annual Accomplishment Reports for the last two (2) years		CSO Secretary
6. One certified true copy of Financial Reports, if any (to include Statement of Current Operations, Balance Sheets, Income Statements, Cash Flows, etc.)		CSO Treasurer
7. One certified true copy of Minutes of the Last General Assembly		CSO Secretary



Meeting, showing the New Set of Officers, if any				
8. One certified true copy of Resolution of the concerned Sangguniang Barangay as to the CSO's existence in the Barangay		Concerned Sangguniang Barangay / CSO Secretary		
9. One certified true copy of Certificate of Affiliation to Federations, if applicable (for non-cooperative)		CSO Secretary		
10. One certified true copy of Certificate of Compliance (Good Standing) (for coops only)		CDA/CSO		
11. One certified true copy of certification as an affiliate of the duly recognized international or local federation/s, if applicable		CSO		
12. Resolution of Undertaking		CSO Board of Directors		
B. For CSOs involving Oriental Mindoro Migrant Workers:		CSO		
1. Requirements Nos. 1, 2, 4, 7, 12 above; and				
2. One certified copy of certificate/proof of registration from Philippine Embassy/Consulate who has jurisdiction over the organization of migrants Oriental Mindoreños or the Department of Foreign Affairs shall be submitted. (Per Section III of Provincial Ordinance No. 74-2017)				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit application for accreditation together with all the required documents	1. Accept the application and examine/scan to determine the submitted documents.	none	5 minutes	Administrative Officer (AO) III  Librarian III  Librarian I  Sangguniang Panlalawigan
	1.1. Record the application in the logbook for	none	2 minutes	AO III  Librarian III



	incoming documents.			Librarian I  Sangguniang Panlalawigan
	1.2. Prepare agenda to include the application and disseminate the same to the SP Members	none	5 days	Local Legislative Staff Officer (LLSO) V  Secretary to the Sangguniang Panlalawigan ("SP Secretary")  Sangguniang Panlalawigan  Vice Governor Office of the Vice Governor
	1.3. Conduct legislative undertakings relative to the application; to include: (a) referral of the application to the Committee on Cooperatives, Non-Government Organizations (NGOs), People's Organizations (POs), and People's Participation and Empowerment; (b) conduct of hearing, (c) rendition and approval of Committee Report; (d) approval of resolution embodying the	none	21 days working	SP Members  Sangguniang Panlalawigan





	action of the SP, and (e) adoption of Journal			
	1.4. Finalize the resolution denying or approving the application for accreditation of the CSO, and forward said resolution to the SP Secretary and Presiding Officer for signature.	none	3 working days	Local Legislative Staff Employee (LLSE) II LLSO IV LLSO V SP Secretary Sangguniang Panlalawigan
	1.5. Sign the approved resolution and return the same to the Records Section.	none	5 working days	LLSE II SP Secretary Sangguniang Panlalawigan Vice Governor Office of the Vice Governor
	1.6. Receive / record the signed copy of approved resolution in the logbook	none	5 minutes	Librarian III AO III Sangguniang Panlalawigan
	1.7. Disseminate the approved resolution to the concerned CSO, PPDO, PCDO and DILG.	none	3 working days	Librarian III Sangguniang Panlalawigan
2. Receive copy of the resolution	2. Record proof of receipt of the copy of resolution	none	5 minutes	Librarian III Sangguniang Panlalawigan
	<b>Total</b>	None	<b>Thirty-Six (36) working days, and</b>	



			<b>Seventeen (17) minutes</b>	
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### 3. Endorsement for availment of Financial Assistance

The Office of the Vice Governor accepts and facilitates the endorsement of requests for financial assistance to barangays, accredited NGOs and POs. This service may be availed from Monday to Friday, except holidays, from 8:00 A.M. to 5:00 P.M.

<b>Office or Division:</b>	Office of the Vice Governor			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C; G2G			
<b>Who may avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Resolution from requesting Barangay, Municipality, Cooperative or NGO		Respective requesting parties		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Sign in the logbook	1. Check to make sure all necessary information is provided	none	2 minutes	Admin Aide IV Office of the Vice Governor
2. Give original copy and receiving copy of resolution / request, incl. other details as may be requested.	2. Evaluate validity of request / resolution (authenticity of docs, purpose, format, etc.)  2.1. Stamp both original and receiving copies with "RECEIVED" write date and	None	3 minutes    1 minute	Admin Aide IV Admin Assistant II Office of the Vice Governor Admin Aide IV Admin Assistant II Office of the Vice Governor



	time, as well as name of receiving personnel  2.3. Record in the logbook / computer for control and monitoring		3 minutes	Admin Assistant II  Office of the Vice Governor
3. Give contact number for updates and/or other concerns regarding request/resolutions	3. Advise client of next steps, and give contact number for follow ups and other concerns.	None	5 minutes	Admin Assistant II Admin Aide IV  Office of the Vice Governor
4. Accomplish client satisfaction survey questionnaire	4. Guide client on how to accomplish electronic satisfaction survey questionnaire	None	3 minutes	Admin Aide IV  Office of the Vice Governor
5. Wait for notification from Provincial Treasurer's Office regarding availability of check	5. Forward to the Vice Governor for approval / marginal notes.  5.1 Prepare necessary documents for the processing of assistance and forwards the same to the Vice Governor's Office  5.2. Route for processing	None	Depending on the Vice Governor's response time  5 minutes       10 minutes	Admin Assistant II Office of the Vice Governor  Admin Assistant II Office of the Vice Governor    Admin Assistant II Office of the Vice Governor
	<b>TOTAL</b>	<b>None</b>	<b>Thirty-Two (32) minutes</b>	



#### 4. Endorsement letters

To assist job applicants requesting for the Vice Governor's endorsement. This service may be availed from Monday to Friday, except Holidays, from 8:00 A.M. to 5:00 P.M.

<b>Office or Division:</b>	Office of the Vice Governor			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	Government to Client			
<b>Who may avail:</b>	Anybody who is qualified for the position he/she is applying for and seeks to be endorsed by the Vice Governor			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Appointment Slip		Office of the Vice Governor		
Private Data Sheet (PDS)		Client		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Fill out the appointment slip	1. Provide the requested appointment slip and ensure that the form is properly filled out	None	3 minutes	Admin Aide IV  Office of the Vice Governor
2. Submit PDS / Resume	2. Prepare the endorsement letter	None	5 minutes	Admin Aide IV  Office of the Vice Governor
	2.1. Forward letter to EA II for checking and initial		2 minutes	Executive Assistant (EA) II Office of the Vice Governor
	2.2. Forward to the Vice Governor for his signature		Depending on the Vice Governor's response time	Vice Governor Office of the Vice Governor
3. Receive the Vice Governor's	3. Record in the logbook for	None	3 minutes	Admin Aide IV



endorsement letter	Outgoing Documents			Office of the Vice Governor
4. Accomplish Client Satisfaction Survey	4. Guide client on how to accomplish electronic satisfaction survey questionnaire	None	3 minutes	Admin Aide IV Office of the Vice Governor
	<b>TOTAL</b>	<b>None</b>	<b>Sixteen (16) minutes</b>	

## 5. Request for the availment of Library and Archival Services

The Sangguniang Panlalawigan of Oriental Mindoro provides Library and Archival Services not only to officials and employees of the provincial government but also to outside clients, particularly researchers and students. However, taking the books and other reading materials outside the library is prohibited, except for photocopying purposes which shall be supervised/accompanied by the SP personnel.) This service may be availed from Monday to Friday, except Holidays, from 8:00 A.M. to 5:00 P.M.

<b>Office or Division:</b>	Records, Library and Archives Section under the Secretariat and Legislative Assistance Services Division			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Transacting Public G2B – Government to Business Entity G2G – Government to Government			
<b>Who may avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Original copy of Valid ID (student ID or any government issued ID)		Records, Library and Archives Section Sangguniang Panlalawigan		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Verbalize the request to borrow books, reference material or other reading material, and provide valid ID to the	1. Record to the Logbook the name of client and the requested reading/	none	2 minutes	Librarian III Librarian II Sangguniang Panlalawigan



personnel on duty.	reference material.			
	1.1. Locate the requested reading/reference material and, if available, provide the same to the client	none	10 minutes	Librarian III Librarian II Sangguniang Panlalawigan
2. Receive the requested reading/reference material.  After the research, returns the borrowed reading/reference material to the Librarian and secures the ID.	2. Receive the reading/reference material from the client and return his/her ID.  2.1. Return the reading/reference material to the proper shelf.	none	5 minutes	Librarian III Librarian II Sangguniang Panlalawigan
3. Accomplish the Client Satisfaction Survey Form (CSSF) or Feedback Form	3. Assist the client in accomplishing/filling-out CSSF/Feedback Form	none	1 minute	Librarian III Librarian II Sangguniang Panlalawigan
	<b>Total</b>	None	<b>Eighteen (18) Minutes</b>	

## 6. Request for the issuance of Certificate of Appearance

The Certificate of Appearance is released/issued to individuals who made official transaction with the Office of the Vice Governor and the Sangguniang Panlalawigan or to those who served as resource persons or participants during legislative undertakings or activities. This service may be availed from Monday to Friday, except Holidays, from 8:00 A.M. to 5:00 P.M.



<b>Office or Division:</b>	Administrative Support Services			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Transacting Public G2B – Government to Business Entity G2G – Government to Government			
<b>Who may avail:</b>	Individuals who made official transaction with the Office of the Vice Governor and the Sangguniang Panlalawigan or those who served as resource persons or participants during legislative undertakings or activities.			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Proof of his official transaction with the OVG and the SP		Administrative Support Services		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
<b>Request for a copy of Certificate of Appearance</b>				
1. Verbalize request to the personnel on duty, and write his/her name in the logbook with corresponding signature.	1. Courteously entertain client by asking his/her transaction with the OVG and the SP	none	2 minutes	Administrative Officer (AO) V  Local Legislative Staff Officer (LLSO) V  Sangguniang Panlalawigan
	1.1. Prepare copy of the pre-signed Certificate of Appearance, put his/her initial beside the printed name of designated issuing personnel.	none	2 minutes	AO V  LLSO V  Sangguniang Panlalawigan
2. Receive the Certificate of Appearance	2. Release/issue the Certificate of Appearance to the requesting client.	none	1 minute	AO V  LLSO V  Sangguniang Panlalawigan
3. Accomplish the Client Satisfaction Survey Form	3. Assist the client in accomplishing / filling-out CSSF / Feedback Form	none	1 minute	AO V  LLSO V



(CSSF) or Feedback Form				Sangguniang Panlalawigan
	<b>Total</b>	None	<b>Six (6) Minutes</b>	

## 7. Request for the issuance of legislative documents / records

Among the conferred powers of the Sangguniang Panlalawigan, under the Local Government Code of 1991 ("LGC of 1991"), is the enactment and approval of legislative measures. The Sangguniang Panlalawigan likewise generates various legislative documents in the performance of its functions that serve as legal instruments, such as but not limited to: (a) copy of ordinances and resolutions, transcript/minutes of the hearing, committee reports, privilege speeches, certificate of posting and accreditation. Clients request from the Sangguniang Panlalawigan for the copy of legislative measure and/or document for whatever legal purpose it may serve them.

This service may be availed from Monday to Friday, except Holidays, from 8:00 A.M. to 5:00 P.M.

<b>Office or Division:</b>	Records, Library and Archives Section under the Secretariat and Legislative Assistance Services Division			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Transacting Public G2B – Government to Business Entity G2G – Government to Government			
<b>Who may avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Document Request Slip		Records, Library and Archives Section		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Verbalize or submit written request and accomplish Document Request Slip for the issuance of requested copy of documents to the	1. Accept the filled-out accomplished Document Request Slip and forward the same to the SP Secretary or authorized	none	15 minutes	AO III Librarian III Librarian II SP Secretary/ Authorized Personnel





personnel on duty.	personnel for approval.			Sangguniang Panlalawigan
	1.1. Once the request is approved, advise the client (private entities) to pay the required Secretary's Fee at the Provincial Treasurer's Office (PTO)	P50.00/ document not exceeding two pages plus P10.00 per succeeding pages (per Section 174(f)(1) of the 2011 Revised Revenue Code	1 minute	AO III Librarian III Librarian II Sangguniang Panlalawigan
	1.2. Retrieve and photocopy requested document.	none	1 hour	AO III Librarian III Librarian II Sangguniang Panlalawigan
2. Receive copy of the requested document	2. Release the requested document to the client, and file filled-out Document Request Slip and the OR, if any.	none	1 minute	AO III Librarian III Librarian II Sangguniang Panlalawigan
3. Accomplish the Client Satisfaction Survey Form (CSSF) or Feedback Form	3. Assist the client in accomplishing/ filling-out CSSF/ Feedback Form	none	1 minute	AO III Librarian III Librarian II Sangguniang Panlalawigan



	<b>Total</b>	<b>P50.00/ document not exceeding two pages plus P10.00 per succeeding pages (per Section 174(f)(1) of the 2011 Revised Revenue Code</b>	<b>One (1) hour and Eighteen (18) minutes</b>	
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## **8. Request from the government agencies and private entities for the passage of provincial ordinance and resolution**

As the highest Local Legislative Body in the Province of Oriental Mindoro, the Sangguniang Panlalawigan is empowered to enact ordinances and resolutions, authorize the annual and supplemental budget of the province, levy taxes, impose charges and fees for the services rendered by the PGOM, and such other legislative undertaking for the promotion of the general welfare of all the constituents of the province.

The Sangguniang Panlalawigan commits to be a strong partner of the national, regional and local governments, and private entities in the pursuit of and in the realization of their developmental undertakings in the Province of Oriental Mindoro.

It must be noted however that the SP Members, as a collegial body, adopted their Internal Rules of Procedures (IRP) which serves as the basis of their legislative undertakings and/or actions.

The IRP provides that the Regular Session of the SP shall be held every Monday at 2:00 P.M. The cut-off date and time for those items to be included the forthcoming regular session shall be 12:00 P.M. every Thursday. All items received after said cut-off time/date will be included in the succeeding next regular session - except for those items certified as urgent by the Provincial Governor, Provincial Vice Governor and Floor Leader as well as all the local legislative measures subject for review by the SP, which will be included in the List of Items for Inclusion in the immediately forthcoming regular session. It is worthy to emphasize here that under the IRP and as provided in the LGC of 1991, the proposed resolution and ordinance shall undergo a three-reading rule. Thus, under normal



circumstances, proposed resolution or ordinance go through three session days or three weeks before it is finally acted upon by the SP. Moreso, essential part of the legislative process is the conduct of committee hearing, if necessitated by the concerned SP Committee, that require the presence of the concerned PGOM Department Heads, and representatives from the national government agencies and private entities, and other stakeholders to serve as resource persons. Likewise, under the IRP, the approved resolution and enacted ordinance shall only be finalized and disseminated after the Journal, when the same were approved/enacted, was adopted by the SP.

However, in case the requested ordinance or resolution has not been favorably granted by the Sangguniang Panlalawigan for valid reasons, such action shall be communicated to the concerned party by the SP Secretariat within 3 days upon instruction.

<b>Office or Division:</b>	Sangguniang Panlalawigan			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2C – Government to Transacting Public G2B – Government to Business Entity G2G – Government to Government			
<b>Who may avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. One copy of the letter clearly specifying the requested ordinance or resolution		Governor's Office (GO) / Provincial Administrator (PA)		
2. One draft copy of proposed ordinance or resolution, if any.		GO / Provincial Legar Office (PLO)		
3. Any documents that would support or serve as bases for the enactment of ordinance or approval of resolution		GO		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit the letter request, as well as all the required documents	1. Accept the letter request and examine / scan to determine the submitted documents.	none	5 minutes	Administrative Officer (AO) III Librarian III Librarian I Sangguniang Panlalawigan
	1.1. Record the letter request in a logbook of incoming documents.	none	2 minutes	AO III Librarian III Librarian I



				Sangguniang Panlalawigan
	1.2. Prepare agenda to include the intent of the letter request and disseminate the same to the SP Members	none	3 working days	LLSO V SP Secretary Floor Leader Sangguniang Panlalawigan
	1.3. Conduct legislative undertakings relative to the requested legislative measures; to include: (a) referral of the request to the appropriate SP Committee; (b) conduct of hearing, rendition and approval of Committee Report; (d) enactment of ordinance or approval of resolution, and (e) adoption of Journal	none	21 working days	SP Members Sangguniang Panlalawigan
	1.4. Finalize the enacted ordinance or approved resolution, and forward said resolution to the SP Secretary and Presiding Officer for signature.	none	3 working days	LLSE II LLSO IV LLSO V SP Secretary Sangguniang Panlalawigan



	1.5. Sign the enacted ordinance / approved resolution and return the same to the Records Section.	none	5 working days	LLSE II SP Secretary Sangguniang Panlalawigan Vice Governor Office of the Vice Governor
	1.6. Receive / record the signed copy of enacted ordinance / approved resolution in the logbook	none	5 minutes	Librarian III AO III Sangguniang Panlalawigan
	1.7. For ordinance, forward copy of the same to the Governor for approval or appropriate action.  The Governor has 15 days within which to act on the enacted ordinance. Action shall mean to approve or to veto the legislative measure.	none	1 working day	Librarian III SP Secretary Sangguniang Panlalawigan
	1.8. Accept and record the approved or vetoed legislative measure.		5 minutes	AO III Librarian III Librarian II Sangguniang Panlalawigan
	1.9. Disseminate the approved ordinance /	none	2 working days	Librarian III



	resolution to the Office of the Governor and/or to the requesting party.			Sangguniang Panlalawigan
2. Receive copy of the approved ordinance or resolution	2. Record proof of receipt of the copy of approved ordinance or resolution	none	5 minutes	Librarian III Sangguniang Panlalawigan
	<b>Total</b>	<b>None</b>	<b>Thirty-Five (35) working days and Twenty-Two (22) minutes</b>	

## 9. Review of Ordinances and Resolutions approving Local Development Investment Plans and Investment Programs of the City and Municipalities in the Province

One of the functions of the Sangguniang Panlalawigan is to review approved ordinances and resolutions of all the component city and municipalities of the province per Sections 56 and 327 of the Local Government Code (LGC) of 1991.

Subject for review of the Sangguniang Panlalawigan are the following measures:

- a. Appropriation Ordinances authorizing Annual and Supplemental Budgets, and augmentation/reversion of funds;
- b. General Ordinances as mandated under Section 468(a)(1)(i) of LGC of 1991;
- c. Revenue/Tax Ordinances;
- d. Comprehensive Land Use Plan (CLUP) and Zoning Ordinance (ZO) of the LGU
- e. Resolution approving the Local Development Plan and Investment Programs of the LGU.

It must be noted however that the SP Members, as a collegial body, adopted their Internal Rules of Procedures (IRP) which serves as the basis of their legislative undertakings and/or actions.

The IRP provides that the Regular Session of the SP shall be held every Monday at 2:00 P.M. The cut-off date and time for those items to be included the forthcoming regular session shall be 12:00 P.M. on Thursday. All items received after said cut-off time/date



will be included in the succeeding next regular session - except for those items certified as urgent by the Provincial Governor, Provincial Vice Governor and Floor Leader and all local legislative measures subject for review by the SP, which will be included in the List of Items for Inclusion in the immediately forthcoming regular session. It is worthy to emphasize here that under the IRP and as provided in the LGC of 1991, the proposed resolution and ordinance shall undergo a three-reading rule. Thus, under normal circumstances, proposed resolution or ordinance go through three session days or three weeks before it is finally acted upon by the SP. Moreso, essential part of the legislative process is the conduct of committee hearing that, if necessitated by the concerned SP Committee, require the presence of the concerned PGOM Department Heads, and representatives from the national government agencies and private entities, and other stakeholders to serve as resource persons. Likewise, under the IRP, the approved resolution and enacted ordinance shall only be finalized and disseminated after the Journal, when the same were approved/enacted, was adopted by the SP.

As part of the review process, all appropriation ordinances and resolutions approving the Local development plans and investment programs are forwarded to the Provincial Finance Committee, through the Provincial Budget Office (PBO) and Provincial Planning and Development Office (PPDO), respectively, for evaluation and recommendation. Likewise, the CLUP, as well as all the attached documents, is forwarded to the Provincial Land Use Committee (PLUC), through the PPDO, for evaluation and recommendation.

<b>Office or Division:</b>	Sangguniang Panlalawigan	
<b>Classification:</b>	Highly Technical	
<b>Type of Transaction:</b>	G2G – Government to Government	
<b>Who may avail:</b>	Sangguniang Panlungsod and Sangguniang Bayan	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
A. For the Review of Annual Budget, Supplemental Budget and Augmentation/Reversion of Funds		
1. For the Annual Budget:		
<ul style="list-style-type: none"> <li>- One original copy of Transmittal Letter signed by the Sanggunian Secretary</li> <li>- One original copy and one certified true copy of Appropriation Ordinance, bearing the official seal of the LGU, and signed by the Sanggunian Secretary, Presiding Officer, and the Local Chief Executive (LCE). The</li> </ul>		Sangguniang Panlungsod / Sangguniang Bayan



<p>LCE shall sign each and every page of the appropriation Ordinance.</p> <ul style="list-style-type: none"><li>- One certified true copy of Approved Annual Investment Program (AIP), duly supported by the DILG-approved GAD Plan, Local Disaster Risk Reduction Management Plan (LDRRMP), List of Programs, Projects and Activities (PPAs) for the Local Council for the Protection of Children, and Peace and Order Plan.</li><li>- One certified true copy of the Sanggunian Resolution approving the AIP</li><li>- One certified true copy of the Veto Message, if any</li><li>- One original copy of the Sanggunian's action on veto, if any</li></ul>	
<p>2. For Supplemental Budget</p> <ul style="list-style-type: none"><li>- One original copy of the Transmittal Letter signed by the Sanggunian Secretary</li><li>- One original copy and one certified true copy of the Appropriation Ordinance bearing the official seal of the LGU, and signed by the Sanggunian Secretary, Presiding Officer, and the Local Chief Executive (LCE). The LCE shall sign each and every page of the appropriation Ordinance.</li><li>- Funds Actually Available:</li></ul>	<p>Sangguniang Panlungsod / Sangguniang Bayan</p>





<ul style="list-style-type: none"><li>• One certified true copy of Certified Statement of Additional Realized Income</li><li>• One certified true copy of Certification of Savings</li></ul> <p>- New Revenue Measures:</p> <ul style="list-style-type: none"><li>• One certified true copy of Certified Statement of Income from New Revenue Measures<ul style="list-style-type: none"><li>➤ One certified true copy of duly enacted Tax Ordinance which imposes new local taxes, charges, fees, fines or penalties, or which raises existing local taxes, charges, fees, fines or penalties</li><li>➤ One certified true copy of official communication stating that the LGU is a recipient of new or higher remittances, contributions, subsidies or grants in aid from National Government or from government corporations and private entities</li></ul></li></ul> <p>- Realignment of appropriations in times of public Calamity</p> <ul style="list-style-type: none"><li>• One certified true copy of Certificate of Source of Funds Available for Appropriations</li></ul> <p>- One certified true copy of Supplemental AIP, if any</p> <p>- One certified true copy of Sanggunian Resolution approving the Supplemental Investment Program (SIP)</p>	
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<ul style="list-style-type: none"> <li>- One certified true copy of Veto Message, if any</li> <li>- One certified true copy of Sanggunian's action on veto, if any</li> </ul>	
<p>3. For augmentation/reversion of funds</p> <ul style="list-style-type: none"> <li>- One original copy of Transmittal Letter signed by the Sanggunian Secretary</li> <li>- One original copy and one photocopy of Appropriation Ordinance bearing the official seal of the LGU, and signed by the Sanggunian Secretary, Presiding Officer, and the Local Chief Executive (LCE). The LCE shall sign each and every page of the appropriation Ordinance.</li> </ul>	<p>Sangguniang Panlungsod / Sangguniang Bayan</p>
<p>4. For AIP/SIP</p> <ul style="list-style-type: none"> <li>- One original copy of Transmittal Letter signed by the Sanggunian Secretary</li> <li>- One original copy and one certified true copy of Resolution approving AIP/SIP bearing the official seal of the LGU, and signed by the Sanggunian Secretary, Presiding Officer, and the Local Chief Executive (LCE). The LCE shall sign each and every page of the resolution.</li> <li>- One original copy and one certified true copy of the AIP/SIP, with one photocopy of all supporting documents</li> </ul>	<p>Sangguniang Panlungsod / Sangguniang Bayan</p>



<p><b>B. General Ordinances</b></p> <ul style="list-style-type: none"> <li>- One original copy of Transmittal Letter signed by the Sanggunian Secretary</li> <li>- One original copy and one certified true copy of city/municipal ordinance bearing the official seal of the LGU, and signed by the Sanggunian Secretary, Presiding Officer, and the Local Chief Executive (LCE). The LCE shall sign each and every page of the ordinance.</li> </ul> <p>For amendatory ordinance, one certified true copy of the amended ordinance or at least portion of the same being amended.</p>	<p>Sangguniang Panlungsod / Sangguniang Bayan</p>
<p><b>C. Comprehensive Land Use Plan (CLUP) and Zoning Ordinance</b></p> <ul style="list-style-type: none"> <li>- One original copy of the Transmittal Letter signed by the Sanggunian Secretary</li> <li>- Three copies of the Comprehensive Land Use Plan (CLUP) and Zoning Ordinance (ZO) including digital copy <ul style="list-style-type: none"> <li>• One set of presentation map including digital copy</li> <li>• Executive Summary of the CLUP (refer to Annex 9-1 of CLUP Step 9)</li> </ul> </li> <li>- One certified true copy of Sanggunian Secretary's Certificate of Public Hearing conducted</li> </ul>	<p>Sangguniang Panlungsod / Sangguniang Bayan</p>

<ul style="list-style-type: none"> <li>- One certified true copy Minutes of Public Hearing / Consultation</li> <li>- One certified true copy of List of invitees and sector represented</li> <li>- One certified true copy of issued invitation letter/Notice of public hearing</li> <li>- One certified true copy of Attendance Sheet</li> </ul>				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit transmittal letter forwarding the local legislative measure subject for review, as well as all the required documents	1. Accept the transmittal letter and examine/scan to determine completeness of the submitted documents. If the documents submitted are incomplete, the request shall not be accepted.	none	5 minutes	Administrative Officer (AO) III Librarian III Librarian I Sangguniang Panlalawigan
	1.1. Record the transmittal letter in a logbook of incoming documents.	none	2 minutes	AO III Librarian III Librarian I Sangguniang Panlalawigan
	1.2. Prepare agenda, to include the transmittal letter submitting local legislative measure subject for review, and disseminate the	none	3 working days	Local Legislative Staff Officer (LLSO) V SP Secretary Floor Leader



	same to the SP Members			Sangguniang Panlalawigan
	1.3. Conduct legislative undertakings relative to the review of local legislative measures; to include: (a) referral of the application to the appropriate SP Committee; (b) conduct of hearing, (c) rendition and approval of Committee Report; (d) approval of resolution embodying the action of the SP, and (e) adoption of Journal	none	21 working days	SP Members Sangguniang Panlalawigan
	1.4. Finalize the resolution approving or disapproving the local legislative measure subject for review, and forward said resolution to the SP Secretary and Presiding Officer for signature.	none	3 working days	LLSE II LLSO IV LLSO V SP Secretary Sangguniang Panlalawigan



	1.5. Sign the approved resolution and return the same to the Records Section.	none	5 working days	LLSE II SP Secretary Sangguniang Panlalawigan Presiding Officer Office of the Vice Governor
	1.6. Receive / record the signed copy of approved resolution in the logbook	none	5 minutes	AO III Librarian III Librarian II Sangguniang Panlalawigan
	1.7. Disseminate the approved resolution to the Office of the Mayor, Sangguniang Bayan of the concerned LGU and the PFC.	none	3 working days	Librarian III Sangguniang Panlalawigan
2. Receive copy of the resolution	2. Record proof of receipt of the copy of resolution	none	5 minutes	Librarian III Sangguniang Panlalawigan
	<b>Total</b>	None	<b>Thirty-Five (35) working days and Seventeen (17) minutes</b>	



**THE OFFICE OF THE VICE GOVERNOR AND  
THE SANGGUNIANG PANLALAWIGAN  
MINDORO (SP)  
INTERNAL SERVICES**



## 1. Provision for remuneration of salaries and wages of casual/contractual employees

Section 468(a)(1)(viii to ix) of the Local Government Code of 1991 provides that:

“(viii) Determine the positions and the salaries, wages, allowances and other emoluments and benefits of officials and employees paid wholly or mainly from provincial funds and provide for expenditures necessary for the proper conduct of programs, projects, services, and activities of the provincial government;

(ix) Authorize the payment of compensation to a qualified person not in the government service who fills up a temporary vacancy, or grant honorarium to any qualified official or employee designated to fill a temporary vacancy in a concurrent capacity, at the rate authorized by law”.

To effectively carry out the mandate and functions of the Office of the Vice Governor and the Sangguniang Panlalawigan, full human resource requirement must be provided; thus, the hiring of casual and contractual staff is necessary.

<b>Office or Division:</b>	Administrative Services Section			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G – Government to Government			
<b>Who may avail:</b>	All casual and contractual personnel of the Vice Governor and the Sangguniang Panlalawigan			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Two (2) original copies of Accomplished Daily Time Record		Concerned Employees		
2. Two (2) original copies of Accomplishment Report		Concerned Employees		
3. Two (2) original copies of Travel Order, Locator, approved Leave of Absence, Certificate of Appearance, if applicable		Concerned Employees		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit all the requirements to the designated Payroll Officer	1. Receive/scan all submitted documents as to completeness	none	10 minutes	Administrative Officer (AO) V Sangguniang Panlalawigan
	1.1. Prepare/sign payroll and	none	15 minutes	AO V Sangguniang Panlalawigan





	Obligation Request (ObR)			
	1.2. Consolidate / Forward payroll and all documents to the Provincial Human Resource Management Office (PHRMO)  <i>(Wait for the action of the following Offices in the processing of payroll: PHRMO, Provincial Budget Office (PBO), Office of the Provincial Accountant (OPA))</i>	none	10 minutes	AO V  Sangguniang Panlalawigan
	1.3. Receive payroll and ObR from OPA and forward the same to the Vice Governor for signature	none	10 minutes	AO V  Sangguniang Panlalawigan
	1.4. Sign the payroll	none	10 minutes	Vice Governor Office of the Vice Governor
	1.5. Receive/Forward signed copy of payroll to the Provincial Treasurer's Office (PTO) for the processing	none	10 minutes	AO V  Sangguniang Panlalawigan



	of voucher for cash advance  (Wait for the action of the PTO.)			
	1.6. Receive voucher for cash advance from the PTO and forward to OPA for review  (Wait for the action of the OPA.)	none	10 minutes	AO V  Sangguniang Panlalawigan
	1.7. Receive copy of voucher for cash advance from the OPA and forward the same to the Vice Governor for signature	none	10 minutes	AO V  Sangguniang Panlalawigan
	1.8. Sign voucher for cash advance	none	10 minutes	Vice Governor Office of the Vice Governor
	1.9. Receive signed cash advance and forward the same to PTO for the issuance of check	none	10 minutes	AO V  Sangguniang Panlalawigan
	1.10. Receive check from PTO and forward the same to the Vice Governor for signature	none	10 minutes	AO V  Sangguniang Panlalawigan
	1.11. Sign the check	none	10 minutes	Vice Governor Office of the Vice Governor



	1.12. Forward the signed check to OPA for the preparation and submission of "Regular Advice of Checks Issued and Cancelled"  (Wait for the action of the OPA.)	none	10 minutes	AO V  Sangguniang Panlalawigan
2. Claim the Salary	2. Disburse the salary to concerned employee	none	5 minutes	Disbursing Officer  PTO
	<b>Total</b>	None	<b>Two (2) hours and twenty (20) minutes</b>	

## 2. Provision for remuneration of salaries and wages of permanent employees

Section 468(a)(1)(viii) of the Local Government Code of 1991 provides that:

“(viii) Determine the positions and the salaries, wages, allowances and other emoluments and benefits of officials and employees paid wholly or mainly from provincial funds and provide for expenditures necessary for the proper conduct of programs, projects, services, and activities of the provincial government.”

To effectively and continuously carry out the mandate and functions of the Office of the Vice Governor and the Sangguniang Panlalawigan, full human resource requirement must be provided; thus, the appointment permanent personnel, as well as the provisions for their salaries/wages, benefits and other emoluments staff, is necessary.

<b>Office or Division:</b>	Administrative Services Section
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2G – Government to Government



<b>Who may avail:</b>	All permanent personnel of the Vice Governor and the Sangguniang Panlalawigan			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Two (2) original copies of Accomplished Daily Time Record		Concerned Employees		
2. Two (2) original copies of Travel Order, Locator, approved Leave of Absence, Certificate of Appearance, if applicable		Concerned Employees		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit all the requirements to the designated Payroll Officer	1. Receive/scan all submitted documents as to completeness	none	10 minutes	Administrative Aide (Admin Aide) VI AO V Sangguniang Panlalawigan
	1.1. Consolidate / Forward all documents to the Provincial Human Resource Management Office (PHRMO)  <i>(Wait for the action of the following Offices in the processing of payroll: PHRMO, Provincial Budget Office (PBO), Office of the Provincial Accountant (OPA), PTO)</i>	none	10 minutes	Admin Aide VI AO V Sangguniang Panlalawigan
	1.2. Receive copy of the Letter and	none	10 minutes	LLSE II AO V



	Payroll Register from PTO and forward the same to the Vice Governor for signature			Sangguniang Panlalawigan
	1.3. Sign the Letter and Payroll Register	none	10 minutes	SP Secretary Sangguniang Panlalawigan Vice Governor Office of the Vice Governor
	1.4. Receive / Forward signed copy of Letter and Payroll Register to the Provincial Treasurer's Office (PTO) for submission to the Land Bank of the Philippines  (Wait for the action of the PTO.)	none	10 minutes	LLSE II AO V Sangguniang Panlalawigan
2. Claim the Salary through ATM	2. Disburse the salary to concerned employee	none		Land Bank of the Philippines
	<b>Total</b>	None	<b>Fifty (50) Minutes</b>	



### **3. Request for Authority to enter into and sign Memorandum of Agreement (“MOA”) / Memorandum of Understanding (“MOU”) / Contract of Lease (“COL”) / Deed of Donations (“DOD”) / Usufruct Agreement (“UA”) / Broadcast Contract (“BC”) and such other Legal Instruments**

To fast track socio-economic progress in Oriental Mindoro, the Provincial Government links its developmental activities with national government agencies as well as private institutions to ensure effective realization of those undertakings.

Likewise, the Provincial Government is recognizing the inevitable role of the Cooperatives, NGOs, POs and other organizations in the delivery of direct services to the people, particularly those in the grassroots. Thus, it forges and maintains strong partnership with those sectors and provides technical, financial and other related support to bring into fruition the common objective of uplifting the lives of the people.

The Local Government Code of 1991 (R.A. No. 7160) grants power to the Provincial Governor to “Represent the province in all its business transactions and sign in its behalf all bonds, contracts, and obligations, and such other documents upon authority of the Sangguniang Panlalawigan or pursuant to law or ordinance [Section 465(b)(1)(vi)]”.

In view of the above premises, the Sangguniang Panlalawigan (SP) acts on the request from the Provincial Governor for the grant of authority to enter into MOA, MOU, COL, DOD, UA and BC.

It must be noted however that the SP Members, as a collegial body, adopted their Internal Rules of Procedures (IRP) which serves as the basis of their legislative undertakings and/or actions.

The IRP provides that the Regular Session of the SP shall be held every Monday at 2:00 P.M. The cut-off date and time for those items to be included the forthcoming regular session shall be 12:00 P.M. on Thursday. All items received after said cut-off time/date will be included in the succeeding next regular session - except for those items certified as urgent by the Provincial Governor, Provincial Vice Governor and Floor Leader and all local legislative measures subject for review by the SP, which will be included in the List of Items for Inclusion in the immediately forthcoming regular session. It is worthy to emphasize here that under the IRP and as provided in the LGC of 1991, the proposed resolution and ordinance shall undergo a three-reading rule. Thus, under normal circumstances, proposed resolution or ordinance go through three session days or three weeks before it is finally acted upon by the SP. Moreso, essential part of the legislative process is the conduct of committee hearing that, if necessitated by the concerned SP Committee, require the presence of the concerned PGOM Department Heads, and representatives from the national government agencies and private entities, and other stakeholders to serve as resource persons. Likewise, under the IRP, the approved resolution and enacted ordinance shall only be finalized and disseminated after the Journal, when the same were approved/enacted, was adopted by the SP.



However, in case the requested ordinance or resolution has not been favorably granted by the SP for valid reasons, such action shall be communicated to the concerned party by the Secretariat within 3 days upon instruction.

<b>Office or Division:</b>	Sangguniang Panlalawigan
<b>Classification:</b>	Highly Technical
<b>Type of Transaction:</b>	G2G – Government to Government
<b>Who may avail:</b>	Provincial Governor
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
<p>1. For the MOA / MOU / COL / DOD / UA/ BC</p> <ul style="list-style-type: none"> <li>- One original copy of letter request signed by the Provincial Governor or the Provincial Administrator, for and by the authority of the Provincial Governor (one original copy) If the said request needs urgent action by the SP, indicate the same in the letter and attached therewith one original copy of CERTIFICATE OF URGENCY issued for such purpose signed by the Provincial Governor.</li> <li>- One photocopy of draft MOA/MOU/COL/DOD/UA/BC (one copy)</li> <li>- One original copy of Certification from the Provincial Legal Officer as to Legal Sufficiency</li> <li>- One photocopy of the Terms of Reference (TOR), if any</li> <li>- One original copy of Board Resolution authorizing its President/Chairman to represent the organization and to enter into MOA/MOU/COL/DOD/UA/BC, if the party involved is a private corporation/company / agency or institutions</li> </ul> <p>2. For the MOA granting soft loan and other assistance from the PGOM requiring authority of the SP</p>	Office of the Governor



<ul style="list-style-type: none"><li>• One original copy of the letter request signed by the Provincial Governor or the Provincial Administrator, for and by authority of the Governor. If the said request needs urgent action by the SP, indicate the same in the letter and attached therewith one original copy of CERTIFICATE OF URGENCY issued for such purpose signed by the Provincial Governor.</li></ul> <ul style="list-style-type: none"><li>- One photocopy of draft MOA</li><li>- One original copy of Certification from the Provincial Legal Officer as to Legal Sufficiency</li><li>- For renewal of loan, original copy of certification that the CSO has no outstanding balance or default of amortization from previous loan to be issued by the Office of the Provincial Accountant</li><li>- One original copy of Certificate of Budgetary Allocations/Availability of Funds jointly issued by the Provincial Budget Officer and Provincial Treasurer</li><li>- One original copy of Coop/NGO/POs Board Resolution authorizing its President/ Chairman to represent the organization and to enter into and sign into MOA</li><li>- One photocopy of Project Proposal prepared and approved by the CSO</li><li>- One original copy of Evaluation Report as to viability of the project</li></ul>	
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proposal conducted by the PICEDO				
Noted: Only the CSOs duly accredited by the Sangguniang Panlalawigan shall be entitled to soft loan and other assistance from the PGOM.				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<b>Request for authority to enter into and sign MOA/MOU/COL/DOD/UA/BC</b>				
1. Submit written request together with all the required documents	1. Accept the request and examine/scan to determine completeness of the submitted documents. If the documents submitted are incomplete, the request shall not be accepted.	none	5 minutes	AO III Librarian III Librarian I Sangguniang Panlalawigan
	1.1. Record in the logbook for incoming documents.	none	2 minutes	AO III Librarian III Librarian I Sangguniang Panlalawigan
	1.2. Prepare agenda to include the letter request, and disseminate the same to the SP Members	none	3 working days	LLSE II LLSA I LLSO V SP Secretary Floor Leader Sangguniang Panlalawigan
	1.3. Conduct legislative undertakings	none	21 working days	SP Members



	relative to the request; to include: (a) referral of the letter to appropriate SP Committee; (b) conduct of hearing, (c) rendition and approval of Committee Report; (d) approval of resolution embodying the action of the SP, and (e) adoption of Journal			Sangguniang Panlalawigan
	1.4. Finalize the resolution granting authority to the Governor and forward said resolution to the SP Secretary and Presiding Officer for signature.	none	3 working days	LLSE II LLSO IV LLSO V SP Secretary Sangguniang Panlalawigan
	1.5. Sign the approved resolution and return the same to the Records Section.	none	5 working days	LLSE II SP Secretary Sangguniang Panlalawigan Vice Governor / Presiding Officer Office of the Vice Governor
	1.6. Receive / record the signed copy of approved	none	5 minutes	AO III Librarian III



	resolution in the logbook			Librarian I Sangguniang Panlalawigan
	1.7. Disseminate the approved resolution to the Office of the Governor and concerned PGOM Offices	none	1 working day	Librarian III Sangguniang Panlalawigan
2. Receive copy of the resolution granting authority to the Governor	2. Record proof of receipt of the copy of resolution	none	5 minutes	Librarian III Sangguniang Panlalawigan Designated personnel Governor's Office.
	<b>Total</b>	None	<b>Thirty-Three (33) working days and Seventeen (17) minutes</b>	

#### **4. Request from the PGOM Executive Branch for the passage of general and appropriation ordinances and resolutions approving the Provincial Development Investment Plan (PDIP)/Annual Investment Program (AIP) and Supplemental Investment Program (SIP)**

As the highest Local Legislative Body in the Province of Oriental Mindoro, the Sangguniang Panlalawigan is empowered to enact ordinances and resolutions, authorize the annual and supplemental budget of the province, levy taxes, impose charges and fees for the services rendered by the PGOM, and such other legislative undertaking for the promotion of the general welfare of all the constituents of the province.

The Sangguniang Panlalawigan commits to serve as a conduit of the PGOM Executive Branch in the effective delivery of government services to the people and in the realization of all the socio-economic thrusts of the PGOM through providing timely and appropriate legislative measures.

It must be noted however that the SP Members, as a collegial body, adopted their Internal Rules of Procedures (IRP) which serves as the basis of their legislative undertakings and/or actions.



The IRP provides that the Regular Session of the SP shall be held every Monday at 2:00 P.M. The cut-off date and time for those items to be included the forthcoming regular session shall be 12:00 P.M. every Thursday. All items received after said cut-off time/date will be included in the succeeding next regular session – except for those items certified as urgent by the Provincial Governor, Provincial Vice Governor and Floor Leader as well as all the local legislative measures subject for review by the SP, which will be included in the List of Items for Inclusion in the immediately forthcoming regular session. It is worthy to emphasize here that under the IRP and as provided in the LGC of 1991, the proposed resolution and ordinance shall undergo a three-reading rule. Thus, under normal circumstances, proposed resolution or ordinance go through three session days or three weeks before it is finally acted upon by the SP. Moreso, essential part of the legislative process is the conduct of committee hearing, if necessitated by the concerned SP Committee, that require the presence of the concerned PGOM Department Heads, and representatives from the national government agencies and private entities, and other stakeholders to serve as resource persons. Likewise, under the IRP, the approved resolution and enacted ordinance shall only be finalized and disseminated after the Journal, when the same were approved/enacted, was adopted by the SP.

However, in case the requested ordinance or resolution has not been favorably granted by the Sangguniang Panlalawigan for valid reasons, such action shall be communicated to the concerned party by the SP Secretariat within 3 days upon instruction.

<b>Office or Division:</b>	Sangguniang Panlalawigan
<b>Classification:</b>	Highly Technical
<b>Type of Transaction:</b>	G2G – Government to Government
<b>Who may avail:</b>	Sangguniang Panlungsod and Sangguniang Bayan
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
<b>A. For the PDIP/AIP</b>	
1. Transmittal Letter signed by the Governor	Office of the Governor (GO)
2. One original copy and 16 photocopies of the PDIP/AIP	Provincial Planning and Development Office (PPDO)
3. One photocopy each of the following supporting documents:	
a. One original copy of the Provincial Development Council Resolution adopting the PDIP/AIP	
b. DILG-endorsed Gender and Development Plan and Budget	
c. Local Disaster Risk Reduction Management Plan (LDRRMP)	
d. Climate Change Action Plan	
e. Peace and Order Plan	



f. List of Programs, Projects and Activities (PPAs) for the Local Council for the Protection of Children	
g. List of PPAs for Senior Citizens and Persons with Disabilities (PWDs)	
h. List of PPAs to combat Aids	
<b>B. For SIP</b>	
1. Transmittal Letter signed by the Governor	GO
2. One original copy and 16 photocopies of the SIP	PPDO
3. One original copy of the PDC Resolution adopting the SIP	
<b>C. For the Annual Budget</b>	
1. Transmittal Letter/Budget Message of the Governor	GO
2. One original copy and 16 photocopies of Executive Budget	Provincial Budget Office (PBO)
3. One original copy and 16 photocopies of Local Expenditure Program (LEP)	
4. Plantilla of Personnel	Provincial Human Resource Management Office (PHRMO)
5. One original copy and 16 photocopies of Annual Operating Budget of the Local Economic Enterprise, if any	Provincial Budget Office (PBO)
6. One original copy of and one photocopy of the approved AIP	PBO/PPDO
7. One photocopy each of the following supporting documents:	
a. DILG-endorsed Gender and Development Plan and Budget	
b. Local Disaster Risk Reduction Management Plan (LDRRMP)	
c. Climate Change Action Plan	
d. Peace and Order Plan	
e. List of Programs, Projects and Activities (PPAs) for the Local Council for the Protection of Children	
f. List of PPAs for Senior Citizens and Persons with Disabilities (PWDs)	



<b>D. For Supplemental Budget (SB)</b>		
1. One original copy of Transmittal signed by the Governor		Provincial Finance Committee PBO
2. One original copy and 16 photocopies of the SB		
For Funds Actually Available		
- One original copy of Certified Statement of Additional Realized Income		
- One original copy of Certification of Savings		
For New Revenue Measures:		
- One original copy of Certified Statement of Income from New Revenue Measure		
For Realignment of Appropriations in Times of Calamity		
- One original copy of Source of Funds Available for Appropriations		
<b>E. For Augmentation Personal Services (PS) and Maintenance and Other Operating Expenses (MOOE) Savings / Reversion of funds</b>		
1. One original copy of Transmittal Letter signed by the Governor or by the Provincial Administrator, for and by authority of the Governor		GO / Provincial Administrator (PA)
2. One original copy of Certification jointly issued and signed by the Provincial Budget Officer, Provincial Accountant and Provincial Treasurer, embodying therein period covered of savings and object/s of expenditure/s with corresponding Account Code/s, Key Result Area/s (KRAs) and amount.		PBO
3. For augmentation of PS savings, one copy of List of Vacant Positions affected/covered by the PS Savings and List of New Personnel/Hirees		PHRMO
<b>F. Ordinances of General Application and Resolution</b>		



1. One copy of the Transmittal Letter signed by the Governor or by the Provincial Administrator, for and by the authority of the Governor	GO / PA			
2. One original copy of Certificate of Urgency, if the matter requires urgent action of the SP	GO			
3. One copy of Certificate of Legal Sufficiency, if applicable	Provincial Legal Office (PLO)			
4. One draft copy of proposed ordinance or resolution, if any.	GO/PLO			
5. Any documents that would support or basis for the enactment of ordinance or approval of resolution	GO			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit transmittal letter, as well as all the required documents	1. Accept the transmittal letter and examine / scan to determine completeness of the submitted documents. If the documents submitted are incomplete, the request shall not be accepted.	None	5 minutes	AO III Librarian III Librarian I Sangguniang Panlalawigan
	1.1. Record the transmittal letter in a logbook for incoming documents.	None	2 minutes	AO III Librarian III Librarian I Sangguniang Panlalawigan
	1.2. Prepare the agenda to include the subject of the transmittal letter, and disseminate the same to the SP Members	none	3 working days	LLSE II LLSA I LLSO V SP Secretary Floor Leader



				Sangguniang Panlalawigan
	1.3. Conduct legislative undertakings relative to the requested legislative measures; to include: (a) referral of the request to the appropriate SP Committee; (b) conduct of hearing, (c) rendition and approval of Committee Report; (d) enactment of ordinance or approval of resolution, and (e) adoption of Journal	none	21 working days	SP Members Sangguniang Panlalawigan
	1.4. Finalize the enacted ordinance or approved resolution, and forward said resolution to the SP Secretary and Presiding Officer for signature.	None	3 working days	LLSE II LLSO IV LLSO V SP Secretary Sangguniang Panlalawigan
	1.5. Sign the enacted ordinance / approved resolution and return the same to the Records Section.	None	5 working days	LLSE II SP Secretary Sangguniang Panlalawigan





				Presiding Officer/Presiding Officer Office of the Vice Governor
	1.6. Receive / record the signed copy of enacted ordinance / approved resolution in the logbook	none	5 minutes	AO III Librarian III Librarian II Sangguniang Panlalawigan
	1.7. For ordinances and resolution approving the PDIP/AIP/SIP, forward copy of the same to the Governor for approval or appropriate action.  The Governor has 15 days within which to act on the said legislative measures. Action shall mean to approve or to veto legislative measure.	none	1 working day	Librarian III SP Secretary Sangguniang Panlalawigan
	1.8. Accept and record the approved or vetoed legislative measures.		5 minutes	Librarian III AO III Sangguniang Panlalawigan
	1.9. Disseminate the approved ordinance /	none	1 working day	Librarian III



	resolution to the Office of the Governor and concerned PGOM offices.			Sangguniang Panlalawigan
2. Receive copy of the approved ordinance or resolution	2. Record proof of receipt of the copy of approved ordinance or resolution	none	5 minutes	Librarian III Sangguniang Panlalawigan
	<b>Total</b>	None	<b>Thirty-four (34) working days and Twenty-two (22) minutes</b>	



# **Provincial Administrator's Office**

## **External Services**



## 1. Receipt of Communications / Letter Requests and Other Documents for appropriate action of the Provincial Administrator

These pertain to communications, letter-requests and other documents for signature/initial/ dissemination/endorsement and/or for appropriate action of the Provincial Administrator.

<b>Office or Division:</b>	Administrative Unit			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C, G2B, G2G			
<b>Who may avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Pertinent official documents (communication/letter request) (1 original)		Client / Originating Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Sign in the office Client Appointment form at the table of the Public Assistance and Complaint Desk (PACD)	1. Assist the client to log	None	1 minute	Administrative Aide III Provincial Administrator's Office
2. Submit copy of letter/ communication	2. Receive, encode document and stamp with date and time of receipt	None	1 minute	Administrative Aide III Provincial Administrator's Office
3. Receive instructions on whether to proceed to the concerned department/s for appropriate action or to return on a later date for document/ transaction follow-up	3. Evaluate document as to its nature, subject matter and necessary attachments. 3.1. Instruct client on whether to proceed to the concerned department	None	10 minutes	Administrative Aide III Administrative Officer IV Provincial Administrator's Office



	/s for appropriate action or to return on a later date for document/transaction follow-up.			
4. For urgent matters and concerns that require immediate action/feedback, discuss with the Provincial Administrator.	<p>4. Upon determination of the urgency of subject matter of the communication / letter-request / line up client for discussion or consultation with PA.</p> <p>4.1 Approve/ disapprove/ recommend action on the document</p>	None	4 hours	<p>Administrative Aide III Administrative Officer IV Provincial Administrator's Office</p> <p>Provincial Administrator Provincial Administrator's Office</p>
	<b>Total</b>	None	4 hours, 12 minutes	



# **Provincial Administrator's Office**

## **Internal Services**



## 1. Drafting/Review of Official Communications

Prior to the approval or required action of the Provincial Administrator, official communications that are needed to be signed either by the Provincial Governor or the Provincial Administrator shall be drafted or reviewed as to content and form and compliance to appropriate format/template of official communications.

<b>Office or Division:</b>	Administrative Unit			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G			
<b>Who may avail:</b>	Offices that will be sending out official communications needed to be signed either by the Provincial Governor or the Provincial Administrator			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Draft of communication (1 original copy)		Originating Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Sign in the office Client Logbook at the table of the Officer of the Day.	1. Assist the client to log	None	1 minute	Administrative Aide III Provincial Administrator's Office
2. For communications/indorsements for signature of the Provincial Governor or the Provincial Administrator, submit draft letter for review/revision	2. Receive, encode document and stamp with date and time of receipt  2.1 Edit and revise as to content and standard format.	None	1 hour	Administrative Aide III Provincial Administrator's Office
3. Re-submit reviewed/	3. Evaluate the revisions made	None	8 hours	Administrative Aide IV



revised document with necessary attachments (if applicable) for initial/signature of concerned official.	and completeness of necessary attachments. 3.1. If found compliant with corrections made, submit to the Provincial Administrator for signature/initial			Administrative Officer IV Provincial Administrator's Office Provincial Administrator Provincial Administrator's Office
4. Receive signed / initialed document/ communication.	4. Sign the communication/ documents 4.1. Return document to originating office.  4.2. Affix initial on the communication/ document  4.3. Forward the document to the Office of the Provincial Governor for signature.	None	5 minutes	Administrative Aide IV Administrative Officer IV Provincial Administrator's Office Provincial Administrator Provincial Administrator's Office  Administrative Aide IV Provincial Administrator's Office
	<b>Total</b>	None	1 day, 1 hour, 6 minutes	

## 2. ICT SUPPORT-HELP DESK

This service is available to all PGOM offices that need assistance with all ICT-related concerns within their respective offices.

<b>Office or Division:</b>	Management Information Services Division
<b>Classification:</b>	Highly Technical
<b>Type of Transaction:</b>	G2G





<b>Who may avail:</b>		All offices with ICT-related concerns		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
2. Letter-request (1 original)		Requesting Office		
3. Request Ticket (1 original)		Management Information Services Division – Provincial Administrator's Office		
4. Request for Service Form (1 original)		Management Information Services Division – Provincial Administrator's Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit letter-request or call or walk-in transactions to the MIS for immediate ICT-related concerns	1. Receive letter-request or calls or receive walk-in clients.  1.1 Evaluate nature of request / concern or appropriate action	None	10 minutes	Computer Technician Management Information Services Division  Information System Analyst II Management Information Services Division Provincial Administrator's Office
2. Secure issuance of Request Ticket for deployment of available technician.	2. Conduct onsite/ hands-on assessment of the reported IT concern.  2.1. For minor concern, immediately assist / resolve IT concern. 2.2. For major concern like replacement of spare parts, inform clients of the time needed to resolve it	None	8 hours          18 days	Computer Technician Management Information Services Division Provincial Administrator's Office          Computer Technician Management Information



	depending on the availability materials. Installation of the parts shall be separately scheduled once available.			Services Division Provincial Administrator's Office
3. Accomplish Request for Service Form	3. File and consolidate accomplished Request for Service Form	None	5 minutes	Computer Maintenance Technologist Management Information Services Division Provincial Administrator's Office
	<b>Total</b>	None	18 days, 8 hours, 15 minutes	

### 3. Post Purchase Clearance

This service is to ensure, based on inspection that the equipment purchase has met the specifications reflected in the pre-purchase clearance.

<b>Office or Division:</b>	Management Information Services Division			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G			
<b>Who may avail:</b>	All PGOM offices			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. List of IT equipment		Originating Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit list of IT equipment for procurement	1. Receive list for evaluation of listed IT equipment.  1.1. Evaluate listed IT	None	1 minute  2 days	Information Technology Officer II Management Information Services Division



	<p>equipment as to specifications, quality, and price based on existing rules and regulations.</p> <p>1.2. Inform requesting office of the result of evaluation.</p>			<p>Information Technology Officer II Management Information Services Division Provincial Administrator's Office</p> <p>Information Technology Officer II Management Information Services Division Provincial Administrator's Office</p>
2. Obtain Pre-Purchase Clearance	2. If there are no remarks or suggestions on the equipment being procured, issue a Pre-Purchase clearance.	None	2 minutes	Computer Technician Management Information Services Division Provincial Administrator's Office
	<b>Total</b>	None	2 days, 3 minutes	



#### 4. Preparation of Supporting Documents for Disbursement of Remunerations/Salaries/Wages

These pertain to the consolidation and completion of necessary supporting documents for the processing and disbursement of remunerations, salaries and wages of permanent and non-permanent employees of the Provincial Administrator's Office.

<b>Office or Division</b>	Administrative Division			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G – Government to Government			
<b>Who may avail:</b>	All PAdmO employees			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Travel Order (2 original copies) or 2 authenticated photocopies)		Provincial Administrator's Office		
2. Certificate of Appearance (2 original copies) or 2 authenticated photocopies)		Provincial Administrator's Office		
3. Application for Leave (2 original copies) or 2 authenticated photocopies)		Provincial Administrator's Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit Accomplishment Report and DTR attachments.	1. Receive and evaluate documents for errors.	None	10 minutes	Administrative Aide II Provincial Administrators Office
	1.1 Indicate necessary deductions.	None	3 minutes	Administrative Aide II Provincial Administrators Office
2.	2. Sign and approve	None	5 minutes	Provincial Administrator
<b>TOTAL</b>			18 minutes	



## 5. Pre-Purchase Clearance

This service evaluations specifications and quality of IT equipment prior to procurement by the requesting office.

<b>Office or Division:</b>	Management Information Services Division			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G – government to government			
<b>Who may avail:</b>	All offices			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Procurement documents (PR, PO, Pre-purchase clearance)		Originating Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit list of IT Equipment for procured as evidenced by procurement documents.	1. Receive list and schedule for evaluation of procured IT equipment.	None	2 mins	Computer Maintenance Technologist Management Information Services Division Provincial Administrator's Office
2. Await for schedule of Inspection of IT equipment procured and issuance of inspection report.	2. Conduct actual inspection of IT equipment  1.1. Inform requesting office of the result of evaluation.	None	16 hours	Information Technology Officer II Management Information Services Division Provincial Administrator's Office
3. Obtain Post-Purchase Clearance	3. If there are no remarks or suggestions on the equipment procured, issue a Post-Purchase clearance.	None	2 mins	Computer Technician Management Information Services Division



				Provincial Administrator's Office
	<b>Total</b>	None	2 days, 4 minutes	

## 6. Request for Internet Connection

To ensure internet connectivity in all PGOM offices requiring internet access in their daily operations and transactions

<b>Office or Division:</b>	Management Information Services Division			
<b>Classification:</b>	G2G – government to government			
<b>Type of Transaction:</b>	Complex			
<b>Who may avail:</b>	Offices needing internet connectivity in the course of their office operations and transactions			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Letter-request (1 original)		Originating Office		
2. Request Ticket (1 original)		Management Information Services Division – Provincial Administrator's Office		
3. Request for Service Form (1 original)		Management Information Services Division – Provincial Administrator's Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit letter of request for approval to the Provincial Administrator's Office.	1. Receive letter request and recommend for appropriate action of the MIS	None	5 minutes	Administrative Aide IV Information Technology Officer II Management Information Services Division Provincial Administrator's Office
2. Secure issuance of Request Ticket for deployment of available technician.	2. Issue Request Ticket to the requesting office.	None	2 minutes  5 minutes	Computer Maintenance Technologist Management Information



	2.1. Deploy available technician 2.2. Conduct onsite inspection and evaluation 2.3. Undertake on-site installation and testing of network connection		1 day          5 days	Services Division   Computer Technician Management Information Services Division Computer Technician Management Information Services Division Provincial Administrator's Office
3. Fill up and sign Request for Service Form	3. Provide Request for Service Form for feedback and documentation of the service  3.1 File and consolidate accomplished Request for Service Form	None	5 minutes       2 minutes	Computer Maintenance Technologist Management Information Services Division Provincial Administrator's Office
	<b>Total</b>	None	6 days, 17 minutes	

## 7. Review and Approval of Training and Activity Designs

To ensure that the submitted Training/Activity design is in the prescribed format and its contents are compliant to the existing regulatory requirements, review of the same is necessary prior to its approval of the Provincial Administrator for its actual implementation.

<b>Office or Division:</b>	Organizational Development and Performance Management Division
<b>Classification:</b>	Complex
<b>Type of Transaction:</b>	G2G



<b>Who may avail:</b>		All PGOM Offices who will conduct trainings and activities as indicated in the Annual Investment Program (AIP) and the Detailed Physical and Financial Targets (DPFT)		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Duly signed Training/Activity Design (1 original copy)		Program Implementer's Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Log into the client's logbook	1. Assist the client to log	None	1 minute	Administrative Aide IV Provincial Administrator's Office
2. Submit the Training/Activity Design to the assigned staff for initial review and recording	2. Receive, encode and forward the submitted document to the assigned staff	None	2 minutes	Administrative Aide IV Provincial Administrator's Office
	3.1 Review and notify or instruct the program implementer in case of revision or forward the document to the Division Chief for final review and endorsement to the Provincial Administrator	None	5 days	Administrative Officer II Administrative Officer V Supervising Administrative Officer Provincial Administrator's Office
	2.2 Approve/disapprove the document			Provincial Administrator Provincial Administrator's Office
3. Receive the approved Training/Activity Design	4. Release the approved document	None	1 minute	Administrative Aide IV Provincial Administrator's Office
	<b>Total</b>	None	5 days, 4 minutes	





**PROVINCIAL PLANNING AND DEVELOPMENT  
OFFICE  
External Services**



## 1. PROVISION OF DATA/INFORMATION/MAPS

The Research, Project Development and Database Management Division maintains a database of secondary information and statistics about the province, which serve as inputs in the preparation of plans and project proposals. These are being used by government offices, researchers, investors and thesis writers, among others. This service is available from Monday to Friday (8:00am to 5:00pm) except holidays.

<b>Office or Division:</b>	Provincial Planning and Development Office (PPDO) Research, Project Development and Database Management (RPDDM) Division			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C - Government to Citizen, G2G - Government to Government, G2B - Government to Business			
<b>Who may avail:</b>	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<b>Walk-in</b>				
1. Request Slip (1 original)		PPDO - Administrative Unit		
2. Letter Request (1 original and signed)		Requesting Client		
3. Order of Payment (1 original)		PPDO - RPDDM Division		
4. Official Receipt (1 photocopy)		Provincial Treasurer's Office		
5. Client Satisfaction Measurement via e-portal or Client Satisfaction Measurement Form (CSMF)		PPDO - Administrative Unit		
<b>Online</b>				
1. Letter Request (1 signed scanned copy)		Requesting Client		
2. Client Satisfaction Measurement via Google Forms		PPDO - RPDDM Division		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<b>Walk-in</b>				
1. Submit letter request and accomplish request slip	1. Receive letter request and accomplished request slip and forward to Research, Project Development and Database	None	5 Minutes	Administrative Aide IV or Administrative Aide VI Administrative Unit-PPDO



	Management Division			
2. Proceed to RPDDM Division	2. Requested process data/information/maps	None	30 Minutes	<i>Statistician II</i> or <i>Project Development Officer II</i> or <i>Statistician I</i> RPDDM Division-PPDO
	2.1 Validate and approve release of requested data/information/maps	None	5 Minutes	<i>Provincial Planning and Development Coordinator (PPDC)</i> PPDO or <i>Project Development Officer IV</i> or <i>Project Development Officer III</i> RPDDM Division-PPDO
	2.2 Determine corresponding fees	<i>PHP</i> 10.00/ page (research fee) <i>PHP</i> 20.00/ page (report-size map) <i>PHP</i> 20.00/ page (electronic copy)	5 Minutes	<i>Statistician II</i> or <i>Project Development Officer II</i> or <i>Statistician I</i> RPDDM Division-PPDO



3. Pay research fees at the Provincial Treasurer's Office	3. Receive payment and issue Official Receipt		c/o Provincial Treasurer's Office	<i>Cashier at the Provincial Treasurer's Office</i>
4. Present Official Receipt to Research, Project Development and Database Management Division	4. Record/ Scan Official Receipt	None	5 minutes	<i>Statistician II or Project Development Officer II or Statistician I RPDDM Division-PPDO</i>
5. Receive document/s	5. Release document/s	None	5 Minutes	<i>Statistician II or Project Development Officer II or Statistician I RPDDM Division-PPDO</i>
6. Accomplish Client Satisfaction Measurement via e-portal or Client Satisfaction Measurement Form (CSMF)	6. Assist client and receive accomplished CSMF	None	5 minutes	<i>Administrative Aide IV or Administrative Aide VI Administrative Unit-PPDO</i>
<b>TOTAL:</b>		<b>depends on type of document</b>	<b>1 hour</b>	
<b>Online</b>				
1. Send letter request to ppdo.rpddm@gmail.com	1. Receive letter request and process requested data/information/maps	None	40 Minutes	<i>Statistician II or Project Development Officer II or Statistician I</i>



				RPDDM Division-PPDO
	1.1 Validate and approve release of requested data/information/maps	None	5 Minutes	<i>Provincial Planning and Development Coordinator (PPDC)</i> PPDO or <i>Project Development Officer IV</i> RPDDM Division-PPDO
2. Acknowledge receipt of requested data/information/maps	2. Send requested data/information/maps thru email	None	10 Minutes	<i>Statistician II</i> or <i>Project Development Officer II</i> or <i>Statistician I</i> RPDDM Division-PPDO
3. Accomplish Client Satisfaction Measurement via Google Forms	3. Record result of Client Satisfaction Measurement Google Forms	None	5 Minutes	<i>Statistician II</i> or <i>Project Development Officer II</i> or <i>Statistician I</i> RPDDM Division-PPDO
<b>TOTAL:</b>			<b>1 hour</b>	



## 2. PROVISION OF FEEDBACK INFORMATION TO MANAGEMENT AND OTHER INTERESTED PARTIES ON THE STATUS OF PROGRAM/ PROJECT IMPLEMENTATION

Monitoring and evaluation activities are regularly conducted to ensure timely and quality program/project implementation and determine its effectiveness and impact to the constituents. The findings and recommendations of the programs/projects monitored/evaluated shall be reported to the top management and implementers to serve as bases for decision/policy making. This service is available from Monday to Friday (8:00 am to 5:00 pm) except holidays.

<b>Office or Division:</b>	Provincial Planning and Development Office (PPDO) Monitoring and Evaluation (M&E) Division			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G - Government to Government; G2C - Government to Citizen			
<b>Who may avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<b>Walk-in</b>				
1. Request Slip (1 original copy)		PPDO - Administrative Unit		
2. Letter Request (1 original copy)		Requesting Client		
3. Client Satisfaction Measurement (CSM) via e-portal or Client Satisfaction Measurement Form (CSMF)		PPDO - Administrative Unit		
<b>Online</b>				
1. Letter Request (1 original copy of email/signed scanned copy)		Requesting Client		
2. Client Satisfaction Measurement (CSM) via Google Forms		PPDO - Monitoring and Evaluation Division		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
<b>Walk-in</b>				
1. Submit letter request and accomplish request slip	1. Receive letter request and accomplished request slip and forward to Monitoring and Evaluation Division	None	5 minutes	Administrative Aide IV or Administrative Aide VI Administrative Unit-PPDO
2. Proceed to Monitoring and	2. Prepare/ process the	None	30 minutes	Project Evaluation Officer II or



Evaluation Division	requested information			<i>Project Evaluation Officer III</i> M&E Division-PPDO
	2.1 Validate and approve release of requested information	None	5 minutes	<i>Provincial Planning and Development Coordinator (PPDC)</i> PPDO or <i>Project Evaluation Officer III</i> M&E Division-PPDO
3. Receive document/s	3. Release document/s	None	5 minutes	<i>Project Evaluation Officer II</i> or <i>Project Evaluation Officer III</i> M&E Division-PPDO
4. Accomplish Client Satisfaction Measurement via e-portal or Client Satisfaction Measurement	4. Assist client and receive accomplished Client Satisfaction Measurement	None	5 minutes	<i>Administrative Aide IV</i> or <i>Administrative Aide VI</i> Administrative Unit-PPDO
<b>TOTAL:</b>			<b>50 minutes</b>	
<b>Online</b>				
1. Send letter request to ppdo.monitoring@gmail.com	1. Receive letter request and process requested information	None	40 minutes	<i>Project Evaluation Officer II</i> or <i>Project Evaluation Officer III</i> M&E Division-PPDO
	1.1 Validate and approve release of requested information	None	5 minutes	<i>Provincial Planning and Development Coordinator (PPDC)</i> PPDO or <i>Project Evaluation Officer III</i>



				M&E Division-PPDO
2. Acknowledge receipt of requested information	2. Send requested information through email	None	10 minutes	<i>Project Evaluation Officer II</i> or <i>Project Evaluation Officer III</i> M&E Division-PPDO
3. Accomplish Client Satisfaction Measurement via Google Forms	3. Check the accomplished Client Satisfaction Measurement if recorded.	None	5 minutes	<i>Project Evaluation Officer II</i> or <i>Project Evaluation Officer III</i> M&E Division-PPDO
<b>TOTAL:</b>			<b>1 hour</b>	

### 3. Technical Assistance in the Review of Comprehensive Development Plans (CDPs) of Components Local Government Units

The review of CDP of every Local Government Unit is in compliance with Executive Order No. 152, s. 2018 creating and mobilizing the Comprehensive Development Plan-Technical Assessment Committee Secretariat (CDP-TACS) for the assessment of the CDPs of Component City and Municipalities of the Province of Oriental Mindoro. The Provincial Planning and Development Coordinator as Chairperson of the CDP-TAC and the Provincial Planning and Development Office acting as Technical Secretariat makes it a prime responsibility of the Office. This service is available from Monday to Friday (8:00am – 5:00pm) except holidays.

<b>Office or Division:</b>	Provincial Planning and Development Office (PPDO) Planning and Programming Division
<b>Classification:</b>	Highly technical
<b>Type of Transaction:</b>	G2G - Government to Government
<b>Who may avail:</b>	Local Government Units (LGUs)
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
1. Letter Request/Indorsement Letter	Local Government Units (LGUs)
2. Comprehensive Development Plans (1 original and soft copy)	Local Government Unit
3. Client Satisfaction Measurement Form (CSMF)	PPDO - Administrative Unit





CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit letter Request/Indorsement Letter	1. Receive and forward the same to the PPD for recording and checking of requirements	None	5 minutes	<i>Administrative Aide IV</i> or <i>Administrative Aide VI</i> Administrative Unit-PPDO  <i>Planning Assistant</i> Planning and Programming Division-PPDO
	1.1 Initial assessment and verification of Comprehensive Development Plans and forward the same to concerned Coordinator	None	5 hours	<i>Planning Officer IV</i> Planning and Programming Division-PPDO
	1.2 Review of the planning documents by concerned coordinator including conduct of researches and prepares assessment tool matrices	None	5 days	<i>Planning Officer II</i> Planning and Programming Division-PPDO
	1.3 Submit accomplished assessment tool report to Planning Officer IV	None	30 minutes	<i>Planning Officer II</i> Planning and Programming Division-PPDO
	1.4 Prepare revised/adjusted assessment tool report	None	4 days	<i>Planning Officer II</i> Planning and Programming Division-PPDO



	1.5 Submit revised/ adjusted assessment tool report to Planning Officer IV	None	30 minutes	<i>Planning Officer II</i> Planning and Programming Division-PPDO
	1.6 Submit review action slip report to the PPDC	None	1 day	<i>Planning Officer IV</i> Planning and Programming Division-PPDO
	1.7 Review submit assessment tool report for revision/ finalization	None	50 minutes	<i>Planning Officer IV</i> Planning and Programming Division-PPDO
	1.8 Revise/adjust assessment tool report per comment/s of the PPDC	None	1 day	<i>Planning Officer II</i> Planning and Programming Division-PPDO
	1.9 Submit final assessment tool matrices to the PPDC for approval	None	1 day	<i>Planning Officer II</i> and <i>Planning Officer IV</i> Planning and Programming Division-PPDO
	1.10 Submit final assessment tool matrices to the Governor for signature	None	6 days	<i>Planning Assistant</i> Planning and Programming Division-PPDO
	1.11 Inform the concerned LGU of the assessment result	None	1 hour	<i>Planning Officer IV</i> Planning and Programming Division-PPDO
2. Fill out Client Satisfaction Measurement Form (CSMF)	2. Ask the client to fill out CSMF via e-portal or print out copy	None	5 minutes	<i>Administrative Aide IV</i> or <i>Administrative Aide VI</i> Administrative Unit-PPDO
<b>TOTAL:</b>			<b>19 days</b>	



**PROVINCIAL PLANNING AND DEVELOPMENT  
OFFICE  
Internal Services**



## 1. Preparation of Supporting Documents for Disbursement of Remunerations/Salaries/Wages

These pertain to the consolation and completion of necessary supporting documents for the processing and disbursement of remunerations, salaries and wages of permanent and non-permanent employees of the Provincial Planning and Development Office.

<b>Office or Division:</b>	Provincial Planning and Development Office (PPDO) Administrative Unit			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G - Government to Government			
<b>Who may avail:</b>	All PPDO Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Travel Order (2 original copies) or 2 authenticated copies		Provincial Planning and Development Office (PPDO)		
2. Certificate of Appearance (2 original copies) or 2 authenticated copies		Provincial Planning and Development Office (PPDO)		
3. Application for Leave (2 original copies) or 2 authenticated copies		Provincial Planning and Development Office (PPDO)		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Accomplishment Report and Daily Time Record (DTR) attachments	1. Receive and evaluate documents for errors	None	10 minutes	<i>Administrative Aide VI</i> Administrative Unit-PPDO
	1.1 Indicate necessary deductions	None	3 minutes	<i>Administrative Aide VI</i> Administrative Unit-PPDO
2. Sign and approve		None	5 minutes	<i>Provincial Planning and Development Coordinator (PPDC)</i> PPDO
<b>TOTAL:</b>			<b>18 minutes</b>	



## 2. PROVISION OF TECHNICAL SERVICES TO SANGGUNIAN PANLALAWIGAN IN THE REVIEW OF CIVIL SOCIETY ORGANIZATIONS' APPLICATION FOR ACCREDITATION

Civil Society Organizations may apply for accreditation to the Sanggunian Panlalawigan for purposes of representation to Local Special Bodies and involvement in Provincial Government of Oriental Mindoro projects, among others. The Provincial Planning and Development Office provides technical assistance to the Sanggunian Panlalawigan in evaluating the authenticity and completeness of all documentary requirements and provide corresponding recommendations. This service is available from Monday to Friday (8:00AM to 5:00PM) except holidays.

<b>Office or Division:</b>	Provincial Planning and Development Office (PPDO) Research, Project Development and Database Management (RPDDM) Division		
<b>Classification:</b>	Simple		
<b>Type of Transaction:</b>	G2G - Government to Government		
<b>Who may avail:</b>	Sangguniang Panlalawigan		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>	
1. Endorsement (1 original)		Sangguniang Panlalawigan	
2. Required documents for Civil Society Organization accreditation		Civil Society Organization / Sangguniang Panlalawigan	
3. Letter of Application for Accreditation/Duly approved Board Resolution requesting for accreditation (1 original)		Civil Society Organization applying for accreditation	
4. Duly accomplished Application Form for Accreditation (1 original)		Civil Society Organization applying for accreditation	
5. Certificate of Registration, with any national government agency, supported by Articles of Incorporation and Constitution and By-Laws (1 photocopy)		Securities and Exchange Commission / Department of Labor and Employment / Cooperative Development Authority	
6. List of Organization's officers and members with Record of Membership contributions duly certified by the Secretary (1 original or photocopy)		Civil Society Organization applying for accreditation	



7. Documented Annual Accomplishment Reports for the last two (2) years, if applicable (1 original or photocopy)		Civil Society Organization applying for accreditation		
8. Financial Reports, if any (to include Statement of Current Operations, Balance Sheets, Income Statements, Cash Flows, etc.) (1 photocopy)		Civil Society Organization applying for accreditation		
9. Minutes of the last General Assembly Meeting showing the new set of officers, if any (1 photocopy)		Civil Society Organization applying for accreditation		
10. Resolution of the concerned Sangguniang Barangay as to its organization's legitimate existence in the barangay (1 original)		Civil Society Organization applying for accreditation / Sangguniang Barangay		
11. Certificate of Affiliation to federations, if applicable (for non-cooperatives) (1 original or photocopy)		Federation where applicant Civil Society Organization is affiliated		
12. An affiliate of the duly recognized international or local federation/s, if applicable		Federation where applicant Civil Society Organization is affiliated		
13. Certificate of Compliance (for coops only) (1 photocopy)		Civil Society Organization applying for accreditation		
14. Resolution of Undertaking (1 original or photocopy)		Civil Society Organization applying for accreditation		
15. Client Satisfaction Measurement Form (1 original)		PPDO - Administrative Unit		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Endorse Civil Society Organization application and accreditation documents to the Provincial Planning and Development Office for review	1. Receive Civil Society Organization documents with endorsement letter from Sangguniang Panlalawigan and forward to Research, Project Development and Database Management Division	None	10 minutes	<i>Administrative Aide IV or Administrative Aide VI</i> Administrative Unit-PPDO



	1.1 Receive and forward documents for review to concerned staff	None	20 minutes	<i>Project Development Officer IV</i> RPDDM Division-PPDO
	1.2. Evaluate and verify documents as to completeness and compliance, and prepare Evaluation Report	None	2 days	<i>Statistician I, II</i> or <i>Project Development Officer I, II</i> RPDDM Division-PPDO
	1.3 Initial review of Evaluation Report	None	4 hours	<i>Project Development Officer III</i> RPDDM Division-PPDO
	1.4 Final review of Evaluation Report	None	2 hours	<i>Project Development Officer IV</i> RPDDM Division-PPDO
	1.5 Endorse the reviewed documents with Evaluation Report	None	1 hour	<i>PPDC</i> PPDO
2. Receive Review Evaluation Report and reviewed documents	2. Forward Review Evaluation Report and reviewed documents to Sangguniang Panlalawigan for appropriate action	None	20 minutes	<i>Administrative Aide IV</i> or <i>Administrative Aide VI</i> Administrative Unit-PPDO
3. Accomplish Client Satisfaction Measurement Form (CSMF)	3. Receive accomplished CSMF	None	10 minutes	<i>Administrative Aide IV</i> or <i>Administrative Aide VI</i> Administrative Unit-PPDO



<b>TOTAL:</b>			<b>3 days</b>	

### 3. Review of the Offices' Annual/ Supplemental Investment Programs (A/SIPs)

The Local Government Code of 1991, prescribes that the Provincial Planning and Development Office to prepare comprehensive plans and other development planning documents for consideration of the local development council. The PPDO as Technical Secretariat of the Provincial Development Council, should ensure that investment programs being formulated promotes local development and are aligned with regional and national agenda. This service is available from Monday to Friday (8:00am – 5:00pm) except holidays.

<b>Office/Division:</b>	Provincial Planning and Development Office (PPDO) Planning and Programming Division			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2G - Government to Government			
<b>Who may avail:</b>	Provincial Government of Oriental Mindoro Offices			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Letter request/Indorsement Letter 2. A/SIPs (1 original and soft copy) 3. Worksheets 1, 2, 3 (1 original and soft copy) 4. Project Brief (1 original and soft copy) 5. Client Satisfaction Measurement Form (CSMF)		PGOM Concerned Offices PGOM Concerned Offices PGOM Concerned Offices PGOM Concerned Offices Administrative Unit - PPDO		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit letter Request/Indorsement Letter	1. Receive and forward the same to the PPD for recording and	None	5 minutes	<i>Administrative Aide IV or Administrative Aide VI</i>





	checking of requirements			Administrative Unit-PPDO  <i>Planning Assistant</i> Planning and Programming Division-PPDO
	1.1 Initial assessment and verification of AIP and its attachments and forward the same to concerned Coordinator	None	15 minutes	<i>Planning Officer IV</i> and <i>Planning Officer II</i> Planning and Programming Division-PPDO
	1.2 Review of the planning documents by concerned coordinator including conduct of researches; prepares document review slip	None	2 days	<i>Planning Officer II</i> Planning and Programming Division-PPDO
	1.3 Submit initial document review slip to the Planning Officer IV	None	1 hour	<i>Planning Officer II</i> Planning and Programming Division-PPDO
	1.4 Review of submitted documents (review slip/AIP attachments) to concerned coordinator for revisions/ finalization	None	2 days	<i>Planning Officer IV</i>  <i>Planning Officer II</i> Planning and Programming Division-PPDO



	1.5 Prepare revised/adjusted review slip	None	4 hours	<i>Planning Officer II</i> Planning and Programming Division-PPDO
	1.6 Submit revised/adjusted review slip to Planning Officer IV	None	20 minutes	<i>Planning Officer II</i> Planning and Programming Division-PPDO
	1.7 Submit review slip to the PPDC	None	5 minutes	<i>Planning Assistant</i> Planning and Programming Division-PPDO
	1.8 Review submitted action slip for revision/finalization	None	5 hours	<i>PPDC</i> <i>PPDO</i>
	1.9 Revise/adjust document review slip per comment/s of the PPDC	None	4 hours	<i>Planning Officer IV</i> or <i>Planning Officer II</i> or <i>Planning Officer I</i> Planning and Programming Division-PPDO
	1.10 Submit final review slip to the PPDC for approval	None	40 minutes	<i>Planning Assistant</i> Planning and Programming Division-PPDO
	1.11 Submit final document review slip together with attached documents and recommendations to the concerned office	None	30 minutes	<i>Planning Officer I</i> Planning and Programming Division-PPDO



2. Fill out Client Satisfaction Measurement Form (CSMF)	2. Ask the client to fill out CSMF via e-portal or print out copy	None	5 minutes	<i>Administrative Aide IV</i> or <i>Administrative Aide VI</i> Administrative Unit-PPDO
<b>TOTAL:</b>			<b>6 days</b>	

#### 4. REVIEW OF PROGRAM/PROJECT DESIGN

The review of Program/Project Design is done prior to approval by the Provincial Administrator. Said document is required in the procurement process of government transactions in the Provincial Government of Oriental Mindoro. This service is available from Monday to Friday (8:00AM to 5:00PM) except holidays.

<b>Office or Division:</b>	Provincial Planning and Development Office (PPDO) Research, Project Development and Database Management (RPDDM) Division		
<b>Classification:</b>	Simple		
<b>Type of Transaction:</b>	G2G - Government to Government		
<b>Who may avail:</b>	Provincial Government of Oriental Mindoro Program/Project Implementers		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
<b>Initial Review</b>			
1. Transmittal/Indorsement Letter (1 original, signed by Department Head)		Program/Project Implementer	
2. Program/Project Design with attached supporting documents (1 original, signed by Department Head)		Program/Project Implementer	
3. Client Satisfaction Measurement Form		PPDO - Administrative Unit	
<b>Final Review</b>			
1. Transmittal/Indorsement Letter (1 original, signed by Department Head)		Program/Project Implementer	
2. Original Program/Project Design with comments (1 original or photocopy)		Program/Project Implementer	



3. Revised Program/Project Design with attached supporting documents (1 original, signed by Department Head)		Program/Project Implementer		
4. Review Report (1 original or photocopy)		PPDO - RPDDM Division		
5. Client Satisfaction Measurement Form (1 original)		PPDO - Administrative Unit		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the Program/ Project Design with transmittal/indorsement letter to the Administrative Division	1. Receive the Program/Project Design with transmittal/ indorsement letter and forward to Research, Project Development and Database Management Division	None	10 minutes	<i>Administrative Aide IV or Administrative Aide VI Administrative Unit-PPDO</i>
	1.1 Receive and forward documents for review to concerned staff	None	10 minutes	<i>Project Development Officer IV RPDDM Division-PPDO</i>
	1.2 Review the Design as to its completeness and compliance to the prescribed template/ format and prepare Review Report or Endorsement for Approval	None	2 days	<i>Project Development Officer II or Project Development Officer I RPDDM Division-PPDO</i>
	1.3 Review of Review Report or Endorsement for Approval	None	2 hours	<i>Project Development Officer IV RPDDM Division-PPDO</i>
	1.4 Forward the Review Report or Endorsement for Approval to the Provincial	None	10 minutes	<i>Project Development Officer II or Project</i>



	Planning and Development Coordinator for endorsement			<i>Development Officer I</i> RPDDM Division-PPDO
	1.5 Endorse the reviewed Program/ Project Design	None	1 hour	<i>PPDC</i> <i>PPDO</i>
2. Receive reviewed Program/Project Design	2. Release Program/ Project Design			
2.1 Incomplete/Not Compliant Design: receive document for revision/ resubmission	2.1 Incomplete/Not Compliant Design: release Review Report and reviewed design to the implementing office for revision	None	25 minutes	<i>Administrative Aide IV</i> or <i>Administrative Aide VI</i> Administrative Unit-PPDO
2.2 Endorsed for Approval: receive copy of endorsement and retrieve design from the Office of the Provincial Administrator upon approval	2.2 Endorsed for Approval: forward Endorsement for Approval (EFA) and reviewed design to the Office of the Provincial Administrator and furnish implementing office with copy of EFA	None	25 minutes	<i>Administrative Aide IV</i> or <i>Administrative Aide VI</i> Administrative Unit-PPDO
3. Accomplish Client Satisfaction Measurement Form (CSMF)	3. Assist client and receive accomplished CSMF	None	5 minutes	<i>Administrative Aide IV</i> or <i>Administrative Aide VI</i> Administrative Unit-PPDO
<b>TOTAL:</b>		<b>None</b>	<b>3 days</b>	



## 5. Technical Assistance to the Sangguniang Panlalawigan in the Review of Local Development Investment Programs/Annual/Supplemental Investment Programs (LDIPs/A/SIPs)

Act as technical arm of the Sangguniang Panlalawigan in the review of Local Development Investment Program/Annual/Supplemental Investment Programs (LDIPs/A/SIPs) before its approval. This is to ensure that process, form and content are in compliance with the JMC No.2007-01 on the Harmonization of Local Planning and Investment Programming, Revenue Administration, Budgeting and Expenditure Management. This service is available from Monday to Friday (8:00am – 5:00pm) except holidays.

<b>Office/Division:</b>	Provincial Planning and Development Office (PPDO) Planning and Programming Division			
<b>Classification:</b>	Highly technical			
<b>Type of Transaction:</b>	G2G - Government to Government			
<b>Who may avail:</b>	Sangguniang Panlalawigan			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Letter Request/Endorsement Letter 2. Local Development Investment Programs/ Annual/ Supplemental Investment Programs (1 original copy) 3. Client Satisfaction Measurement Form (CSMF)		Sangguniang Panlalawigan Sangguniang Panlalawigan  PPDO - Administrative Unit		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit letter Request/Indorsement Letter	1. Receive and forward the same to the PPD for recording and checking of requirements	None	10 minutes	<i>Administrative Aide IV</i> or <i>Administrative Aide VI</i> Administrative Unit-PPDO <i>Planning Assistant</i> Planning and Programming Division-PPDO



	1.1 Initial assessment and verification of Development Plans and Investment Programs and forward the same to concerned Coordinator	None	5 hours	<i>Planning Officer IV</i> Planning and Programming Division-PPDO
	1.2 Review of the planning documents by concerned coordinator including conduct of researches and prepares review action report	None	9 days	<i>Planning Officer II</i> Planning and Programming Division-PPDO
	1.3 Submit initial draft document review action report to the Planning Officer IV	None	2 hours	<i>Planning Officer II</i> Planning and Programming Division-PPDO
	1.4 Prepare revised/adjusted review action report	None	4 days	<i>Planning Officer II</i> Planning and Programming Division-PPDO
	1.5 Submit revised/ adjusted review action slip to Planning Officer IV	None	45 minutes	<i>Planning Officer II</i> Planning and Programming Division-PPDO
	1.6 Submit review action slip report to the PPDC	None	2 days	<i>Planning Officer IV</i> Planning and Programming Division-PPDO
	1.7 Review submit action slip for revision/ finalization	None	4 hours	<i>Planning Officer IV</i> Planning and Programming Division-PPDO



	1.8 Revise/adjust document review slip per comment/s of the PPDC	None	1 day	<i>Planning Officer II</i> Planning and Programming Division-PPDO
	1.9 Submit final review action slip to the PPDC for approval	None	1 day	<i>Planning Officer II</i>  <i>Planning Officer IV</i> Planning and Programming Division-PPDO
	1.11 Submit final review action slip to the Sangguniang Panlalawigan together with attached documents	None	5 hours	<i>Planning Assistant</i> or <i>Planning Officer I</i> Planning and Programming Division-PPDO
2. Fill up Client Satisfaction Measurement Form (CSMF)	2.1 Ask the client to fill out CSMF via e-portal or print out copy	None	5 minutes	<i>Administrative Aide IV</i> or <i>Administrative Aide VI</i> Administrative Unit-PPDO
<b>TOTAL:</b>			<b>19 days</b>	





# **PROVINCIAL BUDGET OFFICE INTERNAL SERVICES**



## 1. Request for Certification of the Provincial Budget Officer as to Availability of Appropriations

Provision of assistance to the requesting offices on the available balances of appropriations.

<b>Office or Division</b>	Provincial Budget Office/Budget Execution Services Division			
<b>Classification</b>	Simple			
<b>Type of Transaction:</b>	G2G			
<b>Who may avail:</b>	PGOM Offices			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Accomplished Obligation Requests (ObRs)- (4 original copies) with attached vouchers and payrolls with supporting documents 2. Purchase Requests (PRs) with attached ObR (4 original copies) 3. Contractual Appointments/Contract of Services (3 original copies) and Job Orders (2 original copies)		Originating office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Forward/ Submit ObRs attached to vouchers, payrolls and purchase requests with supporting documents, contractual appointments and job orders to PBO for processing	1. Receive indorsement of or letter request	NONE	1 min	Admin Aide II Admin Section, Provincial Budget Office
	2. Process request > If not okay- return to originating/reque sting office with Return Slip citing the reason/s for return	NONE	2 days, 7 hrs and 49 mins	Budget Officer IV; Budget Officer III; Budget Officer II; Budget Officer I Budget Execution



	> If okay-obligate and have same certified by the PBO			Services Division, Provincial Budget Office
2. Refer to document tracking system for status of transaction	3. Release/Delivery of certified documents to next office. > ObRs attached to vouchers and payrolls with supporting docs and Job Orders to OPA > Purchase Requests (PRs) to PTO > Contractual appointments/Contracts of Services to PHRMO	NONE	10 mins	Admin Aide II; Bookbinder I Admin Section, Provincial Budget Office
<b>TOTAL</b>		<b>NONE</b>	<b>3 days</b>	

## 2. Request for New/Additional Appropriations

Provision of technical assistance in the preparation of supplemental budgets and other changes in the annual budget in collaboration with other offices.

<b>Office or Division</b>	Provincial Budget Office/Technical Assistance Services Division			
<b>Classification</b>	Simple			
<b>Type of Transaction:</b>	G2G			
<b>Who may avail:</b>	PGOM Offices			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Indorsement from the LCE/PA of Letter Request from Requesting Office or Letter Request addressed to LCE thru the PBO (1 original copy)		Originating office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>



1. Forward/ Submit indorsement of or letter request to PBO for processing	1. Receive indorsement of or letter request	NONE	1 min	Admin Aide II Admin Section, Provincial Budget Office
	2. Process request > If not okay- return request to indorsing/ requesting office with letter/note explanation as to reason/s > If okay- include request in the consolidation of requests for SB for approval and prioritization of the LCE and prepare letter informing the requesting office	NONE	3 hrs and 19 mins	Budget Officer IV; Budget Officer III; Budget Officer II; Budget Officer I Technical Assistance Services Division, Provincial Budget Office
	3. Release of letter to the requesting office.		10 mins	Admin Aide II Admin Section, Provincial Budget Office
<b>TOTAL</b>		<b>NONE</b>	<b>3 hours and 30 minutes</b>	

### 3. Request for augmentation and realignment of appropriation

Provision of technical assistance in the preparation of certifications for augmentation and realignment of appropriation in collaboration with other offices.

<b>Office or Division</b>	Provincial Budget Office/Technical Assistance Services Division	
<b>Classification</b>	Simple	
<b>Type of Transaction:</b>	G2G	
<b>Who may avail:</b>	PGOM Offices	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
1. Indorsement from the LCE/PA of Letter Request from Requesting Office or Letter Request addressed to LCE thru the PBO (1 original copy)		Originating office



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Forward/ Submit indorsement of or letter request to PBO for processing	1. Receive indorsement of or letter request	NON E	1 min	Admin Aide II Admin Section, Provincial Budget Office
	2. Process request > If not okay- return request with letter explanation as to reason/s > If okay- prepare certification as to availability of savings/appropriation for augmentation/realignment for signature of PFC and letter indorsement to the Governor for preparation of LR to SP for passage of an Ordinance authorizing augmentation of realignment	NON E	1 day, 7 hrs and 49 mins	Budget Officer IV; Budget Officer III; Budget Officer II; Budget Officer I Technical Assistance Services Division, Provincial Budget Office
	3. Release letter indorsement and signed certification to the PGO for facilitation of request for authorization from Sangguniang Panlalawigan (SP)	NON E	10 mins	Admin Aide II Admin Section, Provincial Budget Office
<b>TOTAL</b>		<b>NON E</b>	<b>2 days</b>	



#### 4. Technical Assistance to the Sangguniang Panlalawigan in the Review of Budgets and Budget Related Resolutions and Ordinances of Component City and Municipalities of Oriental Mindoro

Provision of technical assistance in the review of budgets and budget-related resolutions and ordinances of component city and municipalities of Or. Mindoro and determine whether the

Appropriation Ordinance has complied with the budgetary requirements and general limitations set forth in the Local Government Code of 1991, as well as provisions of other applicable laws.

<b>Office or Division</b>	Provincial Budget Office/Technical Assistance Services Division			
<b>Classification</b>	Highly Technical			
<b>Type of Transaction:</b>	G2G			
<b>Who may avail:</b>	Sangguniang Panlalawigan			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Indorsement by the Sangguniang Panlalawigan through the Secretary to the SP to Provincial Finance Committee (PFC) through the PBO of City/Municipal Appropriation Ordinance/Resolution (1 original copy) and supporting documents (2 original copies)		Sangguniang Panlalawigan		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Indorse to PFC through the PBO the City/ Municipal Appropriation Ordinance/ Resolution and supporting documents	1. Receive indorsement letter by the SP through the SSP and supporting documents	NON E	1 min	Admin Aide II Admin Section, Provincial Budget Office
	2. Review and evaluate indorsed appropriation ordinances authorizing budgets of city and municipalities and budget	NON E	30 working days	Budget Officer IV; Budget Officer III; Budget Officer II; Budget Officer I Technical Assistance Services Division,

	related resolutions and ordinances			Provincial Budget Office
2. Receive Budget Review Letter	3. Submit Budget Review Letters incorporating findings, comments and recommendations to the SP	NON E	15 mins	Admin Aide II Admin Section, Provincial Budget Office
<b>TOTAL</b>		<b>NON E</b>	<b>30 working days, 16 mins</b>	

## 5. Preparation and submission of supporting documents for the disbursement of salaries and wages

Consolidation of payroll attachments for submission to PHRMO in relation to the disbursement of salaries of permanent and wages of non-permanent employees

<b>Office or Division</b>	Provincial Budget Office/Administrative Section			
<b>Classification</b>	Simple			
<b>Type of Transaction:</b>	G2G			
<b>Who may avail:</b>	All employees within the office			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Approved Daily Time Record (2 original copies) 2. Approved Application for Leave of Absence (2 original copies) (if any) 3. Approved Locator and/or Travel Order (2 original copies) with attached Certificate of Appearance (2 authenticated photocopies) (if any)		PGOM Portal for the Daily Time Record PHRMO for the Approved Application for Leave of Absence and Locator PA's Office for the Approved Travel Order		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit the requirements to Head of Admin Section for consolidation	1. Receive, check and consolidate all the submitted requirements	NONE	45 mins	Admin Officer IV Admin Section, Provincial Budget
2. Refer to document tracking	2. > for non-permanent employees -	NONE	5 mins	Admin Officer IV



system for status of transaction	attach to Payroll and ObR and submit to PHRMO > for permanent employees - submit to PHRMO for attachment to printed payroll and ObR			Admin Section, Provincial Budget
<b>TOTAL</b>		<b>NONE</b>	<b>50 mins</b>	





# **OFFICE OF THE PROVINCIAL ACCOUNTANT**

## **Internal Services**



## 1. Issuance of Accountant's Advice for Checks

This involves the preparation of remittance advice for checks issued under PGOM's various Land Bank of the Philippines (LBP) and Development Bank of the Philippines (DBP) bank accounts for claims of employees, suppliers and other agencies paid by check. This service is available Mondays to Fridays, except Holiday, 8:00 AM to 5:00 PM.

<b>Office or Division:</b>		OFFICE OF THE PROVINCIAL ACCOUNTANT		
<b>Classification:</b>		Simple		
<b>Type of Transaction:</b>		G2G – Government to Government		
<b>Who may avail:</b>		PGOM Offices		
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
1. Original copy of signed checks 2. Original supporting documents			• Governor's Office / Provincial Administrator's Office	
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Forward the signed checks with their supporting documents;	1. Receive the signed checks with their supporting documents;	None	1 hour	Administrative Assistant III Administrative Aide IV (2) Accounting Division Office of the Provincial Accountant
	1.1 Prepare the accountant's advice of checks issued, either in WeAccess or manual, and forward the same with the signed checks and their supporting documents to		4 hours	Administrative Assistant III Administrative Aide IV (2) Accounting Division Office of the Provincial Accountant



	Provincial Accountant;			
	1.2 Review the accuracy of the prepared accountant's advice, affix signature, and forward the same with the signed checks and their supporting documents to Administrative Officer V;		1 hour	Provincial Accountant Office of the Provincial Accountant
	1.3 If advice is prepared in WeAccess and already processed, forward the signed checks and their supporting documents to Provincial Treasurer's Office. On the other hand, if advice is manually prepared, forward the advice to respective bank/s and then forward the		2 hours	Administrative Officer V Administrative Division Office of the Provincial Accountant



	signed checks and their supporting documents to Provincial Treasurer's Office.			
	<b>T O T A L</b>	<b>None</b>	<b>1 day</b>	

## 2. Issuance of Certification for Last Salary Received, GSIS, Pag-IBIG, PhilHealth, and Other Remittances

This involves the issuance or provision of certification for the last salary received issued to PGOM permanent employees, in the event of their transfer to other government agency. Certification relating to remittances is used by GSIS for unposted remittances, by PAG-IBIG for the last remittance of retiring employees, by PhilHealth for hospitalization purposes, and by other remittances for whatever legal purposes it may serve. This service is available Mondays to Fridays, except Holiday, 8:00 AM to 5:00 PM.

<b>Office or Division:</b>		OFFICE OF THE PROVINCIAL ACCOUNTANT		
<b>Classification:</b>		Simple		
<b>Type of Transaction:</b>		G2G – Government to Government		
<b>Who may avail:</b>		PGOM Employees		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Original copy of Official Receipt 2. One copy of Request Slip 3. One copy of Feedback Form/Client Survey Form		<ul style="list-style-type: none"> <li>Provincial Treasurer's Office</li> <li>Office of the Provincial Accountant</li> <li>Office of the Provincial Accountant</li> </ul>		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Fill up the request slip form and indicate the needed certification;	1. Receive the request slip and indicate the number in the slip for control purposes;	None	15 mins	Administrative Aide IV Accounting Division Office of the Provincial Accountant



	1.1 Pick up the data from index card or remittance file;		6 hrs	Administrative Aide IV Accounting Division Office of the Provincial Accountant
	1.2 Prepare the certification in accordance with the data gathered;		30 mins	Administrative Aide IV Accounting Division Office of the Provincial Accountant
	1.3 Check and review the certification for accuracy and completeness of data, and forward the same to head of office for signature;		1 hr	Accountant IV Accounting Division Office of the Provincial Accountant
	1.4 Sign the certification requested and forward the same to Administrative Aide IV for release to requesting personnel;		10 mins	Provincial Accountant Office of the Provincial Accountant



2. Receive the certification requested and fill out feedback forms	2. Receive the properly filled-out feedback forms re: comments on services provided.	None	5 mins	Administrative Aide IV Accounting Division Office of the Provincial Accountant
<b>TOTAL</b>		<b>None</b>	<b>1 day</b>	

### 3. Issuance of Certification for Net Take Home Pay and Process Request for Loans

This involves the issuance or provision of certification for Net Take Home Pay (NTHP) issued to PGOM permanent employees, for their loan purposes to GSIS, Pag-IBIG and/or authorized Government Banks such as Land Bank of the Philippines (LBP) and Development Bank of the Philippines (DBP). Said certification is also used to check whether the NTHP of an employee applying for loan still conforms to the minimum NTHP allowed as per the General Appropriation Ordinance of the current year. This service is available Mondays to Fridays, except Holiday, 8:00 AM to 5:00 PM.

<b>Office or Division:</b>		OFFICE OF THE PROVINCIAL ACCOUNTANT		
<b>Classification:</b>		Simple		
<b>Type of Transaction:</b>		G2G – Government to Government		
<b>Who may avail:</b>		PGOM Employees		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Original copy of Official Receipt 2. One copy of Request Slip 3. One copy of Feedback Form/Client Survey Form		<ul style="list-style-type: none"> <li>Provincial Treasurer's Office</li> <li>Office of the Provincial Accountant</li> <li>Office of the Provincial Accountant</li> </ul>		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Fill up the Request Slip Form and indicate the type of loan,	1. Receive the request slip and indicate the number in the	None	30 mins	Accountant IV Accounting Division



loanable amount and loan duration;	slip for control purposes;			Office of the Provincial Accountant
	1.1 Compute for the monthly amortization in accordance with the loanable amount requested, if bank loans;		15 mins	Accountant IV Accounting Division Office of the Provincial Accountant
	1.2 Pick up the data from index card, check if the NTHP still conforms with the minimum allowed, review the certification for accuracy and completeness of data, and forward the same to head of office for signature;		3 hrs	Accountant IV Accounting Division Office of the Provincial Accountant
	1.3 Sign the certification requested and forward the same to Accountant IV for release to requesting personnel;		10 mins	Provincial Accountant Office of the Provincial Accountant



2. Receive the certification requested and fill out feedback forms	2. Receive the properly filled-out feedback forms re: comments on services provided.	None	5 mins	Accountant IV Accounting Division Office of the Provincial Accountant
<b>T O T A L</b>		<b>None</b>	<b>4 hrs</b>	

#### 4. Review of Disbursement Voucher of All Government Claims

Review of Disbursement Vouchers involves analysis of the transaction and evaluation of the documents which support the existence and validity of the claims, based on existing laws, rules and regulations. Thus, entailing the verification of the appropriate amount to be paid out.

Accordingly, such review processes will be categorized as highly technical as aforementioned in the Joint Memorandum Circular No. 2019-001, IRR of R.A. No. 11032. Highly Technical is defined as *“A transaction which requires the use of technical knowledge, specialized skills and/or training in the processing and/or evaluation thereof”*.

Further, the memorandum has prescribed the processing time of such Highly Technical transactions as twenty (20) working days. Transactions with *findings for further compliance will be subjected for another (20) working days*. Refer to *Appendix A* for the list of transactions covered by this service and its corresponding documentary requirements. Services are available on Mondays to Fridays from 8:00am to 5:00pm excluding holidays.

<b>Office or Division:</b>	OFFICE OF THE PROVINCIAL ACCOUNTANT (OPA)		
<b>Type of Transaction:</b>	Government to Government (G2G)		
<b>Classification:</b>	Highly Technical		
<b>Who may avail:</b>	Provincial Government of Oriental Mindoro (PGOM) Offices		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>	
Approved Obligation Request (except for Trust Fund transactions) Disbursement Voucher/General Payroll		Originating Office – preparation of Obligation Request, Disbursement Voucher (DV)/General Payroll (GP) and attachment of documentary requirements	





<p>Documentary Requirements as prescribed by COA Circular 2023-004, as amended</p> <p>RA 9184 or Procurement Law</p> <p>Other supporting documents necessitated by the rules of the Current General Provision of the Approved Annual Budget of PGOM and other issuance and guidelines by other regulatory agencies</p> <p><i>see Appendix A for the specific checklist of each type of claim</i></p>				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.1 Forwards Disbursement Vouchers and/or General Payrolls and Supporting Documents	<p>INCOMING PROCESS</p> <p>Receives the Disbursement Vouchers and/or General Payroll and Supporting Documents</p> <p>Scans the QR code of Disbursement Vouchers and or General Payrolls in the document tracking system</p> <p>Encodes details of Disbursement Vouchers and General Payrolls in the routing system</p>	None	1 day	<p>Administrative Aide VI</p> <p>Administrative Division</p> <p>Office of the Provincial Accountant</p> <p>Administrative Aide II</p> <p>Administrative Division</p> <p>Office of the Provincial Accountant</p>



	<p>Sorts and distributes the Disbursement Vouchers and/or General Payrolls and Supporting Documents</p> <p>Declares the end of the incoming process in the routing system</p>			<p>Administrative Aide VI</p> <p>Administrative Aide II</p> <p>Administrative Division</p> <p>Office of the Provincial Accountant</p>
	<p><b>EXAMINATION PROCESS</b></p> <p>Ascertains rules, regulations and guidelines applicable to the Disbursement Vouchers' and/or General Payrolls' transaction</p> <p>Verifies the completeness of the attached Supporting Documents by accomplishing checklist</p> <p>Checks the consistency of details in the Disbursement Vouchers and/or General Payroll and Supporting Documents</p> <p>Checks the accuracy of</p>	None	15 days	<p>Accountant IV</p> <p>Accountant III</p> <p>Accountant. II (4)</p> <p>Accountant I</p> <p>Accounting Clerk III</p> <p>Review and Examination Division</p> <p>Office of the Provincial Accountant</p> <p>Accountant IV</p> <p>Accountant. III</p>



	<p>computation and recomputes the taxes applicable in the Disbursement Vouchers' and/or General Payrolls' transaction</p> <p>Indicates the accounting entries in the Disbursement Vouchers' and/or General Payrolls' transaction</p> <p>Prepares summary of findings for returned transactions</p> <p>Encodes the result of the examination process in the monitoring system</p> <p>Declares the end of the examination process in the routing system</p> <p><i>(Not applicable for Financial Assistance charged against GO fund)</i></p>			<p>Accountant. II (4)</p> <p>Accountant I</p> <p>Accounting Clerk III</p> <p>Review and Examination Division</p> <p>Office of the Provincial Accountant</p> <p>Accountant IV</p> <p>Accountant. III</p> <p>Accountant. II (4)</p> <p>Accountant I</p> <p>Accounting Clerk III</p> <p>Review and Examination Division</p> <p>Office of the Provincial Accountant</p> <p>Accountant IV</p> <p>Accountant. III</p> <p>Accountant. II (4)</p> <p>Accountant I</p> <p>Accounting Clerk III</p>
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				Review and Examination Division  Office of the Provincial Accountant
	<b>REGISTRY PROCESS</b>  Crosschecks the consistency of charging of Obligation Request and of the Disbursement Vouchers' and/or General Payrolls'  Ascertains the existence of fund availability downloaded to the Province based on the Memorandum of Agreement entered into between PGOM and grantor for TF transaction  Coordinates with the Implementing Office the provisions set forth in the Memorandum of Agreement for TF transaction  Encodes Disbursement Vouchers'	None	1 day	Accounting Clerk III  Accountant. III  Accountant. II (3) Review and Examination Division  Office of the Provincial Accountant     Accounting Clerk III  Accountant. III  Accountant. II (3) Review and Examination Division  Office of the Provincial Accountant    Accounting Clerk III



	<p>amounts to their respective key results areas (KRAs) and account codes in the registry system</p> <p>Communicates to the Provincial Budgetary Office (PBO) and/or Provincial Treasurer's Office (PTO) any adjustments made on the charging/amount.</p> <p>Declares the end of the registry process in the routing system</p> <p><i>(Not applicable in granting of cash advance for salaries, honoraria and other similar expenses)</i></p>			<p>Accountant. III</p> <p>Accountant. II (3) Review and Examination Division</p> <p>Office of the Provincial Accountant</p> <p>Accounting Clerk III</p> <p>Accountant. III</p> <p>Accountant. II (3) Review and Examination Division</p> <p>Office of the Provincial Accountant</p>
	<p><b>INDEXING PROCESS</b></p> <p>Checks historical transactions to prevent double payment</p> <p>Encodes Disbursement Vouchers' and/or General Payroll details in the indexing system</p> <p>Declares the end of the indexing</p>	None	1 day	<p>Accountant IV</p> <p>Accounting Division</p> <p>Office of the Provincial Accountant</p> <p>Accountant IV</p> <p>Accounting Division</p>



	<p>process in the routing system</p> <p><i>(Not applicable in granting of cash advance for salaries, honoraria and other similar expenses and Financial Assistance charged against GO fund)</i></p>			Office of the Provincial Accountant
	<p><b>AUTHORIZATION PROCESS</b></p> <p>Certifies the correctness of allotment and completeness of documents</p> <p>Declares the end of the authorization process in the routing system</p>	None	1 day	<p>Provincial Accountant</p> <p>Accountant IV Review and Examination Division</p> <p>Office of the Provincial Accountant</p>
	<p><b>OUTGOING PROCESS</b></p> <p>Receives Disbursement Vouchers and/or General Payrolls and Supporting Documents from the authorization process</p> <p>Generates/prepares transmittal reports for the issuance of the Disbursement Vouchers and/or General Payrolls</p>	None	1 day	<p>Administrative Aide IV</p> <p>Administrative Division</p> <p>Office of the Provincial Accountant</p> <p>Engineering Aide (Reassigned)</p>



	<p>and Supporting Documents</p> <p>Scans QR codes of Disbursement Vouchers and/or General Payrolls in the document tracking system</p> <p>Sorts Disbursement Vouchers and/or General Payrolls and Supporting Documents</p> <p>Transmits the Disbursement Vouchers and/or General Payrolls and Supporting Documents to the next office for further processing</p> <p>Declares the end of the outgoing process in the routing system</p>			<p>Administrative Division</p> <p>Office of the Provincial Accountant</p> <p>Administrative Aide IV</p> <p>Administrative Division</p> <p>Office of the Provincial Accountant</p> <p>Engineering Aide (Reassigned)</p> <p>Administrative Division</p> <p>Office of the Provincial Accountant</p>
	<b>T O T A L</b>		<b>20 Days</b>	



# **PROVINCIAL TREASURER'S OFFICE**

## **External Services**





## 1. Payment for Permit and Service Fees and Provincial Charges

This procedure covers issuance of official receipt (Accountable Form No. 51) for a tax payment of real property located in the province of Oriental Mindoro except Calapan City.

Service availability: Monday – Friday (*except holidays and work suspensions*) 8:00AM – 5:00PM

<b>Office or Division:</b>	Cash Receipt Division			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen G2B – Government to Business G2G – Government to Government			
<b>Who may avail:</b>	All real property taxpayers			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
1. Order of payment (1 original copy)			Issuing / Concerned Provincial Government office	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Get a queue number in the queuing system	1. Call the client on a first come, first served basis. A <i>priority lane designated and an alternate transaction to the regular lane may occur if there is an increase in volume of priority client (RA 7432 as amended by RA 9257, Article XIII Sec. 11, and Article XV Sec. 4 of the 1987 Constitution</i> <i>*priority client: senior citizen,</i>	none	2 minutes after the number is called	<i>Revenue Collection Clerk</i> – Cash Receipt Division, Provincial Treasurer's Office

	<i>PWD, pregnant woman)</i>			
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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2. Present the requirements	2. Verify the order payment	none	2minutes	<i>Revenue Collection Clerk – Cash Receipt Division, Provincial Treasurer’s Office</i>
3. Pay the amount due and receive the official receipt	3.1 Receive the payment and give change (if applicable) 3.2 Prepare and issue official receipt	Fees: <i>Please see attached page Annex A or refer to the most recent Revenue Code of Oriental Mindoro</i>	2 minutes	<i>Revenue Collection Clerk – Cash Receipt Division, Provincial Treasurer’s Office</i>



	<b>Total:</b>	Please see *Table A. Provin cial Imposit ion Fees and Charge s or refer to the most recent *Reven ue Code of Orienta l Mindor o	<b>9 minutes</b>	
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**Table A. PROVINCIAL IMPOSITION FEES AND CHARGES**

<b>I. PERMIT FEE</b>			
A. Business on publication and printing			
1. Publisher	Php		500.00
2. Printer			500.00
3. Both Publisher and Printer			1,000.00
B. On business enjoying a franchise except PUV			1,000.00
C. On amusement places			1,000.00
D. On delivery trucks, vans, AUVs or similar vehicle			1,000.00
E. For Quarry Operations			
1. Governor's Permit Fee			5,000.00
2. Filing fee for application			2,000.00
3. Processing fee			1,000.00
4. Verification fee			1,500.00
5. Additional fee per PD 1586			10.00
F. For Small Scale Mining			
1. Governor's Permit Fee			10,000.00
2. Filing fee for application			5,000.00



3. Processing fee	2,000.00
4. Verification fee	4,000.00
5. Additional fee per PD 1586	10.00
<b>II. SECRETARY'S FEE, CLEARANCE AND ANNOTATION / CERTIFICATION FEE</b>	
A. Provincial Assessor's Office:	
1. CTC of tax declaration	50.00
2. Certification of ownership	65.00
3. Transfer fee	100.00/parcel
4. Verification fee	50.00/property
5. Reclassification fee	50.00/property
6. Inspection fee	Php 200.00/visit
7. Annotation fee	Php 75.00
8. Fee for issuance of a new tax declaration as a result of partition, subdivision, segregation, and consolidation of real property	200.00
9. Schedule of FMV of real property	500.00/copy
B. Provincial Treasurer's Office:	
1. Certification of real property tax payment	50.00/page
2. Certification of sand & gravel tax clearance	50.00/page
3. Copy of statement on sand & gravel tax	50.00
4. Collection and disposition of proceeds by municipality/barangay succeeding page	10.00 (additional)
5. Copy of revenue code of Oriental Mindoro	250.00/copy
6. Certification of tax withheld (*original copy is free)	
<u>additional copy:</u>	
• Contractor	50.00/transaction
• PGOM employees	20.00/copy
7. Photocopy / copy produced by copying machine	2.00/page
8. Certification as to payment of other official documents and records	50.00/page
9. Other records/documents not mentioned above	50.00
C. Provincial Legal Office:	
1. Copy of legal opinion	50.00
2. Copy of contracts, deeds and other documents	50.00



3. Clearance	50.00
D. Provincial Library:	
1. Fine for overdue books, magazines, and other publications	5.00/day
2. Payment of lost books and other actual acquisition or publications replacement cost	
E. Provincial Planning and Development Office:	
1. For relevant certification	Php 50.00
2. Research fee	10.00/page
3. Provision of report size maps	20.00/page
4. Provision of electronic copy	20.00/page
F. Office of the Sangguniang Panlalawigan:	
1. Certified true copy of minutes, ordinance or resolution and other related documents except for more than 2 pages as requested by private individual or institution	50.00/copy *additional 10.00 per succeeding pages
G. Office of the Provincial Accountant:	
1. Certification as to loan repayments and premium contributions to various financial institution (e.t. GSIS, HDMF, PhilHealth, lending institutions/banks) of PGOM employees	20.00/page
2. Other records/documents not mentioned above	50.00/page
H. Provincial Human Resource Management Office:	
1. Certification as to personnel records (e.g., service record, earned leave credit, employment, no pending administrative or criminal case, incurrence of leave without pay, net take home pay, actual duties and responsibilities) of PGOM employees	20.00/page
2. Other records/documents not mentioned above	50.00/page
I. Provincial General Services Office:	
1. Certification of eligibility for accreditation of suppliers/contractors	
• For infrastructure	3,000.00 for the whole calendar year



• For goods and services	3,000.00 for the whole calendar year
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J. Other Provincial Offices:	
1. Relevant certifications and other documents	F50.00/p hage p
K. Provincial Engineer's Office:	
<b>Soil:</b>	
(a) Grading	200.00
(b) Liquid limit	120.00
(c) Plastic limit	120.00
(d) Moisture content	80.00
(e) Compaction (Proctor)	570.00
(f) Field density	380.00
(g) California Bearing Ratio (CBR)	1,160.00
(h) Penetration (CBR), per molded specimen	90.00
(i) Swell (CBR), per molded specimen	90.00
(j) Specific Gravity	200.00
(k) Unit weight	
• Disturbed samples	43.00
• Undisturbed samples	43.00
(l) Combined sieve and hydrometer	351.00
(m) Consolidation	768.00
(n) Consolidation of wet and dry specimen under a 10-psi unit load (correction factor for "K" value)	888.00
(o) Direct shear	1,442.00
(p) Direct shear one loading	782.00
(q) Triaxial compression	2,163.00
(r) Triaxial compression one loading	1,442.00
(s) Unconfined compression per test	246.00
(t) Compression including molding (soil stabilization) per molded specimen	112.00

(u) Absorption (soil stabilization) per molded specimen	P h p	112.00
(v) Wash loss		64.00
(w) Abrasion		420.00
<b>Aggregates and Soil Aggregates:</b>		
(a) Grading		200.00



(b) Material finer than no. 200 sieve	170.00
(c) Combined sieve and hydrometer	351.00
(d) Crushing	112.00
(e) Unit weight, loose and rodded	150.00
(f) Liquid limit	120.00
(g) Plastic limit	120.00
(h) Specific gravity and absorption	200.00
(i) Absorption	64.00
(j) Specific gravity	73.00
(k) Moisture content	80.00
(l) Abrasion	420.00
(m) California Bearing Ratio (complete)	865.00
(n) Stripping	193.00
(o) Trial mix with asphalt, complete with Laboratory Compacted Density Characteristics:	
• First trial	901.00
• Each extra trial	568.00
(p) Swell characteristics with bituminous materials	192.00
(q) %Fractured Face	64.00
(r) Soundness	273.00
(s) Organic impurities	109.00
(t) Trial mix (concrete design) given cement factor	644.00
(u) Trial mix (concrete design) given strength:	
• First trial	P h p 723.00
• Each extra trial	563.00
(v) Air content of fresh mixed concrete	96.00
(w) Mortar strength, 7 days	109.00
(x) Trial mix with asphalt for marshall stability per asphalt content	322.00
(y) Particles with specific gravity less than 2.00	96.00
(z) Clay lumps in aggregates	58.00
<b><u>Hydraulic Cement:</u></b>	
(a) Fineness by #200 sieve	54.00
(b) Specific gravity	73.00
(c) Normal consistency	51.00
(d) Time setting by Gilmore Needles	40.00
(e) Soundness by Pat Test	43.00
(f) Soundness by Autoclave Expansion	161.00
(g) Comprehensive strength: 1 day	73.00



(h) Comprehensive strength: 3 days	73.00
(i) Comprehensive strength: 7 days	73.00
(j) Comprehensive strength: 28 days	73.00
(k) Air content	80.00
(l) Loss of ignition	109.00
(m) Insoluble residue	109.00
(n) Sulfur Trioxide (cement)	109.00
(o) Magnesium Oxide	109.00
(p) Silicon Dioxide	109.00
(q) Aluminum Oxide	109.00
(r) Ferric Oxide	109.00
(s) Calcium Oxide	109.00

<b><u>Bituminous Materials:</u></b>	
(a) Penetration	Php 73.00
(b) Ductility	161.00
(c) Softening point	112.00
(d) Float test	112.00
(e) Viscosity	112.00
(f) Distillation:	
• Emulsified asphalt	215.00
• Cut-back, tar and petroleum products	263.00
(g) Storage stability	80.00
(h) Specific gravity	48.00
(i) Loss on heating	80.00
(j) % Bitumen:	
• Solubility in carbon disulfide	112.00
• Solubility in carbon tetrachloride	112.00
(k) Spot test	117.00
(l) Flash & fire point	80.00
(m) Cement and mixing	80.00
(n) Sieve test	64.00
(o) Modified Miscibility	161.00
(p) Water content	146.00
(q) Stone coating	48.00
(r) Settlement test	112.00
(s) Residue of specified penetration	161.00
<b><u>Concrete and Cement Products:</u></b>	
(a) Comprehensive Strength Test	
• 6x12 cylinder/pc	80.00
• 6x6 cubes/pc	100.00





(b) Flexural Strength Beam Test		
• 6x6x21/pc	Php	120.00
(c) Concrete hollow blocks		
• 4x8x16/pc		120.00
• 6x8x16/pc		120.00
L. Provincial Agriculture Office:		
<b><u>Grafted:</u></b>		
1. Mango		25.00/pc
2. Lanzones (Duco)		50.00/pc
3. Lanzones (Longkong)		80.00/pc
4. Rambutan		25.00/pc
5. Santol		25.00/pc
6. Durian		50.00/pc
7. Calamansi		20.00/pc
8. Pomelo		25.00/pc
<b><u>Seedlings:</u></b>		
1. Rambutan		10.00/pc
2. Durian		25.00/pc
3. Marang		10.00/pc
4. Santol		5.00/pc
5. Lanzones		20.00/pc
6. Guyabano		15.00/pc
7. Mango		10.00/pc
8. Mangosteen		10.00/pc
9. Calamansi		10.00/pc
10. Pomelo		5.00/pc
11. Banana sucker		5.00/pc
12. Jackfruit	F h p	5.00/pc
13. Avocado		5.00/pc
<b><u>Scioned Materials (rooted/budded):</u></b>		
1. Mango		1.00/pc
2. Durian		1.00/pc
3. Rambutan		1.00/pc
4. Lanzones (Duco, Longkong)		1.00/pc
5. Pomelo		1.00/pc
6. Rice/corn seeds		100% gross sales
<i>*Note: Prices of planting materials may increase</i>		
<b><u>Fishery Commodities:</u></b>		
1. Tilapia fry/fingerlings		
• DD-size 24		.35.00/pc



• CC-size 22	.35.00/pc
• GG-size 17	.40.00/pc
• HH-size 14	.50.00/pc
• HG-size 12	.75.00/pc
2. Marketable size/grow-out	
• Tilapia	90.00/kg
• Mudfish	120.00/kg
3. Charge for the use of:	
• Drilling machine	1,000.00/unit
• Hand tractor	750.00/ha.
4. Fee for soil analysis	65.00/soil sample

M. Provincial Veterinary Office:			
1. Inspection and issuance of Veterinary Health Certificate in connection with the transport of animals			
• Large animals	Php	20.00/animal	
• Swine		10.00/animal	
• Goat/sheep, etc.		10.00/animal	
• Dog		10.00/animal	
• Poultry			
- Game cocks		20.00/animal	
- Chicken/chicks		0.10/chick	
- Ducks	1-500	1.00/head	
	heads		
	501-1,000	800.00	
	heads		
	1,001-2,000	1,000.00	
	heads		
	2,001 and above	1,500.00	
• Other birds		1.00/head	
2. Artificial insemination			
• Hogs		50.00	
• Large cattle		180.00	
• Carabao		100.00	
• Goat		50.00	
3. Anti-rabies vaccination		10.00/animal	
4. Disease treatment		10% of drug cost	
5. Castration			
• Goat/swine		10.00/animal	
• Cattle/carabao		100.00/animal	
6. Bull services		100.00/animal	



7. Vaccination (Hemosept)	5.00/animal
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<b>N. OFFICE SPACE AND FACILITIES</b>	
1. Rental of building/office space with facilities provided and maintained by the provincial government	Php 150.00/sq.m.
2. Rental of building/office space with facilities provided and maintained by the occupant	100.00/sq.m.
3. Rental of space for business operation	300.00/sq.m.
4. Rental of Conference Hall (Capitol Square)	1,000.00/day (from 8:00AM – 5:00PM) Additional 100.00/ succeeding hour
5. Rental on Provincial Government Lots	50.00/sq.m./mo.
<b>O. SAND AND GRAVEL TAX – 10% of the fair market value of the quarry resources</b>	
Kind of Quarry Resources	Fair Market Value
1. Ordinary stones	266.00 per cu. meter
2. Gravel	266.00 per cu. meter
3. Sand	125.00 per cu. meter
4. Boulders	266.00 per cu. meter
5. Mixed sand and gravel	156.25 per cu. meter
6. Marble	3,125.00 per cu. meter
7. Basalt	266.00 per cu. meter
8. Tuff	266.00 per cu. meter
9. Pebbles	468.75 per cu. meter
10. Guano	1,875.00 per cu. meter
11. Limestone	1,250.00 per cu. meter
12. Ordinary earth	125.00 per cu. meter
13. Rock phosphate	1,875.00 per ton
14. Quarts boulders	1,562.50 per ton
15. Mineral gold (raw)	Prevailing and existing rate
<b>P. Clearance for the Transport of Minerals/Mineral Products</b>	
1. Processing fee	200.00/10 cu. m.
2. Verification fee	200.00/10 cu. m.
3. Certificate/Clearance fee	100.00



## 2. Payment for Real Property Tax

This procedure covers issuance of official receipt (Accountable Form No. 56) for tax payment of a real property located in the province of Oriental Mindoro except Calapan City.

Service availability: Monday – Friday (*except holidays and work suspensions*) 8:00AM – 5:00PM

<b>Office or Division:</b>	Cash Receipt Division			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen G2B – Government to Business G2G – Government to Government			
<b>Who may avail:</b>	All real property taxpayers			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Tax Declaration (TD) – 1 original/photocopy or TD number, or 2. Latest Real Property Tax (RPT) payment receipt		<ul style="list-style-type: none"> <li>Assessor's Office – Records Division</li> <li>Taxpayer or property owner</li> </ul>		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Get a queue number from the queuing system	1. Call the client on a first come, first served basis. A <i>priority lane designated and an alternate transaction to the regular lane may occur if there is an increase in volume of priority client (RA 7432 as amended by RA 9257, Article XIII Sec. 11, and Article XV Sec. 4 of the 1987 Constitution *priority client: senior citizen, PWD, pregnant woman)</i>	None	2 minutes after the number is called	<i>Revenue Collection Clerk</i> – Cash Receipt Division, Provincial Treasurer's Office

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
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2. Submit the required reference of property	2.1 Verify the document. <i>Note: If the latest official receipt (OR) of RPT is not available, verification of record shall be made.</i>	None	2 minutes	Revenue Collection Clerk – Cash Receipt Division, Provincial Treasurer's Office
	2.2 Compute the amount due	None	2 minutes	Revenue Collection Clerk – Cash Receipt Division, Provincial Treasurer's Office
	2.3 Provide tax due bill	None	2 minutes	Revenue Collection Clerk – Cash Receipt Division, Provincial Treasurer's Office
3. Pay the amount due and receive the official receipt	3.1 Receive the payment and give change <i>(if applicable)</i> 3.2 Prepare and issue official receipt	1% of the assessed value (AV) <b>(basic)</b> + 1% of assessed value <b>(SEF)</b> + discount / penalty <i>(if applicable)</i>	5 minutes	Revenue Collection Clerk – Cash Receipt Division, Provincial Treasurer's Office
	<b>Total:</b>	<b>1% of the AV (basic) + 1% of the AV (SEF) + discount</b>	<b>13 minutes</b>	



		<b>t/ penalty</b>		
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### 3. Payment for Transfer Tax

This procedure covers issuance of official receipt (Accountable Form No. 51) for a tax payment of transfer tax for property located in the province of Oriental Mindoro except Calapan City.

Service availability: Monday – Friday (*except holidays and work suspensions*) 8:00AM – 5:00PM

<b>Office or Division:</b>	Cash Receipt Division			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen G2B – Government to Business G2G – Government to Government			
<b>Who may avail:</b>	All real property taxpayers			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
1. Updated Transfer Tax Computation (1 original copy)			Assessor's Office – Appraisal Division	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Get a queue number in the queuing system	A. Call the client on a first come, first served basis. <i>A priority lane designated and an alternate transaction to the regular lane may occur if there is an increase in volume of priority client (RA 7432 as amended by RA 9257,</i>	none	2 minutes after the number is called	<i>Revenue Collection Clerk</i> – Cash Receipt Division, Provincial Treasurer's Office



	<p><i>Article XIII Sec. 11, and Article XV Sec. 4 of the 1987 Constitution *priority client: senior citizen, PWD, pregnant woman)</i></p>			
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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2. Present the requirements	B. Verify the order of payment	none	2 minutes	<i>Revenue Collection Clerk – Cash Receipt Division, Provincial Treasurer's Office</i>
3. Pay the amount due and receive the official receipt	<p>3.1 Receive the payment and give change <i>(if applicable)</i></p> <p>3.2 Prepare and issue official receipt</p>	<p>Transfer tax: 55% of 1% of market value/sales <i>(if applicable)</i></p> <p>Transfer fee: 100.00/ parcel of land <i>Sec. 12D of Revised</i></p>	2 minutes	<i>Revenue Collection Clerk – Cash Receipt Division, Provincial Treasurer's Office</i>



		<i>RC of OM series of 2011</i> <i>*Penalty: 500.00</i> <i>*Surcharge: 25% of tax due</i> <i>*Interest: 2% of tax due per month</i>  <i>Art. A Sec 174a. 8: 200.00/ parcel of land</i>		
	<b>Total:</b>	<b>55% of 1% of MV + additional fee, penalty, surcharge &amp; interest (if applicable)</b>	<b>6 minutes</b>	

#### 4. Purchase of Delivery Receipts (DRs) for the Extraction of Sand, Gravel and Other Quarry Materials

This service refers to the purchase of and issuance of delivery receipts to permittee/quarry operator or any person who secured permit for extraction, removal and utilization of sand, gravel, or other quarry materials for public or private use.

Service availability: Monday – Friday (*except holidays and work suspensions*) 8:00AM – 5:00PM

<b>Office or Division:</b>	Administrative Section / Cash Receipt Division
<b>Classification:</b>	Simple





<b>Type of Transaction:</b>	G2B – Government to Business
<b>Who may avail:</b>	Business Owners/Representatives
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
1. Approved request from the Provincial Environment and Natural Resources Office (ENRO) for the allowed volume of quarry materials to be extracted (1 original copy)	☛ Provincial Environment and Natural Resources Office (ENRO)
2. Official Receipt (OR) of payment (original copy)	☛ Cash Receipt Division, Provincial Treasurer's Office

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present the approved letter request from ENRO for the allowed volume of quarry materials to be extracted	1.1 Prepare the Requisition and Issue Voucher (RIV) 1.2 Forward the RIV to the Provincial Treasurer for approval	None	3 minutes	<i>Administrative Staff – Administrative Section, Provincial Treasurer's Office</i>  <i>Provincial Treasurer / Assistant Provincial Treasurer</i>
2. Pay the Sand and Gravel tax (10% of the fair market value)	2.1 Receive the payment and give back the change (if applicable) 2.2 Prepare and issue Official Receipt	*Please refer to <b>Table A. Provincial Imposition Fees and Charges</b> (for prices of quarry materials)	2 minutes	<i>Revenue Collection Clerk – Cash Receipt Division, Provincial Treasurer's Office</i>



3.1 Present the Official Receipt (OR) of payment for delivery receipts (DRs) ( <i>quarry materials</i> ) 3.2 Receive the DRs purchased together with the approved RIV and OR	3.1 Prepare and stamp each DR correspondingly 3.2 Issue the stamped DRs	None	5 minutes per booklet	Administrative Staff – Administrative Section, Provincial Treasurer's Office
	<b>Total:</b>	<b>Price of quarry materials purchased</b>	<b>5 minutes (processing of RIV) + 5 minutes per booklet of DR</b>	

## 5. Releasing of Payment Check

The Provincial Treasurer's Office issues and releases payment checks for officials and employees who render services as well as suppliers/contractors who engage business with the Provincial Government of Oriental Mindoro.

Service availability: Monday – Friday (*except holidays and work suspensions*) 8:00AM – 5:00PM

Office or Division:	Cash Disbursement Division / Cash Receipt Division	
Classification:	Simple	
Type of Transaction:	G2B – Government to Business G2G – Government to Government	
Who may avail:	1. Officials and employees of the Provincial Government of Oriental Mindoro 2. Suppliers/contractors who engage business with the PGOM	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For PGOM officials/employees: 1. Valid ID (1 original)		client
For suppliers/contractors:		

1. Dated Official Receipt with TIN or its equivalent ( <i>1 original per payment check</i> )				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
For PGOM employees and suppliers/contractors: 1. Request for the release of check	1. Verify ID	None	1 minute	<i>Cashier, Disbursing Officer or Cash Clerk</i> – Cash Disbursement Division, Provincial Treasurer's Office
For suppliers/contractors: 2. Pay the Service Charge of Final Payment <i>*not applicable for PGOM employees</i>	2. Receive payment, prepare and issue Official Receipt	0.1% of original contract amount as per Statement of Time Elapsed and Work Accomplished	2 minutes	<i>Revenue Collection Clerk</i> – Cash Receipt Division, Provincial Treasurer's Office
For suppliers/contractors: 3.1 Prepare and issue official receipt For both PGOM employees and suppliers/contractors: 3.2 Sign the payment voucher and receiving logbook	3.1 Verify official receipt 3.2 Double-check signatures in voucher and receiving logbook	None	1 minute	<i>Cashier, Disbursing Officer or Cash Clerk</i> – Cash Disbursement Division, Provincial Treasurer's Office
3. Receive the payment check	4. Release the payment check	None	1 minute	<i>Cashier, Disbursing Officer or Cash Clerk</i> – Cash Disbursement Division, Provincial Treasurer's Office



<b>TOTAL:</b>	0.1% of original contract amount as per Statement of Time Elapsed and Work Accomplished	<b>5 minutes</b>	
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## 6. Request for Certificate of Payment of Taxes Withheld

The Office of the Provincial Treasurer as one of the withholding agents computes withholding tax due for the year and effects corresponding deduction on payroll. Such taxes withheld are declared by means of tax certificates issued to all PGOM officials and employees. Tax certificates are also issued to suppliers/contractors who engage business with the PGOM.

Service availability: Monday – Friday (*except holidays and work suspensions*) 8:00AM – 5:00PM

<b>Office or Division:</b>	Cash Disbursement Division and Cash Receipt Division
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2B – Government to Business
<b>Who may avail:</b>	1. Officials and employees of the Provincial Government of Oriental Mindoro 2. Suppliers/contractors who engage business with the PGOM
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For PGOM officials/employees: 1. Birth Certificate (1 photocopy) 2. Marriage Contract – <i>if applicable</i> (1 photocopy) 3. Birth Certificate of Dependents – if applicable (1 photocopy for each dependent) 4. Community Tax Certificate (1 photocopy) For suppliers/contractors: 1. Valid ID (1 original)	client



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present the requirement/s	1. Compute/ update withholding tax	None	5 minutes	<i>Cashier I or Local Treasury Operations Assistant – Cash Disbursement Division, Provincial Treasurer's Office</i>
2. Pay corresponding fee ( <i>if applicable</i> )	2. Prepare and issue official receipt of payment ( <i>if applicable</i> )	*first issuance is "free"  Fee for every succeedi ng issuance/ s:  Php 50.00 – certificati on  Php 30.00 – Documen tary Stamp Tax	2 minutes	<i>Revenue Collection Clerk – Cash Receipt Division, Provincial Treasurer's Office</i>
3. Receive tax certificate	3. Issue tax certificate	None	3 minutes	<i>Cashier I or Local Treasury Operations Assistant – Cash Disbursement Division, Provincial Treasurer's Office</i>
<b>TOTAL:</b>		<b>Free for first</b>	<b>10 minutes</b>	



	issuance and Php 80.00 for every succeeding issuance/s		
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## 7. Request for Clearance on Sand/Gravel and Other Quarry Materials

Tax Clearance on Sand/Gravel and Other Quarry Materials is one of the requirements in the processing of claims due from PGOM on various public infrastructure projects that used such quarry materials.

Service availability: Monday – Friday (*except holidays and work suspensions*) 8:00AM – 5:00PM

<b>Office or Division:</b>	Revenue Operations and Field Supervision Division / Cash Receipt Division			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2B – Government to Business			
<b>Who may avail:</b>	Business Owners/Representatives			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Program of Work (1 original or photocopy)		Provincial Engineer's Office		
2. Notice to Proceed (1 original or photocopy)		Bids and Awards Committee		
3. Official Receipt (1 original copy)		Provincial Treasurer's Office – Cash Receipt Division		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit the requirements to the Revenue Operations Division for	1. Examine the requirements and compute the corresponding tax	None	2 hours	<i>Local Treasury Operations Officer I</i>



verification/ examination and computation of sand/gravel tax				<i>Local Treasury Operations Assistant –</i>  Revenue Operations Division, Provincial Treasurer's Office
2. Pay the Secretary's Fee	2. Prepare and issue Official Receipt	Php 50.00 - Secret ary's Fee + Php 30.00 - Docum entary Stamp Tax		<i>Revenue Collection Clerk – Cash Receipt Division, Provincial Treasurer's Office</i>
3. Present the Official Receipt	3. Process and approve the clearance	None	5 minutes	<i>Local Treasury Operations Officer, Local Treasury Operations Assistant, Assistant Provincial Treasurer –</i>
4. Receive the clearance	4. Issue the clearance	None	1 minute	<i>Revenue Operations Division, Provincial Treasurer's Office</i>
<b>Total:</b>		Php 80.00	2 hours and 6 minutes	

## 8. Request for Real Property Tax (RPT) Clearance / Certification

This procedure covers issuance of Real Property Tax Clearance / Certification for properties located in the province of Oriental Mindoro except Calapan City.



Service availability: Monday – Friday (*except holidays and work suspensions*) 8:00AM – 5:00PM

<b>Office or Division:</b>	Cash Receipt Division			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen G2B – Government to Business G2G – Government to Government			
<b>Who may avail:</b>	All taxpayers			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ol style="list-style-type: none"> <li>1. Latest Real Property Tax (RPT) payment receipt (1 original copy)</li> <li>2. Tax Declaration (TD) – 1 original/photocopy or TD number</li> <li>3. Proof of authority to process the document: <ul style="list-style-type: none"> <li>▪ for declared owner: 1 valid ID (original and photocopy)</li> <li>▪ for authorized person: <ul style="list-style-type: none"> <li>- 1 valid ID (original and photocopy)</li> <li>- Special Power of Attorney (SPA) issued by the declared owner (original and photocopy)</li> </ul> </li> <li>▪ If authorized by heirs, attach extra-judicial settlement (original and photocopy)</li> <li>▪ for corporate representative: <ul style="list-style-type: none"> <li>- 1 valid ID (original and photocopy)</li> <li>- Notarized authorization letter or secretary's certificate (original and photocopy)</li> <li>- Title with mortgage annotation or contract of mortgage (original and photocopy)</li> </ul> </li> </ul> </li> </ol>		<ul style="list-style-type: none"> <li>☛ Citizen or Property owner</li> <li>☛ Assessor's Office - Records Division</li> <li>☛ Property Owner and/or Lawyer</li> </ul>		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Get a queue number from the queuing system	1. Call the client on a first come, first served basis. A <i>priority lane designated and an alternate transaction to</i>	none	2 minutes after the number is called	<i>Revenue Collection Clerk</i> – Cash Receipt Division, Provincial Treasurer's Office





	<p><i>the regular lane may occur if there is an increase in volume of priority client (RA 7432 as amended by RA 9257, Article XIII Sec. 11, and Article XV Sec. 4 of the 1987 Constitution</i></p> <p><i>*priority client: senior citizen, PWD, pregnant woman)</i></p>			
2. Submit the required documents	<p>2. Verify the documents.</p> <p><i>*Note: if latest OR of RPT is not available, verification of record shall be made</i></p>	none	5 minutes	<p><i>Revenue Collection Clerk – Cash Receipt Division, Provincial Treasurer’s Office</i></p>

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
3. Pay certification fee with documentary stamp tax	<p>3.1 Receive the payment and give change (if applicable)</p> <p>3.2 Prepare and issue official receipt</p>	<p>Certification Fee: 50.00</p> <p>DST: 30.00</p>	2 minutes	<p><i>Revenue Collection Clerk – Cash Receipt Division, Provincial Treasurer’s Office</i></p>
4. Receive the certificate and official receipt	4.1 Print the certification/ clearance and forward with the attached	None	2 working days	<p><i>Revenue Collection Clerk – Cash Receipt Division, Provincial</i></p>



	requirements and official receipt to the provincial treasurer for approval. 4.2 Issue the certificate			Treasurer's Office  <i>Provincial Treasurer</i>
	<b>Total:</b>	<b>Php 80.00</b>	<b>2 days and 9 minutes</b>	

## 9. Request for Statement of Sand & Gravel Tax Collection by Municipality/Barangay

Statement of Sand & Gravel Tax Collection shows the actual shares on extracted quarry materials by Municipality/Barangay due from PGOM.

Service availability: Monday – Friday (*except holidays and work suspensions*) 8:00AM – 5:00PM

<b>Office or Division:</b>	Administrative Services Section & Cash Receipt Division			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G – Government to Government			
<b>Who may avail:</b>	Business Owners/Representatives			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
None		None		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Request for Statement of Sand & Gravel Tax Collection	1. Prepare the Statement of Sand & Gravel Tax Collection	None	10 minutes per page	<i>Administrative Officer – Administrative Section, Provincial Treasurer's Office</i>
2. Pay Secretary's Fee	2. Prepare and issue Official Receipt	Php 50.00 - Secretary's Fee	2 minutes	<i>Revenue Collection Clerk – Cash Receipt Division,</i>



		+ Php 30.00 - Documen tary Stamp Tax		Provincial Treasurer's Office
3.1 Present the Official Receipt of payment 3.2 Receive the requested Statement of Sand & Gravel Tax Collection	3.1 Verify the Official Receipt of payment 3.2 Issue the requested Statement of Sand & Gravel Tax Collection	None	1 minute	<i>Administrative Aide – Administrative Section, Provincial Treasurer's Office</i>
<b>TOTAL:</b>		<b>Php 80.00</b>	<b>3 minutes + 10 minutes per page of the requested document</b>	

## 10. Requisitioning Accountable Forms

Accountable Forms are issued by the Provincial Treasurer's Office to the different municipalities of Oriental Mindoro, including hospitals and other National Government Agencies in this province. These forms are used in acknowledging payment of taxes, fees and charges and other various allotments from various NGAs and donations from other LGUs.

Service availability: Monday – Friday (*except holidays and work suspensions*) 8:00AM – 5:00PM

<b>Office or Division:</b>	Administrative Services Section & Cash Receipt Division	
<b>Classification:</b>	Simple	
<b>Type of Transaction:</b>	G2G – Government to Government	
<b>Who may avail:</b>	Government Offices	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
1. Duly accomplished Requisition and Issue Voucher (RIV) – 4 original copies		Requisitioning Office



2. Official Receipt – 1 original copy		Provincial Treasurer's Office – Cash Receipt Division		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the accomplished RIV	1. Receive and review the RIV	None	2 minutes	Administrative Officer – Administrative Section, Provincial Treasurer's Office
2. Pay the corresponding cost of Accountable Form requisitioned	2. Prepare and issue official receipt	*Please refer to <b>Table 2. Prices of Accountable Forms</b> <i>*(Cost depends upon the prevailing price from the National Printing Office)</i>	2 minutes	Revenue Collection Clerk – Cash Receipt Division, Provincial Treasurer's Office
3.1 Present the Official Receipt of payment 3.2 Receive the Accountable Form requisitioned	3.1 Verify the Official Receipt of payment 3.2 Prepare and issue the Accountable Form requisitioned	None	10 minutes	Administrative Officer – Administrative Section, Provincial Treasurer's Office
<b>TOTAL:</b>		<b>Depending on the price of Accountable Form requisitioned</b>	<b>14 minutes</b>	

**Table B. PRICES OF ACCOUNTABLE FORMS**

Type of Accountable Form	Price per Pad
a) Accountable Form No. 51 (AF 51) – Personalized	Php 302.50
b) Accountable Form No. 51 (AF 51) – National	302.50
c) Accountable Form No. 52 (AF 52)	264.00
d) Accountable Form No. 53 (AF 53)	253.00
e) Accountable Form No. 54 (AF 54)	225.00
f) Accountable Form No. 55 (AF 55) @ 2.00 pesos	154.00
g) Accountable Form No. 55 (AF 55) @ 5.00 pesos	154.00
h) Accountable Form No. 55 (AF 55) @ 10.00 pesos	154.00



i) Accountable Form No. 56 (AF 56)	319.00
j) Accountable Form No. 57 (AF 57)	154.00
k) Accountable Form No. 58 (AF 58)	203.50
l) BIR Form 0016 (individual)	80.20
m) BIR Form 0017 (corporation)	116.16



# **PROVINCIAL TREASURER'S OFFICE**

## **Internal Services**



## 1. Processing and Disbursement of Salaries and Other Remunerations

The Provincial Treasurer's Office pays out salaries and other forms of remunerations of permanent and non-permanent employees of the Provincial Government of Oriental Mindoro.

Service availability: Monday – Friday (*except holidays and work suspensions*) 8:00AM – 5:00PM

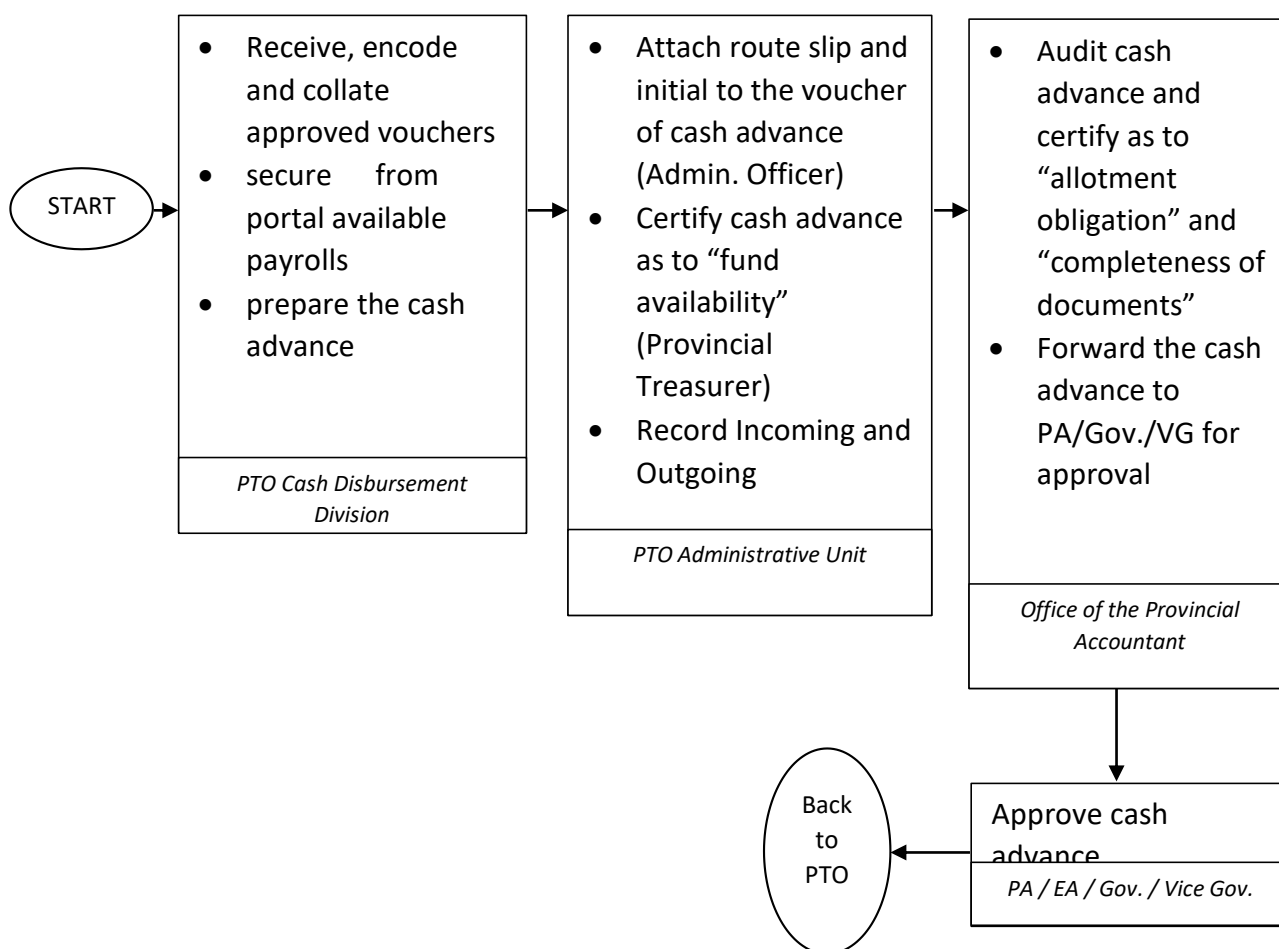
<b>Office or Division:</b>	Cash Disbursement Division			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G – Government to Government			
<b>Who may avail:</b>	Officials and employees of the Provincial Government of Oriental Mindoro			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Valid ID ( <i>1 original</i> )		client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Inquire about the status of payment for the voucher/ payroll	1. Verify status of payment for the voucher/ payroll	None	3 minutes	<i>Cashier or Disbursing Officer</i> – Cash Disbursement Division, Provincial Treasurer's Office
2. If the voucher/payroll is ready for payment, present valid ID	2. Verify the valid ID presented	None	1 minute	<i>Cashier or Disbursing Officer</i> – Cash Disbursement Division, Provincial Treasurer's Office
3. Sign the payment voucher/payroll in two (2) copies	3.1 Verify signature based on ID presented	None	2 minutes	<i>Cashier or Disbursing Officer</i> – Cash Disbursement

	3.2 Disburse the salary/other remuneration			Division, Provincial Treasurer's Office
<b>TOTAL:</b>		<b>None</b>	<b>6 minutes</b>	

*\*Note: For detailed information regarding the disbursement processes, please refer to: FLOWCHART 1 – Process Flow of Disbursement of Salaries and Other Remunerations and FLOWCHART 2 – Preparation of Check for Approved Voucher of Cash Advance.*

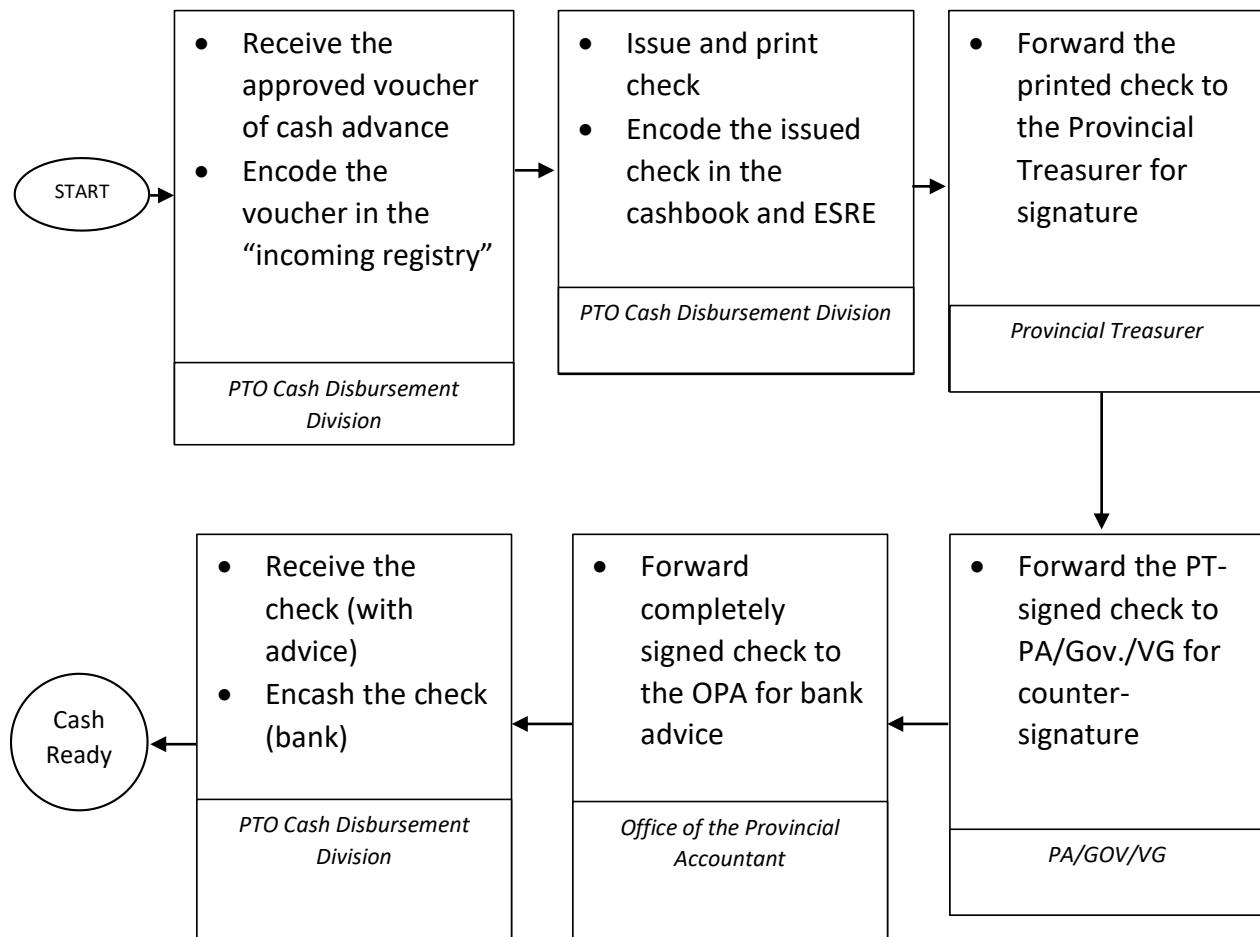
## FLOWCHART 1 Process Flow of Disbursement of Salaries and Other Remunerations

### A. Preparation of Cash Advance for Approved Payrolls and Vouchers





## B. Preparation of Check for Approved Voucher of Cash Advance





**PROVINCIAL HUMAN RESOURCE  
MANAGEMENT OFFICE  
EXTERNAL SERVICES**



## 1. Applying for a Permanent Position in the Provincial Government

Opportunity for employment in the government shall be open to all qualified citizens regardless of age, sex, race or ethnicity, disability, pregnancy, marital status, gender reassignment, religious background or political affiliation. Positive efforts shall be extended to attract the best qualified to enter the service. Employees shall be selected on the basis of merit and fitness to perform the duties and assume the responsibilities of the position. (Monday to Friday, 8:00 am to 5:00 pm)

<b>Office or Division:</b>	Human Resource Planning, Placement and Performance Management Division	
<b>Classification:</b>	Highly Technical	
<b>Type of Transaction:</b>	G2C,G2G (government employee)	
<b>Who may avail:</b>	All qualified citizens	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Notarized Personal Data Sheet (CS Form 212 - Rev. 2017) - (1 Original) Work Experience Sheet (attachment to CS form 212) – (1 Original)		CSC Website (Downloads, Forms)
2. Application Letter (1 original)		Applicant
3. Authenticated/Certified Photocopy of Transcript of Records and Diploma (2 original , 1 photocopy)		School Last Attended
4. Certificate of Relevant Training (if required)		Government Agencies and/or CSC Accredited Training Institutions
5. Proof of Eligibility ( <i>original copy, authenticated copy, scanned copy, or site/screen capture of the eligibility using the verification system of the concerned agency</i> ).  <b>(for original appointment, promotion, transfer, reappointment - change of status to permanent, or reemployment)</b>		I. Career Executive Service Board (CESB)/ Civil Service Commission Regional Office/ Civil Service Eligibility Verification System (CSEVS) <b>(for site/screen capture)</b> National Police Commission (NAPOLCOM)
I. Certificate of Eligibility/Eligibility Card Career Executive Service Board (CESB) Career Service Professional and Career Service Sub-Professional		



<p>National Police Commission (NAPOLCOM)</p> <p>II. Valid professional license or Certificate of Registration or Report of Rating <b>for positions that involves practice of the profession</b></p> <p>III. Certificate of Admission to the Bar and License ID <b>for positions that involve the practice of the profession</b></p> <p>IV. Valid professional license or Certificate of Registration or Report of Rating, Certificate of Admission to the Bar, or License ID <b>for positions that do not involve the practice of the profession</b></p> <p>V. Valid license issued by authorized regulatory agencies</p>	<p>II. Professional Regulations Commission (PRC)/ Professional Regulations Commission's (PRC)'s Licensure Examination and Registration Information System (LERIS) <b>(for site/screen capture)</b></p> <p>III. Supreme Court of the Philippines (SC)/ Supreme Court Lawyer's List) (site/screen capture)/ Maritime Industry Authority (MARINA) <b>(for positions that Involves the practice of the profession)</b></p> <p>IV. Professional Regulations Commission (PRC)/ Professional Regulations Commission's (PRC)'s Licensure Examination and Registration Information System (LERIS) <b>(for site/screen capture)</b> Supreme Court of the Philippines (SC)/ Supreme Court Lawyer's List) (site/screen capture) Maritime Industry Authority (MARINA) <b>(for positions that do not involve practice of the profession)</b></p> <p>V. National Telecommunications Commission (NTC)/ Civil Aviation Authority of the Philippines (CAAP)/ Land Transportation Office (LTO)/ Philippine National Police (PNP)</p>
<p>6. PSA Authenticated Birth Certificate (1 original, 1 photocopy)</p>	<p>Philippine Statistics Authority</p>



7. PSA Authenticated Marriage Contract - for Married Female (1 original, 1 photocopy)	Philippine Statistics Authority
<b>For Prison Guard and Security Guard Positions only</b> 1. Result of Neuro-Psychiatric Examination/ Evaluation (1 original, 1 photocopy)	DOH Accredited Health Facilities (Government or Private)
<b>For Security Guard Positions only</b> 1. Authenticated copy of Security License (2 original, 1 photocopy)	Philippine National Police – Security Agencies Guards Supervision Division (SAGSD)
<b>For Promotion and Transfer</b> 1. Performance Rating for the last two semesters with at least VERY SATISFACTORY rating 2. Potential Assessment Form with at least 80% rating	Present agency (in case of Promotion) Previous agency (in case of Transfer and Re-employment)
<b>For Re-employment</b> 1. Service Record (2 original) 2. Copy of the latest appointment paper (2 photocopies)	Previous agency
<b>For Re-appointment</b> 1. Performance Rating for the last two (2) semesters with at least VERY SATISFACTORY rating	Present Agency
Certificate of Eligibility for skilled positions	Civil Service Commission
<b>ADDITIONAL REQUIREMENTS – ORIGINAL and REEMPLOYMENT</b>	
1. Barangay Clearance (1 original)	Barangay Hall
2. Mayor's Clearance (1 original)	Mayor's Office
3. Police Clearance (1 original)	Philippine National Police Office
4. Judge Clearance (1 original)	Office of the Clerk of Court
5. Fiscal's Clearance (1 original)	Provincial/City Prosecutor's Office
6. NBI Clearance (1 original, 2 photocopies)	National Bureau of Investigation
7. Medical Certificate with Documentary Stamp (1 original, 1 photocopy) (CSC Form No. 211-Revised 2018) 7.1 Urinalysis 7.2 Blood Test 7.3 X-ray	DOH Accredited Health Facilities (Government or Private)



7.4 Drug Test				
Statement of Assets, Liabilities and Net Worth (2 Original)		<a href="http://www.ombudsman.gov.ph">www.ombudsman.gov.ph</a> (Downloads, Forms)		
BIR Withholding Certificates (Form 1902 / 2305)		Provincial Treasurer’s Office - PGOM		
<b>ADDITIONAL REQUIREMENTS – TRANSFER</b>				
1. Approved Request for Transfer (1 original) 2. Clearances for Property, Money and Accountability (1 original) 3. Service Record (1 original) 4. Certification of Leave Credits (1 original) 5. Certification of Last Salary received (1 original) 6. Copy of Latest Appointment Paper (1 original) 7. BIR Form 2316 (1 original)		Previous Agency       Previous Agency		
PSA Authenticated Birth Certificate (1 original, 1 photocopy)		Philippine Statistics Authority		
PSA Authenticated Marriage Contract –for Married Female (1 original, 1 photocopy)		Philippine Statistics Authority		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Look for the Published/ Posted List of Vacant Positions in conspicuous and identified /specified places	1. Submit list/s of vacant position/s authorized to be filled in electronic and printed copies in the Civil Service Commission Field Office (CSC-FO) for posting on its bulletin board and in the Civil Service Commission – Regional Office (CSC RO) which shall publish the same in the CSC Bulletin of Vacant	None	One (1) day upon receipt of the instruction from the LCE	Administrative Officer V (Human Resource, Planning, Placement and Performance Management Division (HRPPPPMD)/ Provincial Human Resource Management Office (PHRMO)  Administrative Officer IV



	<p>Positions and in the CSC Website</p> <p>1.1. Publish vacant positions in at least three conspicuous places in the Provincial Government of Oriental Mindoro (PGOM) and on the agency's official website not less than fifteen (15) calendar days</p>			(HRPPPM/PHRMO)
2. Submit the application letter with complete mandatory requirements in hard or soft copy for initial screening	<p>2. Conduct pre-screening of the applicant</p> <p>2.1. Check the qualification standards of the position to ensure that the applicant meets the minimum qualification requirement</p> <p>2.2. Check and verify the completeness, authenticity and validity of mandatory requirements submitted by the applicant</p> <p><b>Note:</b> The Personal Data Sheet (PDS) must be</p>	None	Ten (10) minutes	<p>Administrative Officer IV (HRPPPM/PHRMO)</p> <p>Administrative Officer V (HRPPPM/PHRMO)</p>



	<p>properly filled out including the Work Experience Sheet; The photocopied certificate of eligibility and Transcript of Records must be certified by the issuing agency/school</p> <p>2.3. Update the masterlist of shortlisted applicants</p> <p>2.4. Notify the applicant of the result of the initial screening and the schedule of the written examination</p> <p>2.5. Conduct a background investigation of the applicant.</p>		One (1) week before the scheduled HRMPSB deliberation	
3. Take Essay Behavioral Examination	3. Administer written essay examination to second (2nd) level applicants, and behavioral examination to 1st level applicants	None	4 hours	Administrative Officer IV (HRPPMD/ PHRMO)
4. Report to the PHRMO on the appointed date and time for an interview by the Human	4. Notify the applicant, HRMPSB members and concerned offices regarding	None	One (1) hour after receipt of confirmation from the LCE or the HRMPSB members	Administrative Officer IV (HRPPMD/ PHRMO)





Resource Merit Promotion and Selection Board (HRMPSB) members	schedule or changes (if any) of deliberation		As scheduled	Administrative Officer V (HRPPMD/ PHRMO)
	4.1. Facilitate the conduct of HRMPSB deliberation		Before or during the conduct of HRMPSB deliberation	Supervising Administrative Officer (HRPPMD/ PHRMO)
	4.2. Furnish the HRMPSB a copy of the written essay/behavioral examination		Five (5) days after the HRMPSB meeting	Administrative Officer V (HRPPMD/ PHRMO)
	4.3. Document the proceedings		(Two) 2 days after receipt of the LCE's selection	Administrative Officer IV (HRPPMD/ PHRMO)
	4.4. Submit Summary of Comparative Assessment of Competencies to the LCE			Administrative Officer V (HRPPMD/ PHRMO)
	4.5. Prepare Notice of Result of HRMPSB Deliberation			Administrative Officer IV (HRPPMD/ PHRMO)
	4.6. Notify the applicant on the confirmation of			



	his/her appointment/promotion			
5. Submit to the PHRMO the complete additional requirements after receipt of the notice/confirmation letter	<p>5. Review the completeness, authenticity and veracity of submitted additional requirements.</p> <p>5.1. Prepare appointment papers and supporting documents</p>	None	<p>Review - 3 minutes</p> <p>One (1) day after receipt of complete additional requirements</p>	<p>Administrative Officer IV (HRPPMD/PHRMO)</p> <p>Administrative Officer V (HRPPMD/PHRMO)</p>
<p>6. Attend Orientation on PGOM's policies and programs, CSC rules and regulations and other relevant regulatory laws</p> <p>6.1 Proceed to the Payroll System Unit (PSU) for the enrolment to biometric timekeeping</p> <p>6.2 Attend Oath taking ceremonies</p>	<p>6. Prepare Notice of Biometric Enrolment and Orientation</p> <p>6.1. Endorse newly appointed personnel to Training Education and Development Division for orientation and to PSU for biometric enrolment</p> <p>6.2. Facilitate the conduct of Oath Taking Ceremonies for newly appointed/promoted employees</p>	None	<p>Five (5) days before assumption of duty</p> <p>Five (5) days before assumption of duty</p>	<p>Administrative Officer IV (HRPPMD/PHRMO)</p> <p>Administrative Asst. II (HRPPMD/PHRMO)</p> <p>Supervising Administrative Officer (HRPPMD/PHRMO)</p> <p>Administrative Officer V (HRPPMD/PHRMO)</p> <p>Administrative Officer IV (HRPPMD/PHRMO)</p>



7. Receive copies of approved appointment papers and supporting documents	7. Issue the approved appointment papers to the appointee  7.1. Submit appointment paper and supporting documents to the Civil Service Commission Field Office (CSC FO)  7.2. Forward approved appointment paper/s to Personnel Information and Welfare division for safekeeping and for data banking		One (1) day after signing/approval by the LCE  Every 30 <sup>th</sup> day of the succeeding month  One (1) day after acknowledgement by the appointee	Administrative Officer IV (HRPPMD/ PHRMO)  Administrative Officer V (HRPPMD/ PHRMO)  Administrative Officer IV (HRPPMD/ PHRMO)
			<b>22 days 5 hours and 13 minutes</b>	

## 2. Claim of Terminal Leave Benefits

This program allows the separated PGOM employees; retired and resigned to monetize their accrued leave credits from their years in government service and after serving as public servants.

<b>Office or Division:</b>	Personnel Information and Welfare Division
<b>Classification:</b>	Highly Technical
<b>Type of Transaction:</b>	G2C - Government to client



<b>Who may avail:</b>	All retired and resigned PGOM employees who are separated from the government service	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
1. Application for Terminal Leave Benefits (1 original and 3 photocopies)		Provided by the Client
2. Clearances from Money and Property Accountabilities (1 original and 3 photocopies)		Provincial General Services Office Provincial Engineer's Office Provincial Human Resource Management Office
3. Service Record (1 original and 3 photocopies)		Provincial Human Resource Management Office
4. Latest NOSA/Copy of Appointment (3 photocopies)		Provincial Legal Office & Provincial Human Resource Management Office
5. Certification of No Pending Case (1 original and 3 photocopies)		Office of the Prosecutor
6. Fiscal's Clearance (1 original and 3 photocopies)		Provided by the Client
7. Statement of Assets, Liabilities and Net Worth (1 original and 3 photocopies)		Provincial Human Resource Management Office
8. Applicant's Authorization (in Affidavit form) to deduct from the claim all financial obligations to the government (4 original copies)		Provincial Human Resource Management Office  GSIS Office
9. Affidavit of No Pending Criminal Investigation or Prosecution (4 original copies)		Provided by the Client
10. GSIS Clearance (3 photocopies)		

11. Certification of No Outstanding Balance from Banks (1 original and 3 photocopies)  <b>Additional Requirements in case of Death of Claimant:</b>  1. Death Certificate authenticated by PSA (3 photocopies) 2. Marriage Contract authenticated by PSA (3 photocopies) 3. Birth Certificate of all surviving heirs authenticated by PSA (3 photocopies) 4. Designation of next-of-kin (1 original and 3 photocopies) 5. Waiver of Rights of Children 18 years old and above (1 original and 3 photocopies)				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete documentary requirements to PHRMO	1. Prepare the following documents:  1.1. Application for Leave  1.2. Statement of Leave Credits  1.3. Disbursement Voucher	None	1 day	Administrative Officer IV (Personnel Information and Welfare Division (PIWD)/ Provincial Human Resource Management Office (PHRMO)
	1.4. Forward the Application for Leave Form to client for signature		3 minutes	Administrative Asst. II (PIWD/PHRMO)
				Administrative Aide I



	1.5. Forward the Application for Leave for approval of Provincial Administrator		3 minutes	(Administrative Division / PHRMO) Administrative Asst. II (PIWD/PHRMO)
	1.6. Preparation of OBR and disbursement voucher and forward to PA for approval		10 minutes	Administrative Asst. II (PIWD/PHRMO)
	1.7. Signed OBR and DV will be returned to PHRMO for processing of terminal leave claims		2 days	Administrative Aide I (Administrative Division/PHRMO)
	1.8. Forward the signed documents to PBO for processing		3 minutes	
2. Receive the terminal leave claim from the Provincial Treasurer's Office	2. Release of check	None	14 days	Cashier III (Cash Disbursement Division / Provincial Treasurer's Office)
	<b>TOTAL</b>	<b>None</b>	<b>17 days 19 minutes</b>	



**PROVINCIAL HUMAN RESOURCE  
MANAGEMENT OFFICE  
INTERNAL SERVICES**



## 1. Applying for a Masteral Degree Scholarship Grant / Study Leave

The Provincial Government of Oriental Mindoro (PGOM) constituted the Provincial Masteral Degree Scholarship Program primarily to establish and maintain a system of educational assistance to deserving PGOM officials and employees.

The PGOM adopted the Civil Service Commission Study Leave Program in line with its thrust to provide opportunities to its officials and employees to excel and to grow professionally. It is a time off from work not exceeding six (6) months with pay for the purpose of assisting qualified officials and employees to prepare for the bar or board examination or to complete their masteral degree. (Monday to Friday, 8:00 am to 5:00 PM)

<b>Office or Division:</b>	Training, Education and Development Division		
<b>Classification:</b>	Highly Technical		
<b>Type of Transaction:</b>	G2G-Government to Government		
<b>Who may avail:</b>	All employees who have rendered at least two (2) years of permanent service in PGOM.		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1. Application Letter (1 original, 1 photocopy)		Applicant	
2. Recommendation Letter / Endorsement (1 original, 1 photocopy)		Department Head	
3. College Diploma (1 authenticated, 1 photocopy)		University/college graduated from	
4. Transcript of Records (1 authenticated, 1 photocopy)		University/college graduated from	
5. Service Record (1 authenticated, 1 photocopy)		Personnel Information & Welfare Division-PHRMO, 2 <sup>nd</sup> flr. Main Bldg., Provincial Capitol Complex	
6. Medical Certificate - CSC Form No. 211 Rev. 2018 (1 original, 1 photocopy)		All DOH - licensed/accredited health facilities	
7. Individual Performance Commitment Review (IPCR) for the last 2 consecutive rating periods (1 authenticated, 1 photocopy)		Provincial Human Resource Management Office, Provincial Capitol Complex	
8. Certificate of No Pending Administrative / Criminal Case		Provincial Legal Office and Provincial Human Resource Management Office, Provincial Capitol Complex	





9. Certificate of Non-Availment of Foreign/Local Scholarship Grant		Office where the applicant is assigned and PHRMO, Provincial Capitol Complex		
<b><i>For Study Leave applicants, proof of registration</i></b>		Institution where the applicant is enrolled		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete documentary requirements	1. Receive and review the requirements of the applicant	None	20 minutes	Administrative Officer IV (Training Education and Development Division (TEDD)/ Provincial Human Resource Mgt. Office (PHRMO))
2. Sign Memorandum of Agreement	2. Facilitate signing of concerned parties and witnesses	None	7 days	Administrative Officer IV (TEDD/PHRMO)
	2.1. Forward to the Provincial Governor for approval	None	7 days	
3. Attend orientation on the terms and conditions of the program	3. Conduct orientation	None	1 day	Administrative Officer IV (TEDD/PHRMO)
	3.1. Issue MOA to the grantee for notarization	None		
4. Submit notarized MOA	4. Receive and file the notarized copy of the MOA for reference	None	5 minutes	Administrative Officer IV (TEDD/PHRMO)
	<b>TOTAL</b>	<b>None</b>	<b>15 days 25 minutes</b>	



## 2. Monetization of Leave Credits

This program allows eligible PGOM employees to convert their accumulated unused leave credits into a monetary value which they could use for educational needs, loan amortizations and medical needs and emergencies. This provides them with increased financial flexibility, as they can receive a lump sum payment from their accrued leave. (Monday to Friday, 8:00 am – 5:00 pm)

<b>Office or Division:</b>	Personnel Information and Welfare Division			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G – Government to Government			
<b>Who may avail:</b>	All PGOM employees holding permanent positions			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Medical Certificate with Documentary Stamp (1 original and 3 photocopies) 2. Approved letter request (1 original) 3. Application for Leave - Monetization of Leave Credits (3 original copies) 4. Statement of Account from the bank, school and hospital. (1 original and 3 photocopies)		Provided by the Client		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit complete documentary requirements to PHRMO	1. Prepare the following documents:  1.2. Endorsement Letter for approval of the Provincial Governor  1.3. Application for Leave  1.4. Disbursement Voucher	None	10 minutes	Administrative Officer IV (Personnel Information and Welfare Division (PIWD)/ Provincial Human Resource Management Office (PHRMO))



	1.5. Forward the complete documentary requirements to client for signature		3 minutes	Administrative Asst. II (PIWD/PHRMO)
	1.6. Preparation of Obligation Request (OBR) and Disbursement Voucher (DV) to be forwarded to the Office of the Provincial Administrator for approval	None	10 minutes	Administrative Officer V (PIWD/PHRMO) Administrative Asst. II (PIWD/PHRMO) Administrative Aide I (Administrative Division / PHRMO)
	1.7. Return the signed ObR and DV to PHRMO for processing of leave credit claims	None		Administrative Aide II (Administrative Division / Provincial Administrator's Office)
	1.8. Forward the documents to Provincial Budget Office for processing and approval	None	3 minutes	Administrative Aide I (Administrative Division/ PHRMO)
2. Receive notification	2.1 Notify the client	None	2 days	Cashier III (Cash Disbursement Division/Provincial Treasurer's Office)
	<b>TOTAL</b>	<b>None</b>	2 days and 26 minutes	



### 3. Personnel Assistance Program (PAP) Availment

This program aims to help the employees and their designated beneficiaries to lessen their financial burdens in terms of medical procedures, hospitalization bills, prescribed medications and even for the member's burial assistance.

(Monday to Friday, 8:00 am to 5:00 pm)

[illegible]



<div>(3 photocopies)</div> <div>Additional requirements for deceased member:</div> <div>1. Death Certificate from PSA (3 photocopies) 2. For spouse – Marriage Contract (3 photocopies) 3. For children – Birth Certificate (3 photocopies) 4. Waiver of Rights (3 Original Copies)</div>		Provided by the Client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the complete documentary requirements at the PHRMO	1. Prepare Disbursement Voucher for processing and approval	None	30 minutes	Administrative Asst. II (PIWD/ PHRMO)
2. Receive the check	2. Processing and release of financial assistance	None	14 days	Cashier III (Cash Disbursement Division/ Provincial Treasurer’s Office)
	TOTAL		14 days 30 minutes	



#### 4. Personnel Assistance Program Membership

To be an eligible member for PAP availment.

<b>Office or Division:</b>	Personnel Information and Welfare Division			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2G – Government to government transactions			
<b>Who may avail:</b>	All PGOM Employees holding permanent positions			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Membership Form (1 original copy)		Administrative Division Provincial Human Resource Mgt. Office		
2. Official Receipt for membership (1 original copy)		Cash Receipts Division - Provincial Treasurer's Office		
3. Marriage Contract (1 photocopy)		Provided by the Client		
4. Birth Certificate for dependents (1 photocopy)		Provided by the Client		
5. Birth Certificate of Member if designated beneficiaries are parents (1 photocopy)		Provided by the Client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Form with Official Receipt for Membership Fee along with the requirements to the PHRMO	1.Prepare Memorandum of Agreement (MOA)	None	1 hour	Administrative Asst. II (Personnel Information and Welfare Division (PIWD)/ Provincial Human Resource Management Office (PHRMO)
	1.1. Forward the accomplished MOA		7 days	Administrative Aide I



	to the Office of the Provincial Governor for approval			(Administrative Division/ PHRMO)
2. Receive signed MOA from the PHRMO for notarization	2. Release the signed MOA for notarization	None	5 minutes	Administrative Asst. II (PIWD/ PHRMO)
3. Return the notarized MOA to the PHRMO	3. Secure copy of the notarized MOA for reference and safekeeping	None	2 minutes	Administrative Asst. II (PIWD/ PHRMO)
	<b>TOTAL</b>	<b>None</b>	<b>7 days, 1 hour and 7 minutes</b>	

## 5. Processing of PGOM Employees' Payroll

This covers a systematic and efficient way of processing employees' payroll through an internal human resource information system.

<b>Office or Division:</b>	Personnel Information and Welfare Division	
<b>Classification:</b>	Highly Technical	
<b>Type of Transaction:</b>	G2C – Government to client	
<b>Who may avail:</b>	All PGOM Employees	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
1. Payroll Overview		PGOM Portal
2. Complete Payroll Attachments: 2.1 Daily Time Record (2 original) 2.2 Travel Order (1 original, 1 photocopy) 2.3 Locator Slip (1 original, 1 photocopy) 2.4 Certificate of Appearance (1 original, 1 photocopy)		Provided by the Client

2.5 Approved Leave (1 original, 1 photocopy) 2.6 Accomplishment Report for non-permanent employees (2 original)				
3. Disbursement Vouchers for First Salary  3.1 Barangay Clearance (1 original, 2 photocopy) 3.2 Police Clearance (1 original, 2 photocopy) 3.3 Judge Clearance (1 original, 2 photocopy) 3.4 Fiscal's Clearance (1 original, 2 photocopy) 3.5 Mayor's Clearance (1 original, 2 photocopy) 3.6 Statement of Assets, Liabilities and Net Worth (notarized) - (1 original, 2 photocopy) 3.7 Medical Certificate with Documentary Stamp (1 original, 2 photocopy) 3.8 Personal Data Sheet (2 original) 3.9 Certification of Eligibility (if needed Certification of Assumption to Duty – (2 original) 3.10 Marriage Contract (1 photocopy)		Provided by the Client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
3. Monitor PGOM portal for the payroll status	3. Print the reviewed payroll from the Office of the Provincial Accountant and Provincial Budget Office	None	5 minutes	Administrative Officer IV / Admin Asst. II (PIWD/ PHRMO)
4. Monitor payroll status at the PGOM Portal	4. Forward the payroll to the Provincial	None	1 minute	Administrative Asst. II (PIWD/





	Treasurer's Office to secure bank's debit of salaries to employees accounts			PHRMO)
	<b>TOTAL</b>		<b>1 hour and 7 minutes</b>	

## 6. Processing of PGOM Employees' Salaries - Disbursement Vouchers

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete payroll attachments	1. Check the completeness of the documents provided	None	1 hour	Administrative Officer IV (Personnel Information and Welfare Division (PIWD)/ Provincial Human Resource Mgt. Office (PHRMO)  Administrative Asst. II (PIWD/ PHRMO)
	2. Forward the signed documents to PBO for processing	None	3 minutes	Administrative Aide I (Administrative Division/ Provincial Human Resource Mgt. Office)



6. Receive the salary claim from the Provincial Treasurer's Office	6. Release of salary claim	None	2 days	Cashier III (Cash Disbursement Division / Provincial Treasurer's Office)
	<b>TOTAL</b>		2 days, 1 hour and 4 minutes	

## 7. Securing Service Records and Certifications

To provide updated and accurate personnel information of PGOM employees.

<b>Office or Division:</b>	Personnel Information and Welfare Division			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C, G2G s- Government to Government, Government to Client			
<b>Who may avail:</b>	All PGOM employees holding permanent and non-permanent positions			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Request Slip (1 original copy)		Provincial Human Resource Management Office		
2. Official Receipt (1 original copy)		Provincial Treasurer's Office		
3. No Pending Case approved slip for No Pending Case Certification ( 1 original copy)		Provincial Legal Office		
4. Valid Identification Card for External Clients (1 photocopy)		Provided by the Client		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit request with Official Receipt to the Officer of the Day	1. Prepare and forward the requested document to the Department Head for approval	None	5 minutes	Administrative Officer IV (Personnel Information and Welfare



				Division (PIWD)/ Provincial Human Resource Mgt. Office (PHRMO)
2.Receive the approved document	2.Release the signed document	None	10 minutes	Administrati ve Aide I (Administrat ive Diivision / PHRMO)
	<b>TOTAL</b>	<b>None</b>	<b>15 minutes</b>	



# **Provincial General Services Office**

## **External Services**



# 1. Issuance of Original Copy of Official Receipt (OR) and Certificate of Registration (CR) of PGOM donated motor vehicle

A vehicle's ORCR must always be available at the motor vehicle as a proof of valid registration and authority to travel to and from its destination. The ORCR of the motor vehicles donated to barangays can be secured from the Provincial General Services Office by the concerned barangay officials or authorized representatives. The service is available on weekdays from 8:00 AM to 5:00 PM.

<b>Office or Division:</b>	Supply and Property Management Division			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G – Government to Government			
<b>Who may avail:</b>	All Barangays with unclaimed ORCR			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Request form (1 original copy)		Provincial General Services Office		
2. Notarized Deed of Donation (1 original copy)		Concerned Offices / Provincial Legal Office		
3. Photocopy of Valid ID (1 copy)		Authorized Representative		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill out the request form. In the case of authorized representative, present a valid ID.	1. Receive the request form. In case of authorized representative, validate ID presented and locate the ORCR.	None	15 minutes	Administrative Officer III Administrative Officer V Provincial General Services Office
2. Receive the ORCR	2. Release the ORCR	None	1 minute	Administrative Officer III Administrative Officer V Provincial General Services Office
<b>TOTAL</b>		<b>None</b>	<b>16 minutes</b>	



# **Provincial General Services Office**

## **Internal Services**



## 2. Issuance of Authenticated Documents

Valuable PGOM records such as land titles, Inventory Report of Serviceable and Unserviceable Properties and other important documents with historical value are requested and issued to any interested party through the Records and Archives Management Division of the PGSO. The service is available on weekdays from 8:00 AM to 5:00 PM.

<b>Office or Division:</b>	Records and Archives Management Division			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G – Government to Government / G2C – Government to Citizens			
<b>Who may avail:</b>	All PGOM offices / All citizens needing archived government documents			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Request Slip (one original copy)		Provincial General Services Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Secure and accomplish the request slip	1. Receive request slip and forward the same to the Records Officer	None	2 minutes	Administrative Aide IV Provincial General Services Office
	1.1 Check the Records and Archive Management Information System for the availability of the requested records	None	3 minutes	Administrative Aide VI Provincial General Services Office
	1.2 Print/photocopy the requested records	None	5 minutes	Administrative Aide IV Administrative Aide VI Provincial General Services Office
	1.3 Authenticate the requested records	None	1 minute	Acting Division Chief



				Provincial General Services Office
2. Receive the requested records	2. Issue the requested records	None	1 minute	Administrative Aide IV Provincial General Services Office
	<b>TOTAL</b>	<b>None</b>	<b>12 minutes</b>	

### 3. Issuance of Clearance as to Property Accountability

Property Accountability Clearance is an essential document issued through the Provincial General Services Office (PGSO) to officials and employees who are retired, resigned, deceased, travelling abroad and on-maternity leave of absence to clear them from property accountabilities. The service is available on weekdays from 8:00 AM to 5:00 PM.

<b>Office or Division:</b>	Supply and Property Management Division			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G – Government to Government			
<b>Who may avail:</b>	All PGOM officials/employees who are resigning, retiring, traveling abroad and on-maternity leave of absence and immediate relative in case of the deceased PGOM officials and employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. PGOM Clearance Form (4 original copies)		Provincial General Services Office		
2. CSC Clearance Form (4 original copies)		Provincial Human Resource Management Office		
3. Property Acknowledgment Receipt (PAR) of equipment assigned to the concerned employee (photocopy)		Provincial General Services Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit clearance form signed by the concerned employee and department head	1. Receive the clearance form and forward the same to the Records Officer	None	1 minute	Administrative Officer I Provincial General Services Office





2. For accountable employee: Facilitate the transfer of Property Acknowledgment Receipt (PAR) and Inventory Custodian Slip (ICS) if the property or equipment is serviceable. If unserviceable, submit Waste Materials Report (WMR).	2. Check/Verify with the PGSO Inventory Management System whether the concerned employee is accountable or not (if employee is accountable, he/she will be advised to facilitate first the transfer of PAR to another accountable employee, or to submit WMR if property/equipment is unserviceable)	None	15 minutes	Administrative Aide VI Administrative Officer I Provincial General Services Office
3. Submit the PAR, ICS or WMR	3. Receive the new PAR, ICS or WMR and update the record	None	6 minutes	Administrative Officer III Administrative Officer I Administrative Aide VI Administrative Aide IV Provincial General Services Office
	3.1 Conduct final review of the clearance and PAR/ICS/WMR, affix initials and endorse the same for approval of the PGSO	None	5 minutes	Administrative Officer V Provincial General Services Office
	3.2 Approve and sign clearance	None	2 minutes	Provincial General Services Officer
	3.3 Secure 1 copy of approved clearance for filing purposes	None	2 minutes	Administrative Aide IV



4. Receive clearance	4. Release Clearance to concerned employee	None	1 minute	Administrative Aide IV Provincial General Services Office
	<b>TOTAL</b>	<b>None</b>	<b>32 minutes</b>	

#### 4. Issuance of Inventory Custodian Slip (ICS) / Property Acknowledgment Receipt (PAR)

All properties that cost less than Php 50,000.00 and Php 50,000.00 above should be prepared with corresponding ICS and PAR, respectively, to the accountable person or property custodian of the requesting POM offices. The service is available on weekdays from 8:00 AM to 5:00 PM.

<b>Office or Division:</b>	Supply and Property Management Division			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G – Government to Government			
<b>Who may avail:</b>	All PGOM officials and employees			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Purchase Order (PO), Property/ies to be prepared with ICS / PAR (1 original copy)		End User		
2. Accomplished Inspection and Acceptance Report (IAR), Sales Invoice (SI) (original copy)		End User		
3. ICS / PAR Form (3 original copies)		Provincial General Services Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit the approved PO, IAR and SI	1. Receive the approved PO, IAR, SI / OR	None	1 minute	Administrative Aide IV Provincial General Services Office
	1.1 Take and print photo of property for ICS / PAR	None	30 minutes	Administrative Aide IV



				Provincial General Services Office
	1.2 Prepare ICS for properties that cost below Php 50,000.00 and PAR if above Php 50,000.00	None	30 minutes	Administrative Aide IV Provincial General Services Office
2. Receive the prepared ICS / PAR for signature of accountable officer	2. Release to the client the ICS / PAR	None	1 minute	Administrative Aide IV Provincial General Services Office
3. Return to PGSO the signed ICS / PAR	3. Receive and review the signed ICS / PAR, update the inventory system, affix initial and forward the ICS/PAR to Division Chief	None	11 minutes	Administrative Officer I Administrative Aide VI Administrative Aide IV Provincial General Services Office
	3.1 Review ICS / PAR, affix initial and endorse for approval of the PGSO	None	5 minutes	Administrative Officer V Provincial General Services Office
	3.2 Approve and sign the ICS / PAR	None	5 minutes	Provincial General Services Officer
4. Receive the approved ICS / PAR	4. Secure the file copy and issue the accountable person's copy of ICS / PAR	None	2 minutes	Administrative Aide IV Provincial General Services Office
	<b>TOTAL</b>	<b>None</b>	<b>1 hour and 25 minutes</b>	



## 5. Issuance of Office and Other Office Supplies

The quarterly office and other office supplies are issued through the PGSO Supply Section to all PGOM offices on the date specified by the concerned PGSO staff. The basis of issuance are the approved Requisition and Issue Slip (RIS) and Obligation request (ObR). The service is available on weekdays from 8:00 AM to 5:00 PM.

<b>Office or Division:</b>	Supply and Property Management Division			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G – Government to Government			
<b>Who may avail:</b>	All PGOM offices			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Approved Obligation Request (3 original copies)		Concerned Offices		
2. Approved Requisition and Issuance Slip (3 original copies)		Concerned Offices		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present the approved ObR, RIS and Notice of Issuance of Supplies	1. Receive and review the approved ObR, RIS	None	6 minutes	Administrative Aide VI Provincial General Services Office
2. Receive the office and other office supplies	2. Issue corresponding office and other office supplies	None	1 hour	Administrative Aide VI Provincial General Services Office
	<b>TOTAL</b>	<b>None</b>	<b>1 hour and 6 minutes</b>	

## 6. Renewal of Registration of PGOM Vehicle to Land Transportation Office (LTO)

The renewal of registration of PGOM vehicles to LTO is facilitated through the PGSO per LTO schedule of the motor vehicle's registration. The concerned PGSO staff will accompany the official driver in registering the vehicle. The registration fee is paid by the Provincial Government of Oriental Mindoro. The service is available on weekdays from 8:00 AM to 5:00 PM.



<b>Office or Division:</b>	Supply and Property Management Division			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G – Government to Government			
<b>Who may avail:</b>	All PGOM offices with detailed vehicle			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
7. Government Services Insurance System (GSIS) updated insurance (one photocopy)		Provincial General Services Office		
8. Photocopy of Certificate of Registration (CR) and Old Official Receipt (OR) (one photocopy)		Concerned Offices		
9. Notice of Registration and LTO Registration Form (one photocopy)		Provincial General Services Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present the Notice of Renewal of Registration of Vehicle along with photocopy of CR and OR	1.1 Receive the presented documents and verify whether the vehicle is scheduled for registration. If yes, fill-out the LTO form	None	10 minutes	Administrative Aide IV Provincial General Services Office
2. Bring vehicle for smoke testing and stencil of engine and chassis.	2. Bring vehicle for smoke testing and stencil of engine and chassis. If the vehicle does not pass the smoke test, it shall be re-smoked upon completion of the necessary repair/change oil.	None	1 hour	Administrative Aide IV Provincial General Services Office Vehicle driver PGOM offices



3. Bring the vehicle to Land Transportation Office (LTO) for inspection. (If the vehicle passed the re-smoke test)	3. Accompany the driver to LTO and facilitate inspection of vehicle. If the vehicle failed the inspection, the driver will be advised to comply all of the findings in inspection.	None	2 hours	LTO Inspector Land Transportation Office, Calapan City Administrative Aide IV Provincial General Services Office Vehicle driver PGOM offices
	3.1 Facilitate registration of vehicles and payment of fees.	None	30 minutes	Administrative Aide IV Provincial General Services Office Vehicle driver PGOM offices
4. Receive copy of OR	4. Photocopy and release copy of OR to the official driver	None	5 minutes	Administrative Aide IV Provincial General Services Office
	<b>TOTAL</b>	<b>Php 530.00</b> plus cost of registra tion	<b>3 hours and 45 minutes</b>	

## 7. Return of Unserviceable Property or Equipment / Issuance of Waste Materials Report (WMR)

Unserviceable property/equipment shall be physically returned to the PGSO for inspection, documentation and issuance of WMR and for clearing the accountable person from his/her accountability. The service is available on weekdays from 8:00 AM to 5:00 PM.



<b>Office or Division:</b>	Supply and Property Management Division			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G – Government to Government			
<b>Who may avail:</b>	All PGOM offices whose property/equipment are unserviceable and are for replacement or disposal			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Waste Materials Report (4 copies original)		Concerned Offices		
2. Unserviceable property/equipment and accessories		Concerned Offices		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Present the unserviceable property/ equipment/ accessories along with the duly accomplished WMR	1. Receive the accomplished WMR and forward the same to the Property Inspector	None	5 minutes	Administrative Aide IV Provincial General Services Office
	1.1 Inspect, take and print photo of the unserviceable property/equipment / accessories and sign WMR	None	10 minutes	Administrative Aide IV Provincial General Services Office
	1.2 Review WMR and attachments, affix initial and forward the same to the Division Chief	None	5 minutes	Administrative Officer III Provincial General Services Office
	1.3 Final review of WMR, affix initials and endorse the same for approval of PGSO	None	5 minutes	Administrative Officer V Provincial General Services Office
	1.4 Approve and sign the Waste Materials Report	None	5 minutes	Provincial General Services Officer



2. Receive the Waste Materials Report	2.1 Issue the approved Waste Materials Report	None	1 minute	Administrative Aide IV Provincial General Services Office
	<b>TOTAL</b>	<b>None</b>	<b>31 minutes</b>	





# **Provincial Assessor's Office Internal Services**



## 1. COMPUTATION OF TRANSFER TAX AND OTHER FEES

Provincial Assessor's Office issues computed transfer tax and other fees which are charge levied on the transfer of ownership or title to property from one individual or entity to another. Computation of this tax and fees are based on the Revenue Code of the Province of Oriental Mindoro and Republic Act 7160. It is available to all transferor and transferee with complete requirements. We take pride in our commitment to providing this essential service, ensuring its availability to government entities, citizens, and business alike.

<b>Office or Division:</b>	Appraisal, Assessment and Examinations Division (AAED) – Provincial Assessor's Office (PAssO)	
<b>Classification:</b>	Simple	
<b>Type of Transaction:</b>	Government to Citizen (G2C), Government to Business (G2B), Government to Government (G2G)	
<b>Who may avail:</b>	Property Owner or Authorized Representative	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Original Transaction / Request Slip (1 copy)	(1	Appraisal, Assessment and Examination Division (AAED) – Provincial Assessor's Office (PAssO)
2. Photocopy of Title (1 copy)		Registry of Deeds (RD)
3. Photocopy of Duly Registered document from Register of Deeds (1 copy)		Registry of Deeds (RD)
4. Photocopy of Duly Notarized Deed of Conveyance (1 copy)		Property Owner or Attorney's Office (Notary Public)
5. Photocopy of Current Tax Declaration of Real Properties – Land and Improvements or Certification of No Improvement (1 copy per property)		Assessment Records Management Division (ARMD)-Provincial Assessor's Office (PAssO)
6. Photocopy of Certificate Authorizing Registration (1 copy)		Bureau of Internal Revenue (BIR)
7. Approved Subdivision/ Consolidation Plan for Subdivided/Consolidated Parcel (Photocopy or Blueprint - 1 Copy)		Property Owner / RD / Land Registration Authority (LRA) / Geodetic Engineer /



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Approach to Officer of the Day (OOTD) and submit the request and required documents. Observe a first come-first serve basis.	<p>1. Receive and validate the required documents for desired transaction. (If complete requirements, transaction will proceed, otherwise no transaction at all).</p> <p>Attach route slip and endorse to the Assessment Clerk for recording.</p>	None	10 minutes per parcel	<p>Officer of the Day (OOTD): Local Assessment Operations Officer IV - PAssO</p> <p>Local Assessment Operations Officer III - PAssO</p> <p>Local Assessment Operations Officer II - PAssO</p>
	2. Record information of the property on the logbook of transfer tax and distribute the documents to the Assigned Local Assessment Operations Officer (LAOO).	None	5 minutes	<p>Assessment Clerk:</p> <p>Local Assessment Operations Officer IV - PAssO</p> <p>Local Assessment Operations Officer III - PAssO</p> <p>LAOO II - PAssO</p>



	<p>3. Compute transfer tax and other fees, affix initial of assigned LAOO and forwarded to Division Head for review.</p>	<p>Transfer Tax is .55% of 1% of Fair Market Value (FMV) or the total amount of sale whichever is higher.</p> <p>Other Fees: From Revised Revenue Code of Oriental Mindoro series of 2011</p> <p>Transfer Fee = 100.00 per parcel/unit</p> <p>Penalty = 500.00</p> <p>Surcharge = 25% of tax due</p> <p>Interest = 2% of tax due per month</p>	20 minutes	<p>Local Assessment Operations Officer IV - PAssO</p> <p>Local Assessment Operations Officer III - PAssO</p> <p>Local Assessment Operations Officer II - PAssO</p>
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	<p>3.1 Review and initial the computed transfer tax and other fees and submit to the Department Head / Provincial Assessor for approval.</p> <p>3.2 Approval of computed transfer tax and other fees</p>	<p>Subdivision Fee = 200.00 per parcel/unit</p> <p>None</p> <p>None</p>	<p>5 minutes</p> <p>5 minutes</p>	<p>Local Assessment Operations Officer IV - Division Chief - PAssO</p> <p>Provincial Assessor- PAssO</p>
4. Receive the approved computed transfer tax and other fees	4. Release the approved computed transfer tax and other fees.	None	5 minutes	<p>Local Assessment Operations Officer IV - PAssO</p> <p>Local Assessment Operations Officer II - PAssO</p> <p>Local Assessment Operations Officer II - PAssO</p>



<b>TOTAL FEES TO BE PAID (Provincial Treasurer's Office)</b>	<b>0.55% of 1% of Fair Market Value (FMV) or the total amount of sale whichever is higher.</b> <b>Transfer Fee = 100.00 per parcel/unit</b> <b>Penalty = 500.00</b> <b>Surcharge = 25% of tax due</b> <b>Interest = 2% of tax due per month</b> <b>Subdivision Fee = 200.00 per parcel/unit</b>	<b>50 Minutes per Parcel or Property unit</b>	
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## 2. ISSUANCE OF COMPLEX CERTIFIED PROPERTY IDENTIFICATION MAP/S AND OTHER TAX MAPPING OPERATIONS DIVISION CERTIFICATIONS

The Provincial Assessor's Office Issues Certified Property Identification Map and other Tax Mapping Operations Division (TMOD) Certification/s that may be deemed necessary to all property owners and/or authorized representatives with complete required documents. We take pride in our commitment to providing this essential service, ensuring its availability to government entities, citizens, and businesses.

<b>Office or Division:</b>	Tax Mapping Operations Division ( TMOD)		
<b>Classification:</b>	Complex		
<b>Type of Transaction:</b>	Government to Citizen (G2C), Government to Business (G2B), Government to Government (G2G)		
<b>Who may avail:</b>	Declared property owner and/or authorized representative with complete required documents.		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1. Letter Request from Property Owner (Original) and Valid ID (1 photocopy)		Property Owner	
2. Additional requirements for Authorized Representatives: Special Power of Attorney (SPA)/Authorization Letter from the Declared Owner (1 photocopy)		Issued by the Property Owner / Declarant	

Valid ID (1 photocopy)				
3. Transaction / Request Slip (1 original)		From Tax Mapping Operations Division-PAssO		
4. Tax Declaration ( 1 photocopy)		Provincial or Municipal Assessor's Office / Provincial or Municipal Treasurers Office / Registry of Deeds (RD) /Land Registration Authority (LRA) / Geodetic Engineer		
5. RPT Receipt (1 photocopy)				
6. Title (1 photocopy)				
7. Approved Subdivision / Consolidation Plan for Subdivided/Consolidated Parcel (Photocopy or Blueprint - 1 Copy)				
8. Certification Fee Payment Receipt (1 original)		Provincial Treasurers Office (PTO)		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceed to TMOD and request copies of desired Tax Mapping documents and fill out transaction /request slip	1. Check and verify the completeness and authenticity of documentary requirements.	None	5 minutes	Tax Mapper IV
	1.1.Assist in filling out the form	None	5 -minutes	Tax Mapper III-PAssO  Tax Mapper I -PAssO  Draftsman II-PAssO
	1.2. Research and conduct ocular survey / inspection on field. Gather necessary information about the property unit.	None	4 days per parcel	Tax Mapper Aide-PAssO
	1.3. Prepare the requested certification and		45 minutes per parcel	

	communicate with the client for payment of fees.			
2. Pay the fees at the Provincial Treasurer's Office (PTO) and present the Official Receipt (OR) of payment for certifications back to TMOD.	<p>2. Hand in the payment form for the requested certification/s.</p> <p>2.1. Receive the OR, enter the OR No. on the prepared certification/s, affix initial and forward to the Division Chief for review and initial.</p>	<p>₱80.00</p> <p>None</p>	<p>15 minutes</p> <p>5 minutes</p>	<p>Provincial Treasurer's Office</p> <p>Tax Mapper IV</p> <p>Tax Mapper III-PAssO</p> <p>Tax Mapper I - PAssO</p> <p>Draftsman II-PAssO</p> <p>Tax Mapper Aide-PAssO</p>
	2.2. Validate the OR, review, affix initial and forward	None	5 minutes	<p>Tax Mapper IV-PAssO</p> <p>Tax Mapper III-</p>





	to the Provincial Assessor for approval  2.3.Approval of prepared certification/s.	None	5 minutes	PAssO  Provincial Assessor
3. Receive the approved certification/s/ Release of Certifications	Stamp dry seal the certification/s and hand in the approved certification/s to the client.	None	5 minutes	Tax Mapper IV  Tax Mapper III- PAssO  Tax Mapper I  Draftsman II- PAssO  Tax Mapper Aide-PAssO
<b>TOTAL</b>		<b>₱80.00 CERT. FEE</b>	<b>4 Days,1 hour and 30 Minutes per Real Property Unit</b>	

### 3. ISSUANCE OF SIMPLE CERTIFIED PROPERTY IDENTIFICATION MAP/S AND OTHER TAX MAPPING OPERATIONS DIVISION CERTIFICATIONS

The Provincial Assessor's Office Issues Certified Property Identification Map and other Tax Mapping Operations Division (TMOD) Certification/s that may be deemed necessary to all property owners and/or authorized representatives with complete required documents. We take pride in our commitment to providing this essential service, ensuring its availability to government entities, citizens, and businesses.

<b>Office or Division:</b>	Tax Mapping Operations Division ( TMOD)
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	Government to Citizen (G2C), Government to Business (G2B), Government to Government (G2G)



Who may avail:	Declared property owner and/or authorized representative with complete required documents.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter Request from Property Owner (Original) and Valid ID (1 photocopy)		Property Owner		
2. Additional requirements for Authorized Representatives:  Special Power of Attorney (SPA)/Authorization Letter from the Declared Owner (1 photocopy)  Valid ID (1 photocopy)		Issued by the Property Owner / Declarant		
3. Transaction / Request Slip (1 original)		From Tax Mapping Operations Division-PAssO		
4. Tax Declaration ( 1 photocopy)		Provincial or Municipal Assessor’s Office / Provincial or Municipal Treasurers Office / Registry of Deeds (RD) /Land Registration Authority (LRA) / Geodetic Engineer		
5. RPT Receipt (1 photocopy)				
6. Title (1 photocopy)				
7. Approved Subdivision / Consolidation Plan for Subdivided/Consolidated Parcel (Photocopy or Blueprint - 1 Copy)				
8. Certification Fee Payment Receipt (1 original)		Provincial Treasurers Office (PTO)		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE



1. Proceed to TMOD and request copies of desired Tax Mapping documents and fill out transaction/request slip	1. Check and verify the completeness and authenticity of documentary requirements.	None	5minutes	Tax Mapper IV Tax Mapper III-PAssO Tax Mapper I Draftsman II-PAssO
	1.1. Assist in filling out the form	None	5minutes	Tax Mapper Aide-PAssO
	1.2. Research and prepare the requested certifications.	None	45 minutes per parcel (simple)	
2. Pay the fees at the Provincial Treasurer's Office (PTO) and give the Official Receipt (OR) of payment for certifications back to TMOD.	2. Hand in the payment form for the requested certification/s.	₱80.00	15 minutes	Provincial Treasurer's Office Tax Mapper IV Tax Mapper III-PAssO Tax Mapper I Draftsman II-PAssO Tax Mapper Aide-PAssO
	2.1. Receive the OR, enter the OR No. on the prepared Certification/s, affix initial and forward to the Division Chief for review and initial.	None	5 minutes	



	2.2. Validate the OR, review, affix initial and forward to the Provincial Assessor for approval	None	5 minutes	Tax Mapper IV Tax Mapper III-PAssO
	2.3. Approval of prepared certification/s.	None	5 minutes	Provincial Assessor -PAssO
4. Receive the approved certification/s Release of Certifications	Stamp dry seal the certification/s and hand in the approved certification/s to the client.	None	5 minutes	Tax Mapper IV Tax Mapper III-PAssO Tax Mapper I Draftsman II-PAssO Tax Mapper Aide-PAssO
<b>TOTAL</b>		<b>₱80.00 CERT. FEE</b>	<b>1 Hour and 30 Minutes per Real Property Unit</b>	



#### 4. ISSUANCE OF REAL PROPERTY ASSESSMENT RECORDS/ CERTIFICATIONS (Certified True Copy of Tax Declaration, Property Holdings, No Improvement, No Property)

The Provincial Assessor's Office issues Real Property Assessment Records/Certifications for various purposes, primarily transfer of ownership and other purposes that may be deemed necessary to all property owners and/or authorized representatives with complete required documents. We take pride in our commitment to providing this essential service, ensuring its availability to government entities, citizens, and businesses.

<b>Office or Division:</b>	Assessment Records Management Division		
<b>Classification:</b>	Simple		
<b>Type of Transaction:</b>	Government to Citizen (G2C), Government to Business (G2B), Government to Government (G2G)		
<b>Who may avail:</b>	Real Property Owner/ or Authorized Representative and other interested parties who would like to secure assessment records/ certifications for various purposes and with complete required documents.		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1. Property Owner valid ID (1 photo copy)		Property Owner/Client	
2. Additional requirements for authorized representative requesting: <ul style="list-style-type: none"><li>• Special Power of Attorney (SPA)/ Owner's Authorization ( 1 Photo copy)</li><li>• 1 Photo copy of valid ID</li></ul>		Property Owner (Seller) and Buyer	
3. Deed of Conveyance (Secretary Certificate is required, if seller is a corporation) <ul style="list-style-type: none"><li>• Deed of Sale/Donation (1 Photo copy)</li><li>• Extrajudicial Settlement of Estate (1 Photo copy)</li><li>• Affidavit of Self Adjudication (if Sole Heir) 1 Photo Copy</li></ul>		Property Owner/ Register of Deeds (RD)	



<b>Note:</b> Original Copy of documents must be presented together with the photo copy of the required documents				
4. Municipal/City copy of requested certifications such as:		Municipal/City Assessor's Office		
<ul style="list-style-type: none"> <li>• Property/Landholdings</li> <li>• No Improvement</li> <li>• No Property</li> <li>• Certification of property holdings from Calapan City (if the owner has property &amp; addressed within Calapan City)</li> </ul>				
5. Current Real Property Tax Receipt/Tax Clearance (original copy)		Provincial/Municipal Treasurer's Office		
6. Request Form		Officer of the Day (OOTD) Desk		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceed to the Assessment Records Management Division (ARMD) and request the required certifications for the documents needed.  Fill out the request form if the required checklist of documents are complete.	1 Receive and verify the complete required documents needed on the request certifications  1.1 Assist in filling out request form	None	5 mins	Administrative Aide II -PAssO  Assessment Clerk I -PAssO  Local Assessment Operations Officer II - PAssO  Statistician I - PAssO



	1.2 Prepare the requested certifications and issue Order of payment	None	30 mins	Assessment Clerk I –PAssO  Administrative Aide II -PAssO  Administrative Aide II -PAssO
2. Pay the required fees at the Provincial Treasurer's Office then return Provincial Assessor's Office (Assessment Records Management Division (ARMD) and present Official Receipt	2. Receive payment and issue Official Receipt (OR)	<p>Php 80.00 per copy of Certified True Copy of Tax Declaration;</p> <p>Php 95.00 per copy of certifications: 1) Property Holdings, 2) No Property, 3) No Property Except Calapan City, 4) No Improvements and other certifications.</p>	15 mins	Revenue Collection Clerk



	2.1 Receive the OR and write the OR# in the prepared certifications and forwarded to the Division Chief for review and initial.	None	5 mins	Local Assessment Operations Officer II - PAssO  Statistician I - PAssO  Assessment Clerk I -PAssO  Administrative Aide II -PAssO  Administrative Aide II -PAssO
	2.2 Review, validate the OR, affix initial and forwarded to Department Head for approval.	None	5 mins	Local Assessment Operations Officer IV - PAssO





	2.3 Approve the prepared certifications	None	5 mins	Provincial Assessor -PAssO
3. Claim/ Receive the approved certifications	3. Stamp dry seal the approved certifications and release to client.	None	2 mins	Local Assessment Operations Officer IV - PAssO  Local Assessment Operations Officer III -PAssO  Local Assessment Operations Officer II - PAssO  Statistician I - PAssO  Assessment Clerk I -PAssO  Administrative Aide II -PAssO



				Administrative Aide II -PAssO
<b>TOTAL</b>		<b>₱80.00 CERT. FEE</b>	<b>1 Hour and 7 Minutes per Real Property Unit</b>	

## 5. TRANSFER OF TAX DECLARATION OF REAL PROPERTY OWNERSHIP (SUBDIVISION / CONSOLIDATION)

Facilitation of transfer of Tax Declaration of Real Properties for subdivision/ consolidation of parcel by cancellations or revisions of Tax Declarations (TD) and issuance of new to the current owner. Property owners and/or authorized representatives may request for the service, only to those with complete requirements. We take pride in our commitment to providing this essential service, ensuring its availability to government entities, citizens, and businesses.

<b>Office or Division:</b>	Provincial Assessor's Office / All Divisions		
<b>Classification:</b>	Simple		
<b>Type of Transaction:</b>	Government to Citizen (G2C), Government to Business (G2B), Government to Government (G2G)		
<b>Who may avail:</b>	Property Owner or Authorized Representative		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1. Original Transaction / Request Slip copy)	(1	Appraisal, Assessment and Examination Division (AAED) – Provincial Assessor's Office (PAssO)	
2. Photocopy of Title (2 copies)		Registry of Deeds (RD)	
3. Photocopy of Duly Registered document from Register of Deeds (2 copies)		Registry of Deeds (RD)	
4. Photocopy of Certificate Authorizing Registration (2 copies)		Bureau of Internal Revenue (BIR)	
5. Photocopy of Transfer Tax Receipt (2 copies)		Provincial Treasurer's Office (PTO) or Municipal Treasurer's Office (MTO)	
6. Photocopy of Current Real Property Tax Receipt		Provincial Treasurer's Office (PTO) or Municipal Treasurer's Office (MTO)	



(2 copies)				
7. Photocopy of Community Tax Certificate (2 copies)		Barangay or Municipality		
8. Photocopy of Transfer Fee Receipt (2 copies)		Provincial Treasurer's Office (PTO) or Municipal Treasurer's Office (MTO)		
9. Photocopy of Duly Notarized Deed of Conveyance (2 copies)		Property Owner / Attorney's Office		
10. Approved Subdivision / Consolidation Plan (Photo Copy or Blueprint - 2 Copies)		Property Owner / RD / Land Registration Authority (LRA) / Geodetic Engineer		
11. Photocopy of Senior Citizen Identification Card for Senior citizens (2 copies)		Barangay or LGU		
12. Photocopy of Special Power of Attorney (SPA) if applicant is not the owner (1 copy)		Property Owner / Attorney's Office (Notary Public)		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Approach Officer of the Day (OOTD) and submit the request and required documents. Observe on a first-come-first-serve basis.	1. Receive and validate the required documents for the desired transaction. (If complete requirements, transaction will proceed, otherwise no transaction at all).  1.1 Attach route slip and endorse to the Assessment Clerk for recording.	None	10 minutes per RPU	Officer of the Day (OOTD):  Local Assessment Operations Officer IV - PAssO  Local Assessment Operations Officer II - PAssO  Local Assessment Operations Officer II - PAssO
2. Proceed to the waiting area.	2. Record information of the property on the logbook of transfer and distribute the documents to the	None	5 minutes per RPU	Assessment Clerk:  Local



	Assigned LAOO.			<p>Assessment Operations Officer IV - PAssO</p> <p>Local Assessment Operations Officer II -PAssO</p> <p>Local Assessment Operations Officer II -PAssO</p>
<p>3. Pay the prescribed transfer tax to the Provincial Treasurer Office (PTO) in case it has not been paid and present the Official Receipt to the LAOO in-charge.</p>	<p>3. Review the documents for checking of information, assessment, and values.</p> <p>3.1 Compute transfer tax and other fees in case it has not been paid</p> <p>3.2 Receive payment and issue official receipt.</p>	<p>Transfer Tax is .55% of 1% of Fair Market Value (FMV) or the total amount of sale whichever is higher.</p> <p>Other Fees: From Revised Revenue Code of Oriental Mindoro series of 2011</p> <p>Transfer Fee = 100.00 per parcel/unit</p> <p>Penalty =</p>	<p>5 minutes per RPU</p> <p>20 minutes per RPU</p> <p>15 minutes per RPU</p>	<p>Local Assessment Operations Officer IV - PAssO</p> <p>Local Assessment Operations Officer II -PAssO</p> <p>Revenue Collection Clerk – Provincial Treasurer's Office - PTO</p> <p>Revenue Collection Clerk I -PTO</p> <p>Revenue Collection Clerk I -PTO</p> <p>Revenue Collection Clerk I -PTO</p>



	<p>3.3 If there is no correction on information, assessment and values and transfer tax has been paid, prepare Tax Declaration (TD) and Field Appraisal Assessment Sheets (FAAS) named to the new owner, based on the Schedule of Fair Market Value (SFMV).</p>	<p>500.00</p> <p>Surcharge = 25% of tax due</p> <p>Interest = 2% of tax due per month</p> <p>Subdivision Fee = 200.00 per parcel</p>	30 minutes per RPU	<p>Local Assessment Operations Officer IV - PAssO</p> <p>Local Assessment Operations Officer III</p> <p>Local Assessment Operations Officer II -PAssO</p>
4. Sign the prepared TD AND FAAS documents.	4. Sign and forward the prepared new TD and FAAS to the Division Chief.	None	5 minutes per RPU	<p>Local Assessment Operations Officer IV - PAssO</p> <p>Local Assessment Operations Officer II -PAssO</p> <p>Local Assessment Operations</p>



	4.1 Review, initial and give the new TD and FAAS to client.	None	5 minutes per RPU	Officer II -PAssO  Local Assessment Operations Officer ,Division Chief -PAssO
5. Receive the prepared TD and FAAS and proceed/bring to the Tax Mapping Operations Division (TMOD), PAssO	5. Receive the prepared documents from the client, research, and retire the previous Property Identification Number (PIN) at the TMCR.	None	15 minutes per RPU	Tax Mapper IV  Tax Mapper III- PAssO  Tax Mapper I
	5.1 Assign new PIN and affix initial on TD and FAAS.	None	5 minutes per RPU	Tax Mapper Aide -PAssO
	5.2 Enter the property information in the TMCR and affix initial on TD and FAAS.	None	10 minutes per RPU	
	5.3 Plot parcels and enter the assigned PIN in the Property Information Map (PIM).	None	5 minutes per RPU	Draftsman II - PAssO  Tax Mapper Aide -PAssO
	5.4 Prepare SketchPlan and affix initial.	None	5 minutes per RPU	Draftsman II – PassO
	5.5 Forward the documents to the Division Chief for review and initial	None	2 minutes	



	5.6 Review, affix the initial and forward to the Provincial Assessor for Approval	None	5 minutes per RPU	Tax Mapper IV- PAssO
	5.7 Approve and forward to ARMD for new number	None	5 minutes per RPU	Provincial Assessor PAssO
	5.8 Assign new number for the newly approved TD/FAAS and cancel the previous TD/FAAS	None	10 minutes per RPU	Local Assessment Operations Officer IV - PAssO Local Assessment Operations Officer III - PAssO Local Assessment Operations Officer II -PAssO Statistician I - PAssO Assessment Clerk I -PAssO Administrative Aide II -PAssO
6. Sign and claim/receive the newly approved owner's copy of Tax Declaration in the ARMD Logbook	6. Release the newly approved owner's copy of Tax Declaration to the client.	None	2 minutes per RPU	Local Assessment Operations Officer IV - PAssO Local Assessment Operations Officer III -



				PAssO  Local Assessment Operations Officer II -PAssO  Statistician I - PAssO  Assessment Clerk I -PAssO  Administrative Aide II -PAssO
<b>TOTAL</b>			<b>2 Hours and 39 Minutes per Real Property Unit</b>	

## 6. TRANSFER OF TAX DECLARATION OF REAL PROPERTY OWNERSHIP (WHOLE PARCEL, BUILDING or MACHINERY)

Facilitation of transfer of Tax Declaration of Real Properties for whole parcel by cancellations or revisions of Tax Declarations (TD) and issuance of new to current owner. Property owners and/or authorized representatives may request for the service, only to those with complete requirements. We take pride in our commitment to providing this essential service, ensuring its availability to government entities, citizens, and businesses.

<b>Office or Division:</b>	Provincial Assessor's Office / All Divisions		
<b>Classification:</b>	Simple		
<b>Type of Transaction:</b>	Government to Citizen (G2C), Government to Business (G2B), Government to Government (G2G)		
<b>Who may avail:</b>	Property Owner or Authorized Representative		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>	
1. Original Transaction / Request Slip copy)	(1	Appraisal, Assessment and Examination Division (AAED) – Provincial Assessor's Office (PAssO)	





2. Photocopy of Title (2 copies)	Registry of Deeds (RD)			
3. Photocopy of Duly Registered document from Register of Deeds (2 copies)	Registry of Deeds (RD)			
4. Photocopy of Certificate Authorizing Registration (2 copies)	Bureau of Internal Revenue (BIR)			
5. Photocopy of Transfer Tax Receipt (2 copies)	Provincial Treasurer's Office (PTO) or Municipal Treasurer's Office (MTO)			
6. Photocopy of Current Real Property Tax Receipt (2 copies)	Provincial Treasurer's Office (PTO) or Municipal Treasurer's Office (MTO)			
7. Photocopy of Community Tax Certificate (2 copies)	Barangay or Municipality			
8. Photocopy of Transfer Fee Receipt (2 copies)	Provincial Treasurer's Office (PTO) or Municipal Treasurer's Office (MTO)			
9. Photocopy of Duly Notarized Deed of Conveyance (2 copies)	Property Owner / Attorney's Office			
10. Photocopy of Senior Citizen ID for Senior citizens (2-copies)	Barangay or LGU			
11. Photocopy of Special Power of Attorney (SPA) if the applicant is not the owner (1 copy)	Property Owner / Attorney's Office (Notary Public)			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Approach to Officer of the Day (OOTD) and submit the request and required documents. Observe a first come-first serve basis.	1. Receive and validate the required documents for desired transaction. (If complete requirements, transaction will proceed, otherwise no transaction at all).  Attach route slip and endorse to the Assessment Clerk for recording.	None	10 minutes per RPU	Officer of the Day (OOTD):  Local Assessment Operations Officer IV - PAssO  Local Assessment Operations Officer II - PAssO



				Local Assessment Operations Officer II - PAssO
	2. Record information of the property on the logbook of transfer and distribute the documents to the Assigned LAOO.	None	5 minutes per RPU	Assessment Clerk:  Local Assessment Operations Officer IV - PAssO  Local Assessment Operations Officer II – PassO  Local Assessment Operations Officer II - PAssO



3. Pay the prescribed transfer tax to the Provincial Treasurer Office (PTO) in case it has not been paid and present the Official Receipt to the LAOO in-charge.	3. Review the documents for checking of information, assessment and values.	None	5 minutes per RPU	Local Assessment Operations Officer IV - PAssO
	3.1 Compute transfer tax and other fees in case it has not been paid	Transfer Tax is .55% of 1% of Fair Market Value (FMV) or the total amount of sale whichever is higher.	20 minutes per RPU	Local Assessment Operations Officer II - PAssO
	3.2 Receive payment and issue official receipt.	Other Fees: From Revised Revenue Code of Oriental Mindoro series of 2011	15 minutes	Local Assessment Operations Officer II - PAssO
		Transfer Fee = 100.00 per parcel/unit  Penalty = 500.00  Surcharge = 25% of tax due  Interest = 2% of tax due per month  None		Revenue Collection Clerk – Provincial Treasurer's Office (PTO):  Revenue Collection Clerk I - PTO  Revenue Collection Clerk I - PTO  Revenue Collection Clerk I – PTO



	3.3 If there is no correction on information, assessment and values and transfer tax has been paid, prepare Tax Declaration (TD) and Field Appraisal Assessment Sheets (FAAS) named to the new owner, based on the Schedule of Fair Market Value (SFMV).		30 minutes per RPU	Local Assessment Operations Officer IV - PAssO  Local Assessment Operations Officer III  Local Assessment Operations Officer II - PAssO  Local Assessment Operations Officer II - PAssO
4. Sign the documents.	4. Sign and forward the new TD and FAAS to Division Chief.  4.1 Review, initial and give the new TD and FAAS to client.	None  None	5 minutes per RPU  5 minutes per RPU	Local Assessment Operations Officer IV - PAssO  Local Assessment Operations Officer II. - PAssO  Local Assessment Operations Officer II - PAssO  Local Assessment Operations Officer IV-



				Division Chief: - PAssO
5. Receive the prepared TD and FAAS and proceed/bring to the Tax Mapping Operations Division (TMOD), PAssO	5. Receive the prepared documents from the client and enter new information in Tax Mapping Control Roll (TMCR.)	None	10 minutes per RPU	Tax Mapper IV Tax Mapper III-PAssO Tax Mapper I Draftsman II-PAssO
	5.1. Affix Initial and forward the documents to the Division Chief for review.	None	2 minutes per RPU	Tax Mapper Aide-PAssO
	5.2. Review, affix initial and forward to the Provincial Assessor for Approval	None	5 minutes per RPU	Tax Mapper IV Tax Mapper III-PAssO
	5.3. Approve and forward to ARMD for new number	None	5 minutes per RPU	Provincial Assessor-PAssO
	5.4. Assign a new number for the newly approved TD/FAAS and cancel the previous TD/FAAS	None	10 mins per RPU	Local Assessment Operations Officer IV Local Assessment Operations Officer III - PAssO Local Assessment



				<p>Operations Officer II – PassO</p> <p>Statistician I - PAssO</p> <p>Assessment Clerk I - PAssO</p> <p>Administrative Aide II – PassO</p> <p>Administrative Aide II – PassO</p>
6. Sign and claim/receive the newly approved owner's copy of Tax Declaration in the ARMD Logbook	6. Release the newly approved owner's copy of Tax Declaration to client.	None	2 mins per RPU	<p>Local Assessment Operations Officer IV</p> <p>Local Assessment Operations Officer III - PAssO</p> <p>Local Assessment Operations Officer II - PAssO</p> <p>Statistician I - PAssO</p> <p>Local Assessment Operations Officer Assessment Clerk I -PAssO</p> <p>Administrative Aide II -PAssO</p>



<b>TOTAL</b>	<b>2 Hours and 9 Minutes per Parcel or Real Property Unit</b>	
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## 7. UPDATING OF TAX DECLARATION (TD) AND FIELD APPRAISAL AND ASSESSMENT SHEET (FAAS) OF REAL PROPERTY (SUBDIVISION / CONSOLIDATION PARCEL)

Review/examination of Updated Tax Declaration and Field Appraisal and Assessment Sheet of Real Properties for subdivided / consolidated parcel prepared from Municipal Assessor's Office / Local Government Unit (LGU). Property owners and/or authorized representatives may request for the service, only to those with complete requirements. We take pride in our commitment to providing this essential service, ensuring its availability to government entities, citizens, and businesses.

<b>Office or Division:</b>	Provincial Assessor's Office / All Divisions	
<b>Classification:</b>	Simple	
<b>Type of Transaction:</b>	Government to Citizen (G2C), Government to Business (G2B), Government to Government (G2G)	
<b>Who may avail:</b>	Property Owner or Authorized Representative.	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Original Transaction / Request Slip copy)	(1	Appraisal, Assessment and Examination Division (AAED) – Provincial Assessor's Office (PAssO)
2. Photocopy of Title (1 copy)		Registry of Deeds (RD)
3. Photocopy of Duly Registered document from Register of Deeds (1 copy)		Registry of Deeds (RD)
4. Photocopy of Certificate Authorizing Registration (1 copy)		Bureau of Internal Revenue (BIR)
5. Photocopy of Transfer Tax Receipt (1 copy)		Provincial Treasurer's Office (PTO) or Municipal Treasurer's Office (MTO)
6. Photocopy of Current Real Property Tax Receipt (1 copy)		Provincial Treasurer's Office (PTO) or Municipal Treasurer's Office (MTO)



7. Photocopy of Community Tax Certificate (1 copy)		Barangay or Municipality		
8. Photocopy of Transfer Fee Receipt (1 copy)		Provincial Treasurer's Office (PTO) or Municipal Treasurer's Office (MTO)		
9. Photocopy of Duly Notarized Deed of Conveyance (1 copy)		Property Owner / Public Attorney's Office		
10. Approved Subdivision Plan (Photocopy or Blueprint - 1 Copy) / Original Sketch Plan / Action Slip (1 copy) Involving subdivided/consolidated parcels (Blueprint - 1 Copy) and/or Original Sketch Plan / Action Slip (1 copy)		Property Owner / RD / Land Registration Authority (LRA) / Geodetic Engineer / Municipal Assessor's Office		
11. Sketch Plan / Action Slip (1 original)		Municipal Assessor's Office		
12. Photocopy of Special Power of Attorney (SPA) if applicant is not the owner (1 copy)		Property Owner / Attorney's Office (Notary Public)		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Approach to Officer of the Day (OOTD) and submit the transmittal / request and required documents. Observe a first come-first serve basis.	1. Receive and validate the required documents for desired transaction. (If complete requirements, transaction will proceed, otherwise no transaction at all).  1.1 Attach route slip and endorse to the Assessment Clerk for recording.	None	10 minutes per RPU	Officer of the Day (OOTD):  Local Assessment Operations Officer IV - PAssO  Local Assessment Operations Officer II - PAssO  Local Assessment Operations Officer II - PAssO





2. Proceed to waiting area.	2. Record information of the property on the logbook of review / examination and distribute the documents to the Assigned Local Assessment Operations Officer (LAOO).	None	5 minutes per RPU	<p>Assessment Clerk:</p> <p>Local Assessment Operations Officer IV - PAssO</p> <p>Local Assessment Operations Officer II-PAssO</p> <p>Local Assessment Operations Officer II - PAssO</p>
	<p>3. Examine, review, initial and forwarded to Division Chief the Updated Tax Declaration (TD) and Field Appraisal and Assessment Sheet (FAAS) prepared from Municipal Assessor's Office (MAO) for checking of information, assessment and values based on the Schedule of Fair Market Value (SFMV).</p> <p>If there is no correction or error in the transaction, it will proceed, otherwise it will return to MAO /</p>	None	30 minutes per RPU	<p>Local Assessment Operations Officer IV - PAssO</p> <p>Local Assessment Operations Officer II - PAssO</p> <p>Local Assessment Operations Officer II - PAssO</p>



	<p>LGU.</p> <p>3.2 Review, initial and give the new TD and FAAS to client.</p>	None	5 minutes per RPU	<p>Local Assessment Operations Officer IV Division Chief - PAssO</p> <p>Local Assessment Operations Officer IV -PAssO</p> <p>Local Assessment Operations Officer III</p> <p>Local Assessment Operations Officer II -PAssO</p> <p>Local Assessment Operations Officer II -PAssO</p>
4. Receive the prepared TD and FAAS and proceed / bring to the Tax Mapping Operations Division (TMOD), PAssO	<p>4.0 Receive the prepared documents from client, research, and retire the previous Property Identification Number (PIN) at the TMCR.</p> <p>4.1 Assign new PIN and affix initial on TD and FAAS.</p> <p>4.2 Enter the property information in the</p>	<p>None</p> <p>None</p> <p>None</p>	<p>15 minutes per RPU</p> <p>5 minutes per RPU</p> <p>10 minutes per RPU</p>	<p>Tax Mapper IV</p> <p>Tax Mapper III- PAssO</p> <p>Tax Mapper I</p> <p>Draftsman II</p> <p>Tax Mapper Aide -PAssO</p>

	TMCR and affix initial on TD and FAAS.			
	4.3. Plot parcels and enter the assigned PIN in the Property Information Map (PIM).	None	5 minutes per RPU	Draftsman II - PAssO
	4.4. Prepare SketchPlan and affix initial.	None	5 minutes per RPU	
	4. 5 Forward the documents to the Division Chief for review and initial	None	2 minutes	Tax Mapper Aide -PAssO
	4.6. Review, affix the initial and forward to the Provincial Assessor for Approval	None	5 minutes per RPU	Tax Mapper IV- PAssO Tax Mapper III- PAssO
	4.7. Approve and forward to ARMD for new number	None	5 minutes per RPU	Provincial Assessor PAssO
	4.8. Assign new number for the newly approved TD/FAAS and cancel the previous TD/FAAS	None	10 minutes per RPU	Local Assessment Operations Officer III - PAssO Local Assessment Operations Officer II - PAssO



				Statistician I - PassO  Assessment Clerk I -PassO  Administrative Aide II -PassO
5. Sign and claim/receive the newly approved owner's copy of Tax Declaration in the ARMD Logbook	5. Release the newly approved owner's copy of Tax Declaration to client.	None	2 minutes per RPU	Local Assessment Operations Officer III - PassO  Local Assessment Operations Officer II - PassO  Statistician I - PassO  Assessment Clerk I -PassO  Administrative Aide II -PassO
<b>TOTAL</b>			<b>1 Hour and 54 Minutes per Real Property Unit</b>	



## 8. UPDATING OF TAX DECLARATION (TD) AND FIELD APPRAISAL AND ASSESSMENT SHEET (FAAS) OF REAL PROPERTY (WHOLE PARCEL, BUILDING or MACHINERY)

Review/examination of Updated Tax Declaration and Field Appraisal and Assessment Sheet of Real Properties for whole parcel prepared from Municipal Assessor's Office / Local Government Unit (LGU). Property owners and/or authorized representatives may request for the service, only to those with complete requirements. We take pride in our commitment to providing this essential service, ensuring its availability to government entities, citizens, and businesses.

<b>Office or Division:</b>	Provincial Assessor's Office / All Divisions	
<b>Classification:</b>	Simple	
<b>Type of Transaction:</b>	Government to Citizen (G2C), Government to Business (G2B), Government to Government (G2G)	
<b>Who may avail:</b>	Property Owner or Authorized Representative	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Original Transaction / Request Slip copy)	(1	Appraisal, Assessment and Examination Division (AAED) – Provincial Assessor's Office (PAssO)
2. Photocopy of Title (1 copy)		Registry of Deeds (RD)
3. Photocopy of Duly Registered document from Register of Deeds (1 copy)		Registry of Deeds (RD)
4. Photocopy of Certificate Authorizing Registration (1 copy)		Bureau of Internal Revenue (BIR)
5. Photocopy of Transfer Tax Receipt (1 copy)		Provincial Treasurer's Office (PTO) or Municipal Treasurer's Office (MTO)
6. Photocopy of Current Real Property Tax Receipt (1 copy)		Provincial Treasurer's Office (PTO) or Municipal Treasurer's Office (MTO)
7. Photocopy of Community Tax Certificate (1 copy)		Barangay or Municipality
8. Photocopy of Transfer Fee Receipt (1 copy)		Provincial Treasurer's Office (PTO) or Municipal Treasurer's Office (MTO)



9. Photocopy of Duly Notarized Deed of Conveyance (1 copy)		Property Owner / Public Attorney's Office (Notary Public)		
10. Photocopy of Special Power of Attorney (SPA) if applicant is not the owner (1 copy)		Property Owner / Attorney's Office (Notary Public)		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Approach to Officer of the Day (OOTD) and submit the transmittal / request and required documents. Observe a first come-first serve basis.	1. Receive and validate the required documents for desired transaction. (If complete requirements, transaction will proceed, otherwise no transaction at all).  Attach route slip and endorse to the Assessment Clerk for recording.	None	10 minutes per RPU	Officer of the Day (OOTD):  Local Assessment Operations Officer IV-PAssO  Local Assessment Operations Officer II-PAssO  Local Assessment Operations Officer II-PAssO
	2. Record information of the property on the logbook of review / examination and distribute the documents to the Assigned Local assessment Operations Officer (LAOO).	None	5 minutes per RPU	Assessment Clerk:  Local Assessment Operations Officer IV-PAssO  Local Assessment Operations Officer II-PAssO  Local Assessment Operations Officer II-PAssO



	<p>3. Examine, review, initial and forwarded to Division Chief the Updated Tax Declaration (TD) and Field Appraisal and Assessment Sheet (FAAS) prepared from Municipal Assessor's Office (MAO) for checking of information, assessment and values based on the Schedule of Fair Market Value (SFMV).</p> <p>3.1 If there is no correction or error in the transaction, it will proceed, otherwise it will return to MAO / LGU.</p>	None	30 minutes per RPU	<p>Local Assessment Operations Officer IV- PAssO</p> <p>Local Assessment Operations Officer II-PAssO</p> <p>Local Assessment Operations Officer II - PAssO</p> <p>Local Assessment Operations Officer IV Division Chief - PAssO</p>
	<p>3.2 Review, initial and give the new TD and FAAS to client.</p>	None	5 minutes per RPU	<p>Local Assessment Operations Officer IV - PAssO</p> <p>Local Assessment Operations Officer III</p> <p>Local Assessment Operations Officer II - PAssO</p>



				Local Assessment Operations Officer II -PAssO
4. Receive the reviewed TD and FAAS and proceed / bring to the Tax Mapping Operations Division (TMOD), PAssO	4.1 Receive the prepared documents from client and enter new information in Tax Mapping Control Roll (TMCR.)	None	10 minutes per RPU	Tax Mapper IV
		None	2 minutes	Tax Mapper III–PAssO Tax Mapper I Draftsman II
	4.2. Affix the Initial and forward the documents to the Division Chief for review.			Tax Mapper Aide-PAssO
	4.3. Review, affix the initial and forward to the Provincial Assessor for Approval	None	5 minutes per RPU	Tax Mapper IV Tax Mapper III–PAssO
	4.4. Approve and forward to ARMD for new number	None	5 minutes per RPU	Provincial Assessor-PAssO
	4.5. Assign new number for the newly approved TD/FAAS and cancel the previous TD/FAAS	None	10 mins per RPU	Local Assessment Operations Officer IV Local Assessment Operations Officer III - PAssO Local Assessment





				Operations Officer II – PassO  Statistician I - PassO  Assessment Clerk I - PassO  Administrative Aide II – PassO
5. Sign and claim/receive the newly approved owner's copy of Tax Declaration in the ARMD Logbook	5.1. Release the newly approved owner's copy of Tax Declaration to client.	None	2 mins per RPU	Local Assessment Operations Officer III- PassO  Local Assessment Operations Officer II-PassO  Statistician I - PassO  Assessment Clerk I -PassO  Administrative Aide II -PassO
<b>TOTAL</b>			<b>1 Hour and 24 Minutes Real Property Unit</b>	



## **Provincial Legal Office External Services**



## 1. Administrative Investigations

The Provincial Legal Office investigates or causes to be investigated any official or employee of the Provincial Government for administrative offenses and recommends appropriate action to the Provincial Governor. Interested individuals may submit their letter/affidavit complaint every Monday to Friday, from 8:00AM to 5:00PM in the Provincial Legal Office.

<b>Office or Division:</b>	Provincial Legal Office			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2G-Government to Government/G2C-Government to Citizen			
<b>Who may avail:</b>	1. PGOM employees and officials; 2. Officials of PGOM's Component Local Government Units; 3. Employees and officials of National Government Agencies and Instrumentalities; or 4. Any individual who intends to file a complaint against any official or employee of the Provincial Government.			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Letter/Affidavit complaint (1 original)		Requesting party/Complainant		
2. Attachments (i.e. Affidavits of witnesses, Pictures, and other evidence) (1 original)		Requesting party/Complainant		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Register at client's logbook and submit the letter/affidavit complaint with its attachment/s to the receiving staff	1. Receive letter/affidavit complaint and its attachments and assess the completeness of submitted documents	None	20 minutes	Administrative Aide II Provincial Legal Office

	<p>1.1. Record the following information on the Incoming Excel file:</p> <ul style="list-style-type: none"> <li>i. Date and time of receipt;</li> <li>ii. Originating office/agency;</li> <li>iii. Name of personnel who received the documents;</li> <li>iv. Nature and purpose of complaint; and</li> <li>v. Other relevant details (document tracking number/specific instruction/requests)</li> </ul>	None	10 minutes	Administrative Aide II Provincial Legal Office
	1.2. Attach blank Internal Route Slip (IRS) and Assignment Slip to the documents he/she received	None		
	1.3. Fill out IRS and forward to	None		



	the Administrative Officer IV for the assignment of the investigation to a Legal Assistant or subsequent endorsement to the Provincial Legal Officer			
	1.4. Assign investigation of the complaint to a Legal Assistant or Special Assistant on Legal Affairs (SA)	None	15 minutes	Provincial Legal Officer/ Administrative Officer IV Provincial Legal Office
	1.5. Conduct investigation of the complaint and prepare investigation report pursuant to	None	Period prescribed by RACCS subject to exceptions under meritorious circumstances	Legal Assistant II/ Legal Assistant I Provincial Legal Office



	the Revised Rules on Administrative Cases in the Civil Service (RACCS)			
	1.6. Conduct initial review of the draft Investigation Report	None	5 days	Administrative Officer IV Provincial Legal Office
	1.7. Return the draft to the concerned Legal Assistant for revision of corrections	None		
	1.8. Conduct final review and instruct finalization of the investigation report	None	10 days	Provincial Legal Officer Provincial Legal Office
	1.9. Prepare transmittal memorandum and finalize the investigation report for the Provincial Legal Officer's signature	None	2 hours	Legal Assistant II/ Legal Assistant I Provincial Legal Office



	1.10. Sign Investigation Report and Transmittal Memorandum	None	1 hour	Provincial Legal Officer Provincial Legal Office
	1.11. Check attachments of the transmittal memorandum and Investigation Report and reproduce copies of the same	None	2 hours	Legal Assistant II Provincial Legal Office
	1.12. Record transmittal memorandum and Investigation Report in the outgoing logbook	None		
	1.13. Deliver/release transmittal memorandum and Investigation Report to the Governor's Office	None	10 minutes	Administrative Aide III Provincial Legal Office
	1.14. Notify complainant that the investigation report is	None		



	forwarded to the Governor for appropriate action			
2. Confirm receipt of the notice regarding the investigation report's submission to the Governor	2. File, scan, and upload a copy of the Investigation Report and its attachments to the appropriate folder and the Office online storage system	None	30 minutes	Administrative Aide II Provincial Legal Office
		None	15 Days, 6 hours and 25 minutes + Conduct of investigation Proper: Period prescribed by RACCS subject to exceptions under meritorious circumstances	

## 2. Drafting and/or Filing of Pleadings/Motions in Civil Actions and Special Proceedings involving PGOM, Other Component LGUs and Elective Officials of the Province

In line with Section 481 of the Local Government Code of 1991, the Provincial Legal Office drafts and prepares pleadings and/or motions for civil actions and special proceedings involving the Provincial Government of Oriental Mindoro (PGOM), the former's component local government units, and elective officials of the Province sued in their official capacity. Request/s for this service may be submitted to the Provincial Legal Office every Monday to Friday, from 8:00AM to 5:00PM.



<b>Office or Division:</b>	Provincial Legal Office			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2G – Government to Government			
<b>Who may avail:</b>	1. Provincial Government of Oriental Mindoro (PGOM); 2. PGOM's Component Local Government Units; or 3. Elective officials of the Province sued in their official capacity.			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Court Order/Resolution (1 original)		Court/Quasi-Judicial Bodies		
2. Letter-request/Endorsement (1 original)		Employees and Officials of PGOM's Component Local Government Units and Elective Officials of the Province		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Register at client's logbook and submit letter request and court order/decision to the receiving staff	1. Receive and verify the Court Order/Resolution	None	20 minutes	Administrative Aide II Provincial Legal Office
	1.1. Record the following information on the PLO's Incoming Excel file:  i. Date and time of receipt; ii. Originating office/court; iii. Name of personnel who received	None	10 minutes	Administrative Aide II Provincial Legal Office



	<p>the documents;</p> <p>iv. Nature and purpose of the Court Order and Resolution; and</p> <p>v. Other relevant details (document tracking number/ specific instruction/request)</p> <p>1.2. Attach blank Internal Route Slip (IRS) and Assignment Slip to the documents he/she received</p> <p>1.3. Fill out IRS and forward to Administrative Officer IV for subsequent endorsement to the Provincial Legal Officer or the lawyer handling the case</p>	<p>None</p> <p>None</p>		
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	1.4. Endorse Court Order or Resolution to the Provincial Legal Officer or the lawyer in-charge of the case	None	15 minutes	Administrative Officer IV Provincial Legal Office
	1.5 Prepare the pleading/motion and submit its draft to the Provincial Legal Officer for review	None	Depends upon the court order/resolution	Special Assistant on Legal Affairs Provincial Legal Office
	1.6 Review the draft pleading/ motion and approve its finalization	None	5 days	Provincial Legal Officer Provincial Legal Office
	1.7. Finalize the pleading/motion and prepare its annexes	None	2 hours	Special Assistant on Legal Affairs Provincial Legal Office
	1.8. Sign the pleading/motion and instruct its filing before the court/quasi-judicial body	None	1 hour	Provincial Legal Officer Provincial Legal Office
	1.9. Check attachments of the pleading/motion and reproduce copies of the same for filing and distribution to other parties	None	2 hours	Legal Assistant II Provincial Legal Office

	concerned in the case			
	1.10. File the pleading/motion before the court/quasi-judicial body and furnish copies thereof to other parties of the case	None	2 hours	Legal Assistant II Provincial Legal Office
	1.11. Notify client that the pleading or motion is already filed before the court/quasi-judicial body	None		
2. Confirm/Receive notice regarding the filing of the pleading/motion before the court/quasi-judicial body	2. File, scan, and upload a copy of the pleading/motion to its case folder and the Office online storage system	None	30 minutes	Administrative Aide II Provincial Legal Office
		<b>None</b>	5 days, 8 hours, 15 minutes Preparation of Draft of pleading motion. Depends upon the court order/resolution	

### 3. Drafting of MOA, MOU, Contracts, Executive Orders, Letters, Correspondence, and other related documents

The Provincial Legal Office, upon request of PGOM Employees and Officials, Officials of PGOM's Component Local Government Units, and Employees and Officials of National Government Agencies, Instrumentalities, drafts Memoranda of Agreement, Memoranda of Understanding, Contracts, Deeds, Leases, Executive Orders, Resolutions, Memoranda,



Special Orders, Letters, and Correspondences. Request/s for this service may be submitted to the Provincial Legal Office every Monday to Friday, from 8:00AM to 5:00PM.

<b>Office or Division:</b>	Provincial Legal Office/Legal Division			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2G – Government to Government			
<b>Who may avail:</b>	1. PGOM employees and officials; 2. Officials of PGOM's Component Local Government Units; or 3. Employees and officials of National Government Agencies and Instrumentalities			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Request Letter addressed to the Provincial Legal Officer (1 original)		Requesting party		
2. Attachments - i.e. Transfer Certificates of Title/Tax Declaration, previous MOA/Contracts/Executive Order, Minutes and/or Report of Committee Hearing (1 photocopy)		Requesting party		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Register at client's logbook and submit letter request with its attachment/s, if any.	1. Receive request letter and its attachments, if any  1.1. Verify and assess the completeness of submitted documents.	None	20 minutes	Administrative Aide II Provincial Legal Office
	1.2. Record the following information on	None	10 minutes	Administrative Aide II



	<p>the PLO's Incoming Excel file:</p> <ul style="list-style-type: none"><li>a. Date and time of receipt;</li><li>b. Originating office/agency;</li><li>c. Name of personnel who received the documents;</li><li>d. Nature and title of request; and</li><li>e. Other relevant details (document tracking number/ specific instruction/requests)</li></ul>			Provincial Legal Office
	1.3. Attach blank Internal Route Slip (IRS) and Assignment Slip to the documents he/she received	None		
	1.4. Fill out IRS and forward to the Administrative Officer IV for assignment to a Legal Assistant or subsequent endorsement to the Provincial Legal Officer	None		



	1.5. Assign the drafting of the MOA/Contract/EO/Letter/Correspondence to a Legal Assistant or Special Assistant on Legal Affairs	None	15 minutes	Provincial Legal Officer/ Administrative Officer IV Provincial Legal Office
	1.6. Draft MOA/Contract/Deed/ EO/Letter/Correspondence	None	9 days	Legal Assistant II/ Legal Assistant I Provincial Legal Office
	1.7. Conduct initial review of the draft MOA/Contract/Deed/  EO/Letter/Correspondence	None	5 days	Administrative Officer IV Provincial Legal Office
	1.8. Return the draft to the concerned Legal Assistant for revision of corrections cited in the initial review	None		
	1.9. Conduct final review and approve finalization of the MOA/Contract/Deed/EO/Letter/Correspondence	None	5 days	Provincial Legal Officer Provincial Legal Office
		None	2 hours	



	1.10. Finalize MOA/Contract/ Deed/EO/Letter/ Correspondence for the Provincial Legal Officer's signature or initial			Legal Assistant II/ Legal Assistant I Provincial Legal Office
	1.11. Sign/affix initial in the MOA/Contract/E O/Deed/  Letter/Correspondence	None	1 hour	Provincial Legal Officer Provincial Legal Office
	1.12. Verify attachments of the MOA/Contract/Deeds/ EO/Letter/Correspondence and reproduce copies of the same for filing and distribution  1.13. Record the transmittal of the MOA/Contract/Deeds/ EO/Letter/Correspondence in the outgoing logbook	None  None	2 hours	Legal Assistant II Provincial Legal Office
	1.14. Deliver/Release MOA/	None	1 hour	Administrative Aide III Provincial Legal Office



	Contract/Deeds/ EO/Letter/ Correspondence to the requesting office/agency			
2. Receive a copy of the MOA/ Contract/EO/ Deed/Letter drafted by the PLO	2. File, scan, and upload a copy of the MOA/ Contract/ EO/ Deed/Letter and its attachments, if any, to the appropriate folder and the Office online storage system	None	30 minutes	Administrative Aide II Provincial Legal Office
		None	19 days, 7 hours, and 15 minutes	

#### 4. Investigation of Concerns and Issues of Public Interest

The Provincial Legal Office investigates concerns and issues of public interest affecting the Province and recommends appropriate action to be undertaken by the Governor, PGOM Departments and Offices, *Sangguniang Panlalawigan*, or any official of PGOM's component local government units. Complaints or letters regarding a concern or issue of public interest may be submitted to the Provincial Legal Office every Monday to Friday, from 8:00AM to 5:00PM.

<b>Office or Division:</b>	Provincial Legal Office
<b>Classification:</b>	Highly Technical
<b>Type of Transaction:</b>	G2G – Government to Government/G2C-Government to Citizen

<b>Who may avail:</b>	1. PGOM Departments and Offices; 2. Any official of PGOM's component local government units; or 3. Any individual who intends to report an issue or concern of public interest.				
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>			
1. Letter/Affidavit complaint reporting an issue or concern of public interest which must be investigated (1 original)		Requesting party/Complainant			
2. Attachments (i.e. Affidavits of witnesses, Pictures, and other evidence) (1 original)		Requesting party/Complainant			
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>	
1. Register at client's logbook and submit the letter/affidavit complaint with its attachment/s, if any	1. Receive letter/affidavit complaint and its attachments and assess the completeness of submitted documents.	None	20 minutes	Administrative Aide II Provincial Legal Office	



	<p>1.1 Record the following information on the PLO's Incoming Excel file:</p> <ul style="list-style-type: none"><li>i. Date and time of receipt;</li><li>ii. Originating office/agency;</li><li>iii. Name of personnel who received the documents;</li><li>iv. Nature and purpose of complaint; and</li><li>v. Other relevant details (document tracking number/ specific instruction/requests)</li></ul>	None	10 minutes	Administrative Aide II Provincial Legal Office
	<p>1.2. Attach blank Internal Route Slip (IRS) and Assignment Slip to the documents he/she received to the documents he/she received</p>	None		
	<p>1.3. Fill out IRS and forward to Acting</p>	None		



	Administrative Officer IV for assignment of the investigation to a Legal Assistant or subsequent endorsement to the Provincial Legal Officer			
	1.4. Assign the investigation of the complaint/issue/ concern to a Legal Assistant or Special Assistant on Legal Affairs	None	15 minutes	Provincial Legal Officer/ Administrative Officer IV Provincial Legal Office
	1.5. Conduct investigation of the complaint/issue/ concern and prepare investigation report	None	9 days	Legal Assistant II/ Legal Assistant I Provincial Legal Office
	1.6. Conduct initial review of the draft	None	5 days	Administrative Officer IV



	Investigation Report  1.7. Return the draft Investigation Report to the concerned Legal Assistant for revision of corrections	None		Provincial Legal Office
	1.8. Conduct final review and instruct finalization of the Investigation Report	None	5 days	Provincial Legal Officer Provincial Legal Office
	1.8. Prepare transmittal memorandum and finalize Investigation Report for the Provincial Legal Officer's signature	None	2 hours	Legal Assistant II/Legal Assistant I Provincial Legal Office
	1.9. Sign Investigation Report and transmittal memorandum	None	1 hour	Provincial Legal Officer Provincial Legal Office
	1.10. Check attachments of the transmittal memorandum and Investigation Report,	None	2 hours	Legal Assistant II Provincial Legal Office



	<p>reproduce copies of the same</p> <p>1.11. Record transmittal memorandum and Investigation Report in the outgoing logbook</p> <p>1.12. Inform client that the investigation report is forwarded Governor's Office/<i>Sangguni ang Panlalawigan/Concerned Office</i> for their appropriate action</p>	<p>None</p> <p>None</p>		
	<p>1.13. Deliver/release transmittal memorandum and Investigation Report to the Governor's Office/<i>Sangguniang Panlalawigan/Concerned Office</i> for appropriate action</p>	None	10 minutes	Administrative Aide III Provincial Legal Office
2. Confirm/	2. File, scan, and upload a copy of	None	30 minutes	Administrative Aide II



receive notice regarding the investigation report's submission to the Governor/ Sangguniang Panlalawigan/ Concerned Office	the investigation report and its attachments, if any, to the appropriate folder and the Office online storage system			Provincial Legal Office
		<b>None</b>	<b>19 days, 6 hours, and 25 minutes</b>	

## 5. Issuance of Legal Opinion

The Provincial Legal Office renders legal opinion on matters and issues upon request of the PGOM Employees and Officials and Officials of PGOM's Component Local Government Units. Request/s for this service may be submitted to the Provincial Legal Office every Monday to Friday, from 8:00AM to 5:00PM.

<b>Office or Division:</b>	Provincial Legal Office/Legal Division		
<b>Classification:</b>	Highly Technical		
<b>Type of Transaction:</b>	G2G – Government to Government		
<b>Who may avail:</b>	1. PGOM employees and officials; or 2. Officials of PGOM's Component Local Government Units		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1. Letter addressed to the Provincial Legal Officer requesting for an Opinion on a legal issue/matter (1 Original)		Requesting party	
2. Document to be reviewed and its attachments (i.e. Transfer Certificates of Title/Tax Declaration, Deeds/ MOA/		Requesting party	



Contracts/ Executive Order), if any (1 Photocopy)				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Register at client's logbook and submit the letter request with its attachment/s	1. Receive letter request and its attachments  1.1. Verify and assess the completeness of submitted documents	None	20 minutes	Administrative Aide II Provincial Legal Office
	1.2. Record the following information on the PLO's Incoming Excel file: <ul style="list-style-type: none"> <li>i. Date and time of receipt;</li> <li>ii. Originating office/agency;</li> <li>iii. Name of personnel who received the documents;</li> <li>iv. Nature and title of request; and</li> <li>v. Other relevant details (document tracking number/ specific</li> </ul>	None	10 minutes	Administrative Aide II Provincial Legal Office





	instruction/ requests)			
	1.3. Attach blank Internal Route Slip (IRS) and Assignment Slip to the documents he/she received	None		
	1.4. Fill out IRS and forward to Acting Administrative Officer IV for assignment to a Legal Assistant or subsequent endorsement to the Provincial Legal Officer	None		
	1.5. Assign the drafting of the Legal Opinion to a Legal Assistant or Special Assistant on Legal Affairs (SA)	None	15 minutes	Provincial Legal Officer/ Administrative Officer IV Provincial Legal Office
	1.6. Prepare Legal Opinion	None	9 days	Legal Assistant II/ Legal Assistant I Provincial Legal Office



	1.7. Conduct initial review of the draft Legal Opinion  1.8. Return the draft Legal Opinion to the concerned Legal Assistant for revisions of corrections cited in the initial review	None  None	5 days	Administrative Officer IV Provincial Legal Office
	1.9. Conduct final review and approve finalization of the draft Legal Opinion	None	5 days	Provincial Legal Officer Provincial Legal Office
	1.10. Prepare transmittal memorandum/ endorsement and finalize Legal Opinion for the Provincial Legal Officer's signature	None	2 hours	Legal Assistant II/Legal Assistant I Provincial Legal Office
	1.11. Sign the Legal Opinion and the transmittal/ endorsement	None	1 hour	Provincial Legal Officer Provincial Legal Office
	1.12. Verify attachments of the signed	None	2 hours	Legal Assistant II



	Legal Opinion reproduce copies of the same for filing and distribution to the requesting office  1.13. Record the transmittal of the Legal Opinion in the outgoing logbook	None		Provincial Legal Office
	1.14. Delivery/Release of the Legal Opinion to the requesting office/agency	None	1 hour	Administrative Aide III Provincial Legal Office
2. Receive the Legal Opinion issued by the PLO	2. File, scan, and upload a copy of the Legal Opinion and its attachments, if any, to the appropriate folder and the Office online storage system	None	30 minutes	Administrative Aide II Provincial Legal Office
		<b>None</b>	<b>19 days, 7 hours, and 15 minutes</b>	



## 6. Legal Consultation and/or Drafting of Basic Affidavits and Correspondences for walk-in clients

The Provincial Legal Office provides legal consultation and requests for the drafting of basic affidavits and correspondences from walk-in clients. Interested individuals may seek legal consultation and/or request the drafting of basic affidavits and correspondences every Monday to Friday, from 8:00AM to 5:00PM.

<b>Office or Division:</b>	Provincial Legal Office/Legal Division			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C-Government to Citizen			
<b>Who may avail:</b>	Any individual who intends to avail legal consultation and/or request for the drafting of basic affidavits and correspondences			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Accomplished Client's Form (1 Original)			Provincial Legal Office	
2. Documents regarding their request (i.e. Birth/Marriage Certificates for the drafting of affidavits) (1 Photocopy)			Requesting party	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE

1. Register at client's logbook and inform the receiving staff that he/she intends to avail legal consultation and/or request for the drafting of basic affidavit/ correspondences	1. Inquire about the service the client's requested service and ask him/her to fill out the clients' form	None	5 minutes	Administrative Aide II Provincial Legal Office
2. Fill out the clients' form	2. Obtain the accomplished clients' form from the client and refer them to a legal assistant or lawyer	None	3 minutes	Administrative Aide II Provincial Legal Office
	2.1. Provide legal consultation/ prepare and release the basic affidavit/ correspondence requested by the client	None	2 hours	Provincial Legal Officer/ Legal Assistant II/Legal Assistant I Provincial Legal Office
3. Receive legal consultation/ basic affidavit/ correspondence requested	3. Ask client to fill out the client satisfaction form	None	10 minutes	Provincial Legal Officer/ Legal Assistant II/Legal Assistant I Provincial Legal Office



4. Fill out the Client Satisfaction Form/Survey	4. Obtain the accomplished client's satisfaction form/survey from the client and file it in the appropriate folder	None	2 minutes	Administrative Aide II Provincial Legal Office
		None	2 hours and 20 minutes	

## 7. Legal Review of Executive Orders Issued by Component City and Municipalities

Executive Orders issued by PGOM's Component City and Municipalities are forwarded by the Governor's Office to the Provincial Legal Office (PLO) for review pursuant to Section 30 of the Local Government Code of 1991. The PLO, upon review of the Executive Order issued by PGOM's Component City and Municipalities, issues a Certificate of Legality attesting that they are within the powers granted by law and in conformity with provincial ordinances and issuances. Request/s for this service may be submitted to the Provincial Legal Office every Monday to Friday, from 8:00AM to 5:00PM.

<b>Office or Division:</b>	Provincial Legal Office/Legal Division	
<b>Classification:</b>	Highly Technical	
<b>Type of Transaction:</b>	G2G – Government to Government	
<b>Who may avail:</b>	Local Chief Executives of the PGOM's Component Municipalities	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
1. Request Letter endorsing the Municipal Executive Orders for review (1 Original)		Requesting party

2. Municipal Executive Order/s to be reviewed (1 Original)			Requesting party	
3. Attachments - i.e. Previous Executive Orders/Minutes (1 Photocopy)			Requesting party	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Register at client's logbook and submit the request letter and Municipal Executive Order, with its attachment/s, if any	1. Receive Municipal Executive Order for review and its attachments  1.1 Verify and assess the completeness of submitted documents.	None	20 minutes	Administrative Aide II Provincial Legal Office
	1.2. Record the following information on the Incoming Excel file:  i. Date and time of receipt; ii. Originating office/agency; iii. Name of personnel who received	None	10 minutes	Administrative Aide II Provincial Legal Office



	<p>the documents ;</p> <p>iv. Nature and title of request; and</p> <p>v. Other relevant details (document tracking number/ specific instruction/ requests)</p>			
	1.3. Attach blank Internal Route Slip (IRS) and Assignment Slip to the documents he/she received	None		
	1.4. Fill out IRS and forward to Acting Administrative Officer IV for assignment to a Legal Assistant or subsequent endorsement to the Provincial Legal Officer	None		
	1.5. Assign the review of the Municipal Executive Order to a Legal	None	15 minutes	Provincial Legal Officer/ Administrative Officer IV Provincial Legal Office





	Assistant or Special Assistant on Legal Affairs (SA)			
	1.6. Draft review of Municipal Executive Order	None	9 days	Legal Assistant II/ Legal Assistant I Provincial Legal Office
	1.7. Conduct initial review of the draft Municipal Executive Order's review	None	5 days	Administrative Officer IV Provincial Legal Office
	1.8. Return the draft to the concerned Legal Assistant for revisions of corrections cited in the initial review	None		
	1.9. Conduct final review, approve finalization of draft Municipal Executive Order's review, and instruct the preparation of Certificate of Legality, if warranted	None	5 days	Provincial Legal Officer Provincial Legal Office



	1.10. Prepare transmittal memorandum/ endorsement and Certificate of Legality and finalize Municipal Executive Order's review for the Provincial Legal Officer's signature	None	2 hours	Legal Assistant II/ Legal Assistant I Provincial Legal Office
	1.11. Sign Municipal Executive Order's review and Certificate of Legality	None	1 hour	Provincial Legal Officer Provincial Legal Office
	1.12. Verify attachments of the signed Municipal Executive Order's review and Certificate of Legality and reproduce copies of the same for filing and distribution to the requesting office	None	2 hours	Legal Assistant II Provincial Legal Office
	1.13. Record transmittal of the Municipal Executive Order's Review and	None		



	Certificate of Legality in the outgoing logbook			
	1.14. Delivery/Release of the Municipal Executive Order's review and Certificate of Legality to the requesting office/agency	None	1 hour	Administrative Aide III Provincial Legal Office
2. Receive the Municipal Executive Order's review and Certificate of Legality from the PLO	2. File, scan, and upload a copy of the Municipal Executive Order's review, Certificate of Legality and its attachments to the appropriate folder and the Office online storage system	None	30 minutes	Administrative Aide II Provincial Legal Office
		None	<b>19 days, 7 hours, and 15 minutes</b>	



## 8. Legal Review of MOA, MOU, Contracts, Executive Orders, Ordinances and Resolutions

The Provincial Legal Office reviews Memoranda of Agreement, Contracts, Deeds, other similar contractual undertakings, Executive Orders, Resolutions, and Ordinances submitted by PGOM Offices, component local government units (LGUs), and National Government Agencies and instrumentalities and recommends modifications and revisions thereto. Request/s for this service may be submitted to the Provincial Legal Office every Monday to Friday, from 8:00AM to 5:00PM.

<b>Office or Division:</b>	Provincial Legal Office/Legal Division			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2G – Government to Government			
<b>Who may avail:</b>	1. PGOM employees and officials; 2. Officials of PGOM's Component Local Government Units; or 3. Employees and officials of National Government Agencies and Instrumentalities			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Request/Letter addressed to Provincial Legal Officer (1 Original)		Requesting party		
2. Document to be reviewed - Memorandum of Agreement/ Contract/ Deed/ Executive Order/ Resolution/Ordinance (1 Original)		Requesting party		
3. Attachments - i.e. Transfer Certificates of Title/Tax Declaration, previous Contracts/Executive Order, Minutes or Committee Hearing Report (1 Photocopy)		Requesting party		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE

1. Register at client's logbook and submit the document/s to be reviewed with its attachment/s	<p>1. Receive documents to be reviewed and its attachments</p> <p>1.1. Verify and assess the completeness of submitted documents.</p>	None	20 minutes	Administrative Aide II Provincial Legal Office
	<p>1.2. Record the following information on the PLO's Incoming Excel file:</p> <ul style="list-style-type: none"> <li>i. Date and time of receipt;</li> <li>ii. Originating office/agency;</li> <li>iii. Name of personnel who received the documents;</li> <li>iv. Nature and title of request; and</li> <li>v. Other relevant details (document tracking number/specific instruction/requests)</li> </ul>	None	10 minutes	Administrative Aide II Provincial Legal Office

	1.3. Attach blank Internal Route Slip (IRS) and Assignment Slip to the documents he/she received	None		
	1.4. Fill out IRS and forward to Acting Administrative Officer IV for assignment to a Legal Assistant or subsequent endorsement to the Provincial Legal Officer	None		
	1.5. Assign the review of the MOA/Contract/EO/Deed/Resolution/Ordinance to Legal Assistant or Special Assistant on Legal Affairs (SA)	None	15 minutes	Provincial Legal Officer/ Administrative Officer IV Provincial Legal Office
	1.6. Prepare Agreement Review (AR), Executive Review (ER), or <i>Sanggunian</i> Review (SR)	None	9 days	Legal Assistant II/ Legal Assistant I Provincial Legal Office



	<p>1.7. Conduct initial review of the draft AR/ER/SR</p> <p>1.8. Return the draft to the concerned Legal Assistant for revision of corrections cited in the initial review</p>	<p>None</p> <p>None</p>	<p>5 days</p>	<p>Administrative Officer IV Provincial Legal Office</p>
	<p>1.9. Conduct final review, approve draft AR/ER/SR for finalization, and instruct the preparation of the applicable Certificate of Legal Sufficiency/ Certification</p>	<p>None</p>	<p>5 days</p>	<p>Provincial Legal Officer Provincial Legal Office</p>
	<p>1.10. Prepare transmittal memorandum/ endorsement, the applicable Certification/ Certificate of Legal Sufficiency and finalize AR/ER/SR for the Provincial Legal Officer's signature</p>	<p>None</p>	<p>2 hours</p>	<p>Legal Assistant II/ Legal Assistant I Provincial Legal Office</p>



	1.11. Sign the AR/ER/SR and its transmittal/endorsement	None	1 hour	Provincial Legal Officer Provincial Legal Office
	1.12. Verify attachments of the signed AR/ER/SR and reproduce copies of the same for filing and distribution to the requesting office  1.13. Record transmittal of the AR/ER/SR in the outgoing logbook	None	2 hours	Legal Assistant II Provincial Legal Office
	1.14. Deliver/release the AR/ER/SR to the requesting office/agency	None	1 hour	Administrative Aide III Provincial Legal Office
2. Receive the AR/ER/SR from the PLO	2. File, scan, and upload a copy of the AR/ER/SR and its attachments to the appropriate folder and the Office online storage system	None	30 minutes	Administrative Aide II Provincial Legal Office
		<b>None</b>	<b>19 days, 7 hours, and 15 minutes</b>	





# **Provincial Legal Office**

## **Internal Services**



## 1. Issuance of No Pending Slip

A No Pending Slip is issued by the Provincial Legal Office (PLO) to officials and employees of the Provincial Government of Oriental Mindoro (PGOM). Said slip certifies that an official or employee has no pending administrative charges/case filed before the PLO. Said Slip may be requested from the Provincial Legal Office every Monday to Friday, from 8:00AM to 5:00PM.

<b>Office or Division:</b>	Provincial Legal Office/Administrative Section			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G – Government to Government			
<b>Who may avail:</b>	Any employee or official of the Provincial Government of Oriental Mindoro			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Accomplished No Pending Slip (2 original)		Provincial Legal Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Register at client's logbook upon entry and inform the receiving staff that he/she intends to secure a no pending slip	1. Give the client two (2) blank no pending slips and instruct him/her to fill out both blank slips with the following details : <ul style="list-style-type: none"> <li>i. Client's Name;</li> <li>ii. Client's Designation/Plantilla Position and Office;</li> </ul>	None	5 minutes	Legal Assistant II/ Administrative Aide II



	<p>iii. Reason for securing a no pending slip (i.e. transfer, terminal leave, resignation, retirement )</p>			
<p>2. Fill out the two (2) blank no pending slips and return both of the slips to the receiving staff upon accomplishing them</p>	<p>2. Check if the client filled out the required information.</p> <p>2.1 Look into the records for any pending administrative charge/case filed against the requesting client.</p> <p>2.2 If client has no pending administrative charge/case filed against him in the PLO's records, forward the two (2) no pending slips to the Provincial Legal Officer or his designated alternative</p>	<p>None</p> <p>None</p> <p>None</p>	<p>5 minutes</p>	<p>Legal Assistant II/ Administrative Aide II</p>



	signatory for signature			
	2.3 Sign the no pending slips	None	2 minutes	Provincial Legal Officer/ Administrative Officer IV
	2.4. Record the date and the client's name, and office in the logbook  2.5 Release one (1) copy of the no pending slip to the client and ask them to affix their signature and the date and time of the slip's release in the logbook	None	3 minutes	Legal Assistant II/ Administrative Aide II



3. Claim one (1) copy of the no pending slip and affix their signature and the date and time of the slip's release in the logbook	3. File the remaining copy of the no pending slip into the appropriate folder/cabinet	None	3 minutes	Legal Assistant II/ Administrative Aide II
		None	<b>18 minutes</b>	

## 2. Operation of Mini Law Library

The Provincial Legal Office operates a mini law library, mainly comprised of books regarding law subjects, Supreme Court Reports Annotated (SCRA), executive issuances, and special laws. Said books may be utilized and/or borrowed by any employee or official of the Provincial Government of Oriental Mindoro (PGOM) upon presentation of his/her PGOM-issued identification card. Books from the Mini Law Library may be borrowed and returned in the Provincial Legal Office every Monday to Friday, from 8:00AM to 5:00PM.

<b>Office or Division:</b>	Provincial Legal Office/Administrative Section			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G – Government to Government			
<b>Who may avail:</b>	Any employee or official of the Provincial Government of Oriental Mindoro			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Accomplished Borrower's Slip/Form (1 original)		Provincial Legal Office		
2. PGOM-issued identification card (1 photocopy)		Requesting Party/Borrower		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>



1. Register at client's logbook upon entry.	1. Inquire regarding the law book the client intends to borrow and request them to fill out the Borrower's Slip/Form	None	5 minutes	Legal Assistant II/ Administrative Aide II
2. Mention the title, author, and details of the book they intend to borrow and fill out said pertinent details in the Borrower's Slip/Form	2. Check for the book's availability. If available, record the details of the book to be borrowed and the borrower's information in the Borrower's Slip/Form  2.1. Disclose Office rules and regulations as to the borrowing of books to the client and release the book to the client.	None	15 minutes	Administrative Officer IV/ Administrative Aide II
3. Return of the borrowed book after three (3) days	3. Accept the book, record the date and time of its return, and place the book back to the PLO's Library.	None	5 minutes	Legal Assistant II/ Administrative Aide II
		None	<b>25 minutes</b>	



**Provincial Legal Office - Extension Office  
PMRB Secretariat Office  
Services: Provision of Secretariat Services to the  
Provincial Mining Regulatory Board (PMRB)  
External Services**



## Certificate of Allowance:

Individuals or corporation which has pending renewal Commercial Sand and Gravel Permit application before the PMRB may be granted of Certificate of Allowance for Sand and Gravel Extraction pursuant to PMRB Resolution No. 03-2022 dated 22 June 2022 entitled, “Resolution Allowing Sand and Gravel Permit Renewal Applicants to Purchase in Advance 20% of their Applied Extraction Volume” pending the approval of their applied permits by all members of the PMRB and the Provincial Governor.

<b>Office or Division:</b>		Provincial Legal Office – PMRB Secretariat Services Unit		
<b>Classification:</b>		Simple		
<b>Type of Transaction:</b>		G2C – Government to Client		
<b>Who may avail:</b>		Client/Applicant		
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
Duly signed letter of the applicant indicating a request for the issuance of Certificate of Allowance			From the Applicant himself	
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Make a verbal request or submit a signed letter request for the issuance of Certificate of Allowance to the PMRB	1. Receive a verified request from the applicant or his/her duly appointed representative	None	5 Mins.	Legal Asst. 1 PMRB Secretariat staff, Provincial Legal Office -extension office
	2. Track the status of the approval of the CSAG Permit Application by the PMRB members	None	10 Mins.	Legal Asst. 1 PMRB Secretariat staff, Provincial Legal Office -extension office
	3. Re-assess/ evaluate the completeness and propriety of submitted	None	5 Mins	Legal Asst. 1 PMRB Secretariat staff, Provincial Legal Office -extension office





	documentary requirements on file			
	4. Prepare a Certificate of Allowance as requested by the renewal permit applicant	None	10 mins	Legal Asst. 1 PMRB Secretariat staff, Provincial Legal Office -extension office
	5. Sign, Stamp, and Record the Certificate of Allowance	None	5 Mins	Legal Asst. 1 PMRB Secretariat staff, Provincial Legal Office -extension office
2. Receive the requested Certificate of Allowance needed in the purchase of delivery receipts	6. Release/hand the Certificate of Allowance to requesting client	None	5 Mins	Legal Asst. 1 PMRB Secretariat staff, Provincial Legal Office -extension office
<b>TOTAL</b>		None	<b>40 Mins.</b>	

### **New Application: Commercial Sand and Gravel (CSAG) Permit**

Commercial Sand and Gravel Permit may be issued to a qualified individual or corporation who is interested to venture in commercial extraction and disposal of sand and gravel resources. The Provincial Mining Regulatory Board (PMRB) Secretariat Office provides technical assistance to the applicants relating to acquisition, establishment, and operation of sand and gravel extraction projects.

<b>Office or Division:</b>	Provincial Legal Office – PMRB Secretariat Services Unit
<b>Classification:</b>	Highly Technical



<b>Type of Transaction:</b>		G2C – Government to Client		
<b>Who may avail:</b>		Client/Applicant		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Duly Notarized Application Form - Six (6) Original Copies		PMRB Secretariat Office (Provincial Legal Office extension)		
2. Mayor's Clearance/Permit - two (2) clear machine copies		Office of the Mayor (concerned municipality)		
3. Barangay Resolution - two (2) clear machine copies		Host Barangay		
4. Proof of Ownership – True Electronic Copy of Transfer Certificate of Title (for titled) or Tax Declaration (for untitled land) - one (1) original or clear machine copy		Registry of Deeds, Provincial Assessor's Office		
5. Operating Agreement (if required) - one (1) original or clear machine copy		PMRB Secretariat Office (Provincial Legal Office extension)		
6. BIR Registration - one (1) original or clear machine copy		Bureau of Internal Revenue District Office		
7. Zoning Clearance - two (2) clear machine copies		City/Municipal Planning & Development Office		
8. Area Clearance – one (1) original or clear machine copy		DENR-MGB Regional Office		
9. Environmental Compliance Certificate - one (1) original or clear machine copy		DENR-EMB		
10. Narrative Report of the Survey		Deputized GE, Victoria, Or. Mindoro		
11. Survey Plan of the Applied Area – four (4) blue print copies		Deputized GE, Victoria, Or. Mindoro		
12. Field Verification Report		PG-ENRO PGOM		
13. Geotagged Photos – minimum of three (3) images		PG-ENRO PGOM		
14. Other Clearances (as may be required) - one (1) original or clear machine copy		DPWH, NIA, School, Churches		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Present the Proof of Ownership and the Survey Plan of the applied area to the PMRB Secretariat for evaluation as to viability of the proposed sand and	1. Conduct area assessment/evaluation using Google Earth application	None	60 mins	Legal Asst. 1 PMRB Secretariat staff, Provincial Legal Office - extension office



gravel extraction project				
2. Submit barangay resolution, mayor's no objection certificate, and zoning certificate	2. Evaluate the presented document and issue order of payment for CSAG Permit application fees	None	30 mins.	Legal Asst. 1 PMRB Secretariat staff, Provincial Legal Office - extension office
3. Pay the prescribed application fees to the Provincial Treasurer's Office	3. Issue Order of Payment	P9,510.00	5 mins	Cash Receipt Division, Cashier  Legal Asst. 1 PMRB Secretariat staff, Provincial Legal Office - extension office
	4. Prepare CSAG Permit Application indicating the Official Receipt No. and the assigned Application No., and hand the CSAG permit application to applicant		15 mins.	Legal Asst. 1 PMRB Secretariat staff, Provincial Legal Office - extension office
4. Receive the CSAG permit application for signing and notary	Hand the CSAG permit application to applicant	None	5 mins	PMRB Secretariat staff, Provincial Legal Office - extension office
5. Return the CSAG Permit Application bearing the Official Receipt Number of application fees paid and notarized by a lawyer	5. Require the applicant submit other documentary requirements as indicated in the Checklist and inform the applicant of the prevailing process for the approval of CSAG permit applications	None	15 mins	Legal Asst. 1 PMRB Secretariat staff, Provincial Legal Office - extension office



6. Submit remaining compliance requirements in accordance to the CSAG Permit Application checklist	5. Evaluate the submitted compliance requirements as their genuineness, propriety and consistency	None	90 mins	Legal Asst. 1 PMRB Secretariat staff, Provincial Legal Office - extension office
7. Secure Field Verification Report from PG-ENRO	6. Indorse letter request of applicant to PG-ENRO for the conduct of field verification and issuance of Field Verification Report	None	18 days	Legal Asst. 1 PMRB Secretariat staff, Provincial Legal Office - extension office
8. Secure Area Clearance from MGB Regional Office of the Permit application area	7. Indorse the CSAG Permit application, survey plan and narrative report of the survey to MGB Regional Office (Scanning and e-mail sending of the documents included)	None	18 days	Legal Asst. 1 PMRB Secretariat staff, Provincial Legal Office - extension office
9. Comply the Posting requirement for CSAG application	8. Require the posting of the CSAG permit application	None	15 days	Legal Asst. 1 PMRB Secretariat staff, Provincial Legal Office - extension office
10. Submit the proof of posting (Certification or Affidavit of Posting)	9. Receive and file the proof of posting in the application folder	None	5 mins	Legal Asst. 1 PMRB Secretariat staff, Provincial Legal Office - extension office
	10. Refer the approval of CSAG Permit applications to the members of PMRB and to the Provincial Governor	None	42 days	Legal Asst. 1 PMRB Secretariat staff, Provincial Legal Office - extension office
11. Accept the approved CSAG permit	11. Release the completely approved renewal CSAG permit	None		Legal Asst. 1



for signing and notary	for acknowledgement by the applicant and notary by a notary public		5 mins	PMRB Secretariat staff, Provincial Legal Office - extension office
<b>TOTAL</b>		<b>P9,510.00</b>	<b>75 Days and 3.75 Hours</b>	

### Renewal Application: Commercial Sand and Gravel (CSAG) Permit

Commercial Sand and Gravel Permit renewal application may be filed by qualified individuals or corporation who intend to sustain their sand and gravel extraction project. The PMRB Secretariat Office provides technical assistance to the applicants relating to sustainability and compliance of the operation of the sand and gravel sites

<b>Office or Division:</b>	Provincial Legal Office – PMRB Secretariat Services Unit		
<b>Classification:</b>	Highly Technical		
<b>Type of Transaction:</b>	G2C – Government to Client		
<b>Who may avail:</b>	Client/Applicant		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>	
Duly Notarized Application Form - Six (6) Original Copies		PMRB Secretariat Office (Provincial Legal extension Office)	
Mayor’s Clearance/Permit - Two (2) clear machine copies		Office of the Mayor (concerned municipality)	
Barangay Resolution - Two (2) clear machine copies		Host Barangay	
Proof of Ownership – True Electronic Copy of Transfer Certificate of Title (for titled) or Tax Declaration (for untitled land) <b>XXX</b> Operating Agreement (if required) <b>XXX</b>		Registry of Deeds, Provincial Assessor’s Office	
BIR Registration (present only the BIR Form No. 0605 for the current year) - Two (2) clear machine copies		Bureau of Internal Revenue District Office	
Zoning Clearance - Two (2) clear machine copies		City/Municipal Planning & Development Office/Zoning Division	
Area Clearance <b>XXX</b>		DENR-MGB Regional Office	
Environmental Compliance Certificate <b>XXX</b>		DENR-EMB	
Narrative Report of the Survey <b>XXX</b>		Deputized GE, Victoria, Or. Mindoro	
Survey Plan of the Applied Area <b>XXX</b>		Deputized GE, Victoria, Or. Mindoro	
Field Verification Report – One (1) Original copy		PG-ENRO PGOM	
Geotagged Photos – At least Three (3) images		PG-ENRO PGOM	
Other Clearances (as may be required) - one (1) original or clear machine copy		DPWH, NIA, School, Churches	



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the yearly expiring documentary requirements (barangay resolution, mayor's Clearance, zoning clearance, and BIR Form 0605 for the current year)	1. Received and record the submitted documentary requirements by the applicant	None	25 mins	Legal Asst. 1 PMRB Secretariat staff, Provincial Legal Office - extension office
	2. Evaluate the submitted document	None	10 mins	Cash Receipt Division, Cashier  Legal Asst. 1 PMRB Secretariat staff, Provincial Legal Office - extension office
2. Pay the prescribed application fees	3. Issue Order of Payment	P9,510.00	5 mins	Provincial Treasury/ Admin Asst. IV
	4. Prepare CSAG Permit Application indicating the Official Receipt No. and the assigned Application No., and		15 Mins.	Legal Asst. 1 PMRB Secretariat staff, Provincial Legal Office - extension office
3. Receive the CSAG permit application for signing and notary	5. Hand the CSAG permit application to applicant	None	1 min	PMRB Secretariat staff, Provincial Legal Office - extension office
4. Return the CSAG Permit Application	6. Require the applicant submit other documentary requirements as	None	15 Mins	Legal Asst. 1 PMRB Secretariat



bearing the Official Receipt Number of application fees paid and notarized by a lawyer	indicated in the Checklist and inform the applicant of the prevailing process for the approval of CSAG permits			staff, Provincial Legal Office - extension office
5. Secure the required Field Verification Report from PG-ENRO	7. Indorse letter request of applicant to PG-ENRO for the conduct of field verification and issuance of Field Verification Report	None	18 days	Legal Asst. 1 PMRB Secretariat staff, Provincial Legal Office - extension office
6. Comply the Posting requirement for CSAG application	8. Require the posting of permit application to the concerned barangay and municipality	None	15 days	Legal Asst. 1 PMRB Secretariat staff, Provincial Legal Office - extension office
7. Submit proof of posting (Certification or Affidavit of Posting)	9. Receive the submitted proof posting issued by the concerned barangay and municipality	None	5 mins	Legal Asst. 1 PMRB Secretariat staff, Provincial Legal Office - extension office
	10. Refer the approval of CSAG Permit applications to the members of PMRB and to the Provincial Governor	None	42 days	Legal Asst. 1 PMRB Secretariat staff, Provincial Legal Office - extension office
8. Receive the approved CSAG Permit	11. Release the completely approved renewal CSAG permit for acknowledgement by the applicant and notary by a notary public	None	5 mins	Legal Asst. 1 PMRB Secretariat staff, Provincial Legal Office - extension office
<b>TOTAL</b>		<b>P9,510.00</b>	<b>75 days, 1 hour, and 25 mins</b>	



## **Provincial Engineer's Office External Services**





## 1. Request for contractor's payment processing

For the payment of contractor's partial or full work accomplishment.

Service Availability: Monday and Friday (8:00am to 5:00pm) except holidays

<b>Office or Division:</b>	Administrative Unit, Construction Division, Planning, Designing and Programming Division and Materials Quality Control Division	
<b>Classification:</b>	Simple	
<b>Type of Transaction:</b>	G2C- Government to Citizen , G2B-Government to Business Entity	
<b>Who may avail:</b>	Contractors	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Contractor's letter of request for billing (2 copies – original)		Contractor
2. Statement of Work Accomplished (5 copies – original)		Contractor
3. Time Elapsed (5 copies – original)		Provincial Engineer's Office
4. Approved Suspension Order, if any (2 copies – original)		Provincial Engineer's Office
5. Approved Resume Order, if any (2 copies – original)		Provincial Engineer's Office
6. Approved Change Order, if any (3 copies – original)		Provincial Engineer's Office
7. As Built Plan (1 copy – original)		Contractor
8. Pictures taken before, during and after completion of the project by the Inspectorate Team		Provincial Engineer's Office
9. Inspection Report (2 copies – original)		Provincial Engineer's Office
10. Certificate of Inspection and Completion by the Inspectorate Team (2 copies – original)		Provincial Engineer's Office
11. Materials Quality Control (MQC) Reports (2 copies – original)		Provincial Engineer's Office
12. Provincial Treasurer's Office's (PTO) Official Receipt for MQC Tests (1 copy – original)		Contractor
13. Contractor's Affidavit (3 copies – original)		Contractor
14. Technical Specifications (1 copy – original)		Contractor
15. Notice of Award (1 copy – original)		Contractor



16. Notice to Proceed (1 copy – original)		Contractor		
17. Contract of Agreement (1 copy – original)		Contractor		
18. Program of Works (POW) (1 copy – original)		Provincial Engineer's Office		
19. Department of Labor and Employment (DOLE) Safety and Health Program, if applicable)		Contractor		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit requirements for full payment.	1. Assist contractor-client in accomplishing request slip and check documents as to completeness.	None	10 minutes	Mr. Jeffrey Kevin M. Nuevas - <i>Engineering Aide II</i> or Ms. Geraldine M. Goot – <i>Engineering Aide II</i> <i>Provincial Engineer's Office (PEO)</i>
	1.1 Perform final review of documents, affix initial in the space provided for Provincial Engineer's signature.	None	1 hour	Engr. Emma N. Dolor - <i>Engineer IV PEO</i>
	1.2 Prepare Contractor's Voucher.	None	10 minutes	Ms. Geraldine M. Goot – <i>Engineering Aide II PEO</i>
	1.3 Prepare Obligation Request (ObR).	None	15 minutes	Ms. Maria Angeline A. Mendoza – <i>Administrative Officer V PEO</i>



	1.4 Review and initial ObR.	None	10 minutes	Ms. Maria Angeline A. Mendoza – <i>Administrative Officer V</i> PEO
	1.5 Facilitate Provincial Engineer's signing of documents.	None	5 minutes	Mr. Jeffrey Kevin M. Nuevas - <i>Engineering Aide II</i> PEO
	1.6 Sign documents.	None	1 day	Engr. Edylou B. Tejido - <i>Provincial Engineer</i> PEO
	1.7 Release contractor's documents	None	5 minutes	Mr. Jeffrey Kevin M. Nuevas - <i>Administrative Aide II</i> PEO
2. Fill up Client Satisfaction Form and drops it into suggestion box.	2. Assist client in accomplishing and dropping Client Satisfaction Form into suggestion box.	None	5 minutes	Mr. Jeffrey Kevin M. Nuevas - <i>Administrative Aide II</i> or Ms. Geraldine M. Goot – <i>Engineering Aide II</i> PEO
	2.1 Forward documents to Provincial Budget Office for processing of payment		10 minutes	Mr. Jeffrey Kevin M. Nuevas - <i>Administrative Aide II</i> PEO
	<b>TOTAL</b>	None	<b>1 day, 2 hours &amp; 10 mins.</b>	



## 2. Request for Field Density Test

To ensure that the site is ready for pouring of concrete.

Service Availability: Monday to Friday (8:00am to 5:00pm) except holidays

<b>Office or Division:</b>	Administrative Unit, Construction Division and Materials Quality Control Division			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2C- Government to Citizen			
<b>Who may avail:</b>	Contractors			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
5. Contractor's letter request (1 Original)		Contractor		
6. Notice to Proceed (1 Photocopy)		Contractor		
7. Provincial Treasurer's Office's Official Receipt		Provincial Treasurer's Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit requirements.	1. Assist contractor-client in accomplishing request slip.	None	10 minutes	Ms. Geraldine M. Goot – <i>Engineering Aide II</i> Provincial Engineer's Office (PEO)
	1.1 Puts marginal note and forward to Materials Quality Control Division (MQCD) for action.	None	1 hour	Engr. Edylou B. Tejido – <i>Provincial Engineer</i> PEO
	1.2 Coordinate with the contractor for FDT schedule.	None	30 minutes	Engr. Melanio R. Templanza- <i>Engineer II</i> Milagros D. Lano – C&M <i>Foreman</i> PEO
2. Wait for the schedule of FDT inspection.	2. Prepare for the conduct of inspection and FDT.	None	1 day	Engr. Melanio R. Templanza- <i>Engineer II</i> Milagros D. Lano – C&M Foreman



				PEO
	2.1 Conduct FDT and laboratory tests	None	Depends upon the nature of the project	Ms. Milagros D. Lano – <i>C&amp;M Foreman</i> Mr. Mervin V. Martinez – <i>Laboratory Tech I</i> Mr. Shernan A. Ramos - <i>C&amp;M Capataz</i> Mr. Florencio B. Abarintos, Jr.- <i>Engineering Aide</i> <i>PEO</i>
	2.2 Prepare Worksheets and determine fees for payment to Provincial Treasury Office (PTO).	Fees depend upon the number of laboratory tests performed and the nature and type of project.	1 day	Engr. Melanio R. Templanza- <i>Engineer II</i> <i>PEO</i>
	2.3 Prepare Compliance Certificate to Contractor	None	10 mins	Engr. Henedina DR. Gutierrez – <i>Engineer IV</i> <i>PEO</i>
	2.4 Provincial Engineer shall sign Compliance Certificate.		1 day	Engr. Edylou B. Tejido – <i>Provincial Engineer</i> <i>PEO</i>
	<b>TOTAL</b>	None	<b>3 days, 1 hour, 50 minutes</b>	



### 3. Request for Final Inspection of Projects

To ensure that the quality of work accomplished is in accordance with the approved plans and specifications.

Service Availability: Monday to Friday (8:00am to 5:00pm) except holidays

<b>Office or Division:</b>	Administrative Unit, Construction Division, Planning, Designing and Programming Division, and Materials Quality Control Division	
<b>Classification:</b>	Simple	
<b>Type of Transaction:</b>	G2C- Government to Citizen	
<b>Who may avail:</b>	Contractors	
<b>CHECKLIST OF REQUIREMENTS *</b>		<b>WHERE TO SECURE</b>
1. Contractor's letter request for final inspection <i>(2 Copies of Original)</i>		Contractor
2. Program of Works <i>(1 Photocopy)</i>		Provincial Engineer's Office
3. Plans and Specifications <i>(1 Photocopy)</i>		Contractor
4. Notice of Award <i>(1 Photocopy)</i>		Contractor
5. Notice to Proceed <i>(1 Photocopy)</i>		Contractor
6. Contract Agreement <i>(1 Photocopy)</i>		Contractor
7. Change Order <i>(if any: 1 Original)</i>		Provincial Engineer's Office
8. Time Elapsed <i>(1 Original)</i>		Provincial Engineer's Office

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit requirements.	1. Assist client in accomplishing request slip and check document requirements	None	10 minutes	Ms. Neri A. Tubig - Administrative Assistant II Mr. Jeffrey Kevin M. Nuevas – Engineering Aide II <b>Provincial Engineer's Office (PEO)</b>



	1.1 Receive and Record documents	None	10 minutes	Ms. Neri A. Tubig - <i>Administrative Assistant II</i> Mr. Jeffrey Kevin M. Nuevas – <i>Engineering Aide II</i> PEO
	1.2 Review documents as to completeness and forward to the Provincial Engineer for scheduling of inspection	None	1 hour	Engr. Marielle A. Casiple – <i>Engineer II</i> PEO
2. Wait for the schedule of final inspection	2. Issue Memorandum to Inspectorate Team	None	1 day	Engr. Edylou B. Tejido - <i>Provincial Engineer</i> PEO
	2.1 Reproduce and distribute copies of Memorandum to Inspectorate Team members for information and action	None	1 hour	Ms. Neri A. Tubig - <i>Administrative Assistant II</i> Mr. Jeffrey Kevin M. Nuevas – <i>Engineering Aide II</i> PEO
	2.2 Prepare for the conduct of inspection	None	1 hour	Engr. Emma N. Dolor- <i>Engineer IV</i> or Representative Engr. Ponciano E. Cueto, Jr.- <i>Engineer IV</i> or Representative Engr. Henedina DR. Gutierrez – <i>Engineer III</i> or Representative PEO



	2.3 Conduct Inspection	None	1 day	Engr. Emma N. Dolor- <i>Engineer IV</i> or Representative Engr. Ponciano E. Cueto, Jr.- <i>Engineer IV</i> or Representative Engr. Henedina DR. Gutierrez – <i>Engineer III</i> or Representative PEO
	2.4 Consolidate Inspectorate Team reports and finalize	None	1 day	Engr. Marielle A. Casiple – <i>Engineer II</i> PEO
	2.5 Prepare and facilitate signing of Certificates of Inspection, Project Completion	None	2 days	Engr. Marielle A. Casiple – <i>Engineer II</i> PEO
	2.6 Sign the Certificates and other documents.	None	1 day	Engr. Edylou B. Tejido - <i>Provincial Engineer</i> PEO
	2.7 Issue Certificates of Inspection, Project Completion	None	1 day	Engr. Edylou B. Tejido - <i>Provincial Engineer</i> PEO
3. Fill out Client Satisfaction Form and drops it into suggestion box.	3. Request and assist client in accomplishing Client Satisfaction Survey Form	None	5 minutes	Ms. Neri A. Tubig - <i>Administrative Assistant II</i> PEO
	TOTAL	None	<b>7 days, 3 hours &amp; 25 mins</b>	





#### 4. Request for Provision of Construction Materials

For the provision of construction materials to the Sangguniang Barangay upon request  
Service Availability: Monday to Friday (8:00am to 5:00pm) except holidays

<b>Office or Division:</b>		Administrative Unit and Construction and Maintenance Division		
<b>Classification:</b>		Highly Technical		
<b>Type of Transaction:</b>		G2G- Government to Government		
<b>Who may avail:</b>		Barangay Officials		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Barangay Resolution/Request with Governor's Note (1 original copy)		Office of the Sangguniang Barangay/Governor's Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit requirements.	1. Assist client in accomplishing request slip and check document as to correctness	None	10 minutes	Mr. John Limuel B. Lopez – <i>Administrative Aide VI</i> <b>Provincial Engineer's Office (PEO)</b>
	1.1 Put marginal note to concerned Unit for action	None	1 hour	Engr. Edylou B. Tejido - <i>Provincial Engineer</i> <b>PEO</b>
2. Wait for the schedule and manner of distribution of construction materials.	2. Coordinate with the client thru text or call and arrange for the schedule and manner of distribution	None	1 day	Mr. John Limuel B. Lopez – <i>Administrative Aide VI</i> <b>PEO</b>
	2.1 Prepare Requisition and Issue Slip (RIS)	None	1 hour	Mr. John Limuel B. Lopez – <i>Administrative Aide VI</i> <b>PEO</b>
	2.2 Sign RIS	None	1 day	Engr. Edylou B. Tejido - <i>Provincial Engineer</i>



				PEO
3. Receive construction materials and sign accomplished RIS.	3. Issue requested construction materials and have the accomplished RIS signed by the client	None	5 days	Mr. John Limuel B. Lopez – <i>Administrative Aide VI</i> PEO
4. Fill out Client Satisfaction Form and drops it into suggestion box.	4. Assist client in accomplishing Client Satisfaction Survey Form	None	5 minutes	Mr. John Limuel B. Lopez – <i>Administrative Aide VI</i> or Ms. Geraldine M. Goot – <i>Engineering Aide II</i> PEO
	TOTAL	None	<b>7 days, 2 hours &amp; 15 mins</b>	

## 5. Request for Repair and Maintenance of Buildings

To ensure that government buildings are regularly maintained for a conducive work environment.

Service Availability: Monday to Friday (8:00am to 5:00pm) except holidays

<b>Office or Division:</b>	Administrative Unit and Maintenance Section			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2G- Government to Government			
<b>Who may avail:</b>	Barangay Officials			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Barangay Resolution/Request with Governor's Note		Office of the Sangguniang Barangay/Governor's Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Accomplish and submit request	1. Assist client in accomplishing Request Slip (RS) and forward	None	10 minutes	Ms. Geraldine M. Goot – <i>Engineering Aide II</i>



	to Provincial Engineer (PE) check document as to correctness			<b>Provincial Engineer's Office (PEO)</b>
	1.1 Put marginal note for action by the service provider	None	1 day	Engr. Edylou B. Tejido - <i>Provincial Engineer</i> PEO
	1.2 Group leader shall assign concerned Unit to coordinate with the requesting office, secure/prepare the necessary tools and materials and do the necessary repairs.	None	30 minutes upon request	Engr. Arleo M. Cabagyo – <i>Engineer II</i> or Mr. Rommel A. Cielo – C & M <i>Capataz</i> PEO
	1.3 Perform repair works	None	Depends upon the nature and extent of damages for repair	Engr. Domingo D. Maranan – <i>Engineering Assistant</i> Mr. Emmanuel F. Adriatico- <i>Carpenter I</i> Mr. Eric B. Gutierrez - <i>Plumber</i> PEO
	2.2 Sign RIS	None	1 day	Engr. Edylou B. Tejido - <i>Provincial Engineer</i> PEO
2. Fill out Client Satisfaction Form and drops it into suggestion box.	2. Request and assist client in accomplishing Client Satisfaction Survey Form	None	5 minutes	Ms. Geraldine M. Goot – <i>Engineering Aide II</i> PEO
	TOTAL	None	<b>1 day &amp; 45 mins Repair works</b>	



			depends upon the nature and extent of damages	
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## 6. Request for Maintenance of Roads

To ensure that roads are passable, serviceable and in good condition at all times.

Service Availability: Monday to Friday (8:00 am to 5:00 pm) except holiday

<b>Office or Division:</b>	Administrative Unit, Maintenance Section Equipment Pool Division			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G- Government to Government			
<b>Who may avail:</b>	Barangay Officials			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Barangay Resolution/Request with Governor's Note		Office of the Sangguniang Barangay/Governor's Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Accomplish and submit Request Slip and wait for the schedule of inspection.	1. Assist client in accomplishing Request Slip (RS) and forward to Provincial Engineer (PE)	None	10 minutes	Ms. Geraldine M. Goot – <i>Engineering Aide II</i> <b>Provincial Engineer's Office (PEO)</b>
	1.1 Put marginal note and forward to the Construction and Maintenance Division for action	None	1 hour	Engr. Edylou B. Tejido - <i>Provincial Engineer</i> PEO
	1.2 PEO Construction Division Chief shall instruct Maintenance Engineer for action and	None	1 hour	Engr. Arleo M. Cabagyo – <i>Engineer II</i> or Mr. Rommel A. Cielo – C & M <i>Capataz</i> PEO



	coordinate with Equipment Pool Division Chief for the availability of heavy equipment and the operator			
	1.3 Perform site inspection of damaged road	None	1 day	Engr. Arleo M. Cabagyo – <i>Engineer II</i> or Mr. Rommel A. Cielo – <i>C &amp; M Capataz PEO</i>
	1.4 Signs and makes available needed heavy equipment operator	None	1 hour	Engr. Gilbert H. Casapao – <i>Engineer II PEO</i>
	TOTAL	None	<b>1 day, 3 hours &amp; 10 mins.</b>	



**Provincial Disaster Risk Reduction and  
Management Office  
External Services**



## Research, Planning, Administration, and Training Services

### 1. Availing Technical Assistance, and Resource Facilitation Services to discuss Subjects/Topics/Modules on Disaster Risk Reduction and Management

People and communities are vulnerable to disasters because of a lack of information about the hazards; how to prepare for them; and how to reduce the risk of hazards affecting their lives and livelihoods. When their level of awareness is increased, people and communities are more prepared. By harnessing the expertise and resources available through these services, stakeholders can enhance their understanding of disaster risks, develop effective strategies for mitigating and adapting to hazards, and ultimately build more resilient and sustainable communities.

<b>Office or Division:</b>	Research, Planning, Administration, and Training Division			
<b>Classification</b>	Complex			
<b>Type of Transaction:</b>	G2C – Government to Citizen G2G – Government to Government G2B – Government to Business Entity			
<b>Who may avail:</b>	Personnel of government agencies, elected officials, private sectors, CSOs, uniformed personnel, students, and other stakeholders.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter request for technical assistance: <ul style="list-style-type: none"> <li>Addressed to the Provincial Governor</li> <li>Attention to PDRRM Officer</li> <li>Contains purpose, target date, estimated time of return, type, and number of equipment, tools, and supplies.</li> <li>Signed by an authorized officer.</li> </ul>		Requesting party		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in to the Client Logbook before entering the office.	1. Give the logbook to the client	None	5 minutes	Administrative Aide IV (Clerk II), Administrative Section
2. Submit a request letter for training at least 5 working days before the target date, depending on the type of activity and logistical requirements. <ul style="list-style-type: none"> <li>In person</li> </ul>	2.1 Receives letter request 2.2 Record the letter request 2.3 Endorsement to Research, Planning, Administration	None	10 minutes	Administrative Aide IV (Clerk II) Administrative Section LDRRM Assistant Research, Planning, Administration and Training Division

• Via email	and Training Division			
3. Receives approved request on DRRM subjects	3. Discuss and plan the DRRM subjects with the PDRRMO 3.1 Prepare reply letter or coordinates with the requesting party	None	3 days upon receipt	PDRRMO LDRRMO IV or any assigned personnel Research, Planning, Administration, and Training Division
4. Assist the Resource person on the specified date(s)	4. Deliver the requested DRRM subjects during the specified date of the activity	None	1 day	PDRRMO LDRRMO IV or any assigned personnel Research, Planning, Administration, and Training Division
5. Answer the Training Assessment Form after the discussion/training	5. Consolidate the Resource Person Assessment Form	None	15 minutes	LDRRMO IV, LDRRMO I, LDRRMO Assistant Administration and Training Section
		None	4 days and 30 minutes	

## 2. Availing of Customized and Specialized Training, Drills, and Simulation Exercises for Disaster Risk Reduction and Management Managers and Practitioners, Emergency Responders, and Other Stakeholders

In the realm of disaster risk reduction and management, the importance of preparedness and effective response cannot be overstated. To enhance the capabilities of disaster risk reduction and management managers and practitioners, emergency responders, and other stakeholders, customized and specialized training, drills, and simulation exercises





have emerged as crucial components. These tailored activities aim to equip individuals and organizations with the necessary skills, knowledge, and experience to effectively navigate and mitigate the complexities associated with disasters.

Customized training programs offer a targeted approach to address the specific needs and challenges faced by disaster risk reduction and management managers and practitioners. These programs are designed to enhance their understanding of disaster risk assessment, planning, and implementation and improve their decision-making abilities during emergencies. By focusing on the unique requirements of each participant, customized training ensures that the learning experience is relevant, practical, and directly applicable to their roles and responsibilities.

<b>Office or Division:</b>	Research, Planning, Administration, and Training Division			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2C- Government to Citizen G2G- Government to Government G2B- Government to Business Entity			
<b>Who may avail:</b>	Personnel of government agencies, elected officials, private sectors, CSOs, uniformed personnel, students and other stakeholders			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter request for technical assistance: <ul style="list-style-type: none"> <li>Addressed to the Provincial Governor</li> <li>Attention to PDRRM Officer</li> <li>Contains type of training, target date(s), venue and target participants</li> <li>Signed by an authorized officer</li> </ul>		Requesting Party		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in to the Client Logbook before entering the office.	1. Give the logbook to the client	None	5 minutes	<i>Administrative Aide-IV, Administrative Section</i>
2. Submit a request letter for training at least 4 working weeks before the target date, depending on the type of training and logistical requirements <ul style="list-style-type: none"> <li>In person</li> <li>Via email</li> </ul>	2. Receive letter request in person 2.1 Record the letter request 2.2 Endorse to Research, Planning, Administration, and Training Division	None	10 minutes	<i>Administrative Aide-IV, Administrative Section</i>



3. Receive approved requests on DRRM subjects	3. Discuss and plan the DRRM subjects with PDDRMO 3.1 Prepare reply letter or coordinates with the requesting party	None	3 days upon receipt	<i>PDRRMO LDRRMO-IV, LDRRMO-I, Administration and Training Section</i>
	5.1 Prepare the technical and administrative requirements of the training <ul style="list-style-type: none"> <li>• Training/ Activity Design</li> <li>• Purchase Request</li> <li>• Workbook/ Training Materials</li> </ul>	None	6 weeks before the training	<i>LDRRMO-IV, LDRRMO-I, LDRRM Assistant, Administration and Training Section</i>
4. Assist the Training Team on the specified date(s)	4. Deliver the requested DRRM subject during the specified date of the activity	None	1 day	<i>LDRRMO-IV, LDRRMO-I, LDRRM Assistant, Administration and Training Section</i>
5. Answer the Training Assessment Form after the discussion/training	5. Consolidate the Training Assessment Form	None	15 minutes	<i>LDRRMO-IV, LDRRMO-I, LDRRM Assistant</i>

## Operations and Warning Services

### 1. Standby Ambulance/Medic Assistance

Where there is a large gathering of people, such as at an event of a huge proportion, there is always a high possibility of mishaps and accidents. From passing out due to the heat and exhaustion to meeting with an unfortunate accident, anything and everything could happen in such a large area with so many people in attendance. As such, having a number of ambulances on standby, equipped with all the appropriate tools to provide emergency medical support in case of a calamity, is beneficial and essential to the event taking place smoothly and without a glitch. It ensures that the situation is contained immediately and the damage is minimized.

While natural calamities and freak accidents due to weather conditions cannot be predicted, steps can definitely be taken to safeguard ourselves against them or minimize their impact. From unexpected rain, thunder, and storms to other more major climatic



conditions, their impact can be extremely negligible or debilitating, depending on the rest of the factors in place. Having an ambulance present at the event would once again be monumental in helping prevent or reduce casualties and fatalities if they still do occur.

<b>Office or Division:</b>	Operations and Warning Division			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2C- Government to Citizen G2G- Government to Government G2B- Government to Business Entity			
<b>Who may avail:</b>	Personnel of government agencies, elected officials, private sectors, CSOs, uniformed personnel, students and other stakeholders			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter request for technical assistance (Original and/or electronic copy): <ul style="list-style-type: none"> <li>• Addressed to the Provincial Governor</li> <li>• Attention to PDRRM Officer</li> <li>• Contains type of activity, target date(s), venue and number participants</li> <li>• Signed by an authorized officer</li> </ul>		Requesting Party		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in to the Client Logbook before entering the office.	1. Give the logbook to the client.	None	5 minutes	<i>Administrative Aide-IV, Administrative Section</i>
2. Submit a request letter for training at least 1 working week before the target date, depending on the type of activity and logistical requirements	2. Receive letter request in person  2.1 Record the letter request	None	5 minutes	<i>Administrative Aide-IV, Administrative Section</i>



<ul style="list-style-type: none"> <li>• In person</li> <li>• Via email</li> </ul>				
	2.2 Endorse to Operations and Warning Division	None	5 minutes	<i>Administrative Officer- IV, Administrative Section</i>
3. Receive approved requests on DRRM subjects	3. Discuss and plan the DRMM subjects with the PDRRMO 3.1 Prepare a reply letter or coordinate with the requesting party	None	3 days upon receipt	<i>PDRRMO LDRRMO-IV, LDRRMO-III, Operations and Warning Section</i>
4. Assist the EMS Team(s)	4. Deliver the requested standby ambulance and medic assistance	None	1 day	<i>LDRRMO-IV, LDRRMO-I, LDRRM Assistant, Operations and Warning Section</i>
	<b>TOTAL</b>	<b>None</b>	<b>4 days and 15 mins</b>	

## 2. Emergency Response

Emergency situations warranting a response can range from natural disasters to hazardous materials problems and transportation incidents. The actions taken in the initial minutes of an emergency are critical. Response time is vital during emergency response. Extended response time can result from increased and permanent damage, a higher risk likelihood of fatalities, and greater distress involved.

<b>Office or Division:</b>	Operations and Warning Division
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C- Government to Citizen
<b>Who may avail:</b>	All citizens in Oriental Mindoro who needs emergency response



CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
During the call provide the following information: <ul style="list-style-type: none"> <li>Type of emergency (trauma, medical, fire, flood, drowning, etc.)</li> <li>Place of incident, nearest landmark</li> <li>Number of affected, name, age, sex, address, condition of the patient</li> <li>Name and contact number of the informant/caller</li> </ul>		Requesting Party		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Call Hotline (0916-20-1847, 288-2422)	1. Answer emergency calls, assess the case, and coordinate with the responder on duty	None	2 minutes	<i>LDRRMO II, Administrative Assistant III, Operations and Warning Division</i>
2. Wait for the responders	2. Dispatch responder and ambulance  2.1 Record the letter request	None	Area A- 10 minutes (within Calapan City and Poblacion, Baco) Area B- 20 minutes (Calapan City, Baco, Curva, Naujan)	<i>LDRRMO II, Administrative Assistant III, Operations and Warning Division</i>
	2.2 Endorse to Operations and Warning Division	None	5 minutes	<i>LDRRM Assistants, DMOAs on duty, Operations and Warning Division</i>



3. Receive first aid treatment	3. Assessment of patient -Give first aid treatment (for emergency cases)	None	20 minutes	<i>LDRRM Assistants, DMOAs on duty, Operations and Warning Division</i>
4. Go to the nearest hospital (if further medical attention is needed) *For emergency and life-threatening request cases	4. Endorse to the nearest hospital (if further medical attention is needed)	None	5 minutes	<i>LDRRMO-IV, LDRRMO-I, LDRRM Assistant, Operations and Warning Section</i>
	<b>TOTAL</b>	<b>None</b>	<b>32 minutes, Area A-10 mins, Area B-20 mins</b>	

### 3. Provision logistics support by lending rescue equipment, tools, and supplies.

Nowadays, life is becoming more complex together with the growing population, development of technology, and increasing risks. Hence, authorized people have to take more powerful measures to struggle against natural, weather, and technological disasters. When disasters occur, it is vital to rescue a large number of people in the shortest period of time and provide essential needs with appropriate methods. But all these activities depend on having good teams, sufficient equipment, tools, supplies, and correct practice knowledge to effectively implement the disaster management plans and execute rescue operations.

<b>Office or Division:</b>	Administrative Section
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C- Government to Citizen G2G- Government to Government G2B- Government to Business Entity
<b>Who may avail:</b>	Personnel of government agencies, elected officials, private sectors, CSOs, uniformed personnel, students and other stakeholders



CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter request for technical assistance: (Original and/or electronic copy) <ul style="list-style-type: none"> <li>• Addressed to the Provincial Governor</li> <li>• Attention to PDRRM Officer</li> <li>• Contains purpose, target date, and the estimated time of return, type, and number of equipment, tools, and supplies.</li> <li>• Signed by an authorized officer</li> </ul>		Requesting Party		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in to the Client Logbook before entering the office.	1. Give the logbook to the client	None	5 minutes	<i>Administrative Aide-IV, Administrative Section</i>
2. Submits a request letter for training at least 2 days before the target date, depending on the type of activity and logistical requirements <ul style="list-style-type: none"> <li>• In person</li> </ul> 2.1 Verbal Request states the following: <ul style="list-style-type: none"> <li>• Contains purpose, target date, and the estimated time of return,</li> </ul>	2. Receive letter request in person  2.1 Record the letter request  2.2 Give the request form	None	10 minutes	<i>Administrative Aide-IV, Administrative Officer IV, Administrative Aide IV (Storekeeper), Administrative Section</i>



<p>type, and number of equipment, tools, and supplies.</p> <p>2.2 Fill out the form for rescue equipment, tools, and supplies</p>				
3. Get the requested rescue equipment, tools, and supplies	4. Provide the requested equipment, tools, and supplies.	None	10 minutes	<i>Administrative Aide IV (Storekeeper), Administrative Section</i>
	<b>TOTAL</b>	<b>None</b>	<b>25 minutes</b>	





**Provincial Disaster Risk Reduction and  
Management Office  
Internal Services**



## General Administration Services

### 1. Processing of Payroll for Permanent and Non-Permanent Staff

Processing of salaries and wages of permanent and non-permanent staff of the Provincial Disaster Risk Reduction and Management Office.

<b>Office or Division:</b>	Administrative Section			
<b>Classification</b>	Simple			
<b>Type of Transaction:</b>	G2G – Government to Government			
<b>Who may avail:</b>	Personnel of office			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter request for technical assistance: <ul style="list-style-type: none"> <li>Signed DTR (Original)</li> <li>Accomplishment Report (3 Original copies)</li> <li>Attachments (2 copies of Approved Travel Order and Certificate of Appearance authenticated by HR)</li> <li>Signed by the Department Head/Authorized Officer.</li> </ul>		Requesting party		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Print the DTR, prepare the Accomplishment Report, and sign the same.	1. Verify the correctness of DTR as to the undertime, absences, and/or day-offs (if any).	None	15 minutes	Administrative Aide IV (Clerk II) Administrative Officer IV Administrative Section
2. Submit DTR to the Admin Section together with the original signed accomplishment report, authenticated certificate of appearance, and authenticated	2. Check the completeness of the submitted documents.	None	10 minutes	Administrative Aide IV (Clerk II) Administrative Officer IV Administrative Section



approved travel order (if any)				
	<p>2.1 Print the Payroll Sheet and forward it to PGDH for signature.</p> <p>2.2 Forward the Payroll Sheet to HR and to EA (GO Charging) for further processing.</p>	None	10 minutes	<i>Administrative Aide IV (Clerk II)</i> <i>Administrative Officer IV</i> <i>Administrative Section</i>
3. Monitor updates of payroll through the Payroll System and Document Tracking System.	3. Wait for the payroll to be marked as "Cash Ready" on the Payroll System.	None	Processing time may vary based on the update from the payroll system	<i>Administrative Aide IV (Clerk II)</i> <i>Administrative Officer IV</i> <i>Administrative Section</i>
	<b>TOTAL</b>	<b>None</b>	<b>35 minutes</b>	



# **LANGUAGE SKILLS INSTITUTE OF ORIENTAL MINDORO (LSI ORMIN) EXTERNAL SERVICES**



## BASIC ENGLISH LANGUAGE TRAINING PROGRAM

The program module covers the knowledge, skills and attitudes required using the Basic English language, and includes vocabularies, terminologies, phrases and basic expressions. Four competencies of communication- writing, reading, speaking and listening will be employed. It will likewise focus on improving trainees' skill in rendering customer service and workplace transactions. Trainings are scheduled throughout the year for a nominal duration of 100 hours utilizing blended modality.

### VARIANT 1: BASIC ENGLISH LANGUAGE LEARNING (BELL)

Focus on the unemployed job-ready, near-hires especially those whose prospective employers require workplace English communication skill.

### VARIANT 2: ADVANCE COURSE IN COMPETITIVE ENGLISH FOR TEACHERS AND OTHER PROFESSIONALS (ACCENTO)

Variant preferably for teachers, would be educators and other professionals.

<b>DIVISION/DEPARTMENT/OFFICE</b>	Language Skills Institute (LSI)	
<b>CLASSIFICATION</b>	Complex	
<b>TYPE OF TRANSACTION</b>	Government to Citizen (G2C)	
<b>WHO MAY AVAIL</b>	Public school teachers, job-ready/near-hires, professionals, children and other language users	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1	Trainees Profile – 1 original copy	Trainee-applicant
2	Valid ID – 1 photocopy	Trainee-applicant
3	Diploma or Transcript of Records – 1 photocopy	School/College



4	Birth Certificate – 1 photocopy	Local Civil Registrar's Office or Philippine Statistics Authority, Camilmil, Calapan City
5	1x1 ID pictures – 4 pieces	Trainee-applicant
6	2x2 ID pictures – 4 pieces	Trainee-applicant
7	P 500 bond deposit – refundable after program completion	Trainee-applicant
8	P 1500 registration fee – for employed trainees only	Trainee-applicant

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Inquire on LSI services:	1. Receive and answer inquiry	none	5 minutes	Training Assistants, PPESO-LSI
1.1 Through LSI Facebook Account (LSI Ormin)	1.1 Pre-register online interested party and includes in applicants list	none	10 minutes	Training Assistants, PPESO-LSI
1.2 For walk-in clients, includes personal data/information/documents and accomplish trainees' profile	1.2 Assess and check availability of the information relevant to the query and assist client in filling out forms			



2. Follow up the schedule (date and time) of the training or the availability of the information.	2. Confirm the requested information with the trainer and Center Manager/ Administrator . For queries, notifies trainee-applicants.	none	5 minutes	Training Assistants PPESO-LSI
3. Report for Institutional and Course Orientation	3. Orient trainee-applicants	none	1 hour	Center Manager/Administrator and English Facilitator, PPESO-LSI
4. Enroll in the program:  4.1 Take pre-test  4.2 Attend LEAP and Disaster Preparedness Orientation  4.3 Participate in intake /employment surveys	4.1 Administer the pre-test  4.2 Orient enrolled trainees  4.3 Assist trainee in accomplishing survey questionnaires	none  none  none	1 hour  1 hour  1 hour	English Facilitator  Computer Technician and Safety Officer  Training Assistant PPESO-LSI
5. Submit requirements	5 Receive and check requirements .	none	10 minutes	Training Assistants and Administrative Assistant



6. Pay registration fee (for employed only) and bond deposit	6 Receive payment, issue acknowledgment receipt and remit amount to PTO	P 500 bond deposit and P1500 registration fee for employed	15 minutes	Administrative Assistant PPESO-LSI PTO
	6.1 Prepare refund payroll	none	1 hour	Administrative Assistant PPESO-LSI
	6.2 Check transaction	none	4 hours	Executive Assistant (EA) Office
	6.3 Approve payroll	none	30 minutes	Provincial Administrator - Provincial Administrator's office
	6.4 Audit payroll	none	3 days	Accountant I/II, Provincial Accountant – Office of the Provincial Accountant
	6.5 Record transaction	none	30 minutes	Local Treasury Operations Office I/II, Provincial Treasurer – Provincial Treasurer's Office
	6.6 Approve payment/release	none	8 days	Provincial Governor



	6.7 Prepare cheque	none	30 minutes	Local Treasury Operations Office I/II, Provincial Treasurer – Provincial Treasurer's Office
	6.8 Approve/sign cheque	none	30 minutes	Provincial Administrator - Provincial Administrator's office
	6.9 Prepare advice	none	15 minutes	Accountant I/II, Provincial Accountant – Office of the Provincial Accountant
	6.10 Notify requesting party of availability of refund	none	5 minutes	Language Skills Institute (LSI)
7. Attend training proper and Institutional Assessment	7 Conduct the training and Institutional Assessment  7.1 BELL/ ACCENTO  7.2 Institutional Assessment  7.3 Issue Certificates of achievement	none	100 hours	English Facilitator/ Trainer  Language Skills Institute (LSI) Center Manager/ Administrator



8. Attend General Assembly (GA) and Graduation	8. Notify trainee-applicants of the schedule on social media and conducts GA and Graduation	none	10 minutes	Language Skills Institute (LSI)
	8.1 Present class performance rating		2 hours	Center Manager/ Administrator PPESO-LSI
	8.2 Issue Certificates of Participation and Training		2 hours	Provincial Governor/Chairman –LSS PMC
9. Refund bond deposit upon completion	9. Notify completers regarding schedule of release	none	5 minutes	Training Assistants PPESO-LSI
	9.1 Refund deposit 9.2 Release grant	none	10 minutes	Local Treasury Operations Office I/II, Provincial Treasurer – Provincial Treasurer's Office
<b>TOTAL</b>			<b>23 days, 20 hours and 30 minutes</b>	



## 2. TECH4ED

A Tech4Ed Center is a self-sustaining shared facility providing access to ICT-enabled services and relevant content. It serves as a conduit for efficient delivery of government and other services and a potent tool for the empowerment and participation of the unserved and underserved communities. Trainings are scheduled throughout the year. The program lasts from 2 to 6 days depending on the module.

### DIGITAL JOBS PH

Primarily aims to increase trainees' hire ability and employability by developing their ICT and marketing skills tailor-fit for home-based online job.

### DIGITAL LITERACY

The training focuses on communication information through writing on various digital platforms, including social media.

<b>DIVISION/DEPARTMENT/OFFICE</b>	Language Skills Institute (LSI)
<b>CLASSIFICATION</b>	Complex
<b>TYPE OF TRANSACTION</b>	Government to Citizen (G2C)
<b>WHO MAY AVAIL</b>	General Public

CHECKLIST OF REQUIREMENTS				WHERE TO SECURE
1	Trainees Profile – 1 original copy			Trainee-applicant
2	Valid ID – 1 photocopy			Trainee-applicant
3	Birth Certificate – 1 photocopy			Local Civil Registrar's Office or Philippine Statistics Authority, Camilmil, Calapan City
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE



1. Send inquiry.	1. Receive inquiry and answers query	none	5 minutes	Training Assistants PPESO-LSI
1.1 Through LSI Facebook Account (LSI Ormin)	1.1 Pre-register online interested party and include in applicants list	none	10 minutes	Training Assistants PPESO-LSI
1.2 Walk-in clients, include personal data/information/documents	1.2 Assess and check availability of the information relevant to the query	none	10 minutes	Training Assistants PPESO-LSI
2. Submit requirements	2 Receive, check and file requirements.	none	10 minutes	Training Assistants and Administrative Assistant PPESO-LSI
	2.1 Include client in the list of trainee-applicants	none	5 minutes	Training Assistants PPESO-LSI
3. Follow up the schedule (date and time) of the training or the availability of the information.	3 Confirm the information with the trainer and Center Manager/Administrator.	none	5 minutes	Training Assistants PPESO-LSI
	3.1 Notify trainee-applicants	none	5 minutes	Training Assistants PPESO-LSI
4. Report for Institutional and Course Orientation	4 Orient trainee-applicants	none	1 hour	Center Manager/Administrator and IT Resource Person - DICT
5. Attend training proper	5 Conduct the training	none	3 to 5 days	Language Skills Institute (LSI) and DICT Resource Person

<b>FEEDBACK AND COMPLAINTS MECHANISM</b>	
<b>How to send feedback</b>	<ol style="list-style-type: none"> <li>1. Answer the digital Client Satisfaction Survey (CSS) form via the digital tablet installed in every PGOM office, or if applicable, the customized printed client survey forms.</li> <li>2. Contact info: 043-288-7333 and/or <a href="mailto:pa@ormindoro.gov.ph">pa@ormindoro.gov.ph</a>.</li> </ol>
<b>How feedbacks are processed</b>	<ol style="list-style-type: none"> <li>1. Every first week of the month, a designated personnel from the Provincial Administrator's Office – Organizational Development and Performance Management Division (PA-ODPMD) generates and consolidates the CSS results. These are then forwarded to the concerned offices/individuals.</li> <li>2. For negative feedbacks and those that require answers, the Department/Division Head of the concerned office is instructed to immediately address said feedback and to provide the PA-ODPMD documentation on the status of complaint and the action taken by their office.</li> <li>3. Response/Action of the concerned office is relayed to the client as soon as possible.</li> <li>4. For inquiries and follow-ups, clients may contact the Provincial Administrator's Office at 043-288-7333.</li> </ol>
<b>How to file a complaint</b>	<ol style="list-style-type: none"> <li>1. Complaints can be filed either thru telephone numbers below, by dropping the written complaint or filling up the digital CSS form at the Public Assistance and Complaints Desk located at the Provincial Capitol Executive Building Lobby.</li> <li>2. The name and designation of the person being complained must be clearly indicated as well as the actual incident and evidence of the complaint.</li> <li>3. For inquiries and follow ups, clients may contact the Provincial Administrator's Office at 043-288-7333.</li> </ol>
<b>How complaints are processed</b>	<ol style="list-style-type: none"> <li>1. Results of CSS, including the complaints, are generated and consolidated on a monthly basis.</li> <li>2. The Provincial Administrator's Office, through its Organizational Development and Performance Management Division (PA-ODPMD), endorses the complaints to concerned departments/individuals for appropriate immediate action and intervention.</li> <li>3. The Department/Division Head of the concerned office is instructed to provide the PA-ODPMD documentation of its status and the action taken by their office.</li> <li>4. Response/Action of the concerned office is relayed to the complainant as soon as possible.</li> <li>5. The client shall be notified of the progress of the complaint.</li> <li>6. For inquiries and follow ups, clients may contact the Provincial Administrator's Office at 043-288-7333.</li> </ol>
Contact Information of Contact Center ng Bayan (CCB), Presidential Complaints Center (PCC), Anti Red Tape Authority (ARTA)	ARTA: <a href="mailto:complaints@arta.gov.ph">complaints@arta.gov.ph</a> :1-ARTA (1-2782) PCC: 8888 CCB: 0908-881-6565

