



**DEPARTMENT OF AGRICULTURE
REGIONAL FIELD OFFICE III**

**CITIZEN'S CHARTER HANDBOOK
(2024)**



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I. Mandate:

The Department is the government agency responsible for the promotion of agricultural development by providing the policy framework, public investments, and support services needed for domestic and export-oriented business enterprises.

II. Vision:

A modernized and globally competitive agriculture for a food secure, resilient and sustainable region.

III. Mission:

To empower farmers, fisherfolk and the agricultural stakeholders through efficient, accurate and responsive interventions for development.

IV. Service Pledge:

We, the officials and employees of the Department of Agriculture Regional Field Office III believe that a public office is a public trust.

We therefore make the following manifestations:

1. That, a good governance is essential for sustainable economic and social development;
2. That, good governance translates to the delivery of public services in a responsive, accountable and transparent manner by a public organization;
3. That, the DA philosophy, methods, procedures and standards in delivering its frontline services are contained in the DA Citizen's Charter, which we have read and essentially understood.
4. That, in view hereof, we hereby commit to do the following:
 - a) To know and abide by DA's service standards in performing the duties and responsibilities of my/our appointive/designated position/s, wherever possible;
 - b) To seek continued improvement of the service process/es of our service area;
 - c) To account for the Citizen's satisfaction/dissatisfaction in the DA products and services for which our work group is responsible; and
 - d) Through example, encourage others to be guided by adhere to the services standards spelled out in the DA Citizen's Charter.



I. EXTERNAL SERVICES



BIDS AND AWARDS COMMITTEE

PROCUREMENT PROCESS THROUGH COMPETITIVE BIDDING

The Bids and Awards Committee (BAC) office serves as the starting point of the procurement process of the Department of Agriculture Regional Field Office III to ensure the effective, and timely implementation of various programs and projects of DA-RFO III in accordance with the Revised Implementing Rules and Regulations of Republic Act 9184 otherwise known as the Government Procurement Reform Act.

Office or Division	Bids and Awards Committee																	
Classification	G2B, G2G																	
Type of Transaction	Highly Technical																	
Who May Avail	End-users, Eligible Suppliers compliant with RA 9184																	
Fees to be paid	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.																	
		<table border="1"> <thead> <tr> <th>Approved Budget for the Contract</th> <th>Maximum Cost of Bidding Documents (in Philippine Peso)</th> </tr> </thead> <tbody> <tr> <td>500,000 and below</td> <td>500</td> </tr> <tr> <td>More than 500,000 up to 1 Million</td> <td>1,000</td> </tr> <tr> <td>More than 1 Million up to 5 Million</td> <td>5,000</td> </tr> <tr> <td>More than 5 Million up to 10 Million</td> <td>10,000</td> </tr> <tr> <td>More than 10 Million up to 50 Million</td> <td>25,000</td> </tr> <tr> <td>More than 50 Million up to 500 Million</td> <td>50,000</td> </tr> <tr> <td>More than 500 Million</td> <td>75,000</td> </tr> </tbody> </table>	Approved Budget for the Contract	Maximum Cost of Bidding Documents (in Philippine Peso)	500,000 and below	500	More than 500,000 up to 1 Million	1,000	More than 1 Million up to 5 Million	5,000	More than 5 Million up to 10 Million	10,000	More than 10 Million up to 50 Million	25,000	More than 50 Million up to 500 Million	50,000	More than 500 Million	75,000
	Approved Budget for the Contract	Maximum Cost of Bidding Documents (in Philippine Peso)																
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	More than 10 Million up to 50 Million	25,000																
	More than 50 Million up to 500 Million	50,000																
	More than 500 Million	75,000																
Checklist of Requirements	Where to Secure																	

1. Accomplished Purchase Request (PR) with assigned PR Number (1 original copy)		End-user, GSS		
2. Certificate of Availability of Funds (CAF)		Budget Section		
3. Approved Annual Procurement Plan (APP) or Supplemental APP		BAC Secretariat		
4. Certificate of Evaluation from Technical Working Group (WG) for ICT, Agricultural Machineries and Infrastructure projects		BAC TWG		
5. Pre-Inspection Report for requests for repairs		GSS		
Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible
1. Submit purchase request and supporting documents to the BAC office	1.1 Receive, and forward the documents to the office of the Head, BAC Secretariat for verification of PR and inclusion in the approved APP	None	2 days	End-user BAC Secretariat
	1.2 Set schedules for procurement activities*	None	1 day	BAC Secretariat
	1.3 Preparation of the bidding documents	None	1 day	BAC Secretariat
	1.4 Publication/ Advertisement in PhilGEPS, website and conspicuous places	None	7 days	BAC Secretariat
2. Attend Prebid Conference, Opening of Bids; submission of necessary documents	2.1 Conduct of Prebid Conference, Opening of Bids, Bid evaluation, Post Qualification, preparation and approval of BAC Resolution and approval of and Issuance of Notice of Award	Refer to prescribed bid docs fee	112 days**	BAC Members, BAC Secretariat, BAC TWG, End-user, HoPE
3. Submit Performance Bond	3.1 Receive Performance Bond		10 days	BAC Secretariat Cashier

	<p>3.2 Maintain a copy of the documents, and forward the documents to the end-user for preparation of Obligation Request and Status (ORS)/Budget Utilization Request and Status (BURS)</p> <p>3.3 Furnish the poster with the NOA, and BAC Resolution for the posting of Award Notice Abstract (ANA) in the PhilGEPS</p>		1 day	BAC Secretariat
	TOTAL	Refer to prescribed bid docs fee	134 days	

**Pre-Procurement Conference is conducted for Procurement of Infrastructures with an ABC of 5 Million and above; Goods and Services with an ABC of 2 Million and above and Consultancy with an ABC of 1 Million and above.*

***Based on the Maximum Operational Timeline for the Procurement of Goods and Services indicated in the Annex "C" of the RA 9184 and its Revised IRR*



ADMINISTRATIVE AND FINANCE DIVISION



REQUEST FOR CERTIFIED COPY OF DOCUMENTS

In compliance with Republic Act No. 9470, the Records Unit of the Department of Agriculture Regional Field Office No. III shall maintain a sound system of documentation, preservation, dissemination, and disposition of its official records. Other offices (government and business) and individuals who have valid purposes may request certified copies of documents.

This process excludes requests covered by a Subpoena issued by the Office of the Ombudsman and Sandiganbayan and requests of the Commission on Audit for audit purposes.

Office or Division:	Records Unit Office			
Classification:	Simple			
Type of Transaction:	G2C-Government to Citizen, G2B-Government to Business, G2G-Government to Government			
Who may avail:	Farmers/Associations, NGAs, NGOs, Private Entities, LGUs, Others			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<p>1. Duly Accomplished Certified Copy of Documents Request Form (1 original copy, 1 receiving copy)</p> <p>a. For personal appearance:</p> <p>Present Valid ID</p> <p>b. For authorized representative:</p> <p>Authorization letter duly signed by the requesting party with photocopy of the latter and representative's Valid ID</p> <p>c. DA-RFO III officials / employees are not required to present IDs</p>		Client/Concerned Offices		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure a request form to the Records Unit	1.2 Provide a request form to the client	None	15 minutes	Ms. Rolibeth Zapata Administrative Officer III (Records Officer II) / Ms. Divina Gracia Rebillaco

				Administrative Officer I (Records Officer I) / Ms. Carlyn Joy Cortez Mr. Marlon Dollente Mr. Lorenzo Ray Briones Records Unit Staff
2. Submit a duly accomplished Certified Copy of Documents Request Form and attach other requirements (if applicable)	2.1 Receive the duly accomplished Certified Copy of Documents Request Form and other requirements (if applicable)	None	Within 2 days and 7 hours	Ms. Rolibeth Zapata Records Officer II / Ms. Divina Gracia Rebillaco Records Officer I / Ms. Carlyn Joy Cortez Mr. Marlon Dollente Mr. Lorenzo Ray Briones Records Unit Staff
	2.2 Submit the duly accomplished Certified Copy of Documents Request Form and the attached requirements (if applicable) to the approving authorities	None		Ms. Rolibeth Zapata Records Officer II / Ms. Divina Gracia Rebillaco Records Officer I / Ms. Carlyn Joy Cortez Mr. Marlon Dollente Mr. Lorenzo Ray Briones Records Unit Staff
	2.3 Evaluate, review, and approve the request	None		Concerned Unit/Section Chief as the reviewing officer Concerned Division Chief as the recommending authority OIC-RED / RED as the approving

				authority or the concerned RTD if authorized by the OIC-RED / RED
	<p>2.4 Upon receiving the Approved Duly Accomplished Certified Copy of Documents Request Form and the attachments (if applicable), retrieve the record and reproduce the required number of copy/ies of the requested document/s</p> <p>Note: <i>If the requested copy of the document pertains directly to the requesting DA-RFO ³ employee/official/ concerned office such as a Special Order, Memorandum, Invitation, and the like, the Records Officer II or I have the authority to certify and release the documents even without the approval of the higher authorities, and the same can be provided within the day.</i></p>	None		<p>Ms. Rolibeth Zapata Records Officer II /</p> <p>Ms. Divina Gracia Rebillaco Records Officer I /</p> <p>Ms. Carlyn Joy Cortez Mr. Marlon Dollente Mr. Lorenzo Ray Briones Records Unit Staff</p>
	2.5 Stamp the documents with "Certified True	None		Ms. Rolibeth Zapata Records Officer II

	Copy” or “Certified Copy from a Machine on File” (whichever is applicable), then sign and indicate the date on all pages of the document/s			/ Ms. Divina Gracia Rebillaco Records Officer I
3. The requesting party shall sign in the receiving logbook and claim the requested certified copy of the documents	3.1 Present the receiving logbook to the requesting party for signature and release the requested certified copy of documents	None	45 minutes	Ms. Rolibeth Zapata Records Officer II / Ms. Divina Gracia Rebillaco Records Officer I / Ms. Carlyn Joy Cortez Mr. Marlon Dollente Mr. Lorenzo Ray Briones Records Unit Staff
	3.2 File the Approved Duly Accomplished Certified Copy of Documents Request Form and the attached requirements (if applicable)	None		Ms. Rolibeth Zapata Records Officer II / Ms. Divina Gracia Rebillaco Records Officer I / Ms. Carlyn Joy Cortez Mr. Marlon Dollente Mr. Lorenzo Ray Briones Records Unit Staff
TOTAL:		None	3 Days	

Note:

- 1.) **For Complex Request** – Request for certified copies of documents of more than 10 current records and less than 10 non-current records, the corresponding processing time under Client’s Step 2 shall be within 5 working days and 7 hours. The Total Process Time shall be 6 working days.
- 2.) **For Highly Technical Request** – Request for certified copies of documents of more than 10 non-current records, the corresponding processing time under Client’s Step 2 shall be within 17 working days and 7 hours. The Total Process Time shall be 18 working days.

RECEIVING, PROCESSING AND RELEASING OF COMMUNICATIONS

The Records Unit serves as the starting point for clients in availing the programs of the Department of Agriculture Region III. The flow of incoming communications is controlled for easy tracking and retrieval of documents. This can be utilized by the clients to follow-up on their requests and monitor the status of such.

Office or Division:	Records Unit Office			
Classification:	Simple			
Type of Transaction:	G2C-Government to Citizen, G2B-Government to Business, G2G-Government to Government			
Who may avail:	Farmers/Associations, NGAs, NGOs, Private Entities, LGUs, Others			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Request letters/Letters of Intent <i>(1 original and 1 receiving copy)</i>		Client/Concerned Offices		
2. Invitations <i>(1 original and 1 receiving copy)</i>		Client/Concerned Offices		
3. Endorsements <i>(1 original and 1 receiving copy)</i>		Client/Concerned Offices		
4. Other forms of communication concerning the office <i>(1 original and 1 receiving copy)</i>		Client/Concerned Offices		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit documents through at least one of the following: a) Malasakit Help Desk for receiving and recording b) E-mail c) Courier/postal services	1.1 Receive, record, and forward the document to the Records Unit Note: <i>E-mail messages shall be printed by the concerned office/staff and forwarded to the Records Unit</i>	None	15 minutes	a. Ms. Aileen Garcia Malasakit Help Desk Staff <i>(for walk-in and courier)</i> b. Ms. Femy Jean Tuazon / Ms. Desiree Nicole Diaz RED's Staff Staff of Other Offices with e-mail accounts

	1.2 Record and stamp “receive” the documents, then sign, indicate the date of receipt, and assign the reference number indicated in the logbook of the Records Unit	None	15 minutes	Mr. Marlon Dollente Records Unit Staff / Mr. Lorenzo Ray Briones Records Unit Staff
	1.3 Encode/Input the information details of the documents in the Incoming Communications Masterlist (MS Excel Form) to be linked in the Document Tracking Slip (Routing Slip), print the filled-out DTS, and attach to the documents	None	40 minutes	Ms. Divina Gracia Rebillaco Administrative Officer I (Records Officer I) / Mr. Lorenzo Ray Briones Records Unit Staff
	1.4 In the Document Tracking Monitoring System (DTMS), input the required information of the documents by the system, then forward, and release to the Office of the Regional Executive Director (ORED)	None	40 minutes	Mr. Lorenzo Ray Briones Records Unit Staff / Available Records Unit Staff
	1.5 Forward, and release the physical documents to the ORED through the logbook	None	15 minutes	Mr. Marlon Dollente Records Unit Staff / Mr. Lorenzo Ray Briones Records Unit Staff
TOTAL:		None	2 hours and 5 minutes	

PROCESS UPON RECEIVING THE PHYSICAL DOCUMENTS WITH WRITTEN DIRECTIVES / INSTRUCTIONS OF THE RED / OIC-RED

<p>1.1 Receive from the ORED the physical documents with the attached directives / instructions from the RED / OIC-RED written in the DTS (Routing Slip)</p> <p><i>Note: If the RED / OIC-RED is on official leave / travel, the RTD shall be responsible for providing instructions / directives to the DA-RFO 3 concerned offices/personnel through DTS (Routing slip), if authorized / instructed by the RED/OIC-RED</i></p>	None	15 minutes	Mr. Marlon Dollente / Mr. Lorenzo Ray Briones Records Unit Staff
<p>1.2. Input the directives / instructions of the RED / OIC-RED in the Incoming Communications Masterlist (MS Excel Form)</p>	None	30 minutes	Ms. Divina Gracia Rebillaco Records Officer I / Mr. Lorenzo Ray Briones Records Unit Staff
<p>1.3. Scanned the DTS and the documents</p>	None	1 hour	Ms. Divina Gracia Rebillaco Records Officer I / Mr. Lorenzo Ray Briones Records Unit Staff

	1.4. Update the required information details of the documents in the DTMS, forward, and release to the concerned offices	None	40 minutes	Mr. Lorenzo Ray Briones Records Unit Staff / Available Records Unit Staff
	1.5. Disseminate the physical documents with DTS (reproduce copy if necessary) through logbook and soft-copies (if necessary) through e-mail to the concerned offices / officials / employees	None	1 hour	Logbook: Mr. Lorenzo Ray Briones / Mr. Marlon Dollente Records Unit Staff E-mail: Ms. Divina Gracia Rebillaco Records Officer I / Available Records Unit Staff
TOTAL:		None	3 hours and 25 minutes	

FUNDING OF OBLIGATION REQUESTS

Pursuant to COA Circular 2015–007, the incurrence of obligations shall be made through the issuance of Obligation Request and Status (ORS). The Head of the Requesting/Originating Office or his authorized representative shall certify in Box A of the ORS as to the necessity and legality of charges to the budget under his/her supervision, and validity, propriety, and legality of SDs. The Head of the Budget Division/Unit shall certify the availability of allotment, and such is obligated by signing in Section B of the ORS. This aims to allocate and manage funds for all types of claims.

Office or Division	Administrative and Finance Division - Budget Section
Classification	SIMPLE
Type of Transaction	G2B,G2G
Who May Avail	DA RFO-III, LGUS,DA RFO III Employees, Contractors/Suppliers
Checklist of Requirements	Where to Secure
Public Bidding:	
1.Obligation Request and Status with signature in Box A (4 Original copies)	End User
2.Approved Purchase Request (1 Original copy)	End User
3.Certification of Funds Availability prior to bidding (1 Original copy)	Budget Section
4. Annual Procurement Plan (APP)	Bids and Awards Committee (BAC) Secretariat/ End User
5. Philgeps Invitation to Bid (1 Original)	BAC
6. Bid Notice (1 Original)	BAC
7. Abstract of Bid as Read and as Calculated (1 Original)	BAC
8. Evaluation Report (1 Original)	BAC
9. Notice of Post Qualification (1Original)	BAC
10. BAC Resolution (1 Original)	BAC
11. Notice of Award (1 Original)	BAC
Small Value Procurement:	

1. Obligation Request and Status with signature in Box A (4 Original copies)	End User
2. Purchase Request approved by Head of Agency/alternate signatories and numbered) (1 <i>Original</i>)	End User
3. Certification of Funds Availability prior to bidding (1 <i>Original</i> copy)	Budget Section
4. Annual Procurement Plan (APP) – (1 <i>Original</i>)	BAC
5. Request of Quotation (minimum of 3) – (1 <i>Original</i>)	BAC Canvasser
6. Abstract of Quotation – (1 <i>Original</i>)	BAC
Reimbursements: (supplies, meals and emergency repairs)	
11. Obligation Request and Status with signature in Box A (4 Original copies)	End User
2. Purchase Request (approved by Head of Agency/alternate signatories and numbered) – (1 <i>Original</i>)	End User
3. Request of Quotation (minimum of 3) (1 <i>Original</i> per quotation)	End User
4. Justification for reimbursement- (1 <i>Original</i>)	End User
5. Official Receipt or Sales Invoice- (1 <i>Original</i>)	End User
6. Attendance and minutes for meals-(1 <i>Original</i>)	End User
Travelling Expenses	
1. Obligation Request and Status with signature in Box A (4 Original copies)	End User
2. Approved Travel Orders and Certificate of Appearance (1 <i>Original</i>)	Claimant such as DA RFO III officials, employees and Local Government employees
3. Itinerary of Travels (approved by Supervisor/Head Agency (1 <i>Original</i>))	Claimant such as DA RFO III officials, employees and Local Government employees
4. a.) Accomplishment Report b.) Post travel report (1 <i>Original</i>)	Claimant such as DA RFO III officials, employees and Local Government employees
5. Original receipt for fare, toll fees and accommodation (if any) (1 <i>Original</i>)	Claimant such as DA RFO III officials, employees and Local Government employees

Contract of Service – Job Order				
1. Obligation Request and Status with signature in Box A (4 Original copies)		End User s		
2. Contract of Service		HRM Section		
3. Project Proposal (for Project-based)		Project Implementer such as the banner		
Mandatory Expenses (such as Electricity, Water Bill)				
1. Obligation Request and Status with signature in Box A (4 Original copies)		End User		
2. Billing statements		Requesting Unit		
Salaries and Other Compensation of Plantilla Employees				
1. Obligation Request and Status with signature in Box A (4 Original copies)		End User		
2. Approved Payroll		HRM Section		
3. Department Orders/Special Orders for detailed personnel		HRM Section		
Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible
1. Forward 4 original copies of Obligation Request and Status signed at Box A with attached supporting documents	1.1 Receive Obligation Request and Status with corresponding attachments (including DTMS)	None	5 minutes per voucher	Ms. Jerrelyn Bacani Budget Staff Mr. Mark Joseph Zablan Administrative Aide VI
	1.2 Check the availability of allotment and process and number the Obligation Request and Status according to its claim, then secure 1 copy of Obligation Request and Status to be filed at Budget Section.	None	15 minutes per voucher	Ms. Geneva Estravillo Budget Staff Ms. Audrey Lynne Mendoza Administrative Officer II

	1.3 Control and record the Obligation Request and Status in Registry of Allotment, Obligation and Disbursement for all banner and regular programs in accordance to their claims	None	15 minutes per voucher	Ms. Audrey Lynne Mendoza Budget Officer
	1.4 Review and Signs the Obligation Request and Status Box B	None	15 minutes per voucher	Ms. Elizabeth Grace Canlas Chief, Budget Officer OIC-Budget Officer
	1.5 Release vouchers/ documents to Accounting Section (including DTMS)	None	10 minutes per voucher	Ms. Jerrelyn Bacani Budget Staff Mr. Mark Joseph Zablan Administrative Aide VI
Total:		None	1hour per voucher	

ISSUANCE OF ORDER OF PAYMENT

The order of payment issued by the Accounting Office serves as the basis of the Cashier in receiving collections.

Office or Division		Administrative and Finance Division – Accounting Section		
Classification		SIMPLE		
Type of Transaction		G2C, G2B, G2G		
Who May Avail		FARMERS, EMPLOYEES, COS PERSONNEL, SUPPLIERS, CONTRACTORS, NGAs, NGOs, and LGUs		
Checklist of Requirements		Where to Secure		
1. Request for issuance of order of payment (for payment of bidding documents, receipt of performance/bidders/bail bonds and collections of various fees) <i>(1 Original Copy)</i>		BAC (for payment of bidding documents, receipt of performance/bidders/bail bonds), Regulatory and Integrated Laboratory Division (for collection of various fees)		
2. Request for issuance of order of payment (for refund of unexpended cash advance, pre-payment, fund transfer and over payment of expenses) <i>(1 Original Copy)</i>		NGAs, LGUs, NGOs/PO and DA - Personnel		
3. Copy of Notice of Award (for payment of performance bond) <i>(1 Certified True Copy)</i>		BAC		
Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible
1. Forward the copy of request for issuance of order of payment by accounting staff	1.1 Receive the request for issuance of Order of Payment for refund of cash advance or unexpended balance from fund transfers, refund for overpayment of expenses, receipt of inter-agency transferred funds, payment of bidding documents, receipt of performance/bidder/ bail bonds and collections of various fees	None	2 minutes per request	Ms. Mary Joyce Dayrit Accounting Staff Mr. Laieson C. Cabigao OIC-Chief, Accounting Section

	1.2 Prepare Order of Payment based on client's request and forwards the same to the Accountant for signature	None	5 minutes per request	Ms. Mary Joyce Dayrit Accounting Staff Mr. Laieson C. Cabigao OIC-Chief, Accounting Section
	1.3 Sign the Order of Payment and forwards the same to the Accounting Staff	None	3 minutes per request	Mr. Laieson C. Cabigao OIC-Chief, Accounting Section
	1.4 Issue the Order of Payment to the client	None	2 minutes per request	Mr. Laieson C. Cabigao OIC-Chief, Accounting Section
2. Receive the order of payment and related supporting documents	2.1 Release the Order of Payment	None	3 minutes per request	Mr. Laieson C. Cabigao OIC-Chief, Accounting Section
Total:		None	15 minutes per request	

DISBURSEMENTS BY CHECKS

Process of paying of outstanding debts or liabilities owed by the department to its suppliers, creditors, employees, LGU's, and others private institutions. This involves issuing checks, electronic transfer or cash payments and managing the cash flow efficiently.

Office or Division		ADMIN AND FINANCE DIVISION – CASHIER UNIT		
Classification		SIMPLE		
Type of Transaction		G2G – G2B – G2C		
Who May Avail		EXTERNAL CREDITORS AND DA EMPLOYEES		
Checklist of Requirements		Where to Secure		
1. Disbursement Vouchers (1 original and 2 photo copies)		Accounting Section		
2. Obligation Request and Status		Budget Section		
3. Supporting Documents		Accounting Section/End User (Concern Banner Programs)		
4. Document Tracking Slip		End User (Concern Banner Programs); DA Employees		
Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible
1. Forward the signed Disbursement Voucher (DV) with complete supporting documents from the Accounting Section	1.1 Receive and check the completeness of signatories in the Disbursement Voucher (DV) with supporting documents for preparation of Checks	None	5 Minutes	Jeanny P. Aquino (Chief, Cashier) Grace S. Supan (Asst. Cashier)
	1.2 Prepare the check through the Check Writer software installed in the computer and typewriter (electric or manual typewriter)	None	10 Minutes	Jeanny P. Aquino (Chief, Cashier) Grace S. Supan (Asst. Cashier)
	1.3 Prepare the Advice of Checks Issued and	None	10 Minutes	Jeanny P. Aquino (Chief, Cashier)

	Cancelled (ACIC) through EMDS			Grace S. Supan (Asst. Cashier)
	1.4 Retrieves from file the CkADARec(Check Advice to Debit Account Disbursement Record) maintained per bank account and records the date and number of check; amount of the covering DVs and indicate the new balance of the NCA/balance account	None	10 Minutes	Grace S. Supan (Asst. Cashier)
	1.5 Signs the Check and release them together with the set of documents to the Authorized Countersigning Official	None	10 Minutes	Jeanny P. Aquino (Chief, Cashier) Grace S. Supan (Asst. Cashier)
	1.6 Receives and Countersigns the Check and return to the Cashier Unit	None	20 Minutes	Dr. Eduardo L. Lapuz, Jr OIC Regional Executive Director Dr. Arthur D. Dayrit Regional Technical Director Dr. Irene M. Adion Regional Technical Director
2. Claimant will sign on the Box E of the Disbursement Voucher	2.1 Releases the original check and attaches OR/Invoice issued by the payee/claimant to sign on the Box E of the DV and the	None	10 Minutes	Jeanny P. Aquino (Chief, Cashier) Grace S. Supan (Asst. Cashier)

	Check Registry/Logbook			
	Total	None	1 hour and 15 minutes	

DISBURSEMENTS THROUGH CASH

Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible
1. Forward the signed Disbursement Voucher (DV) with complete supporting documents from the Accounting Section	1.1 Receive and check the completeness of signatories in the Disbursement Voucher (DV) with supporting documents for preparation of Checks	None	5 Minutes	Jeanny P. Aquino Chief, Cashier Grace S. Supan (Asst. Cashier)
	1.2 Prepare the check and Advice of Checks Issued and Cancelled	None	10 Minutes	Jeanny P. Aquino Chief, Cashier Grace S. Supan (Asst. Cashier
	1.3 Sign the Check and release them together with the set of documents to the Authorized Countersigning Official	None	10 Minutes	Jeanny P. Aquino Chief, Cashier Grace S. Supan (Asst. Cashier
	1.4 Receive and Countersigns the Check and return to the Cashier Unit	None	20 Minutes	Dr. Eduardo L. Lapuz, Jr OIC Regional Executive Director Dr. Arthur D. Dayrit Regional Technical Director Dr. Irene M. Adion Regional Technical Director
	1.5 Encash the amount of Cash Advance from the Government Servicing Bank (GSB) and keeps cash in the safety vault	None	1 Hour	Jeanny P. Aquino Chief, Cashier Section Grace S. Supan (Cashier Staff)

2. Receive the payment	2.1 Pays officials and employees/other payees	None	10 Minutes	Jeanny P. Aquino Chief, Cashier Section Grace S. Supan (Cashier Staff)
	Total	None	1 hour and 25 minutes	

DISBURSEMENTS THROUGH LIST OF DUE AND DEMANDABLE ACCOUNTS PAYABLE-ADVICE TO DEBIT ACCOUNT (LDDP-ADA)

Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible
1. Forward the Disbursement Vouchers (DVs) with Obligation Request and Status (ORS) with Supporting documents from the authorized signing officer	1.1 Receive the Disbursement Voucher (DVs) with Obligation Request and Status (ORS) and Supporting documents from the authorized signing officer and record them transmit to Accounting for LDDAP-ADA preparation	None	5 Minutes	Jeanny P. Aquino Chief, Cashier Section Jose Jaime Guintu Joy Agosto (Cashier Staff)
	1.2 Inform the suppliers/contractors and other DA clients whenever payments are ready for ADA to issue an official receipts on their claims & to sign the Disbursement Voucher	None	10 Minutes	Jeanny P. Aquino Chief, Cashier Section Grace S. Supan (Asst. Cashier)
2. The Accounting Section will give the copies of prepared LDDAP-ADA, Copies of DVs and SDs.	2.1 Receives the copies of prepared LDDAP-ADA, Copies of DVs and SDs	None	5 Minutes	Jose Jaime Guintu Joy Agosto Grace S. Supan (Cashier Staff)
	2.2 Verifies the total amount of DVs together with the LDDAP-ADA	None	5 Minutes	Jeanny P. Aquino Chief, Cashier Section Grace S. Supan (Asst. Cashier)
	2.3 Prepare the Checks and Advice of Checks Issued and Cancelled.	None	10 Minutes	Grace S. Supan (Cashier Staff)
	Retrieves from file the Check Advice to Debit Account	None	5 Minutes	Grace S. Supan (Cashier Staff)

	Disbursement Record (CkADADRec) maintained per bank account and records the date and number, name of payee, nature of payment and amount of the covering DVs date and number of LDDAP-ADA, and indicated the new balance of the Notice of Cash Allocation (NCA) /bank account			
	2.4 Sign the portion of LDDAP-ADA form intended for the Cashier Unit and Advice of Checks Issued and Cancelled.	None	5 Minutes	Jeanny P. Aquino Chief, Cashier Section Grace S. Supan Asst. Cashier
	2.5. Forward the LDDAP-ADA, FINDES, DVs and supporting documents to the Chief Admin Officer/Asst. Admin Officer for signing of FINDES	None	20 Minutes	Norina L. David Chief AO Milagros Z. Singian Asst. AO
	2.6 Forward to Head of Agency/Authorized Representative/ Approving Officer for countersigning	None	20 Minutes	Dr. Eduardo L. Lapuz, Jr OIC Regional Executive Director Dr. Arthur D. Dayrit Regional Technical Director Dr. Irene M. Adion Regional Technical Director

	2.7 Forward the LDDAP/ADA to the designated bank for processing/payment	None	One Day	Jeanny P. Aquino Chief, Cashier Section Grace S. Supan Asst. Cashier Manuel Nicdao
TOTAL		None	2 Days, 1Hour & 27 minutes	



PAYMENTS FOR BID DOCUMENTS, REGISTRATION FEES, LABORATORY FEES, REFUNDS & OTHER FEES

This can include paying fees to participate in bidding processes, accessing laboratory services or covering various administrative charges.

Office or Division		ADMIN AND FINANCE DIVISION – CASHIER UNIT		
Classification		SIMPLE		
Type of Transaction		G2G – G2B – G2C		
Who May Avail		DA Employees; Suppliers, Creditors, Farmers, LGUs, NGAs, NGOs, and other private institutions		
Checklist of Requirements		Where to Secure		
1. Order of Payment		Accounting Section		
Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible
1. Secure Order of Payment signed by the Accountant	1.1 Receives cash/check from payor representing collection based on the Order of Payment (OP) prepared by the Accounting Section	None	5 Minutes	Jeanny P. Aquino Chief, Cashier Section Grace S. Supan Cashier Staff
2. Receive the Official Receipts (OR) to acknowledge receipt of cash/check	2.1 Issues Official Receipts (OR) to acknowledge receipt of cash/check	None	10 Minutes	Jeanny P. Aquino Chief, Cashier Section Grace S. Supan Cashier Staff
Total:		None	15 Minutes	



PROCESSING OF CLAIMS CHARGEABLE AGAINST PETTY CASH FUND (PCF)

This service pertains to financial transactions or requests by employees relative to, among others, claims for payment petty operating expenses of the office

Office or Division		ADMIN AND FINANCE DIVISION – CASHIER UNIT		
Classification		SIMPLE		
Type of Transaction		G2G		
Who May Avail		DA EMPLOYEES		
Checklist of Requirements		Where to Secure		
1. Petty Cash Voucher (PCV)		Requesting Entity/FAD		
Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible
1. Claimant submits PCV	1.1 Receive the PCV	None	1 hour	Norina L. David, CPA Chief Administrative Officer (AO) Dr. Eduardo L. Lapuz, Jr. OIC-Regional Executive Director (RED); Dr. Irene M. Adion/ Arthur D. Dayrit, Ph.D. Regional Technical Director (RTDs)
	1.2 Review/Evaluate and recommend approval of PCV	None	2 hours	Jeanny P. Aquino Chief, Cashier Section Norina L. David, CPA Chief Administrative Officer (AO) Dr. Irene M. Adion/ Arthur D. Dayrit, Ph.D. Regional Technical Director (RTDs)

	1.3.Recommend/Review and approve PCV	None	2 hours	<p>Jeanny P. Aquino Chief, Cashier Section</p> <p>Norina L. David, CPA Chief Administrative Officer (AO)</p> <p>Dr. Irene M. Adion/ Arthur D. Dayrit, Ph.D. Regional Technical Director (RTDs)</p> <p>Dr. Eduardo L. Lapuz, Jr. OIC-Regional Executive Director(RED)</p>
	1.4 Received approved PCV	None	2 hours	<p>Jeanny P. Aquino Chief, Cashier Section</p>
2. Receipt of cash	2.1 Release of cash	None	1 hour	<p>Jeanny P. Aquino Chief, Cashier Section</p> <p>Norina L. David, CPA Chief Administrative Officer (AO)</p> <p>Dr. Eduardo L. Lapuz, Jr. OIC-Regional Executive Director(RED);</p> <p>Dr. Irene M. Adion/ Arthur D. Dayrit, Ph.D. Regional Technical Director (RTDs)</p>



	Total	None	1 day	
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pTRANSFER TO OTHER AGENCY THRU PROPERTY TRANSFER RECEIPT (PTR) – OUTGOING

The purpose of this process shall be used every time there will be transfer of property from accountable officer/employee to another entity.

Office or Division		Admin And Finance: General Services Section (Property)		
Classification		Simple		
Type of Transaction		Government to Government		
Who May Avail		PLGU's (Provincial Local Government Unit) and Head of the other Agency		
Checklist of Requirements		Where to Secure		
1. Letter of Intent of other Agencies or Local Government Unit requesting Property, Plant and Equipment (PPE).		PLGU's (Provincial Local Government Unit) and Head of the other Agency and Property Unit		
Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible
1. Submit the Letter of Intent requesting PPE to Records Unit.	1.1 Receive the letter of intent by Records Unit.	None	2 hours and 5 minutes	Divina Grace T. Rebillaco Staff Records Officer I
	1.2 Route the Letter of Intent to Property Unit.	None	3 hours and 25 minutes	Divina Grace T. Rebillaco Staff Records Officer I / Lorenzo Ray Briones Records Unit Staff
	1.3 Receive the Letter of Intent.	None	10 minutes	Kei Rocel Canlas

				Property Staff
	1.4 Prepare the four (4) original PTR to be route to the concerned Banner Program Coordinator.	None	15 minutes	Reymon Lardizabal Property Staff
	1.5 Receive the PTR and affix his initial under the “Approved” column and route to the Office of the OIC-RED for his signature.	None	10 minutes	Banner Coordinator
	1.6 The Office of the OIC-RED will receive the PTR and the OIC-RED will sign the “Approved by” portion of the PTR and return to the Property Unit.	None	20 minutes	Dr. Eduardo L. Lapuz, Jr. OIC-RED
	1.7 Receive the PTR from the OIC-RED and signed the “Issued/Released” portion of the Property Transfer Receipt (PTR).	None	10 minutes	Jesusa B. Patiu Kei Rocel Canlas Property Staff
	1.8 Issue the PPE to be transferred and the PTR to the requesting party.	None	10 minutes	Clark Wendell Lising Supply Officer I Jesusa B. Patiu Chief, Property Unit

<p>2. Receive the PPE and sign the “Received by” and “Intended to” portion of the PTR and return the PTR Property Unit.</p>	<p>2.1Receive four (4) original copies of Property Transfer Receipt (PTR) and duly accomplished and signed and get a copy of Journal Entry Voucher (JEV) from the Accounting of the requesting party.</p>	<p>None</p>	<p>10 minutes</p>	<p>Clark Wendell Lising Supply Officer I Jesusa B. Patiu Chief, Property Unit</p>
	<p>2.3 Get a 3 copies to the releasing agency and 1 copy for the requesting party.</p>	<p>None</p>	<p>10 minutes</p>	<p>Jesusa B. Patiu Chief, Property Unit</p>
<p>3. Fill out the Client Satisfaction Measurement (CSM) and drop at the drop box</p>	<p>3.1 Issue the CSM to the Client</p>	<p>None</p>	<p>10 minutes</p>	<p>Requesting party</p>
	<p>3.2 Prepare the Memorandum signed by OIC-Regional Executive Director (RED) to Commission on Audit (COA) and Accounting Section requesting for dropping the transferred Property Plant Equipment (PPE) in the DA Book Accounts.</p>	<p>None</p>	<p>20 minutes</p>	<p>Jesusa B. Patiu Chief, Property Unit</p>



Total:	None	7 hours and 35 minutes	
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HIRING OF PLANTILLA PERSONNEL

This service is covered by the special laws under Civil Service Commission's 2017 Omnibus Rules on Appointments and Other Human Resources Actions (ORAOHRA), revised July 2018.

OFFICE OR DIVISION	Administrative and Finance Division-Human Resource Management Section (HRMS)	
CLASSIFICATION	Highly Technical	
TYPE OF TRANSACTION	G2C-Government to Citizens	
WHO MAY AVAIL	All interested applicants	
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE	
For Application		
1. Application Letter (1 original)	Applicant	
2. Fully accomplished and notarized Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017) (2 Original, 2 photocopy)	Please download the form at https://bit.ly/darfo3appregs	
3. Work Experience Sheet (1 original, 1 photocopy)	Please download the form at https://bit.ly/darfo3appregs	
4. Employment Application Form (1 original)	Please download the form at https://bit.ly/darfo3appregs	
5. Recruitment and Selection Process Info and Agreement (1 original)	Please download the form at https://bit.ly/darfo3appregs	
6. Certificate of Employment (1 original)	Previous/current employer	
7. Performance Rating in the last rating period (if applying for promotion or transfer in the government) (1 photocopy)	Previous/current employer	
8. Diploma (1 photocopy)	Previous School	
9. Transcript of Records (1 photocopy)	Previous School	



10. Certificate of Eligibility (1 photocopy) If PRC License Holder: a. Certificate of Passing/ Board Rating (1 photocopy)	Civil Service Commission (CSC) Professional Regulation Commission (PRC)
11. Valid PRC License (<i>if applicable</i>) (1 photocopy)	PRC
12. Certificate of Trainings (1 photocopy)	Applicant
13. Certificate of Non-Academic Awards (1 photocopy)	Applicant
Upon Promotion:	
14. Position Description Form (PDF) (DBM-CSC Form No. 1 (revised version no. 1 series of 2017)) (1 original)	Please download the PDF at www.dbm.gov.ph
15. Valid PRC License (if applicable) (2 Authenticated Copy)	PRC
16. Certificate of Passing or Board Rating (if applicable) (2 Authenticated copy)	PRC
17. Valid NBI Clearance (1 original)	National Bureau of Investigation (NBI)
18. Fully accomplished and notarized Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017) (3 original)	Please download the form at https://bit.ly/darfo3appreqs
19. Work Experience Sheet (1 original, 1 photocopy)	Please download the form at https://bit.ly/darfo3appreqs
Upon Original Appointment	
20. Position Description Form (PDF) (DBM-CSC Form No. 1 (revised version no. 1 series of 2017)) (1 original)	Please download the PDF at www.dbm.gov.ph
21. Valid PRC License (<i>if applicable</i>) (1 Authenticated Copy)	PRC

22. Certificate of Passing or Board Rating (<i>if applicable</i>) (2 Authenticated copy)	PRC
23. Certificate of Eligibility (<i>if applicable</i>) (2 Authenticated copy)	CSC
24. Valid NBI Clearance (1 original)	NBI
25. Medical Certificate (CSC Form 211, revised 2018) (1 Original Copy with test result attached)	Please download the Medical Certificate at www.csc.gov.ph and have it signed by a government physician
26. Transcript of Records (1 Authenticated Copy)	Previous School
27. Diploma (1 Authenticated copy)	Previous School
28. Work Experience Sheet (1 original, 1 photocopy)	Please download the form https://bit.ly/darfo3appreqs
Upon Appointment (For transfer with prior Government Service)	
29. Fully accomplished and notarized Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017) (3 original)	Please download the form at https://bit.ly/darfo3appreqs
30. PSA Birth Certificate (2 photocopy)	Philippine Statistics Authority
31. Sworn Statement of Assets Liabilities and Net Worth (SALN) (3 original)	Please download the form at www.csc.gov.ph
32. Certification of Leave Credits (1 Original)	Previous Employer
33. Transcript of Records (1 Authenticated Copy)	Previous School
34. Diploma (1 Authenticated copy)	Previous School

35. Medical Certificate (CSC Form 211, revised 2018) (1 Original Copy with test result attached)	Please download the Medical Certificate Form at www.csc.gov.ph and have it signed by a government physician			
36. Work Experience Sheet (1 original, 1 photocopy)	Please download the form https://bit.ly/darfo3appregs			
37. Valid PRC License (<i>if applicable</i>) (1 Authenticated Copy)	PRC			
38. Certificate of Passing or Board Rating (<i>if applicable</i>) (2 Authenticated copy)	PRC			
39. Certificate of Eligibility (<i>if applicable</i>) (2 Authenticated copy)	CSC			
40. Valid NBI Clearance (1 original)	NBI			
41. Performance Rating in the last rating period (if applying for promotion or transfer in the government) (1 Certified True Copy)	Previous employer			
42. Office Clearance (2 originals)	Previous employer			
43. Service Record (1 original)	Previous employer			
CLIENT STEPS	AGENCY ACTION	FEES TO PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit all the complete requirements to the Records Unit	1.1 Record the received requirements and endorse it to the Office of the Regional Executive Director	None	2 hours and 5 minutes	Ms. Carlyn Joy Cortez Records Unit Staff / Ms. Rolibeth Zapata Chief, Records Unit
	1.2 Conduct appropriate action on the request and return it back to the Records Unit	None	3 hours and 25 minutes	Dr. Eduardo L. Lapuz, Jr. OIC- Regional Executive Director

	1.3 Route to HRMS for appropriate action	None	3 hours and 50 minutes	Ms. Carlyn Joy Cortez Records Unit Staff / Ms. Rolibeth Zapata Chief, Records Unit
	1.4 Receive and review the application	None	45 minutes	Ms. Kelly Ann B. Zapata HRMPSB Secretariat
	1.5 Scan the application and encode the needed information	None	3 hours	Ms. Joahna Mae Turla/ Ms. Nikki Dyan Colorado HRMPSB Secretariat
	1.6 Schedule the evaluation of applicants	None	1 hour	Ms. Nikki Dyan Colorado HMPSB Secretariat
	1.7 Conduct evaluation of applicants	None	5 days	HRMPSB, Concerned Division Chief, HRMPSB Secretariat
	1.8 Email the qualified applicants for the schedule of Pre-Qualifying Exam (PREQX) (for DA RFO III Contract of Service and Outsider)	None	1 day	Ms. Joahna Mae Turla/ Ms. Kelly Ann Zapata HRMPSB Secretariat

2. Take the PREQX	2.1 Conduct the PREQX	None	1 hour and 30 minutes	Ms. Kelly Ann Zapata HRMPSB Secretariat
	2.2 Checking of PREQX	None	3 days	Ms. Joahna Mae Turla/ Ms. Kelly Ann Zapata HRMPSB Secretariat
	2.3 Notify the applicants regarding the results of PREQX	None	2 days	Ms. Joahna Mae Turla/ Ms. Kelly Ann Zapata HRMPSB Secretariat
	2.4 Conduct meeting regarding the number of applicants who will take the Job Knowledge Test (JKT) and schedule the JKT	None	1 hour	HRMPSB, Concerned Division Chief, HRMPSB Secretariat
	2.5 Prepare the JKT	None	10 days	Concerned Division Chief
	2.6 Submit the JKT to Chief, HRMS or HRMPSB Secretariat	None	10 minutes	Concerned Division Chief
	2.7 Notify the applicants regarding the schedule of JKT	None	2 days	Ms. Joahna Mae Turla/ Ms. Kelly Ann Zapata HRMPSB Secretariat

3. Take the JKT	3.1 Conduct the JKT	None	3 hours	Ms. Joahna Mae Turla/ Ms. Kelly Ann Zapata HRMPSB Secretariat
	3.2 Checking of JKT	None	10 days	Concerned division chief, DAEA President, Level Representative
	3.3 Meeting regarding the number of applicants who passed the JKT and scheduling of job interview	None	2 hours	HRMPSB, Concerned Division Chief, HRMPSB Secretariat
	3.4 Notify the applicants regarding with their job interview schedule	None	2 days	Ms. Joahna Mae Turla/ Ms. Kelly Ann Zapata HRMPSB Secretariat
4. Take the Job Interview	4.1 Conduct the Job Interview	None	45 minutes per applicant	HRMPSB
	4.2 Prepare the top five (5) short list and rank the applicants using the criteria for evaluation based on the Department of Agriculture-Merit Selection Plan (MSP) revised July 2019.	None	1 day	HRMPSB Secretariat

	4.3 Deliberate the ranking of the applicants	None	1 day	HRMPSB, Concerned Division Chief, HRMPSB Secretariat
	4.4 Prepare the Background Investigation	None	5 days	HRMPSB Chairperson and Secretariat, Background Investigation Committee (BIC)
	4.5 Conduct the Background Investigation	None	5 days	Background Investigation Committee (BIC)
	4.6 Prepare the Background Investigation Report and submit to HRMPSB	None	3 days	Background Investigation Committee (BIC)
	4.7 Review the Background Investigation Report	None	1 day	HRMPSB
	4.8 Deliberate the final ranking of the applicants	None	1 day	HRMPSB
	4.9 Endorse the shortlist of applicants to OIC-RED	None	1 day	HRMPSB
	4.10 Review, select, and approve the shortlist	None	1 day	Dr. Eduardo L. Lapuz, Jr. OIC-Regional Executive Director
	4.11 Prepare all the necessary documents	None	1 day	HRMPSB Secretariat

	4.12 Endorsed the recommended applicants for appointment to DA Secretary	None	1 day	Dr. Eduardo L. Lapuz, Jr. OIC-Regional Executive Director
	4.13 Route the Endorsement and Shortlist to DA OSEC	None	1 day	Ms. Ms. Milagros Z. Singian Acting, Chief HRMS
	4.14 Sign the recommendation for appointment and issue a memorandum on the approval of the selected applicant for appointment	None	20 days <i>(it may vary)</i>	Secretary Francisco Tiu-Laurel DA Secretary
	4.15 Notify the successful applicants regarding with the schedule of Oath taking and prepare the appointment form and oath form	None	1 day	Ms. Joahna Mae Turla/ Ms. Nikki Dyan Colorado HRMPSB Secretariat
	4.16 Schedule the oath taking	None	1 day	Ms. Nikki Dyan Colorado HRMPSB Secretariat

5. Attend the oath taking ceremony	5.1 Conduct the oath taking ceremony	None	1 hour	Dr. Eduardo L. Lapuz, Jr. OIC-Regional Executive Director HRMPSB, Concerned Division Chief, HRMPSB Secretariat
	5.2 Signing of Appointment Form	None	1 hour	Dr. Eduardo L. Lapuz, Jr. OIC-Regional Executive Director Ms. Milagros Z. Singian Acting Chief, HRMS
6. Attend the On-Boarding Program	6.1 Conduct the On-Boarding Program	None	2 hours	Ms. Milagros Z. Singian Acting Chief, HRMS
	6.2 Submit the appointment to CSC Field Office	None	4 hours	Ms. Nancy N. Calma Administrative Officer V
	TOTAL	None	81 days, 6 hours and 40 minutes <i>(This may vary)</i>	

RELEASING OF COMMUNICATIONS

It is the responsibility of the Records Unit to process outgoing communications in accordance with the existing policy including its classification, mode of dispatch, and other control processes as may be needed for its easy retrieval.

Office or Division:	Records Unit Office			
Classification:	Simple			
Type of Transaction:	G2B, G2G			
Who may avail:	RED's Office/other offices of authorized signatories			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
a) Original signed/approved outgoing communication/s (1 copy)		Office of the Regional Executive Director (ORED) and other offices of DA-RFO 3		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Forward the original signed/approved outgoing communications to the Records Unit for release and dissemination	1.1 Receive the signed/approved outgoing communication from the RED's Office or offices of authorized signatories	None	5 minutes	Ms. Rolibeth Zapata Administrative Officer III (Records Officer II) / Ms. Carlyn Joy Cortez Records Unit Staff
	1.2 Record/Log the document, and indicate reference number	None	5 minutes	Ms. Rolibeth Zapata Records Officer II / Ms. Carlyn Joy Cortez Records Unit Staff
	1.3 Scan, encode, and photocopy the document if necessary	None	30 minutes	Ms. Rolibeth Zapata Records Officer II / Ms. Carlyn Joy Cortez Records Unit Staff
	1.4 Maintain a file (a hard copy if needed), and forward the communication to the client via hand-carry, courier/postal services, e-mail, or pick-up	None	1 hour	Ms. Rolibeth Zapata Records Officer II / Ms. Carlyn Joy Cortez Mr. Marlon Dollente Mr. Lorenzo Ray Briones Records Unit Staff
	1.5 In mailing communications, segregate first the documents and identify if they are for	None	10 minutes	Ms. Rolibeth Zapata Records Officer II / Ms. Carlyn Joy Cortez Records Unit Staff

	registered mail, ordinary or via courier			
	1.6 Prepare/Type the address of some documents submitted with no attached mailing envelopes	None	30 minutes	Ms. Rolibeth Zapata Records Officer II / Ms. Carlyn Joy Cortez Records Unit Staff
	1.7 Then after segregation, put some stamps and return card for postal and fill up the delivery receipt for courier	None	30 minutes	Ms. Rolibeth Zapata Records Officer II / Ms. Carlyn Joy Cortez Mr. Marlon Dollente Mr. Lorenzo Ray Briones Records Unit Staff
	1.8 For internal communications such as Special Orders or Office Orders, and others (assign control number) and Memoranda (assign reference number), among others, generate copies of the communications (<i>if necessary</i>) and disseminate them to the concerned officials/offices or through e-mail	None	1 hour	Ms. Rolibeth Zapata Records Officer II / Ms. Carlyn Joy Cortez Mr. Marlon Dollente Mr. Lorenzo Ray Briones Records Unit Staff
	TOTAL:	None	3 hours and 50 minutes	



REQUEST FOR COPIES OF KNOWLEDGE MATERIALS

This is to disseminate the programs, projects, and activities of the Department of Agriculture Regional Field Office 3 by providing the requested copy of posters, brochures, leaflets, audiovisual presentation, or other related knowledge materials.

Office or Division		Regional Agriculture and Fisheries Information Section (RAFIS)		
Classification		Simple		
Type of Transaction		G2G- Government to Government; G2B – Government to Business; G2C – Government to Citizen		
Who May Avail		All		
Checklist of Requirements		Where to Secure		
<p>1. Request letter (1 original copy)</p> <p><i>Note: The request letter should be addressed to the Regional Executive Director and attention to Ms. Ozanne Ono O. Allas, the Chief of the Regional Agriculture and Fisheries Information Section.</i></p> <p>2. Duly accomplished Client Request Form (1 original copy)</p>		<ul style="list-style-type: none"> • Requesting party 		
Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible
1. Submit the printed letter of formal request for knowledge materials at the Records Unit.	1.1 Receive the request letter from the requesting party and assign document reference number, and record the	None	15 minutes	Ms. Rolibeth B. Zapata Chief, Records Unit

	document/s received.			
	1.2 Forward the request letter to the Office of the Regional Executive Director	None	5 minutes	Ms. Rolibeth B. Zapata Chief, Records Unit
	1.3 Receive the request letter and endorse it to the RAFIS Chief	None	30 minutes	Dr. Eduardo L. Lapuz, Jr. OIC-Regional Executive Director
	1.4 Process, check the availability of the knowledge material, approve the request, and assign personnel to prepare the requested knowledge material	None	1 hour	Ms. Ozanne Ono O. Allas Chief, Regional Agriculture and Fisheries Information Section (RAFIS)

	1.5 Hand the requested knowledge materials over to the requesting party/office	None	1 hour	Mr. Ernesto Y. Payawal Public Relations Officer II Ms. Rica G. Salas Information Officer II Mr. Gerald E. Tongol Information Officer I (RAFIS)
2. Receive response to request	2.1 Record the knowledge materials received into the acknowledgment receipt	None	5 minutes	Requesting party/office
	2.2 Fill-out the Client Satisfactory Form	None	5 minutes	Requesting party/office
Total:		None	3 hours	



AGRIBUSINESS AND MARKETING ASSISTANCE DIVISION



WEB - REGISTRATION FOR FARMERS AND FISHERFOLK ENTERPRISE DEVELOPMENT INFORMATION SYSTEM (FFEDIS) (Online Application)

The FFEDIS Registry System is a web-based registry system for Agri- Fishery Enterprises pursuant to section 10 of Sagip Saka Act (RA 11321). This system assists the government in formulating plans and programs on enterprise development, and to enable producer groups, the private sector, the LGUs and potential donors to respond to the needs of the local and world markets and in generating resources for further enterprise development. The system shall contain a list of possible and implemented programs and projects, a registry of agriculture and fishery enterprises and a roster of private companies engaged in these enterprises or have interest in participating in the Program, and other information that may be identified by the Department or by the council.

Division/Section/Unit		AGRIBUSINESS AND MARKETING ASSISTANCE DIVISION (AMAD)/AGRIBUSINESS AND INDUSTRY SUPPORT SECTION (AIPS)		
Classification		Simple transactions		
Type of Transaction		G2B & G2C		
Who May Avail		Agri-fishery Enterprises.		
Checklist of Requirements		Where to Secure		
1. Latest Business Permit/ Mayor's Permit (1 scanned copy) 2. Business Registration (DTI CDA, SEC, DOLE) (1 scanned copy) 3. Valid ID to be presented upon claiming or authorization letter of customer		1. Mayor's Office 2. Department of Trade and Industry (DTI), Cooperative Development Authority (CDA), Security and Exchange Commission (SEC), Department of Labor and Employment (DOLE) 3. Customer		
Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible
1. The client will open the FFEDIS website: www.ffedis.da.gov.ph and will sign up to acquire user account.	1.1 Provide instruction and information in the process of online registration	None	10 minutes	Geraldine M. Herrera Agriculturist II, AISS AMAD
2. Fill out online enrollment form and attached requirements in PDF format the following: Mayor's Business Permit, and SEC or CDA	2.1 Evaluate if all fields of the enrollment form are properly filled up and if attachments are complete	None	10 minutes	Geraldine M. Herrera Agriculturist II, AISS AMAD

Certificate of Business Registration.				
3. Downloads and/or prints the accomplished Enrollment Form as proof of application.	3.1 Print the accomplished enrollment form and documentary requirements	None	2 minutes	Geraldine M. Herrera Agriculturist II, AISS AMAD
	3.2 Verification of the data encoded and the attached supporting documents	None	5 minutes	Geraldine M. Herrera Agriculturist II, AISS AMAD
	3.3 Validates the SEC/CDA/DTI Certificate of Registration using the DA-ICTS list of organizations registered with SEC, CDA and DTI, and Checks if the enterprise is not included in the list of companies with "Cease and Desist Order" in the SEC Official website	None	5 minutes	Geraldine M. Herrera Agriculturist II, AISS AMAD
	3.4 If upon verification there are issues on the legality, authenticity and integrity of the enterprise, the DA reserves the right to deny the registration and the Registration officer's issues to the Registrants the Notice of Disapproval signed by the Regional Executive Director (RED)/ Agribusiness and Marketing Assistance Division (AMAD)Chief citing	None	5 minutes	Geraldine M. Herrera Agriculturist II, AISS AMAD

	<p>the reason for the denial of the application.</p> <p>Email decision to customer citing the reason.</p>			
	3.5 FFEDIS database system online pre-approval prior to issuance and printing of FFEDIS Certificate	None	10 minutes	<p>Charito C. Libut, Marketing Specialist III, AISS AMAD</p> <p>Maricel L. Dullas, PhD., OIC Chief AMAD</p>
	3.6 Final approval and signing of FFEDIS Certificate	None	<p>5 minutes</p> <p>2 hours</p>	<p>Maricel L. Dullas, PhD., OIC Chief AMAD</p> <p>Dr. Eduardo L. Lapuz Jr., OIC Regional Executive Director</p>
	3.7 Notification via call, SMS and e-mail for the Issuance of FFEDIS Certificate	None	5 minutes	<p>Geraldine M. Herrera Agriculturist II, AISS AMAD</p> <p>Janette N. Garcia, Project Assistant II, AISS AMAD</p> <p>Christian Paul Perez, Project Assistant II, AISS AMAD</p>
4. The client may claim the FFEDIS Certificate by presenting any valid ID, and signing in logbook	4.1 Release or issue FFEDIS Certificate	None	5 minutes	<p>Geraldine M. Herrera Agriculturist II, AISS AMAD</p> <p>Janette N. Garcia, Project Assistant II, AISS AMAD</p> <p>Christian Paul Perez, Project Assistant II, AISS AMAD</p>

	Total:	None	3 hours and 2 minutes	
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DESK REGISTRATION ON FARMERS AND FISHERFOLK ENTERPRISE DEVELOPMENT INFORMATION SYSTEM (FFEDIS) (Face to Face)

The FFEDIS Registry System is a web-based registry system for Agri- Fishery Enterprises pursuant to section 10 of Sagip Saka Act (RA 11321). This system assists the government in formulating plans and programs on enterprise development, and to enable producer groups, the private sector, the LGUs and potential donors to respond to the needs of the local and world markets and in generating resources for further enterprise development. The system shall contain a list of possible and implemented programs and projects, a registry of agriculture and fishery enterprises and a roster of private companies engaged in these enterprises or have interest in participating in the Program, and other information that may be identified by the Department or by the council.

Division/Section/Unit		AGRIBUSINESS AND MARKETING ASSISTANCE DIVISION (AMAD)/AGRIBUSINESS INDUSTRY SUPPORT SECTION (AISS)		
Classification		Simple transaction		
Type of Transaction		G2C, G2B		
Who May Avail		Agri-fishery Enterprises FCAs, MSMEs		
Checklist of Requirements		Where to Secure		
<ol style="list-style-type: none"> 1. Duly accomplished enrollment form (1 original copy) 2. Latest Business Permit/ Mayor's Permit (Certified photocopy) 3. Business Registration (DTI CDA, SEC, DOLE) (Certified photocopy) 4. Valid ID to be presented 		<ol style="list-style-type: none"> 1. DA-AMAD 2. Mayor's Office 3. Department of Trade and Industry (DTI), Cooperative Development Authority (CDA), Securities and Exchange Commission (SEC), Department of Labor and Employment (DOLE) 		
Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible
1. The registrant fills-out the FFEDIS Form A: Agri-Fisheries Enterprise Enrollment Form.	1.1 Examines if all fields of the Enrollment Form are properly filled-out and if attachments are complete. If complete, he/she accomplishes the Routing slip.	None	10 minutes	Charito C. Libut Market Specialist III, AISS AMAD Geraldine M. Herrera Agriculturist II, AISS AMAD Janette N. Garcia, Project

<p>2. Submit duly filled up enrollment form and documentary requirements</p>	<p>2.1 Verification of the authenticity of the photocopies of supporting documents with the original documents. (Authenticated” if original copy, scanned copy or digital image of the original copy of the business permit and certificate of registration is presented by the Registrants.)</p>	<p>None</p>	<p>5 minutes</p>	<p>Assistant II, AISS AMAD</p> <p>Charito C. Libut Market Specialist III, AISS AMAD</p> <p>Geraldine M. Herrera Agriculturist II, AISS AMAD</p> <p>Janette N. Garcia, Project Assistant II, AISS AMAD</p>
	<p>2.2 Encodes the data from the Enrollment Form to FFEDIS Website.</p>	<p>None</p>	<p>5 minutes</p>	<p>Geraldine M. Herrera Agriculturist II, AISS AMAD</p> <p>Janette N. Garcia, Project Assistant II, AISS AMAD</p> <p>Christian Paul Perez, Project Assistant II, AISS AMAD</p>
	<p>2.3 Verification of the data encoded and the attached supporting documents if proper.</p> <p>2.4 Validates the SEC/CDA/DTI Certificate of Registration using the DA-ICTS list of organizations registered with SEC, CDA and DTI, and Checks if the enterprise is not</p>	<p>None</p> <p>None</p>	<p>5 minutes</p> <p>5 minutes</p>	<p>Geraldine M. Herrera Agriculturist II, AISS AMAD</p> <p>Geraldine M. Herrera Agriculturist II, AISS AMAD</p>

	<p>included in the list of companies with “Cease and Desist Order” in the SEC Official website.</p> <p>2.5 If upon verification there are issues on the legality, authenticity and integrity of the enterprise, the DA reserves the right to deny the registration and the Registration officer’s issues to the Registrants the Notice of Disapproval signed by the Regional Executive Director (RED)/ Agribusiness and Marketing Assistance Division (AMAD)Chief citing the reason for the denial of the application.</p> <p>If none proceed to 2.6</p>	None	5 minutes	Geraldine M. Herrera Agriculturist II, AISS AMAD
	2.6 FFEDIS database system online pre-approval prior to issuance and printing of FFEDIS Certificate	None	10 minutes	Charito C. Libut, Marketing Specialist III, AISS AMAD Maricel L. Dullas, PhD., OIC Chief AMAD
	2.7 Final approval and signing of FFEDIS Certificate	None	5 minutes 2 hours	Maricel L. Dullas, PhD., OIC Chief AMAD Dr. Eduardo L. Lapuz Jr., OIC Regional

				Executive Director
	2.8 Notification via call, SMS and e-mail for the Issuance of FFEDIS Certificate	None	5 minutes	Geraldine M. Herrera Agriculturist II, AISS AMAD Janette N. Garcia, Project Assistant II, AISS AMAD Christian Paul Perez, Project Assistant II, AISS AMAD
4. The client may claim the FFEDIS Certificate by presenting any valid ID, and signing in logbook	4.1 Release of FFEDIS Certificate	None	5 minutes	Geraldine M. Herrera Agriculturist II, AISS AMAD Janette N. Garcia, Project Assistant II, AISS AMAD Christian Paul Perez, Project Assistant II, AISS AMAD
Total:		None	3 hours	



ISSUANCE OF FOODLANE CERTIFICATE OF ACCREDITATION & STICKER

The Foodlane Project is spearheaded by the Department of Agriculture (DA) in collaboration with the Metro Manila Development Authority (MMDA), Department of Interior and Local Government (DILG) and the Philippine National Police (PNP). The DA ensures efficient distribution of agricultural products from the production sites to the major demand centers in Metro Manila. Designates Foodlane routes to provide a 24-hour access (truck-ban free) to truck/vehicles accredited by the project. The project is in line with the former President Rodrigo Duterte's anti-corruption/anti-kotong campaign by ensuring the elimination of additional fees and checkpoints, which are added cost to farmers, fisherfolk and truckers which also becomes a source of corruption in some cases.

Division/Section/Unit	AGRIBUSINESS AND MARKETING ASSISTANCE DIVISION (AMAD)/AGRIBUSINESS INDUSTRY SUPPORT SECTION
Classification	Simple transactions
Type of Transaction	G2B, G2B
Who May Avail	Agri-fishery truckers, traders, distributors and producers
Checklist of Requirements	Where to Secure
1: Duly accomplished application form (1 original copy)	- Agribusiness and Marketing Assistance Division (AMAD)
2: Latest "1x1 ID picture (2 copies)	- Customer
3: Photos of truck (front, rear and side by side) (1 copy per angle)	- Customer
4: Business Registration (SEC, DTI, CDA) (Certified photocopy)	- - Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI), Cooperative Development Authority (CDA)
5: Mayor's Permit (Certified photocopy)	- Municipal Business Licensing Office (MLGU)
6: Board Resolution authorizing representative to transact business in relation to the Foodlane Project (for coops, corporations, associations) as it may apply. (1 original copy)	- Customer
7: Photocopy of Official Receipt of Registration (Certified photocopy)	- Customer

8. Valid ID to be presented in claiming	-Customer
9: Photocopy of Certificate of Registration (Certified photocopy)	- Customer
10: Copy of Handler's License and accreditation of transport carrier. (Certified photocopy)	- Bureau of Animal Industry (BAI)/ National Meat Inspection Service (NMIS)
11: Photocopy of Driver's License (Certified photocopy)	- Customer

Note: All original copies of required documents must be presented during the orientation & inspection.

Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible
1. Submit application form with complete documentary requirements (walk in or via email)	1.1 Check the requirements submitted. Inform the client via call, SMS or e-mail the client if there is lacking documents or clarifications on the submitted documents.	None	5 minutes	Geraldine M. Herrera Agriculturist II, AISS AMAD Janette N. Garcia, Project Assistant II, AISS AMAD
	1.2 Notify clients via call, SMS or e-mail regarding the schedule of orientation of truckers and drivers & inspection of trucks	None	5 minutes	Charito C. Libut Market Specialist III, AISS AMAD Geraldine M. Herrera Agriculturist II, AISS AMAD Janette N. Garcia, Project Assistant II, AISS AMAD

2. Attend in the orientation of truckers & drivers and present truck for inspection	2.1 Facilitate the conduct of orientation on foodlane project.	None	4 hours	Charito C. Libut Market Specialist III, AISS AMAD Geraldine M. Herrera Agriculturist II, AISS AMAD
	2.2 Assist in the inspection of hauling/delivery trucks.	None	4 hours	Charito C. Libut Market Specialist III, AISS AMAD Geraldine M. Herrera Agriculturist II, AISS AMAD Representative from Regional PNP & Provincial PNP.
	2.3 Prepare Certificate of Foodlane Accreditation & Sticker.	None	10 minutes	Charito C. Libut Market Specialist III, AISS AMAD Geraldine M. Herrera Agriculturist II, AISS AMAD Janette N. Garcia, Project Assistant II, AISS AMAD
	2.4 Certificate of Foodlane Accreditation to be initial by AMAD Chief.	None	2 minutes	Maricel L. Dullas, Ph.D. OIC-Chief, AMAD
	2.5 Approval and signing of Certificate of Foodlane Accreditation & Foodlane Sticker.	None	1 hour	Dr. Eduardo L. Lapuz Jr. OIC, Regional Executive Director

	2.6 Notification via call, SMS and e-mail for the Issuance of Foodlane Certificate & Sticker	None	10 minutes	Geraldine M. Herrera Agriculturist II AISS AMAD Janette N. Garcia, Project Assistant II AISS AMAD Christian Paul Perez, Project Assistant II AISS AMAD
3. The client may claim the Foodlane Certificate & Sticker by presenting any valid ID, and signing in logbook	3.1. Release Certificate of Foodlane Accreditation & Foodlane Sticker to the Applicant.	None	3 minutes	Geraldine M. Herrera Agriculturist II AISS AMAD Janette N. Garcia, Project Assistant II AISS AMAD
	Total:	None	1 day ,1 hour and 35 minutes	

ENDORSEMENT OF LOAN APPLICATION TO ACPC

This involves evaluation and reviewing of loan application requirements of Farmers Cooperative and Associations (FCAs), and Micro Small Enterprises (MSEs) up to endorsement to the Agricultural Credit Policy Council (ACPC). Wherein ACPC had set a program to help the farmers, cooperative and association (FCAs) and Micro Small Enterprises (MSEs) to start and/or expand their agribusiness through the provision of loan programs.

Division/Section/Unit		Agribusiness and Marketing Assistance Division (AMAD)/Agribusiness Promotion Section (APS)		
Classification		Simple Transaction		
Type of Transaction		G2C & G2B		
Who May Avail		Farmer Groups/Association/Cooperative/MSMEs		
Checklist of Requirements		Where to Secure		
1. Letter of Intent (1 original copy, Certified photocopy) 2. Business Permit (Certified photocopy) 3. Mayor's Permit (Certified photocopy) 4. Certificate of Registration (CDA/SEC) (Certified photocopy) 5. Audited FS (Certified photocopy) 6. FFEDIS Certification (Certified photocopy) 7. Board Resolution for FCA (Certified photocopy) 8. Certificate of Compliance (CDA) (Certified photocopy) 9. Business Plan (Certified photocopy)		From the requesting client Municipal Business Licensing Office MLGU Cooperative Development Authority (CDA), Security and Exchange Commission (SEC) Department of Trade and Industry (DTI) Agribusiness and Marketing Assistance Division (AMAD)		
Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible
1. The applicant must submit complete set of requirements to AMAD	1.1 Received at record section to recording or log in and endorse to office of RED for action.	None	1 hour	Record Section

	1.2 Refer documents to AMAD	None	10 mins	Research and Extension Division
	1.3 The AMAD will evaluate all the requirements for the loan, once verified and found complete, and correct, endorsement letter to Lending Institutions will be prepared	None	1 hour	Maricel L. Dullas, Ph.D. Regional Agri Credit Desk Officer/OIC-Chief, AMAD Ms. Chanda Magbag, Project Development Assistant II (COS)
	1.4 The RACDO will affix her initial in the endorsement letter	None	5 minutes	Maricel L. Dullas, Ph.D. Regional Agri Credit Desk Officer/OIC-Chief, AMAD
	1.4 Approval and signing of loan endorsement	None	2 hours	Dr. Eduardo L. Lapuz Jr., OIC Regional Executive Director
	1.5 Send scan copy of loan endorsement and application requirements to ACPC and client via email.	None	5 minutes	Maricel L. Dullas, Ph.D. Regional Agri Credit Desk Officer/OIC-Chief, AMAD
	1.6 Notify the client that the loan endorsement is approved	None	2 minutes	Ms. Chanda Magbag, Project Development

				Assistant II (COS)
2. Customer confirmation and completion of Customer Satisfaction Form (CSF)	2.1 Record the date of confirmation and consolidate CSF Facilitate filling up of feedback form	None	5 minutes	Ms. Chanda Magbag, Project Development Assistant II (COS) Malasakit Center
Total:		None	4 hours and 27 minutes	

ENHANCED KADIWA FINANCIAL GRANT ASSISTANCE PROGRAM

The financial grant assistance aims to enhance the capacity of farmer/fisherfolk organizations to become reliable food commodity suppliers to consumers and to the community-based organizations to sustainably operate the KADIWA wholesale and retail stores and to expand their agribusiness operations.

Division/Section/Unit	Agribusiness and Marketing Assistance Division (AMAD)/Agribusiness Promotion Section (APS)
Classification	Highly technical transactions
Type of Transaction	G2C, G2G & G2B
Who May Avail	FCAAs, LGUs, SUCs and CBOs
Checklist of Requirements	Where to Secure
<p>For LGUs/SUCs</p> <ol style="list-style-type: none"> 1. Project Proposal (1 original copy) 2. Letter of Intent (1 original copy) 3. SB Resolution (1 original copy) 4. Certificate of no unliquidated fund (1 original copy) 5. Memorandum of Agreement (MOA) (3 copies original) <p>For FCA/NGOs</p> <ol style="list-style-type: none"> 1. Letter of application -with attached notarized board resolution (1 original copy) 2. Filled up FFEDIS Enrollment Form (1 original copy) 3. Certificate of Registration from SEC, CDA or DOLE (1 photocopy) 	<p>from the requesting customer</p> <p>DA RFO III Accounting Section</p> <p>DA RFO III and customer</p> <p>from the requesting customer</p> <p>Agribusiness and Marketing Assistance Division</p> <p>Security and Exchange Commission (SEC), Cooperative Development Authority (CDA), Department of Labor and Employment (DOLE)</p>

<p>4. Articles of Incorporation or Articles of Cooperation (1 photocopy)</p> <p>5. Secretary's certificate of incumbent officers (1 original copy/notarized)</p> <p>6. 3 years Audited Financial Statement (1 photocopy)</p> <p>7. Disclosure statement (1 photocopy)</p> <p>8. Work and Financial Plan (1 original signed copy)</p> <p>9. Project Proposal (1 original signed copy)</p> <p>10. List and/or photographs of previous similar project (1 original signed copy)</p> <p>11. Sworn affidavit of the Secretary of FCA/CBO (1 original copy/notarized)</p> <p>12. Civil Society Organization Accreditation certificate (1 photocopy)</p> <p>13. Memorandum of Agreement (MOA) (3 copies original)</p>	<p>from the requesting customer</p> <p>from the requesting customer</p> <p>from the requesting customer</p> <p>from the requesting customer</p> <p>from the requesting customer</p> <p>from the requesting customer</p> <p>from the requesting customer</p> <p>from the requesting customer</p> <p>from the requesting customer</p> <p>from the requesting customer</p> <p>from the requesting customer</p> <p>from the requesting customer</p> <p>from the requesting customer</p> <p>from the requesting customer</p> <p>from the requesting customer</p> <p>from the requesting customer</p> <p>from the requesting customer</p>			
<p>Client Steps</p>	<p>Agency Action</p>	<p>Fees to be paid</p>	<p>Processing Time</p>	<p>Person Responsible</p>

<p>1. Submission of letter of intent applying for the KADIWA Grant to DA RFO III addressed to the Regional Director</p>	<p>1.1 AMAD will receive the required documents</p>	<p>None</p>	<p>5 minutes</p>	<p>Raiza G. Franco Agriculturist II, APS AMAD</p> <p>Karl Gio Ocampo Agriculturist I, APS AMAD</p> <p>Maribel Tiongco, Project Assistant II</p>
	<p>1.2. Evaluate and verify the completeness and correctness of submitted documentary requirements</p>	<p>None</p>	<p>30 minutes</p>	<p>Raiza G. Franco Agriculturist II, APS AMAD</p> <p>Karl Gio Ocampo Agriculturist I, APS AMAD</p> <p>Ailissa Cartilla, Market Specialist I, APS AMAD</p>
	<p>1.3. Project Proposal evaluation (Table evaluation)</p>	<p>None</p>	<p>30 minutes</p>	<p>Maricel L. Dullas, PhD., OIC Chief AMAD</p> <p>Raiza G. Franco Agriculturist II, APS AMAD</p> <p>Karl Gio Ocampo Agriculturist I, APS AMAD</p> <p>Alaissa Cartilla Market Specialist I, APS AMAD</p>

	<p>1.4. Site validation to ensure the existence of the applicant and assess the existing operation</p>	None	1 day	<p>Maricel L. Dullas, PhD., OIC Chief AMAD</p> <p>Raiza G. Franco Agriculturist II, APS AMAD</p> <p>Karl Gio Ocampo Agriculturist I, APS AMAD</p> <p>Alaissa Cartilla, Market Specialist I, APS AMAD</p>
	<p>1.5. Prepare the grant proposal evaluation report and ensure that all the supporting documents are attached to the evaluation report.</p> <p>The evaluation report shall be then reviewed by the Chief AMAD,</p> <p>1.5.1 Recommending Approval and signing of the</p>	None	1 day	<p>Raiza G. Franco Agriculturist II, APS AMAD</p> <p>Karl Gio Ocampo Agriculturist I, APS AMAD</p> <p>Alaissa Cartilla Market Specialist I, APS AMAD</p>
		None	1 hour	<p>Maricel L. Dullas, PhD., OIC Chief AMAD</p>
		None	2 hours	<p>Maricel L. Dullas, PhD., OIC Chief AMAD</p>

	<p>project proposal evaluation report</p> <p>1.5.2 Approval and signing of the project proposal evaluation report</p>	None	2 hours	<p>Arthur D. Dayrit, PhD., RTD for Operations & Extension & AMAD, DA RFO III</p> <p>Dr. Eduardo L. Lapuz, Jr., OIC Regional Executive Director, DA RFO III</p>
2. Submission/completion of MOA signed	<p>1.6 Preparation of MOA for signing</p> <p>1.6.1 Notify the client for the signing of MOA</p>	None	1 hour	<p>Raiza G. Franco Agriculturist II, APS AMAD</p> <p>Karl Gio Ocampo Agriculturist I, APS AMAD</p> <p>Alaissa A. Cartilla Market Specialist I, APS AMAD</p>
		None	10 minutes	
		None	1 day	Customer
	2.1 Signing of obligation	None	1 day	Budget and Accounting
	2.2 Process of disbursement vouchers and approval of disbursements fund	None	5 days	

	2.3 Review and Evaluation of documentary requirements based on accounting rules and regulation	None		Laieson Cabigao OIC Regional Accountant
3. Compliance on the comments of the regional accountant in the clients Kadiwa proposal and documentary requirements	3.1 Notify client regarding the result of the review and evaluation of the regional accountant	None	5 days	Raiza G. Franco Agriculturist II, APS AMAD Karl Gio Ocampo Agriculturist I, APS AMAD Alaissa A. Cartilla, Market Specialist I, APS AMAD
		None	5 days	Customer
4. Receives fund from cahier	4.1 Release of fund	None	1 day	Accounting and Cashier
5. Client completion of Client Satisfaction Measurement (CSM) Form	5.1 Facilitate filling up of feedback form	None	5 minutes	Malasakit Center
Total:		None	20 days 6 hours and 20 minutes	

PROVISION OF MARKETING ASSISTANCE (MARKET LINKAGE)

Suppliers are link to buyers and vice versa with the ultimate goal of finding a long term and sustainable market.

Division/Section/Unit		Agribusiness and Marketing Assistance Division (AMAD)/Market Development Section (MDS)		
Classification		Complex transactions		
Type of Transaction		G2C & G2B		
Who May Avail		Individual farmer, groups, MSMEs, Institutional buyers		
Checklist of Requirements		Where to Secure		
1. Profile form of the buyer/supplier or whoever is requesting for the service (1 photocopy or electronic copy) 2. Business registrations (1 photocopy CTC) 3. Business Permit or Mayor's Permit if SME/Group 4. FEEDIS Registration Certificate Refer of intent address to RED		1. Agribusiness and Marketing Assistance Division (AMAD) 2. Department of Trade and Industry Cooperative Development Authority (if cooperative) Securities and Exchange Commission (if sec registered) 3. Business Licensing Office MLGU		
Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible
1. The customer request for assistance to look for supplier or buyer and vice versa	1.1 If email Conduct of profiling of customer.	None	5 mins	Carmencita Nogoy, Senior Agriculturist, MDS AMAD
	1.2 Validation of the production site/facility	None	1 day	Jennelyn Ibale, Market Specialist II, MDS AMAD Eugenio Patawaran, Market Specialist I, MDS AMAD

	1.3 Set up and schedule market linkage or negotiation between buyer and supplier and vice versa. The MDS to facilitate the event	None	1 day	Carmencita Nogoy, Senior Agriculturist, MDS AMAD Jennelyn Ibale, Market Specialist II, MDS AMAD
2. The customer will attend the market matching and will negotiate with buyers & customer submit.	2.1 Facilitate the conduct of market linkage and assist the client in the negotiation in complying with the buyer's requirements 2.2 Determine AMAD assistance needed	None	1 day	Carmencita Nogoy, Senior Agriculturist, MDS AMAD Jennelyn Ibale, Market Specialist II, MDS AMAD
	2.3 Encode in the report sheet the details of the activity (including buyer and suppliers' details, volume and value consummated. Provide logistics or any technical assistance to the supplier or buyer as necessary.	None	1 hour	Jennelyn Ibale, Market Specialist II, MDS AMAD Eugenio Patawaran, Market Specialist I, MDS AMAD
3. Client completion of Client Satisfaction Measurement (CSM) Form	5. Facilitate filling up of feedback form	None	5 minutes	Malasakit Center
Total:		None	3 days, 1 hour and 10 mins	

PARTICIPATION TO LOCAL TRADE FAIR

A promotional activity which helps small-micro-enterprises (SMEs) to have a direct access to the consuming public thereby cutting layers of marketing resulting to lower cost of agri-products.

Division/Section/Unit	Agribusiness and Marketing Assistance Division (AMAD)/Market Development Section (MDS)			
Classification	Complex transaction			
Type of Transaction	G2C, G2B & G2G			
Who May Avail	Individual farmer, groups, MSMEs, Institutional buyers			
Checklist of Requirements	Where to Secure			
1. Profiling Form (1 photocopy or electronic copy) 2. Certificate of Contract Form (1 photocopy or electronic copy) 3. Farmers and Fisherfolks Enterprise Development Information System Certificate (for group) <i>(1 photocopy or electronic copy)</i> 4. Registry System for the Basic Sectors in Agriculture (RSBSA) (for individual) <i>(1 photocopy or electronic copy)</i> 5. CSF	1. Market Development Section (MDS) Market Development Section (MDS) Agribusiness and Marketing Assistance Division (AMAD) 2. Market Development Section (MDS) Agribusiness and Marketing Assistance Division (AMAD) 3. Agribusiness Industry Support Section (AISS) Agribusiness and Marketing Assistance Division (AMAD) Downloadable 4. Municipal Agriculture Office (MAO) 5. DA- RFO III			
	Agency Action	Fees to be paid	Processing Time	Person Responsible
1.The customer will request for assistance for trade fair participation/ product promotion	1.1 Provision of profiling form	None	2 minutes	Jennelyn Ibale, Market Specialist II, MDS AMAD

				Eugenio Patawaran, Market Specialist I, MDS AMAD
2. The applicant to submit requirements If FCA/SME 1. Business registration 2. Business Permit 3. FFEDIS Certificate (Notify applicant to apply for FFEDIS if it is not yet available) If individual farmer RSBSA	2.1 Conduct evaluation of requirements 2.2 Validation of the production site/ processing facility together with the P/M/LGU	None None	15 minutes 1 day	Carmencita Nogoy Senior Agriculturist, MDS AMAD Jennelyn Ibale, Market Specialist II, MDS AMAD Eugenio Patawaran, Market Specialist I, MDS AMAD
3. Schedule the participation of the customer	3.1 the AMAD shall endorse the applicant to the LGU-Office of the Provincial Agriculture for the exhibitor to be included in the list of exhibitors for KADIWA schedules (provincial level) (For regional level trade fair, the provincial agribusiness coordinators will endorse exhibitors to AMAD per agreed	None	1 day	Carmencita Nogoy Senior Agriculturist, MDS AMAD Jennelyn Ibale, Market Specialist II, MDS AMAD Eugenio Patawaran, Market Specialist I, MDS AMAD

	<p>schedule of events)</p> <p>3.2 Invite the exhibitor to the scheduled trade fair</p>			
4. The customer to sign into an exhibit contract form	4.1 Collect and evaluate the exhibit contract form	None	3 minutes	<p>Jennelyn Ibale, Market Specialist II, MDS AMAD</p> <p>Eugenio Patawaran, Market Specialist I, MDS AMAD</p>
5. Exhibitor to participate and conduct selling of agricultural products	5.1 Facilitate the conduct of trade fair	None	3 days	<p>Carmencita Nogoy, Senior Agriculturist, MDS AMAD</p> <p>Jennelyn Ibale, Market Specialist II, MDS AMAD</p> <p>Eugenio Patawaran, Market Specialist I, MDS AMAD</p>
6. Submit sales report and client satisfaction form	<p>6.1. Consolidate and analyze sales report.</p> <p>6.1 Consolidate and submit to Planning Monitoring and Evaluation Division (PMED)</p>	None	1 day	<p>Jennelyn Ibale, Market Specialist II, MDS AMAD</p> <p>Eugenio Patawaran, Market Specialist I, MDS AMAD</p>
7. Client completion of Client Satisfaction Measurement (CSM) Form	7.1 Facilitate filling up of feedback form	None	5 minutes	Malasakit Center

	Total:	None	6 days and 25 minutes	
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FIELD OPERATIONS DIVISION



DISTRIBUTION OF AGRICULTURAL INPUTS (Seeds, Fertilizer, Pesticides under Corn Program)

Seeds, planting materials, and other farm inputs can be availed by duly registered farmer beneficiaries. These interventions from the Department of Agriculture aims to assist farmers to increase grain yield resulting to higher income.

Office or Division		Field Operations Division (FOD)		
Classification		Simple Transactions		
Type of Transaction		G2C - government services whose client is the transacting public		
Who May Avail		Qualified Farmers' Associations/ Cooperatives (FCAs)		
Checklist of Requirements		Where to Secure		
<ol style="list-style-type: none"> 1. Letter of Intent stating the requests for interventions (1 original copy) 2. Board Resolution with Master list/ List of Members indicating the Cultivated Area with RSBSA Control Number (1 original copy) 3. Certificate of Registration (SEC/ CDA/ DOLE/ DA-RFO III RCEF Accreditation and other agencies certification) (1 photocopy) 4. <i>In case of absence</i> of the beneficiaries, an Authorization Letter with valid ID should be presented. (1 original copy) 		Requesting Farmers' Associations/ Cooperatives (FCAs)		
Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible
1. Review of the submitted documentary	1.1 Review, log in and encode to the Data Tracking	None	1hour and 50 minutes	Mr. Marlon Dollente

requirements for the request/s intervention in accordance to the Banner Program Guidelines	and Monitoring System (DTMS) the submitted documents requirements for the request intervention and route to the Record Section Unit.			Records Unit Staff / Mr. Lorenzo Ray Briones Records Unit Staff
	1.2 The request/s will then be routed to the Office of the Regional Executive Director.	None	15 minutes	Mr. Lorenzo Ray Briones Records Unit Staff
	1.3 Review and instruct the concerned Division Office to make an appropriate action on the request/s.	None	1 day	Dr. Eduardo L. Lapuz, Jr. OIC-Regional Executive Director
	1.4 The request/s will then be routed to the Office of the Field Operations Division Chief.	None	5 minutes	Ms. Femy Jean Tuazon / Ms. Desiree Nicole Diaz RED's Staff
	1.5 Review and instruct the concerned Banner Program to make an appropriate action on the request/s.	None	1 day	Ms. Elma S. Mananes FOD Chief
	1.6 Check the availability of the requested intervention	None	10 minutes	Engr. Kathleen O. Caingat Agriculturist II
	1.7 Inform the client/ FCAs for the availability of their request.	None	10 minutes	Ms. Jessamineclair Ramos COS
	1.8 Prepare the Requisition Issuance Slip (RIS).	None	15 minutes	Ms. Kaila Tiongson COS

				Engr. Kathleen O. Caingat Agriculturist II
2. Affix the signature to the RIS.	2.1 Assist the requesting party to sign the Requisition Issuance Slip prior releasing of interventions.	None	1 day	Ms. Kaila Tiongson COS Engr. Kathleen O. Caingat Agriculturist II
3. Present the valid ID for proper identity and Requisition Issuance Slip to the Authorize Inventory Custodian and Stock Card Keeper at Research Outreach Stations (ROS).	3.1 Evaluate the presented ID, Requisition Issuance Slip and release the interventions to the client.	None	10 minutes	Mr. Leo Gonzales Farm Superintendent II
TOTAL		None	3 days and 3 hours	

PROVISION OF SEEDS, FERTILIZERS AND OTHER AGRICULTURAL INPUTS

Seeds, planting materials, and other agricultural inputs can be availed by duly registered farmer's association and cooperatives which members are registered in the Registry System for Basic Sectors in Agriculture (RSBSA). These interventions from the Department of Agriculture through the Corn Program aim to improve the productivity, profitability, and sustainability specifically on corn farming operations through targeted interventions and support mechanisms.

Office or Division	Field Operations Division (FOD) - Corn Program
Classification	Simple
Type of Transaction	Government to Citizens (G2C)
Who May Avail	Qualified Farmers' Cooperatives/ Associations (FCAs)
Checklist of Requirements	Where to Secure
<ol style="list-style-type: none"> 1. Letter of Intent with attached Board Resolution stating the need for interventions such as Corn Seeds, Fertilizers and other agricultural inputs with the total number of Farmer – Members (<i>1 original copy</i>) 2. Pre-masterlist of target beneficiary indicating the following information: RSBSA control number, full name of members, farm location and farm area (<i>1 original copy</i>) 3. Certificate of Registration (SEC/CDA/DOLE/DA and other agencies accreditation/ certification) (<i>1 photocopy</i>) 4. In case of absence of the beneficiary when claiming the intervention, an Authorization Letter with valid Identification Card should be presented. (<i>1 original copy</i>) 	Requesting Party (FCAs)

Endorsements from the following:					
1. Municipal/ City Agriculturist (1 original copy)		Municipal Agriculture Office (MAO)/			
2. Provincial Agriculturist (1 original copy)		City Agriculture Office (CAO)			
		Provincial Agriculture Office (PAO)			
Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible	
1. Submit the complete documentary requirements for the request of intervention in accordance to the Corn Banner Program Guidelines through at least one of the following:	1.1 Receive, record and forward documents to Records Unit	None	15 minutes	a. Ms. Aileen Garcia - Malasakit Help Desk Staff b. Agricultural Program Coordinating Officers' (APCOs) <i>*Aurora</i> Ms. Zenaida Castañeda <i>*Bataan</i> Ms. Marilou Ramos <i>*Bulacan</i> Mr. Memito Luyun III <i>*Pampanga</i> Mr. Gil David <i>*Nueva Ecija (1st & 2nd District)</i> Ms. Analou Morelos <i>*Nueva Ecija (3rd & 4th District)</i> Mr. June Lacasandile <i>*Tarlac</i> Dr. Ricky Manguerra <i>*Zambales</i> Mr. Jan Exequiel Soriano c. Courier/ Postman	
a. Malasakit Help Desk for receiving and recording					
b. APCOs					
c. Courier/ Postal Services					
	1.2 Receive, record, control and forward the documents to	None	1 hour and 50minutes	Ms. Rolibeth Zapata Chief, Records Unit	

	the office of the Regional Executive Director (RED) with the Document Tracking Slip (DTS)			Carlyn Joy Cortez Records Unit Staff
	1.3 Receive and record the documents, maintain a file and attach a DTS for the action of the RED	None	15 minutes	Ms. Melinda Dizon/ Femy Jean Tuazon RED's Office Staff
	1.4 Review and provide instructions to the Field Operations Division (FOD) Chief to make an appropriate action on the request/s through written directives	None	40 minutes	Dr. Eduardo L. Lapuz, Jr. OIC - Regional Executive Director
	1.5 Maintain and forward the documents with written directives to the Records Unit	None	10 minutes	Ms. Melinda Dizon/ Femy Jean Tuazon RED's Office Staff
	1.6 Record the written directives, reproduce copies of the document/s and forward to the Field Operations Division Chief	None	3 hours and 25 minutes	Ms. Rolibeth Zapata Chief, Records Unit Carlyn Joy Cortez Records Unit Staff

	1.7 Receive and maintain a file forwarded by the Records Unit and forward to the Office of the FOD Chief	None	10 minutes	<p>Engr. Aga-Angelica Pascual Agriculturist I</p> <p>Ms. Fedeliza Dizon/ Mr. Mark Jun Lazatin/ Ms. Maricon David</p> <p>FOD Staff</p>
	1.8 Review and provide instructions to the Corn Program to make an appropriate action on the request/s	None	10 minutes	<p>Ms. Elma S. Mananes FOD Chief</p>
	1.9 Receive and maintain a file forwarded by the Office of the FOD Chief and forward to the Regional Corn Program Focal Person for appropriate action	None	10 minutes	<p>Engr. Kathleen Caingat Agriculturist II</p> <p>Ms. Quenie Mendoza</p> <p>Corn Program Staff</p>
	1.10 Validate the requesting party for possible recommendation	None	1 day	<p>Agricultural Program Coordinating Officers' (APCOs)</p> <p><i>*Aurora</i> Ms. Zenaida Castañeda</p> <p><i>*Bataan</i> Ms. Marilou Ramos</p> <p><i>*Bulacan</i> Mr. Memito Luyun III</p> <p><i>*Pampanga</i> Mr. Gil David</p> <p><i>*Nueva Ecija</i> (1st & 2nd District)</p>

				<p>Ms. Analou Morelos</p> <p><i>*Nueva Ecija (3rd & 4th District)</i> Mr. June Lacasandile</p> <p><i>*Tarlac</i> Dr. Ricky Manguerra</p> <p><i>*Zambales</i> Mr. Jan Exequiel Soriano</p> <p>Ms. Melody G. Nombre Regional Corn Program Focal Person/ Engr. Kathleen Caingat Agriculturist II/ Mr. Genesis Martin Agriculturist II</p> <p>Corn Program Staff</p>
	1.11 Draft a reply letter & validation report based on the result of the conducted validation and forward to the Regional Corn Program Focal Person for review	None	10 minutes	<p>Engr. Kathleen Caingat Agriculturist II/ Mr. Genesis Martin Agriculturist II</p> <p>Corn Program Staff</p>
	1.12 Review and countersign the draft reply letter and sign the validation report	None	10 minutes	<p>Ms. Melody G. Nombre Regional Corn Program Focal Person</p>
	1.13 Receive and record the reply letter with validation report and forward to the Office of the FOD Chief for	None	10 minutes	<p>Engr. Aga-Angelica Pascual Agriculturist I</p> <p>Ms. Fedeliza Dizon/ Mr. Mark Jun Lazatin/</p>

	countersign and approval			Ms. Maricon David FOD Staff
	1.14 Review and countersign the reply letter with validation report	None	10 minutes	Ms. Elma S. Mananes FOD Chief
	1.15 Forward the reply letter with validation report to the Office of the Regional Technical Director for Operations, Extension and AMAD (ORTD)	None	10 minutes	Engr. Aga-Angelica Pascual Agriculturist I Ms. Fedeliza Dizon/ Mr. Mark Jun Lazatin/ Ms. Maricon David FOD Staff
	1.16 Receive and document the reply letter with validation report for signature and approval of the RTD	None	15 minutes	Mr. Henry Ilagan Planning Officer III Arleen Pamintuan ORTD Staff
	1.17 Review and sign the reply letter with validation report as recommending approval	None	1 hour	Dr. Arthur D. Dayrit RTD for Operations, Extension and AMAD
	1.18 Receive and document the reply letter with validation report for signature and approval of the RED	None	10 minutes	Ms. Melinda Dizon/ Femy Jean Tuazon RED's Office Staff
	1.19 Review, sign and approve the	None	1 hour	Dr. Eduardo L. Lapuz, Jr. OIC - Regional Executive Director

	reply letter with validation report			
	1.20 Forward the approved reply letter with validation report to the office of the Corn Program	None	10 minutes	Ms. Melinda Dizon/ Femy Jean Tuazon RED's Office Staff
	*1.21 Receive, file a copy and inform the requesting party regarding the status of their request and further instructions through e-mail, post mail or call	None	15 minutes	Engr. Kathleen Caingat Agriculturist II Ms. Jesamineclier Ramos Corn Program Staff
	1.22 Draft the Requisition and Issuance Slip (RIS) and forward to the Regional Corn Program Focal Person for signature	None	15 minutes	Engr. Kathleen Caingat Agriculturist II/ Mr. Genesis Martin Agriculturist II Ms. Jesamineclier Ramos Corn Program Staff
	1.23 Review and sign the draft RIS	None	10 minutes	Ms. Melody G. Nombre Regional Corn Program Focal Person
	1.24 Receive and record the RIS and forward to the Office of the FOD Chief for signature and approval	None	10 minutes	Engr. Aga-Angelica Pascual Agriculturist I Ms. Fedeliza Dizon/ Mr. Mark Jun Lazatin/ Ms. Maricon David FOD Staff
	1.25 Review, sign and approve the RIS	None	30 minutes	Ms. Elma S. Mananes FOD Chief

	1.26 Forward the approved RIS to the Office of the Corn Program	None	10 minutes	<p>Engr. Aga-Angelica Pascual Agriculturist I</p> <p>Ms. Fedeliza Dizon/ Mr. Mark Jun Lazatin/ Ms. Maricon David</p> <p>FOD Staff</p>
2. Affix the signature to the Requisition and Issuance Slip (RIS).	<p>2.1 Assist the requesting party to sign the RIS prior releasing of interventions.</p> <p>Maintain and file a copy of the signed RIS</p>	None	30 minutes	<p>Engr. Kathleen Caingat Agriculturist II</p> <p>Ms. Jesamineclier Ramos</p> <p>Corn Program Staff</p>
3. Releasing of the interventions at DA-Central Luzon Integrated Agricultural Research Center – Lowland Development (DA-CLIARC) Station	<p>3.1 Present the valid ID together with the approved RIS to the Authorize Inventory Custodian and Stock Card Keeper</p> <p><i>(*In case of absence of the beneficiary when claiming the intervention, an Authorization Letter with valid Identification Card should be presented.)</i></p>	None	10 minutes	<p>Ms. Josephine Muñoz OIC Station Manager, DA-CLIARC</p> <p>Mr. Leo Gonzales Inventory Custodian and Stock Card Keeper, DA-CLIARC</p> <p>Exequiel Macugay</p> <p>DA-CLIARC Station Staff</p>
	3.2 Prepare the gate pass and release the interventions to the client.	None	10 minutes	<p>Mr. Leo Gonzales Inventory Custodian and Stock Card Keeper, DA-CLIARC</p> <p>Exequiel Macugay</p> <p>DA-CLIARC Station Staff</p>
	3.3 Conduct photo documentation	None	5 minutes	<p>Mr. Leo Gonzales Inventory Custodian and Stock Card Keeper,</p>

	as a proof of the released interventions			DA-CLIARC Exequiel Macugay DA-CLIARC Station Staff Requesting Party (FCAs)
4.Completion and submission of the Signed List of Recipients, Customer Satisfaction Measurement (CSM) Form and Oath of Undertakings	4.1 Sign the masterlist; accomplish the CSM Form and Oath of Undertakings by the client	None	10 minutes	
	4.2 Submission of the signed-list of recipients, CSM Form, Photo documentation, Oath of Undertakings to the Accounting Section for their transmittal to Commission on Audit (COA)	None	5 minutes	Engr. Kathleen Caingat Agriculturist II Ms. Jesamineclier Ramos Corn Program Staff
TOTAL		None	2 days, 4 hours and 25 minutes	

* In any case that the requesting party will not be granted with interventions, client steps will end at 1.21

PROVISION OF SEEDS, PLANTING MATERIALS, AND OTHER FARM INPUTS

Seeds, planting materials, and other farm inputs can be availed by any interested bonafide Filipino individual residing in urban and peri-urban areas, corporate and support organizations, and other government agencies within urban and peri-urban areas. These interventions from the Department of Agriculture through the National Urban and Peri-Urban Agriculture Program (NUPAP) aim to ensure food security for the urban and peri-urban population; reduce food miles to food steps to lower fuel consumption and logistics costs; create livelihood opportunities; and promote a healthy lifestyle by making nutritious food available for Filipinos, specifically in urban and peri-urban areas. The program shall promote Urban and Peri-Urban Agriculture (UPA) and other emerging agricultural practices through the Plant Plant Plant Program by providing materials, technical support, and funding to its projects, activities, and programs.

Office or Division	Field Operations Division – National Urban and Peri-Urban Agriculture Program (FOD-NUPAP)
Classification	Simple
Type of Transaction	Government to Citizens (G2C) and Government to Government (G2G)
Who May Avail	Interested Individuals, Corporate and Support organizations including the Farmers Cooperatives and Associations (FCAs), and other government agencies
Checklist of Requirements	Where to Secure
<p>Interested Individuals</p> <ol style="list-style-type: none"> 1. Letter of Intent stating the need for interventions such as seeds, planting materials, and other farm inputs (<i>1 original copy</i>) <p>Corporate and Support Organizations</p> <ol style="list-style-type: none"> 2. Letter of Intent with attached Board Resolution stating the need for interventions such as seeds, planting materials, and other farm inputs and the total number of Farmer-Members (<i>1 original copy</i>) 3. List of farmer-members with signature, cultivated area, and RSBSA control number 	Requesting Party

<p>(1 original copy)</p> <p>4. Certificate of Registration (SEC/CDA/DOLE/DSWD) (1 photocopy)</p> <p>Government Agencies</p> <p>1. Project Proposal/Business Plan (1 original copy)</p>				
<p>Endorsements from the following:</p> <p>1. Municipal/City Agriculturist (1 original copy)</p> <p>2. Provincial Agriculturist (1 original copy)</p>		<p>Municipal Agriculture Office</p> <p>Provincial Agriculture Office</p>		
Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible
<p>1. Submit document/s through at least one of the following:</p> <p>a) Malasakit Help Desk for receiving and recording</p> <p>b) E-mail</p> <p>c) Courier/postal services</p>	<p>1.1 receive, record and forward the documents to Records Unit</p>	<p>None</p>	<p>15 minutes</p>	<p>a) Aileen Garcia – Malasakit Help Desk Staff</p> <p>b) Femy Jean Tuazon/Other Offices with Email accounts</p> <p>Office of OIC-Regional Executive Director (OIC-RED) staff/other staff of offices with e-mail accounts</p> <p>c) Courier/Postman</p>

	1.2 Receive, record, control, and forward the documents to the office of the OIC-RED with the Document Tracking and Monitoring Slip (DTMS)	None	1 hour and 50 minutes	Ms. Rolibeth Zapata Chief, Records Unit Carlyn Joy Cortez Records Unit Staff
	1.3 Receive and record the documents, maintain a file, and attach a DTMS for action by the OIC-RED	None	10 minutes	Ms. Melinda Dizon/ Femy Jean Tuazon OIC-RED's Office Staff
	1.5 Provide instructions to the Field Operations Division Chief, Agriculture Program Coordinating Officer/s (APCO/s), and NUPAP through written directives	None	10 minutes	Dir. Dr. Eduardo L. Lapuz, Jr. OIC-Regional Executive Director
	1.6 Maintain and forward the documents with written directives to the Records Unit	None	4 minutes	Ms. Melinda Dizon/ Femy Jean Tuazon OIC-RED's Office Staff
	1.7 Record the written directives, reproduce copies of the document/s, and forward them to the Office of the FOD Chief, APCO's and	None	3 hours and 25 minutes	Ms. Rolibeth Zapata Chief, Records Unit Carlyn Joy Cortez Records Unit Staff

	NUPAP			
	1.8 Receive and maintain a file for the documents forwarded by the Records Unit and Office of the FOD Chief, then forward it to the Office of the Regional NUPAP Focal Person for instructions or appropriate action	None	15 minutes	Christine Joy L. Corpuz Agriculturist II Clarisse Asas NUPAP Staff
	1.9 Validate the requesting party for possible recommendations	None	1 day	APCOs Ms. Zenaida Castañeda (APCO Aurora) Ms. Marilou Ramos (APCO, Bataan) Mr. Memito Luyun, III (APCO, Bulacan) Ms. Analou S. Morelos (APCO, Nueva Ecija Districts I and II) Mr. June H. Lacasandile (APCO, Nueva Ecija Districts III and IV) Mr. Gil David (APCO, Pampanga) Dr. Ricky Manguerra (APCO, Tarlac) Mr. Jan Exequiel Soriano

				(APCO, Zambales) APCO Staff Engr. AB P. David Regional NUPAP Focal Person
	1.10 Draft a reply letter based on the result of the conducted validation	None	3 hours	Engr. AB P. David Regional NUPAP Focal Person
	1.11. Draft the issuance slip/gate pass <i>(if the request is granted)</i>			Clarisse Asas/Melody Alejandre NUPAP Staff
	1.12 Receive and document the letter for review and countersignature by the Chief, FOD, then forward it to the Office of the Regional Technical Director for Operations, Extension, and AMAD (ORTD)	None	1 hour and 15 minutes	Ms. Elma S. Mananes Chief, FOD Fedeliza Dizon/ MJ Lazatin/ Maricon David FOD Staff
	1.13 Receive and document the letter for review and countersignature by the RTD, then forward the letter to the Office of OIC-RED for signature	None	1 hour and 15 minutes	Arthur D. Dayrit, Ph. D. RTD for Operations, Extension and AMAD Arleen Pamintuan ORTD Staff

	1.14 Receive and document the letter for review and signature by the OIC-RED, then return the signed letter to the office of the NUPAP	None	1 hour and 30 minutes	Dr. Eduardo L. Lapuz, Jr. OIC-Regional Executive Director Ms. Melinda Dizon/ Femy Jean Tuazon OIC-RED's Office Staff
	*1.5 Receive, file a copy, and inform the requesting party regarding the status of their request and further instructions through email, postal mail, or phone call	None	1 hour	Christine Joy L. Corpuz Agriculturist II Clarisse Asas NUPAP Staff
2. Affix signature to the issued Issuance Slips	2.1 Assist the requesting party in signing the issuance slip prior to release. Maintain and file a copy of the signed issuance slip	None	30 minutes	NUPAP Releasing Officer Christine Joy L. Corpuz Agriculturist II Melody Alejandre NUPAP Staff
3. Receive the interventions through the following: a) NUPAP Office b) DA-Central Luzon Integrated Agricultural	3.1 Provide the interventions to the requesting party	None	30 minutes	NUPAP Releasing Officer Christine Joy L. Corpuz Agriculturist II Melody Alejandre NUPAP Staff Ms. Josephine Muñoz

Research Center – Lowland Development c) (for bulk quantity of interventions)				OIC Station Manager, DA CLIARC LD Exequiel Macugay DA CLIARC LD Staff
TOTAL		None	2 days, 3 hours and 36 minutes	

** In any case that the requesting party will not be granted with interventions, client steps will end at 8.1*

PROVISION OF SEEDS, PLANTING MATERIALS AND OTHER FARM INPUTS

Seeds, planting materials, and other farm inputs can be availed by duly registered farmer's associations and cooperatives whose members are registered in the Registry System for Basic Sectors in Agriculture (RSBSA). These interventions from the Department of Agriculture are facilitated through the High Value Crops Development Program (HVCDP), which aims to address food security, poverty alleviation, and sustainable growth. It helps to promote the production, processing, marketing, and distribution of high-value crops. Strategically, HVCDP helps to increase income, create livelihood opportunities, and contribute to the national agricultural development of the Philippines

Office or Division	Field Operations Division – High Value Crops Development Program (FOD-HVCDP)
Classification	Simple
Type of Transaction	Government to Citizens (G2C) and Government to Government (G2G)
Who May Avail	Farmer Cooperatives/Associations (FCAs) and other government agencies
Checklist of Requirements	Where to Secure
<ol style="list-style-type: none"> 1. Letter of Intent with attached Board Resolution stating the need for interventions such as seeds, planting materials, and other farm inputs and the total number of Farmer-Members <i>(1 original copy)</i> 2. List of farmer-members with signature, cultivated area, and RSBSA control number <i>(1 original copy)</i> 3. Certificate of Registration (SEC/CDA/DOLE/DSWD) <i>(1 photocopy)</i> 4. Certificate of Accreditation in Civil Service Society (CSO) for the availing projects amounting to P1,000,000.00 and above in total <i>(1 photocopy)</i> 	Requesting Party (FCAs)
Endorsements from the following:	

1. Municipal/City Agriculturist <i>(1 original copy)</i>		Municipal Agriculture Office		
2. Provincial Agriculturist <i>(1 original copy)</i>		Provincial Agriculture Office		
Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible
1. Submit document/s through at least one of the following: a) Malasakit Help Desk for receiving and recording b) E-mail c) Courier/postal services	1.1 Receive, record, and forward the documents to the Records Unit	None	15 minutes	1. Aileen Garcia – Malasakit Help Desk Staff 2. Femy Jean Tuazon/Other Offices with E-mail accounts Office of OIC-Regional Executive Director (OIC-RED) staff/other staff of offices with e-mail accounts
	1.2 Receive, record, control, and forward the documents to the office of the OIC-RED with the Document Tracking and Monitoring Slip (DTMS)	None	1 hour and 50 minutes	Ms. Rolibeth Zapata Chief, Records Unit Carlyn Joy Cortez Records Unit Staff
	1.3 Receive and record the documents, maintain a file, and attach a DTMS for action by the OIC-RED	None	10 minutes	Ms. Melinda Dizon/ Femy Jean Tuazon OIC-RED's Office Staff

	1.4 Provide instructions to the Field Operations Division Chief, Agriculture Program Coordinating Officer/s (APCO/s), and HVCDP through written directives	None	10 minutes	Dir. Dr. Eduardo L. Lapuz, Jr. OIC-Regional Executive Director
	1.5 Maintain and forward the documents with written directives to the Records Unit	None	4 minutes	Ms. Melinda Dizon/ Femy Jean Tuazon OIC-RED's Office Staff
	1.6 Record the written directives, reproduce copies of the document/s, and forward them to the Office of the FOD Chief, APCO's and HVCDP	None	3 hours and 25 minutes	Ms. Rolibeth Zapata Chief, Records Unit Carlyn Joy Cortez Records Unit Staff
	1.7 Receive and maintain a file for the documents forwarded by the Records Unit and Office of the FOD Chief, then forward it to the Office of the Regional HVCDP Focal Person for instructions or appropriate action	None	15 minutes	Christine Joy L. Corpuz Agriculturist II Clarisse Asas HVCDP Staff
	1.8 Validate the requesting party for possible recommendations	None	1 day	APCOs Ms. Zenaida Castañeda (APCO Aurora)

				<p>Ms. Marilou Ramos (APCO, Bataan)</p> <p>Mr. Memito Luyun, III (APCO, Bulacan)</p> <p>Ms. Analou S. Morelos (APCO, Nueva Ecija Districts I and II)</p> <p>Mr. June H. Lacasandile (APCO, Nueva Ecija Districts III and IV)</p> <p>Mr. Gil David (APCO, Pampanga)</p> <p>Dr. Ricky Manguerra (APCO, Tarlac)</p> <p>Mr. Jan Exequiel Soriano (APCO, Zambales)</p> <p>APCO Staff</p> <p>Engr. AB P. David Regional HVCDP Focal Person</p> <p>HVCDP Staff</p>
	1.9 Draft a reply letter based on the result of the conducted validation	None	3 hours	<p>Engr. AB P. David Regional HVCDP Focal Person</p> <p>Clarisse Asas/Melody Alejandre</p> <p>HVCDP Staff</p>
	1.10. Draft the issuance slip/gate pass <i>(if the request is granted)</i>			

	1.11 Receive and document the letter for review and countersignature by the Chief, FOD, then forward it to the Office of the Regional Technical Director for Operations, Extension, and AMAD (ORTD)	None None	1 hour and 15 minutes	Ms. Elma S. Mananes Chief, FOD Fedeliza Dizon/ MJ Lazatin/ Maricon David FOD Staff
	1.12 Receive and document the letter for review and countersignature by the RTD, then forward the letter to the Office of OIC-RED for signature	None	1 hour and 15 minutes	Arthur D. Dayrit, Ph. D. RTD for Operations, Extension and AMAD Arleen Pamintuan ORTD Staff
	1.13 Receive and document the letter for review and signature by the OIC-RED, then return the signed letter to the office of the HVCDP	None	1 hour and 30 minutes	Dr. Eduardo L. Lapuz, Jr. OIC-Regional Executive Director Ms. Melinda Dizon/ Femy Jean Tuazon OIC-RED's Office Staff
	*1.14 Receive, file a copy, and inform the requesting party regarding the status of their request and further instructions through email, postal mail, or phone call	None	1 hour	Christine Joy L. Corpuz Agriculturist II Clarisse Asas HVCDP Staff

<p>2. Affix signatures to the issued Issuance Slips</p>	<p>2.1 Assist the requesting party in signing the issuance slip prior to release.</p> <p>Maintain and file a copy of the signed issuance slip</p>	<p>None</p>	<p>30 minutes</p>	<p>HVCDP Releasing Officer</p> <p>Christine Joy L. Corpuz Agriculturist II</p> <p>Melody Alejandre</p> <p>HVCDP Staff</p>
<p>3. Receive the interventions through the following:</p> <p>a) HVCDP Office</p> <p>b) DA-Central Luzon Integrated Agricultural Research Center – Lowland Development <i>(for bulk quantity of interventions)</i></p>	<p>3.1 Provide the interventions to the requesting party</p>	<p>None</p>	<p>30 minutes</p>	<p>HVCDP Releasing Officer</p> <p>Christine Joy L. Corpuz Agriculturist II</p> <p>Melody Alejandre</p> <p>HVCDP Staff</p> <p>Ms. Josephine Muñoz OIC Station Manager, DA CLIARC LD</p> <p>Exequiel Macugay DA CLIARC LD Staff</p>
<p>TOTAL</p>	<p>None</p>	<p>2 days, 5 hours and 57 minutes</p>		

** In any case that the requesting party will not be granted with interventions, client steps will end at 8.1*

AVAILMENT OF GULAYAN RELATED PROGRAMS

Gulayan related programs such as Gulayan sa Barangay and Gulayan sa Paaralan aim to attain self-sufficiency, empower its constituencies by enhancing their capability to produce their own food through the adoption of various technologies on food production and vegetable growing. The programs provide vegetable seeds, farm tools, fertilizers and other farm inputs with training on agricultural crop productions.

Office or Division		Field Operations Division – High Value Crops Development Program (FOD-HVCDP)		
Classification		Simple		
Type of Transaction		Government to Citizens (G2C) and Government to Government (G2G)		
Who May Avail		Public Primary and Secondary Schools for the Gulayan sa Paaralan Program (GPP) Barangay Councils for the Gulayan sa Barangay Program (GSB)		
Checklist of Requirements		Where to Secure		
Gulayan sa Paaralan Program (GPP) 1. Letter of Intent (1 original copy) Gulayan sa Barangay Program (GSB) 5. Letter of Intent with attached Board Resolution stating the need for interventions for the establishment of Gulayan (1 original copy)		Requesting Party		
Endorsements from the following: Gulayan sa Paaralan Program (GPP) 1. School's Division Superintendent (1 original copy) 2. Municipal/City Agriculturist (1 original copy) 3. Provincial Agriculturist (1 original copy) Gulayan sa Barangay Program (GSB) 1. Municipal/City Agriculturist (1 original copy) 2. Provincial Agriculturist (1 original copy)		School's Division Office Municipal Agriculture Office Provincial Agriculture Office Municipal Agriculture Office Provincial Agriculture Office		
Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible
1. Submit document/s through at least one of the following: a) Malasakit Help Desk for receiving and recording b) E-mail	1.1 receive, record and forward the documents to Records Unit	None	15 mins	a) Aileen Garcia – Malasakit Help Desk Staff b) Femy Jean Tuazon/Other Offices with E-mail accounts

c) Courier/postal services				Office of OIC-Regional Executive Director (OIC-RED) staff/other staff of offices with e-mail accounts
	1.3 Receive, record, control, and forward the documents to the office of the OIC-RED with the Document Tracking and Monitoring Slip (DTMS)	None	1 hour and 50 minutes	Ms. Rolibeth Zapata Chief, Records Unit Carlyn Joy Cortez Records Unit Staff
	1.4 Receive and record the documents, maintain a file, and attach a DTMS for action by the OIC-RED	None	10 minutes	Ms. Melinda Dizon/ Femy Jean Tuazon OIC-RED's Office Staff
	1.5 Provide instructions to the Field Operations Division Chief, Agriculture Program Coordinating Officer/s (APCO/s), and HVCDP through written directives	None	10 minutes	Dir. Dr. Eduardo L. Lapuz, Jr. OIC-Regional Executive Director
	1.6 Maintain and forward the documents with written directives to the Records Unit	None	4 minutes	Ms. Melinda Dizon/ Femy Jean Tuazon OIC-RED's Office Staff
	1.7 Record the written directives, reproduce copies of the document/s, and forward them to the Office of the FOD Chief,	None	3 hours and 15 minutes	Ms. Rolibeth Zapata Chief, Records Unit Carlyn Joy Cortez Records Unit Staff

	APCO's and HVCDP			
	1.8 Receive and maintain a file for the documents forwarded by the Records Unit and Office of the FOD Chief, then forward it to the Office of the Regional HVCDP Focal Person for instructions or appropriate action	None	15 minutes	Christine Joy L. Corpuz Agriculturist II Clarisse Asas HVCDP Staff
	1.9 Validate the requesting party through checking on the previous list of beneficiaries Draft a reply letter	None	3 hours	Engr. AB P. David Regional HVCDP Focal Person Clarisse Asas/Melody Alejandro HVCDP staff
	1.10 Draft the issuance slip/gate pass <i>(if the request is granted)</i>			
	1.1 Receive and document the letter for review and countersignature by the Chief, FOD, then forward it to the Office of the Regional Technical Director for Operations, Extension, and AMAD (ORTD)	None	1 hour and 15 minutes	Ms. Elma S. Mananes Chief, FOD Fedeliza Dizon/ MJ Lazatin/ Maricon David FOD Staff
	1.12 Receive and document the letter for review and countersignature by the RTD, then forward the letter to the Office of OIC-RED for signature	None	1 hour and 15 minutes	Arthur D. Dayrit, Ph. D. RTD for Operations, Extension and AMAD Arleen Pamintuan ORTD Staff

	1.13 Receive and document the letter for review and signature by the OIC-RED, then return the signed letter to the office of the HVCDP	None	1 hour and 30 minutes	Dr. Eduardo L. Lapuz, Jr. OIC-Regional Executive Director Ms. Melinda Dizon/ Femy Jean Tuazon OIC-RED's Office Staff
	*1.14 Receive, file a copy, and inform the requesting party regarding the status of their request and further instructions through email, postal mail, or phone call	None	1 hour	Christine Joy L. Corpuz Agriculturist II Clarisse Asas HVCDP Staff
2. Affix signature to the issued Issuance Slips	2.1 Assist the requesting party in signing the issuance slip prior to release. Maintain and file a copy of the signed issuance slip	None	30 minutes	HVCDP Releasing Officer Christine Joy L. Corpuz Agriculturist II Melody Alejandre HVCDP Staff
3. Receive the interventions through the following: a) HVCDP Office b) DA-Central Luzon Integrated Agricultural Research Center – Lowland Development <i>(for bulk quantity of interventions)</i>	3.1 Provide the interventions to the requesting party	None	30 minutes	HVCDP Releasing Officer Christine Joy L. Corpuz Agriculturist II Melody Alejandre HVCDP Staff Ms. Josephine Muñoz OIC Station Manager, DA CLIARC LD Exequiel Macugay DA CLIARC LD Staff
TOTAL		None	1 day ,7 hours	

		and 9 minutes	
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** In any case that the requesting party will not be granted with interventions, client steps will end at 8.1*

DISTRIBUTION OF FROZEN SEMEN

The Unified National Artificial Insemination Program (UNAIP) continuously provides frozen beef cattle and buffalo semen region-wide in order to provide better opportunities for livestock farming communities by enhancing their productivity and competitiveness through institutionalized AI delivery systems at the village level.

Division/Section/Unit		Field Operations Division (FOD) / Livestock Program		
Classification		Simple Transaction		
Type of Transaction		G2G -		
Who May Avail		Provincial Veterinary Offices (PVOs), Municipal Agriculture/Veterinary Offices (MAOs/CVOs), City Veterinary Offices (CVOs), AI Technicians from LGUs and Village-Based AI Technicians (VBAIT)		
Checklist of Requirements		Where to Secure		
<ol style="list-style-type: none"> Letter of Intent stating the details and number of requested frozen semen straws. Liquid Nitrogen (LN2) tank filled with LN. 		Provincial Veterinary Offices (PVOs), Municipal Agriculture/Veterinary Offices (MAOs/CVOs), City Veterinary Offices (CVOs), AI Technicians from LGUs and Village-Based AI Technicians (VBAIT)		
Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible
1. Submit Letter of Intent through email or messenger through the Records Unit	1.1 Record the request letter, indicate the action to be done and transmit to the Livestock Section.	None	2 hours and 5 minutes	Ms. Rolibeth Zapata Chief, Records Unit Carlyn Joy Cortez Records Unit Staff
	1.2 Receive the letter and check the availability of frozen semen.	None	10 minutes	Ms. Elisa Mallari Regional AI Coordinator Mr. August Magat, Project Assistant I

				Mr. Marlon Nicdao, Administrative Aide I
	1.3 Inform the requester of the availability of frozen semen.	None	5 minutes	Ms. Elisa Mallari Regional AI Coordinator Mr. August Magat, Project Assistant I Mr. Marlon Nicdao, Administrative Aide I
2. Inform the Livestock Program (LP) for the schedule of collection of requested frozen semen.	2.1 Prepare the requested frozen semen.	None	10 minutes	Ms. Elisa Mallari Regional AI Coordinator Mr. August Magat, Project Assistant I Mr. Marlon Nicdao, Administrative Aide I
3. Provide the LN2 tank to collect the requested frozen semen.	3.1 Check if the LN2 tank is filled with LN if the LN2 tank is not filled with Liquid Nitrogen, the LP Staff instructs the client to proceed to the process for the Sales of Liquid Nitrogen to avail.	None	15 minutes	Ms. Elisa Mallari Regional AI Coordinator Mr. August Magat, Project Assistant I Mr. Marlon Nicdao, Administrative Aide I

	if the LN2 tank is filled with Liquid Nitrogen, fill the tank with frozen semen and return to the customer.			
4. Receives the LN2 Tank with Frozen Semen	4.1 Issue Client Satisfaction Feedback (CSF) Form to fill up by the customer	None	3 minutes	Ms. Elisa Mallari Regional AI Coordinator Mr. August Magat, Project Assistant I Mr. Marlon Nicdao, Administrative Aide I
5. Receive and Fill up the Client Satisfaction Feedback (CSF) Form provided by the LP Staff	5.1 Compile the CSF filled by the Customer	None	15 minutes	Ms. Elisa Mallari Regional AI Coordinator Mr. August Magat, Project Assistant I Mr. Marlon Nicdao, Administrative Aide I
TOTAL		None	3 hours and 3 minutes	

DISTRIBUTION OF LIVE ANIMALS

To increase livestock production and improve livestock productivity and to help ensure the availability, accessibility, and affordability of livestock products. It also provides access to technology, resources and support services to increase the incomes of livestock farmers.

This service does not directly release animals and other intervention, instead issues Memorandum of Agreement, issuance slip and gate pass to facilitate releases of animals from the Production Centers.

Division/Section/Unit	Field Operations Division (FOD) / Livestock Program
Classification	Complex Transaction
Type of Transaction	G2C - government services whose client is the transacting public; G2G
Who May Avail	Registered individuals, farmers' associations/cooperatives (FCAs), State Universities and Colleges (SUCs), Local Government Units (LGUs)
Checklist of Requirements	Where to Secure
<p>For individual customer</p> <ol style="list-style-type: none"> 1. Letter of Intent stating the name of requester/group, the requested project, and their contact information 2. Photocopy of valid ID with 3 specimen's signatures 3. Geotagged photo/s of animal housing 4. 3 pcs - 2x2 photo ID (white background) 5. Photocopy of registration to the RSBSA with certified true copy 	Individual customer

<p>6. Endorsement of Municipal Agriculturist or Veterinarian (original)</p>	<p>Office of the Municipal/City Agriculturist</p>
<p>People's organization / Civil Society Organization / Cooperatives / Non-government organizations</p> <ol style="list-style-type: none"> 1. Letter of Request / Letter of Intent stating the number of animal/s request and justification and contact details. (original) 2. Board resolution including the following number of beneficiaries registered in RSBSA, authorized representative and signed at least by the chairman and the majority of the Board of Directors 3. List of members with RSBSA control number and signature 4. Fill-up Utilization proposal provided by the DARFOIII 5. Geotagged photo/s of animal housing 6. Photocopy of valid ID with 3 specimen's signatures 	<p>People's organization / Civil Society Organization / Cooperatives / Non-government organizations</p> <p>Authorized representative</p>

<ol style="list-style-type: none"> 7. 3 pcs 2x2 photo ID of the Authorized Representative 8. Geotagged photos of the animal housing 9. Certificate of Registration (SEC, CDA, DOLE, etc.,) 10. Photocopy of Certificate of Accreditation with the Department of Agriculture with certified true copy 11. Endorsement of Municipal Agriculturist or Veterinarian (original) 12. Endorsement from Provincial Veterinary Office (original) 	<p>Department of Agriculture</p> <p>Office of the Municipal/City Agriculturist</p> <p>Office of the Provincial Veterinarian</p>
<p>Local Government Units, State College/University, and other government institutions</p> <ol style="list-style-type: none"> 1. Project proposal stating the objectives, strategy of implementation, production plan, and budget allocation for the project approved and endorsed by duly authorized officers. 2. Letter of request / letter of intent stating the number of requests and justification and contact details. 3. Endorsement from PVO (if MLGU and SUC is requesting) 4. Geotagged photo of the animal housing 	<p>Local Government Units, State College/University, and other government institutions</p> <p>Office of the Provincial Veterinarian (if MLGU and SUC is requesting)</p>

5. 2x2 I D picture with white background of the authorized representative		Authorized representative		
Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible
1. Submit the complete documentary requirements.	1.1 The staff from the Records Unit will route to the Office of the RED.	None	3 hours and 25 minutes	Ms. Rolibeth Zapata Chief, Records Unit Carlyn Joy Cortez Records Unit Staff
	1.2 Review the request/s and instruct the concerned personnel to act on the request.	None	10 minutes	Dr. Eduardo L. Lapuz, Jr. OIC - Regional Executive Director
	1.3 The requests will be routed to the Office of the FOD Chief.	None	10 minutes	Administrative Staff from the Office of the Regional Executive Director
	1.4 Review the request/s and instruct the Program Coordinator for action.	None	15 minutes	Ms. Elma Mananes FOD Chief
	1.5 Review the request/s and instruct the concerned personnel to act on the request.	None	10 minutes	Dr. Agnes Uera Livestock Program Coordinator
	1.6 Check for the availability of stocks in Government Stock Farms or	None	1 hour	Engr. Marie Chris Manlutac, Agriculturist I

	Research stations.			
	<p>1.7 Inform the customer of the availability of stocks.</p> <p>If the animals are not available, the staff will inform the customer; if the animals are available the staff proceed to step 1.8.</p>	None	30 minutes	Engr. Marie Chris Manlutac, Agriculturist I
	1.8 Scheduling of activity (site validation and evaluation)	None	7 days	Engr. Marie Chris Manlutac, Agriculturist I
	1.8 Validation of customer.	None	2 days	<p>Engr. Marie Chris Manlutac, Agriculturist I</p> <p>Ms. Zenaida Castaneda APCO Aurora</p> <p>Ms. Marilou Ramos APCO Bataan</p> <p>Mr. Memito Luyun III APCO Bulacan</p> <p>Ms. Analou Morelos APCO Nueva Ecija (Dist.1&2)</p>

				<p>Mr. June Lacansadile APCO Nueva Ecija (Dist. 3&4)</p> <p>Mr. Gil David APCO Pampanga</p> <p>Mr. Ricky Manguerra APCO Tarlac</p> <p>Mr. Jan Exequiel Soriano APCO Zambales</p> <p>M/PLGUs</p>
	1.9 Inform the customer of the result of validation. Once feasible, prepare MOA.	None	3 days	Engr. Marie Chris Manlutac, Agriculturist I
2. Review and sign the MOA	2.1 Review and sign the MOA	None	5 days	Dr. Eduardo Lapuz, Jr. OIC – RED Dr. Agnes Uera Livestock Program Coordinator
3. Get the MOA notarized and submit to Livestock Program	3.1 receive the MOA and Prepare documents for Release	None	3 days	Engr. Marie Chris Manlutac, Agriculturist I

	(Veterinary Health Certificate, Shipping permit, Issuance Slip)			Dr. Marielle Dizon Science Research Specialist II Dr. Agnes Uera Regional Livestock Coordinator Regional Veterinary Quarantine Officer Staff
4. Collect and sign the issuance slip and gate pass.	4.1 Assist the customer in signing the issuance slip and gate pass prior to the releasing of the animals.	None	1 hour	Livestock Staff from the concerned Stations
5. Present the signed gate pass and issuance slip to the assigned personnel where the animals will be picked up.	5.1 Countercheck the presented gate pass and issuance slip and release the animals to the client.	None	5 minutes	Livestock Staff from the concerned Stations
	5.2 Issue CSF to be fill up by the customer	None	3 minutes	Livestock Staff from the concerned Stations
6. Fill up Client Satisfaction Feedback (CSF) Form	6.1 Collect the filled up CSF Form	None	10 minutes	Livestock Staff from the concerned Stations
TOTAL		None	19 days and 7 hours	

SALES OF LIQUID NITROGEN

The Unified National Artificial Insemination Program (UNAIP) maintains the operation of a Liquid Nitrogen Plant that continuously produces liquid nitrogen which is a vital component for the implementation of Artificial Insemination in Central Luzon at P80.00 per liter.

Office or Division		Livestock – Field Operations Division		
Classification		Simple transaction		
Type of Transaction		G2G		
Who May Avail		PVOs, CVs, MVs, MAs, MAOs, AI Technicians ,VBAITs & nearby RFOs		
Checklist of Requirements		Where to Secure		
1. LN2 Tank		customer		
2. Required to call to assure availability of liquid nitrogen to set schedule for refilling.		You may call to the numbers: DA-RFO III - Livestock Program Staff/s 0920-538-5406 - Elisa E. Mallari 0916-675-2563 - August Magat		
3. Avoid Liquid Nitrogen tank to be empty (dried-up) of LN2 to minimized spill- out of LN2 when refilling.		customer		
Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible
1. Call for the availability of liquid nitrogen tank	1.1 Check the availability of nitrogen tank from the plant	none	5 minutes	Ms. Elisa E. Mallari Regional AI Coordinator August Magat, Project Assistant I, Livestock Program Marlon Nicdao, Administrative Aide II, Livestock Program

<p>2. if there is available:</p> <p>the customer bring the LN2 tank container to the DA-RFO III</p>	<p>2.1 Measure the level of the excess LN in the tank.</p>	<p>none</p>	<p>5 minutes</p>	<p>Ms. Elisa E. Mallari Regional AI Coordinator</p> <p>August Magat, Project Assistant I, Livestock Program</p> <p>Marlon Nicdao, Administrative Aide II, Livestock Program</p>
	<p>2.2 Refill the LN2 tank and measure the volume of refilled LN2</p> <ul style="list-style-type: none"> - Field Tank (Moist) - Field Tank (dry) - Mother Tank (moist) - Mother Tank (dry) 	<p>none</p>	<p>3 minutes</p> <p>5 minutes</p> <p>30 minutes</p> <p>45 minutes</p>	<p>Ms. Elisa E. Mallari Regional AI Coordinator</p> <p>August Magat, Project Assistant I, Livestock Program</p> <p>Marlon Nicdao, Administrative Aide II, Livestock Program</p>
	<p>2.3 Prepare the Statement of Account (SOA)</p>	<p>none</p>	<p>5 minutes</p>	<p>Ms. Elisa E. Mallari Regional AI Coordinator</p> <p>August Magat, Project Assistant I, Livestock Program</p>

				Marlon Nicdao, Administrative Aide II, Livestock Program
	2.4 Approval of Statement of Account (SOA)	none	3 minutes	Ms. Elisa E. Mallari Regional AI Coordinator
3. Receive the Approved SOA and submit to the (SOA) to Accounting Section	3.1 Receive the Statement of Account and prepare the Order of Payment	none	5 minutes	Accounting Section
4. Receive the Order of Payment and submit to the Cashier Section for payment	4.1 Receive the Order of Payment and provide Official receipt (OR)	80.00 per liter	10 minutes	Cashier Section
5. Received the (OR) from the Cashier and present to the the UNAIP staff	5.1 Photocopy the OR and file. Release the refilled LN2 tank/s	none	5 minutes	Ms. Elisa E. Mallari Regional AI Coordinator August Magat, Project Assistant I, Livestock Program Marlon Nicdao, Administrative Aide II, Livestock Program
Total:		Php 80.00	2 hours and 1 minute	



LIVESTOCK ECONOMIC ENTERPRISE DEVELOPMENT(LEED) PROGRAM

The livestock and Poultry Multiplier Farm Modules will involve the distribution of multiplier farms modules as grant, which could either be chicken, ducks, small ruminants, rabbits and cattle depending on the priority of the area or the group beneficiaries.

The Livestock Banner Program of the Department of Agriculture RFO III will provide technical assistance and production support to help the small-hold farmers bring their production into enterprise level.

This program evaluates the application of recipients and to be endorsed by the Office of the Regional Executive Director to the Central Office of the Department for funding consideration.

Office or Division	Field Operations Division – Livestock Section
Classification	Highly Technical Transactions – 20 Working Days
Type of Transaction	G2C - Government to Farmers (Group); G2G -
Who May Avail	Farmers Association, Farmers Cooperative, Groups, SUCs, LGUs
Checklist of Requirements	Where to Secure
1. Letter of Intent (original) <ul style="list-style-type: none"> - Name of the group / organization - Specify the requested project - With contact details 	Customer
2. Photocopy of Certificate of Registration 3. Articles of Incorporation and By-Laws of the Group (CDA/SEC) 4. List of Members and Officers with the following data (in hardcopy and softcopy): <ul style="list-style-type: none"> o RSBSA Control Number o Birth date o Sex o Farm Address (including Sitio and Barangay) o Designation 	Customer

<p>5. Geotagged Photos of proposed site taken within 30 days</p> <p>6. Map of Service Area</p> <p>7. Photocopy Proof of Land Ownership</p> <p>8. Board Resolutions (<i>not notarized</i>)</p> <ul style="list-style-type: none"> - name of the group - office address of the group - availment of the project - total number will be benefited to the project - specific address/ location of the granted project -authorized representative <p>* all pages must have signed at least by the Chairman and majority of the Board.</p>	
<p>9. Endorsement letter from MLGU signed by MAO and Mayor (original)</p> <p>10. Certificate of Good Standing (original)</p> <p>11. Municipal Clearance of No Objection for the project requested (signed by Mayor) (original)</p>	<p>Municipal Agriculture Office / City Veterinary Office</p> <p>Municipal Agriculture Office / City Veterinary Office</p> <p>Municipal Office</p>
<p>12. Endorsement letter from PLGU (original)</p>	<p>Provincial Agriculture Office and Provincial Veterinary Office</p>
<p>if the customer is feasible from the validation result of the DA-RFO III provide the additional requirements:</p>	<p>Customer</p>

<p>13. Notarized Board Resolution (same content from the initial requirement)</p> <p>14. Proof of Notarized Deed of Donation / Usufruct Agreement</p> <p>15. Business Proposal / Project Proposal approved by the DA-RFO III</p> <p>16. Photocopy of Passbook with the name of the organization and last three transactions signed by the Chairman</p> <p>17. Financial Statement for past three years signed by the Chairman</p> <p>18. Certification to allocate funds for the counter parts in the requested project signed by the Chairman</p>				
<p>19. Barangay Clearance / Permit for the requested project</p>		<p>Respective Barangay where to locate the project</p>		
<p>20. Fill-up Utilization Plan Form</p> <p>21. DA Accreditation</p> <p>22. CSO Accreditation</p> <p>23. Certification from RSBSA</p> <p>24. Notarized Memorandum of Agreement (MOA)</p>		<p>DA-RFO III</p>		
<p>25. Notarized Certificate of Non-Coverage (CNC)</p>		<p>DENR-EMB</p>		
<p>26. Building Permit</p>		<p>Respective Municipality of the customer</p>		
<p>Client Steps</p>	<p>Agency Action</p>	<p>Fees to be paid</p>	<p>Processing Time</p>	<p>Person Responsible</p>

<p>1. Submit the following documentary requirements (requirement #1-12) to the Records Unit.</p>	<p>1.1 Receive the documents from the customer/s and sign as received.</p> <p>Forward the received documents to the Office of the Regional Executive Director (ORED)</p>	<p>None</p>	<p>2 hours and 5 minutes</p>	<p>Mr. Marlon Dollente Records Unit Staff / Mr. Lorenzo Ray Briones Records Unit Staff</p>
	<p>1.2 Receive the documents and review the request.</p> <p>Write a letter of instruction and forward the documents to the Field Operations Division (FOD) and Livestock Banner Program (LBP)</p>	<p>None</p>	<p>15 minutes</p>	<p>Ms. Melinda Dizon/ Femy Jean Tuazon</p> <p>RED's Office Staff</p>
	<p>1.3 The LBP receives documents with the instructions from ORED.</p>	<p>None</p>	<p>3 minutes</p>	<p>Noemi D Guintu, Agriculturist II</p>
	<p>1.4 Review the submitted requirements; plot the geotagged photos into Google earth verifying that the area meets</p>	<p>None</p>	<p>1 hour</p>	<p>Noemi D Guintu, Agriculturist II</p>

	<p>the qualification of the program.</p> <p>if found qualified, inform the customer via SMS, calls or email and proceed to step 3</p> <p>if not qualified, inform the customer via SMS, calls or email.</p>			
	1.5 Scheduling of Site validation and evaluation	None	7 days	Noemi D Guintu, Agriculturist II
	1.6 Prepare communication letter for the activity addressed to the concern LGUs signed by the ORED	None	1 hour	Noemi D Guintu, Agriculturist II
	1.7 Conduct Site Validation and Evaluation	None	3 days	Noemi D Guintu, Agriculturist II Agriculture Program Coordinator Officer (APCO)

				<p>Municipal Agriculture Office (MAO)</p> <p>Provincial Veterinary Office (PVO)</p>
	1.8 Notify the applicant for the result of validation and evaluation	None	1 days	Noemi D Guintu, Agriculturist II
	<p>1.9 <i>If the applicants found to be feasible:</i></p> <p>Informed the customer to submit the additional documentary requirements (#13-21) refer to the list of requirements stated above</p>	None	30 minutes	Noemi D Guintu, Agriculturist II
2. Submit the additional requirements (#13-26)	2.1 Review the submitted documents	None	1 day	Noemi D Guintu, Agriculturist II
	2.2 Prepare the Memorandum of Agreement to be signed by the Livestock Banner Program, APCOs, and ORED	None	3 days	Noemi D Guintu, Agriculturist II

	2.3 Inform the customer to sign MOA	None	1 hour	Noemi D Guintu, Agriculturist II
3. Receive, sign and notarization of MOA		None		
4. Submit the signed MOA to LBP	4.1 Copy and compile the MOA provide a copy to Audit Section	None	45 minutes	Noemi D Guintu, Agriculturist II
	4.2 Notify the customer of the status and to wait for further notice.	None	4 days	Engr. Marie Chris T Manlutac, Agriculturist I
	4.3 Turn Over the Project	None		FOD, LBP, ORED
TOTAL		None	19 days, 6 hours and 39 minutes	

PROVISION OF AGRICULTURAL MACHINERY AND EQUIPMENT

The program provides agricultural production, processing and postharvest machinery and equipment to the duly registered and organized farmers' cooperatives /associations (FCAs) in support of the DA's farm mechanization program to increase production, lessen post-harvest losses and promote farm efficiency.

Office or Division	Field Operations Division (FOD)
Classification	Highly Technical Transaction
Type of Transaction	G2C - government services whose client is the transacting public
Who May Avail	Qualified farmers' associations/cooperatives (FCAs)
Checklist of Requirements	Where to Secure
<ol style="list-style-type: none"> 1. Letter of Intent with attached Board Resolution stating the need for intervention and the total number of Farmer-Members (<i>1 original copy</i>) 2. Certificate of Registration (SEC/ CDA/DOLE/DA RFO III and other agencies) (<i>1 original, 1 photocopy</i>) 3. FCA/ FO/ IA/ RBO Profiles with List of farmer-members with cultivated area, and RSBSA control number (<i>1 original, 1 photocopy</i>) 4. Geo-tagged photos of existing shed or proof of availability of land for shed (<i>1 original, 1 photocopy</i>) 5. Geo-tagged location of the service area (<i>1 original, 1 photocopy</i>) 6. Machinery and Equipment Utilization Proposal with business plan (<i>1 original, 1 photocopy</i>) 7. Operation Manual Policy 	Requesting Party (FCAs)

<p>(1 original, 1 photocopy)</p> <p>8. RSBSA Certification (1 original, 1 photocopy)</p>				
<p>Endorsements from the following:</p> <p>9. Municipal/City Mayor (1 original copy)</p> <p>10. Municipal/City Agriculturist (1 original copy)</p> <p>11. Provincial Agriculturist (1 original copy)</p> <p>12. Memorandum of Agreement (MOA) and Deed of Donation (DOD) - (3 original copies)</p> <p>13. Gate Pass and Issuance Slip (3 original copies)</p> <p>14. Releasing Slip (1 original copy)</p>		<p>Municipal/City Mayor Office</p> <p>Municipal Agriculture Office (MAO)/City Agriculture Office (CAO)</p> <p>Provincial Agriculture Office</p> <p>Banner program/Agriculture Program Coordinating Officer (APCO) where the FCAs have requested</p> <p>Banner program/Agriculture Program Coordinating Officer (APCO) where the FCAs have requested</p> <p>Office of the FOD Chief</p>		
Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible
<p>1. Submit the complete documentary requirements (Numbers 1 to 11) as required by the respective banner program through the APCOs or the respective banner programs.</p>	<p>1.1. Consolidate the requests of FCAs per banner program and check the completeness of the documentary requirements.</p>	<p>None</p>	<p>1 day</p>	<p>APCOs and Regional Banner Program</p> <p>Aurora Ms. Zenaida Castaneda</p> <p>Bataan Ms. Marilou Ramos</p>

	<p>1.2. Submit the complete documentary requirements to the Records Unit.</p>	<p>None</p>	<p>10 minutes</p>	<p>Bulacan Mr. Memito Luyun, III</p> <p>Pampanga Mr. Gil David</p> <p>Nueva Ecija, 1st to 2nd District Ms. Analou S. Morelos</p> <p>Nueva Ecija, 3rd to 4th District Mr. June H. Lacasandile</p> <p>Tarlac Dr. Ricky Manguerra</p> <p>Zambales Mr. Jan Exequiel Soriano</p> <p>Rice Dr. Lowell D. Rebillaco</p> <p>Corn Ms. Melody Nombre</p> <p>HVCDP Engr. AB P. David</p> <p>Livestock Dr. Agnes DC. Uera</p> <p>OAP Ms. Mary Joy Daguro</p>
	<p>1.3 Receives, records, controls and forward the documents to the office of the Regional Executive</p>	<p>None</p>	<p>1 hour and 50 minutes</p>	<p>Ms. Rolibeth Zapata Chief, Records Unit</p> <p>Carlyn Joy Cortez Records Unit Staff</p>

	Director (RED) with the Document Tracking Slip (DTS).			
	1.4 Receives and records the documents, maintain a file and attach a DTS for action of the RED	None	10 minutes	Ms. Melinda Dizon/ Femy Jean Tuazon RED's Office Staff
	1.5 Provide instructions to the respective banner program through written directives	None	10 minutes	Dir. Dr. Eduardo L. Lapuz, Jr. OIC-Regional Executive Director
	1.6 Maintain and forward the documents with written directives to the Record's Unit	None	4 minutes	Ms. Melinda Dizon/ Femy Jean Tuazon RED's Office Staff
	1.7 Record the written directives, reproduce copies of the document/s and forward to the concern banner program	None	3 hours and 25 minutes	Ms. Rolibeth Zapata Chief, Records Unit Carlyn Joy Cortez Records Unit Staff
	1.8 Receives the file from the Records Unit and consolidate the requests of the FCAs per banner program.	None	Until set deadline	APCO& Regional Banner Program Aurora Ms. Zenaida Castaneda Bataan Ms. Marilou Ramos Bulacan

				<p>Mr. Memito Luyun, III Pampanga</p> <p>Mr. Gil David Nueva Ecija, 1st to 2nd District</p> <p>Ms. Analou Morelos Nueva Ecija, 3rd to 4th</p> <p>Mr. June Lacasandile Tarlac</p> <p>Dr. Ricky Manguerra Zambales</p> <p>Mr. Jan Exequiel Soriano Rice</p> <p>Dr. Lowell D. Rebillaco Corn</p> <p>Ms. Melody Nombre HVCDP</p> <p>Engr. AB P. David Livestock</p> <p>Dr. Agnes Uera OAP</p> <p>Ms. Mary Joy Daguro</p>
	1.9 Evaluate and rank the qualified FCAs applicants per banner program.	None	2 days	<p>Evaluation Team (Authorized Representatives) Banner Program</p> <p>Rice</p> <p>Dr. Lowell D. Rebillaco</p> <p>Corn</p>

				<p>Ms. Melody Nombre HVCDP Engr. AB P. David Livestock Dr. Agnes Uera OAP Ms. Mary Joy Daguro</p> <p>APCO Aurora Ms. Zenaida Castaneda Bataan Ms. Marilou Ramos Bulacan Mr. Memito Luyun, III Pampanga Mr. Gil David Nueva Ecija, 1st to 2nd District Ms. Analou Morelos Nueva Ecija, 3rd to 4th Mr. June Lacasandile Tarlac Dr. Ricky Manguerra Zambales Mr. Jan Exequiel Soriano RAED- Engr. Elmer F. Tubig OPA PAFC</p>
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	1.10 Validate the authenticity of the submitted documents through ground validation or site visit	None	7 days	Evaluation Team (Authorized Representatives)
	1.11 Finalize the ranking of the FCA applicants	None	1 day	Engr. Arwen D. Lacanilao Agricultural Machinery and Equipment Releasing Officer
	1.12 Prepare the releasing documents and coordinate to the client/s for their signature	None	30 minutes	APCOs and Regional Banner Program Aurora Ms. Zenaida Castaneda Bataan Ms. Marilou Ramos Bulacan Mr. Memitto Luyun, III Pampanga Mr. Gil David Nueva Ecija, 1st to 2nd District Ms. Analou S. Morelos Nueva Ecija, 3rd to 4th District Mr. June H. Lacasandile Tarlac Dr. Ricky Manguerra Zambales

				<p>Mr. Jan Exequiel Soriano</p> <p>Rice</p> <p>Dr. Lowell D. Rebillaco</p> <p>Corn</p> <p>Ms. Melody Nombre</p> <p>HVCDP/NUPAP</p> <p>Engr. AB P. David</p> <p>Livestock</p> <p>Dr. Agnes DC. Uera</p> <p>OAP</p> <p>Ms. Mary Joy Daguro</p>
2. Receive and submit the signed MOA releasing documents and with a photocopy of the client's valid ID.	2.1 Review the completion of the submitted releasing documents	None	7 days	Regional Banner Program
	2.2 Review the completion of the submitted releasing documents	None	15 minutes	Regional Banner Program
	2.3 The documents will be signed by the concern APCO, banner focal and the FOD Chief, and will be endorsed to RTD for Operations and Extension	None	15 minutes	<p>APCO & Regional Banner Program</p> <p>Chief, FOD</p> <p>Elma S. Mananes</p>
	2.4 The forms will be signed by the RTD for Operations and	None	30 minutes	RTD for Operations and Extension

	Extension and will be endorsed to Regional Executive Director (RED)			Dr. Arthur D. Dayrit
	2.5 The forms will be signed by the RED	None	30 minutes	OIC-Regional Executive Director Dr. Eduardo L. Lapuz Jr.
	2.6 Received back by the concern APCO/Banner Program	None	10 minutes	APCO & Regional Banner Program
	2.7 The concern APCO will coordinate with the client/s for notary of MOA and DOD.	None	1 day	APCO
3. The client will receive the releasing documents, facilitate the notary of the MOA and DOD, and submit back the notarized documents to concern APCO	3.1 Review the completeness of the submitted releasing documents and issue a releasing slip as well as secure a copy of the documents for filing.	Notary Fee for MOA and DOD	30 minutes	Releasing Officer Engr. Arwen D. Lacanilao
4. The client will present the signed and notarized releasing documents to the assigned personnel at designated station where the machinery and equipment will be picked up.	4.1 Countercheck the completeness and file the documents presented by the client/s.	None	15 minutes	Releasing Officer from Research Outreach Stations (ROS)

	4.2 Complete the details in the form/s and take pictures for documentation	None	15 minutes	Releasing Officer from Research Outreach Stations (ROS)
Total:		None	13 day and 55minutes	

HYBRID AND INBRED RICE SEEDS FOR DISTRIBUTION / DISASTER RESPONSE: SEED RESERVEDS (HYBRID AND CERTIFIED SEEDS)

To ensure sufficient rice supply in the country in times of global food crisis, unforeseen emergencies and calamities.

Office or Division		Rice Program		
Classification		Simple		
Type of Transaction		G2G- Government to Government		
Who May Avail		Office of the Provincial Agriculturist (PLGU-OPA), Municipal Local Government Unit-Agriculture Office (MLGU) thru their specific project focal / coordinators.		
Checklist of Requirements		Where to Secure		
<ol style="list-style-type: none"> 1. Certification of RSBSA Registration. 2. Request Letter MAO/CAO (1 original copy) 3. Endorsement from PAO (1 original copy) 4. Government-issued Identification Card with a photocopy by the MAO/CAO 5. List of affected farmers 		<ol style="list-style-type: none"> 1. From MAO/CAO 2. From MAO/CAO and PAO 3. Any Government issuing of ID 		
Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible
1. Submission of Damage Reports	1.1 Receiving of damage report from the LGUs	None	5 minutes	Lowell D. Rebillaco, Ph.D. DRRMO Focal Person Rice Program Jake Oneal Garcia DRRMO Alternate Focal Person Rice Program APCOs and staff Rice Program
	1.2 Conduct field validation on the reported damage areas	None	4 hours	Lowell D. Rebillaco, Ph.D. DRRMO Focal Person Rice Program Jake Oneal Garcia DRRMO Alternate Focal Person Rice Program APCOs and staff

	1.3 Determine the final Damage Report	None	8 hours	Lowell D. Rebillaco, Ph.D DRRMO Focal Person Rice Program Jake Oneal Garcia DRRMO Alternate Focal Person Rice Program APCOs and staff
2. Submit endorsement letter of the Provincial Agriculturist on the request letter of the Municipal Agriculturist regarding the affected/damage rice areas	2.1 Checking the completeness of the required documentary requirements	None	5 minutes	Christian T. Ramos Regional Seed Coordinator Seed Component Olivia Franciso Project Assistant II (COS) Seeds Component Program APCOs and staff Rice Program
	2.2 Prepare and issue three (3) copies of Issuance Slip and Gate pass	None	10 minutes	Christian T. Ramos Regional Seed Coordinator Seed Component Olivia Franciso Project Assistant II (COS) Seeds Component Program
	2.3 Inform the client on the designated ROS station where the seeds are stored	None	5 minutes	Christian T. Ramos Regional Seed Coordinator Seed Component APCOs and staff Rice Program
3. Receiving and signing of the Issuance Slip and Gate pass by the MAO/CAO	3.1 Check authenticity of presented documents	None	10 minutes	Elma S. Mananes Chief, Field Operations Division Christian T. Ramos Regional Seed Coordinator Seed Component Olivia Franciso

				Project Assistant II (COS) Seeds Component Program APCOs and staff Rice Program
4.Proceed to designated ROS Station	4.1 Released seeds indicated in the issuance slip and gate pass	None	20 minutes	Josephine J. Muñoz Center Chief ROS Tarlac Station Dr. Marielle S. Dizon Center Chief ROS Magalang Station Warehouseman
	4.2 Photo documentation as proof of the released seeds by the Municipal/City Agriculture Offices	None	3 minutes	Josephine J. Muñoz Center Chief ROS Tarlac Station Dr. Marielle S. Dizon Center Chief ROS Magalang Station Warehouseman
5.Completion of the Customer Satisfaction Form and Signlist of the Municipal/City Agriculture Offices	5.1 Consolidate and submit the CSF in the Planning, Monitoring and Evaluation Division (PMED)	None	3 minutes	Christian T. Ramos Regional Seed Coordinator Seed Component Olivia Franciso Project Assistant II (COS) Seeds Component Program APCOs and staff Rice Program
	5.2 Submission of signed-list of recipients	None	*May vary depending on circumstances	City/Municipal Agricultural Extension Workers (AEWs) APCOs and staff
Total:		None	1 day 5 hours and 1 minute	

HYBRID SEED DISTRIBUTION

This program aims to improve the productivity and income of rice farmers by expanding the distribution and utilization of hybrid rice seeds. Specifically, the program intends to:

- Increase the adoption of hybrid rice seeds up to 40%; and
- Obtain an average hybrid rice yield level of up to 6.0 ton/ha in the wet season and up to 8.0 ton/ha in the dry season in target areas by 2028.

Office or Division		Rice Program		
Classification		Simple		
Type of Transaction		G2G		
Who May Avail		Municipal/City Agriculture Offices		
Checklist of Requirements		Where to Secure		
1. Municipal List of qualified Rice Farmer enrollees in the RSBSA (1 original copy)		1. Municipal/City Agriculture Offices (MAO/CAO)		
2. List of Farmers registered in RSBSA (1 original copy)		2. Department of Agriculture – Information and Communications Technology Unit (DA-ICTU)		
Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible
1. Submission of Municipal List of qualified Farmer enrollees in the RSBSA with preferred seed variety	1.1. Verification of the municipal list of farmers in the Farmers and Fisheries Registration System (FFRS)	None	30 minutes	Alvin M. David Chief, ICTU RSBSA
	1.2. Notification of LGUs with the verified list of farmer beneficiaries thru email	None	1 day	Alvin M. David Chief, ICTU RSBSA Christian T. Ramos Regional Seed Coordinator Seed Component Olivia Franciso Project Assistant II (COS) Seeds Component Program
2. LGUs will identify farmer beneficiaries from	2.1 Scheduling of	None	15 minutes	LGUs thru the Municipal/City Agriculture Offices

the verified list/FFRS based on the allocation of the municipality/city.	delivery of Hybrid Seeds			<p>Christian T. Ramos Regional Seed Coordinator Seed Component</p> <p>Olivia Franciso Project Assistant II (COS) Seeds Component Program</p>
	2.2 Notification of LGUs on the scheduled delivery of Hybrid Seeds	None	5 minutes	<p>Christian T. Ramos Regional Seed Coordinator Seed Component</p> <p>Olivia Franciso Project Assistant II (COS) Seeds Component Program</p>
	2.3 Delivery of Hybrid Seeds to LGUs	None	3 hours	Contracted Seed Supplier
3. Acceptance on the delivery of hybrid seeds by MAO/CAO	3.1 Inspection on the positioned of the delivered Hybrid Seeds on the identified warehouse by the LGUs	None	20 minutes	<p>LGUs thru the Municipal/City Agriculture Offices</p> <p>APCOs and staff Rice Program</p> <p>Internal Inspection Committee Seed Component</p>
4. Completion of the Customer Satisfaction Form and Signlist of the Municipal/City Agriculture Offices	<p>4.1 Consolidate and submit the CSF in the Planning, Monitoring and Evaluation Division (PMED)</p> <p>4.2 Submission of signed-list of recipients</p>	None	5 minutes	<p>Christian T. Ramos Regional Seed Coordinator Seed Component</p> <p>Olivia Franciso Project Assistant II (COS) Seeds Component Program</p> <p>APCOs and staff Rice Program</p>

Total:	None	<i>1 day ,4 hours and 15 minutes</i>	
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FERTILIZER DISCOUNT VOUCHER

This activity aims to augment the fertilizer applied by farmers for rice production in the targeted areas through the distribution of fertilizer support via voucher.

Office or Division		Rice Program		
Classification		Highly Technical		
Type of Transaction		G2C/G2G/G2B		
Who May Avail		Rice farmers registered in the RSBSA		
Checklist of Requirements		Where to Secure		
1. Certified list of RSBSA registered rice farmers		1. CAO/MAO		
Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible
1. Execution and approval of Supplemental Agreement (SA) between DA and DBP	1.1. Affix signature on the Supplemental Agreement (SA)	None	2 days	Dr. Eduardo L. Lapuz, Jr. OIC- Regional Executive Director Arthur D. Dayrit, Ph.D. RTD for Operations and Extension DBP CSFP Branch
	1.2. Notary of signed Supplemental Agreement (SA)	None	1 hour	Lowell D. Rebillaco, Ph.D. ACC-II Regional Rice Program Focal Person Joana Marie Pantig Administrative Assistant VI (COS)

				Rice Program
	1.3. Obligation of funds	None	1 hour	<p>Dr. Eduardo L. Lapuz, Jr. OIC- Regional Executive Director</p> <p>Arthur D. Dayrit, Ph.D. RTD for Operations and Extension</p> <p>Lowell D. Rebillaco, Ph.D. ACC-II Regional Rice Program Focal Person</p> <p>Joana Marie Pantig Administrative Assistant VI (COS) Rice Program</p> <p>Elizabeth Grace N. Canlas Chief, Budget Section</p>
	1.4. COA to review Supplemental Agreement (SA)	None	1 hour	<p>Ms. Abigail L. Miranda State Auditor III Commission on Audit</p>
	1.5. Transfer of funds	None	1 day	<p>Lowell D. Rebillaco, Ph.D.</p>

				<p>ACC-II</p> <p>Regional Rice Program Focal Person</p> <p>Joana Marie Pantig</p> <p>Administrative Assistant VI (COS)</p> <p>Rice Program</p> <p>DBP CSFP Branch</p>
2. Fertilizer Merchant Accreditation	2.1. LGUs to determine qualified fertilizer merchant	None	<i>*May vary depending on circumstances</i>	LGU thru the office of the city/municipal agriculturist
	<p>2.2. Collect and submit documentary requirements of fertilizer merchants</p> <p>- Endorsement Letter from C/MAO and PAO</p> <p>Letter of Intent</p> <p>- Registration under Department of Trade and Industry (DTI), Securities and Exchange Commission (SEC) or Cooperative Development Authority (CDA) & CDA</p>	None	<i>*May vary depending on circumstances</i>	<p>LGU thru the office of the city/municipal agriculturist</p> <p>APCOs and staff</p>

	<p>Certificate of Compliance</p> <ul style="list-style-type: none"> - BIR Registration - Fertilizer and Pesticides Authority (FPA) License - Copy of passbook for bank account - Copy of BIR-issued receipts or invoices -Memorandum of Agreement 			
	2.3. Conduct fertilizer merchant training	None	1 day	<p>DA NRP</p> <p>DA ICTS</p>
	2.4. Conduct fertilizer merchant orientation	None	1 day	<p>Lowell D. Rebillaco, Ph.D.</p> <p>ACC-II</p> <p>Regional Rice Program Focal Person</p> <p>Billy Roy Anthoy G. Aquino</p> <p>Agriculturist II (COS)</p> <p>Rice Program</p>
	2.5. Release of Certificate of Accreditation	None	5 minutes	<p>Lowell D. Rebillaco, Ph.D.</p> <p>ACC-II</p>

				<p>Regional Rice Program Focal Person</p> <p>Billy Roy Anthoy G. Aquino</p> <p>Agriculturist II (COS)</p> <p>Rice Program</p>
3. Validation of list of RSBSA registered rice farmers	3.1. LGUs to submit list of farmers with area planted during the particular cropping season	None	<i>*May vary depending on circumstances</i>	<p>LGU thru the office of the city/municipal agriculturist</p>
	3.2. Validation of LGU submitted list of farmers	None	1 day	<p>Lowell D. Rebillaco, Ph.D.</p> <p>ACC-II</p> <p>Regional Rice Program Focal Person</p> <p>Abelita V. Pascual</p> <p>Admin Assistant II (COS)</p> <p>Rice Program</p> <p>Renalyn S. Culala</p> <p>Admin Assistant V (COS)</p> <p>Rice Program</p> <p>Crizelle M. Morales</p>

				Project Assistant II (COS) Rice Program
4. Generation and Sending of Fertilizer Discount Vouchers (FDV) to LGU	4.1. Consolidation of the LGU-validated list of farmers	None	1 day	Lowell D. Rebillaco, Ph.D. ACC-II Regional Rice Program Focal Person
	4.2. Generation of Fertilizer Discount Vouchers (FDV)	None	1 day	Abelita V. Pascual Admin Assistant II (COS) Rice Program
	4.3. Sending of FDV to LGUs	None	1 day	Crizelle M. Morales Project Assistant II (COS) Rice Program Renalyn S. Culala Admin Assistant V (COS) Rice Program
5. Printing and distribution of FDV by LGUs	5.1. Printing of FDVs	None	<i>*May vary depending on circumstances</i>	City/Municipal Agricultural Extension Workers (AEWs)
	5.2. Distribution of FDVs to farmers	None	<i>*May vary depending on circumstances</i>	City/Municipal Agricultural Extension Workers (AEWs)
6. Claiming of FDV by farmers	6.1. Scan of FDV and	None	1 minute	LGUs Accredited Fertilizer Merchant

	validation of farmer's data base			<p>City/Municipal Agricultural Extension Workers (AEWs)</p> <p>APCOs and staff</p>
	<p>6.2. Data capture and submission of the following:</p> <ul style="list-style-type: none"> - Farmer-beneficiary with the commodity - Government Issued ID - BIR-issued Receipts or invoices - RSBSA Updating slip A (if applicable) - Authorization letter and supporting documents (if applicable) 	None	5 minutes	<p>LGUs Accredited Fertilizer Merchant</p> <p>City/Municipal Agricultural Extension Workers (AEWs)</p> <p>APCOs and staff</p>
	6.3. Farmer to affix signature on the signed-list and accomplishment of Client Satisfactory Feedback (CSF) Form	None	1 minute	<p>LGUs Accredited Fertilizer Merchant</p> <p>City/Municipal Agricultural Extension Workers (AEWs)</p> <p>APCOs and staff</p>

7. Payment of FDV transactions to accredited fertilizer merchant	7.1. Review and validation of FDV transactions	None	1 day	<p>Lowell D. Rebillaco, Ph.D. ACC-II Regional Rice Program Focal Person Rice Program Staff</p>
	7.2. Credit of payment of validated transactions	None	2 days	<p>Lowell D. Rebillaco, Ph.D. ACC-II Regional Rice Program Focal Person</p> <p>Billy Roy Anthoy G. Aquino Agriculturist II (COS) Rice Program</p> <p>Laieson C. Cabigao Accountant II OIC- Chief, Accounting Section</p> <p>DA ICTS</p> <p>DBP</p>
	7.3. Submission of signed-list of recipients	None	<i>*May vary depending on circumstances</i>	<p>City/Municipal Agriculture Office</p> <p>Provincial Agriculture Office</p>

				APCOs and staff
Total:		None	12 days ,3 hours and 12 minutes	



INTEGRATED LABORATORIES DIVISION



LABORATORY [SOIL, FERTILIZER, PLANT TISSUE, WATER] ANALYSIS SERVICES

Soil analysis or soil testing is a tool to diagnose fertility status of soil. It determines the amount of essential nutrients in the soil, and if deficient, allows the recommendation of the right kind and the right amount of fertilizer or other soil ameliorant and right timing of application. Moreover, soil analysis may be used to determine the salinity, acidity and presence of heavy metals in the soil.

Fertilizer analysis (inorganic or organic) is done to determine if the guaranteed analysis printed on the product label is accurate or true. For new organic products, the test determines the nutrient content of the product and whether it passes the standard nutrient requirement set by the Philippine National Standard (PNS) for organic soil amendments.

Plant tissue analysis, on the other hand, is done to determine nutrient absorption capacity of crops under a given set of soil and other environmental conditions. This is mostly done for research purposes and is primarily used in research.

Water analysis is performed to determine the amount of nutrients present in the water and determine water suitability for irrigation purposes.

Office or Division	REGIONAL SOILS LABORATORY (RSL) - INTEGRATED LABORATORIES DIVISION
Classification	G2B, G2C, G2G
Type of Transaction	Highly Technical Transaction
Who May Avail	Farmers, Farmer Cooperatives and Associations, LGUs, SUCs, Academe, Researchers, Students, DA Attached Bureaus, other Government Agencies, DA RFO III (Research Stations, Divisions, Banner Programs and other Programs), other DA RFOs, Private Companies, Private Farm Owners and Private Individuals
Checklist of Requirements	Where to Secure
1.SAMPLE FOR ANALYSIS	

a). Soil sample (Minimum of 1kg)		CLIENT (Proper collection of soil samples can be downloaded on this link: https://rfo3.da.gov.ph)		
b). Fertilizer sample (Minimum of 500g (solid) or 250 mL (liquid))		CLIENT		
c). Plant tissue sample (Minimum of 100g, air dried and grinded)		CLIENT		
d) Water sample (Minimum of 1L, submitted within 24hrs upon sampled)		CLIENT (Proper collection and handling of water samples can be downloaded on this link: https://rfo3.da.gov.ph)		
2. Sample Receiving Form (SRF)		Regional Soils Laboratory (Forms can be downloaded on this link: https://rfo3.da.gov.ph)		
3. Request Letter for Discount (for CLIENTS eligible for discount as stated in the RSL's Guidelines in Giving Discount)		CLIENT (Guidelines can be downloaded on this link: https://rfo3.da.gov.ph)		
4. Order of payment (1 original copy)		RSL and Accounting Section		
5. Official receipt (1 original copy)		Cashier Section		
Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible
1. Submit sample/s.	1.1 Receive sample / interview CLIENT to verify the correctness of the sampling procedure done.	None	5 minutes/sample	Josephine M. Ocampo, Agriculturist I

2. Fill out Sample Receiving Form (SRF).	2.1 Give SRF to the CLIENT. Interview the CLIENT, check the samples and verify the information from the SRF. Discuss the turnaround time of analysis and cost of analysis	None	10 minutes	Josephine M. Ocampo, Agriculturist I
3. Secure Request of Order of Payment	3.1 Issue Request of Order of Payment	None	5 minutes	Josephine M. Ocampo, Agriculturist I
4. Pay laboratory fees	4.1 Issue Order of Payment	Guidelines for Laboratory Fees*	1 hour**	Laieson C. Cabigao, Accountant II Accounting Section
	4.2 Issue Official Receipt (OR)	Guidelines for Laboratory Fees*	1 hour**	Jeanny P. Aquino, Administrative Officer III Cashiering Section
5. Present OR to RSL	5.1 Verify payment and give a copy of signed SRF to the CLIENT	None	1 minute	Josephine M. Ocampo, Agriculturist I
6. Wait for the test report. (The CLIENT may follow up via RSL's email, phone number or Facebook page as	6.1 Prepare samples for analysis: Soil (air drying, pulverizing and sieving)	None	3 days	Josephine M. Ocampo, Agriculturist I

indicated in the SRF.)	Water (filtering and preservation)			<p>Erris A. Alvarado, COS</p> <p>Luckylyn A. Reyes, COS</p> <p>Rosalie T. Laxamana, Chemist IV</p>
	SOIL ANALYSIS		20 DAYS	
	6.2 Analysis of Soil Texture (Feel Method)	P30.00	5 minutes	<p>Eustaquio S. Tayag, Jr., COS</p> <p>Rosalie T. Laxamana, Chemist IV</p>
	6.3 Analysis of pH	P100.00	2 hours	Lourdes R. Regala, Agriculturist II
	6.4 Analysis of Electrical Conductivity (EC)	P 160.00	2 hours	Lourdes R. Regala, Agriculturist II
	6.5 Analysis of Organic Carbon (OC)/ Organic Matter (OM)	P 250.00	2 days	Jessica F. Ubaldo, COS

				Rosalie T. Laxamana, Chemist IV
	6.6 Analysis of Available Phosphorus (P)	P 250.00	1 day	Luckylyn A. Reyes, COS Rosalie T. Laxamana, Chemist IV
	6.7 Analysis of Exchangeable Bases: Potassium (K) Calcium (Ca) Magnesium (Mg) Sodium (Na)	P 160.00 per element	1 day	Justine O. Estabillo, Chemist III Dalma M. Tamayo, Agriculturist II
	6.8 Analysis of Trace Elements: Zinc (Zn) Copper (Cu) Manganese (Mn) Iron (Fe)	P 160.00 per element	2 days	Jenny Rose M. Guevarra, COS Rosalie T. Laxamana, Chemist IV
	6.9 Analysis of Sulfate	P 250.00	1 day	Leony F. Gaito, COS Rosalie T. Laxamana, Chemist IV

	6.10 Analysis of Heavy Metals Arsenic (As) Cadmium (Cd) Chromium (Cr) Lead (Pb) Mercury (Hg) Nickel (Ni)	P 500.00 per element	3 days	Justine O. Estabillo, Chemist III
	6.11 Analysis of Cation Exchange Capacity (CEC)	P 300.00	2 days	Justine O. Estabillo, Chemist III
	6.12 Analysis of Total Nitrogen (N)	P 250.00	1 day	Leony F. Gaité, COS Rosalie T. Laxamana, Chemist IV
	6.13 Analysis of Moisture Content	P 100.00	1 day	Katrin Angela E. Canlas, COS Rosalie T. Laxamana, Chemist IV
	6.14 Analysis of Particle Size (Textural Class)	P 300.00	2 days	Ma. Kathrina P. Suñga, COS

				Rosalie T. Laxamana, Chemist IV
	FERTILIZER ANALYSIS & PLANT TISSUE ANALYSIS		17 DAYS	
	6.2 Analysis of Moisture Content (for fertilizer only)	P 100.00	2 days	Katrin Angela E. Canlas Rosalie T. Laxamana, Chemist IV
	6.3 Analysis of pH (for fertilizer samples only)	P 100.00	1 day	Lourdes R. Regala, Agriculturist II
	6.4 Analysis of Total Nitrogen (N)	P 300.00	2 days	Leony F. Gaité, COS Rosalie T. Laxamana, Chemist IV
	6.5 Sample Digestion	None	1 day	John Lee T. Gonzales, COS Rosalie T. Laxamana, Chemist IV

	6.6 Analysis of Total Phosphorus (P)	P 300.00	1 day	Luckylyn A. Reyes, COS Rosalie T. Laxamana, Chemist IV
	6.7 Analysis of Total Potassium (K)	P 250.00	1 day	Jessica F. Ubaldo, COS Leony F. Gaito, COS Rosalie T. Laxamana, Chemist IV
	6.8 Analysis of Organic Carbon (OC)/ Organic Matter (OM) (for fertilizer samples only)	P 250.00	1 day	Jessica F. Ubaldo, COS Rosalie T. Laxamana, Chemist IV
	6.9 Analysis of Trace Elements: Zinc (Zn) Copper (Cu) Manganese (Mn) Iron (Fe)	P 160.00 per element	1 day	Jenny Rose M. Guevarra, COS Rosalie T. Laxamana, Chemist IV

	6.10 Analysis of Total Calcium, Total Magnesium, Total Sodium	P 250.00 per element	1 day	John Lee T. Gonzales, COS Rosalie T. Laxamana, Chemist IV
	6.11 Analysis of Sulfur (for inorganic fertilizer samples only)	P 300.00	3 days	Leony F. Gaito, COS Rosalie T. Laxamana, Chemist IV
	6.12 Analysis of Heavy Metals Arsenic (As) Cadmium (Cd) Chromium (Cr) Lead (Pb) Mercury (Hg) Nickel (Ni)	P 500.00 per element	3 days	Justine O. Estabillo, Chemist III
	WATER ANALYSIS		9 DAYS	
	6.2 Analysis of pH	P100.00	4 hours	Luckylyn A. Reyes, COS Rosalie T. Laxamana, Chemist IV

	6.3 Analysis of Electrical conductivity (EC)	P 160.00	4 hours	Luckylyn A. Reyes, COS Rosalie T. Laxamana, Chemist IV
	6.4 Analysis of Dissolved Cations: Potassium (K) Calcium (Ca) Magnesium (Mg) Sodium (Na)	P 160.00 per element	1 day	Justine O. Estabillo, Chemist III
	6.5 Analysis of Dissolved Anions Carbonate Bicarbonate Chloride Sulfate	P 160.00 per element	1 day	Luckylyn A. Reyes, COS Rosalie T. Laxamana, Chemist IV
	6.6 Analysis of Dissolved Nutrients: Nitrate-N Nitrate+ Ammonia N Phosphorus	 P 300.00 P160.00 P 160.00	1 day	 Justine O. Estabillo, Chemist III Leony F. Gaite, COS Luckylyn A. Reyes, COS

	<p>6.7 Analysis of Dissolved Micronutrients:</p> <p>Zinc (Zn)</p> <p>Copper (Cu)</p> <p>Manganese (Mn)</p> <p>Iron (Fe)</p>	P 160.00 per element	1 day	<p>Jenny Rose M. Guevarra, COS</p> <p>Rosalie T. Laxamana, Chemist IV</p>
	<p>6.8 Analysis of Heavy Metals</p> <p>Arsenic (As)</p> <p>Cadmium (Cd)</p> <p>Chromium (Cr)</p> <p>Lead (Pb)</p> <p>Mercury (Hg)</p> <p>Nickel (Ni)</p>	P 500.00 per element	4 days	Justine O. Estabillo, Chemist III
	<p>6.15 Draft laboratory reports, interpret test results (recommended rate) and compute fertilizer recommendation</p>	None	15 minutes/ crop for fertilizer recommendation	<p>Ledesminda A. Tayag, Senior Agriculturist</p> <p>Lourdes R. Regala, Agriculturist II</p> <p>Dalma M. Tamayo, Agriculturist II</p>
	<p>6.16 Encode laboratory reports</p>	None	5 minutes/ crop	<p>Enrico S. Sagun, Laboratory Technician II</p> <p>Nico France M. David, COS</p>

	6.17 Proofread, review and certify laboratory reports	None	5 minutes/ test report with fertilizer recommendation	Justine O. Estabillo, Chemist III Rosalie T. Laxamana, Chemist IV
7. Claim laboratory report	7.1 Verify payment. Release laboratory report	None	5 minutes	Josephine M. Ocampo, Agriculturist I
8. Accomplish Client Satisfaction Measurement (CSM) Form and drops in designated drop box	8.1 Give Client Satisfaction Measurement (CSM) Form to CLIENT.	None	5 minutes	Josephine M. Ocampo, Agriculturist I
Total		Varies* (Depending on the test parameters requested)	20 days***	

* Inclusive of travel time from RSL to cashier

**Depending on the test parameters requested; Guidelines for Laboratory Fees can be downloaded on this link: <https://rfo3.da.gov.ph>

***For every batch of 20 samples



PRODUCTION AND DISTRIBUTION OF COMPOST FUNGUS ACTIVATOR (CFA) *Trichoderma harzianum*

Compost Fungus Activator (CFA) is used in the rapid composting of rice straw, animal manure and other soft plant material. It can also be used to inhibit the growth of some plant fungal pathogens and as a deodorizer in poultry.

IT IS GIVEN **FREE** TO PROMOTE COMPOSTING OF AGRICULTURAL CROP RESIDUES.

Office or Division		REGIONAL SOILS LABORATORY – INTEGRATED LABORATORIES DIVISION)		
Classification		G2B, G2C, G2G		
Type of Transaction		Highly Technical Transaction		
Who May Avail		Farmers, Farmer Cooperatives and Associations, LGUs, SUCs, Academe, Researchers, Students, DA Attached Bureaus, other Government Agencies, DA RFO III (Research Stations, Divisions, Banner Programs and other Programs), other DA RFOs, Private Companies, Private Farm Owners and Private Individuals		
Checklist of Requirements		Where to Secure		
1. CFA Request Form		Regional Soils Laboratory (Form can be downloaded on this link: https://rfo3.da.gov.ph)		
Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible
1. Fill out CFA Request Form	1.1 Give CFA Request Form and interview CLIENT on the number of packs needed.	None	15 minutes	Josephine M. Ocampo, Agriculturist I
2. Wait for the CFA produced	2.1 Prepare growing media	None	1 day and 6 hours	Michael Janssen M. Asuncion, COS

				<p>Jericho Manuel N. Lulu, COS</p> <p>Rosalie T. Laxamana, Chemist IV</p>
	2.2 Inoculate CFA to culture media, check the quality of CFA and label the CFA packs	None	14 days	<p>Ma. Kathrina P. Suñga, COS</p> <p>Rosalie T. Laxamana, Chemist IV</p>
	2.3 Place CFA packs in bags based on CLIENT'S request	None	1 hour and 30 minutes	<p>Ma. Kathrina P. Suñga, COS</p> <p>Jericho Manuel N. Lulu, COS</p> <p>Rosalie T. Laxamana, Chemist IV</p>
3. Fill up Acknowledgement Receipt Form and claim CFA	3.1 Give Acknowledgement Receipt Form and release CFA to CLIENT	None	10 minutes	Josephine M. Ocampo, Agriculturist I

4. Answer Client Satisfaction Measurement (CSM) Form and drops in designated drop box	4.1 Give Client Satisfaction Measurement (CSM) Form to CLIENT	None	5 minutes	Josephine M. Ocampo, Agriculturist I
Total		None	16 days*	

*For request of 500 packs of CFA
 If CFA are readily available (in-stock), the process is reduced to 2 hours.

SOIL TEST KIT REFILL

Soil Test Kit (STK) is used in rapid and qualitative analysis of soil pH and nutrients (N, P and K). The result of STK analysis is comparable to laboratory analysis and can be used in the computation of fertilizer recommendation. STK is designed to be used by Agriculture Extension Workers (AEWs) and farmers.

Office or Division		REGIONAL SOILS LABORATORY – INTEGRATED LABORATORIES DIVISION		
Classification		G2B, G2C, G2G		
Type of Transaction		Simple Transaction		
Who May Avail		Farmers, Farmer Cooperatives and Associations, LGUs, SUCs, Academe, Researchers, Students, DA Attached Bureaus, other Government Agencies, DA RFO III (Research Stations, Divisions, Banner Programs and other Programs), other DA RFOs, Private Companies, Private Farm Owners and Private Individuals		
Checklist of Requirements		Where to Secure		
1. STK Refill Request Form		Regional Soils Laboratory (Form can be downloaded on this link: https://rfo3.da.gov.ph)		
2. Clean and empty STK reagent bottles		CLIENT		
3. Request Letter for Discount (for CLIENTS eligible for discount as stated in the RSL's Guidelines in Giving Discount)		CLIENT (Guidelines can be downloaded on this link: https://rfo3.da.gov.ph)		
Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible
1. Fill out STK Refill Request Form and present STK reagent bottles	1.1 Give STK Refill Request Form to CLIENT and check the STK reagent bottles the CLIENT provided	None	30 minutes	Josephine M. Ocampo, Agriculturist I

2. Secure Request of Order of Payment	2.1 Issue Request of Order of Payment	None	10 minutes	Josephine M. Ocampo, Agriculturist I
3. Pay laboratory fees	3.1 Issue Order of Payment	P300.00/kit*	1 hour**	Laieson C. Cabigao, Accountant II, Accounting Section
	3.2 Issue Official Receipt (OR)	P300.00/kit* 1 kit contains: N: 30 mL P: 30 mL P1: 15 mL K: 30 mL K1: 15 mL K2: 30 mL CPR: 30 mL BCG: 30 mL BTB: 30 mL	1 hour**	Jeanny P. Aquino, Administrative Officer III, Cashiering Section
4. Present OR and wait for the refilled STK bottles	4.1 Refill STK reagent bottles	None	1 hour/kit	Loreta M. Cangco, COS Rosalie T. Laxamana, Chemist IV

5. Fill up Acknowledgement Receipt Form and claim refilled STK bottles	5.1 Give Acknowledgement Receipt Form and release refilled STK bottles to CLIENT	None	15 minutes	Josephine M. Ocampo, Agriculturist I
6. Answer Client Satisfaction Measurement (CSM) Form	6.1 Give Client Satisfaction Measurement (CSM) Form to CLIENT	None	5 minutes	Josephine M. Ocampo, Agriculturist I
Total		P 300.00/ kit*	4 hours	

*Depending on the requested reagent solutions and volume of solutions

**Fee based on BSWM Public Advisory on the Procurement of Soil Test Kits (STK) dated January 25, 2024 which can be downloaded on this link: <https://rfo3.da.gov.ph>



LABORATORY (FEEDS, FEED INGREDIENTS, VEGETABLES) ANALYSIS SERVICES

The Feed Chemical Analysis Laboratory (FCAL) of the DA-RFO3's Integrated Laboratories Division (ILD) ensures through laboratory testing that feed products and feed ingredients being produced and marketed in the region conform to the food quality (complete proximate and minerals analysis) and safety standards (mycotoxin on feeds, feed ingredients, and validated crops and pesticide residue analysis*** on selected vegetables).

Office or Division	FEED CHEMICAL ANALYSIS LABORATORY (FCAL) – INTEGRATED LABORATORIES DIVISION
Classification	G2B, G2C, G2G
Type of Transaction	Highly Technical Transaction
Who May Avail	Feed millers, livestock, and aqua raisers, LGU, academe, researchers, DA-RFO3 research stations and banner programs
Checklist of Requirements	Where to Secure
1. Sample a). Feed sample, at least 200 grams b). feed ingredient, at least 200 grams (e.g. corn, soya, copra meal etc) c). vegetables, atleast 1kg (pechay, eggplant, lettuce, string beans, okra, snap beans, bitter gourd, tomato, cabbage)	Client
2. Duly filled-up Sample Receiving Form (SRF)	Feed Chemical Analysis Laboratory (Forms can be downloaded on this link: https://rfo3.da.gov.ph)
3. Request Letter for Discount (for customers eligible for discount as stated in the FCAL's Procedures Manual)	Client (Guidelines can be downloaded on this link: https://rfo3.da.gov.ph)
4. Order of payment (1 original copy)	FCAL and Accounting Section

5. Official receipt (1 original copy)		Cashier Section		
Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible
1. Fill up Sample Receiving Form (SRF)	1. Assist client on filling up SRF (client information, sample description, test requested, etc.)	None	10 minutes	Jenny L. Ambrocio, RCh Chemist II Sarra L. Cunan Admin Officer I/COS
2. Submit sample	2. Compute total cost to be paid (Note: Fees are aligned with the Bureau of Animal Industry Administrative Order No. 17, series of 2003) 2.1 Inform due date of laboratory report 2.2 Inspect sample (quantity, type of sample, sample condition, and its suitability for laboratory testing) 2.3 Receive, accept and code sample	Fees are aligned with the Bureau of Animal Industry Administrative Order No. 17 series 2023	15 minutes	Jenny L. Ambrocio, RCh Chemist II Sarra L. Cunan Admin Officer I/COS

3. Receive Request of Order of Payment	3.1 Issue Request of Order of Payment	None	5 minutes	Jenny L. Ambrocio, RCh Chemist II Sarra L. Cunan Admin Officer I/COS
4.1 Secure Order of Payment Form from Accounting Section and pay total cost of laboratory testing and Submit OR no. to FCAL	4.1 Issuance of Order of Payment 4.2 Issuance of Official Receipt	None	1 hour*** 1 hour***	Laieson Cabigao Accountant II/Accounting section Jeanny Aquino Cashiering Section
5. Wait for the laboratory result (may follow up result on the date indicated in the SRF via FCAL's official email address or phone number)	5.1 Sample Preparation	None	10 minutes	Irene C. Alvaro Project Assistant II /COS
	5.2. Conduct of Laboratory Analysis Complete Proximate Analysis a. Moisture content b. Ash content c. Crude Protein Content d. Crude Fat Content e. Crude Fiber Content	200.00** 120.00** 216.00**	2 days* 2 days*	Jenny L. Ambrocio, RCh Chemist II Jenilyn L. Manalili Project Assistant II/COS Darwin C. Capili

	f. Complete Proximate (all 5 parameters)	216.00** 240.00** 912.00**	3 days* 3 days* 3 days* 13 days*	Lab Tech I/COS Princess Irish D. Calimlim Lab Tech I/COS assisted by: Rizalinda C. Cunanan Lab Aide II Irene C. Alvaro Project Assistant II/COS
	TOTAL NO. OF DAYS (Complete Proximate Analysis)	13 days*		
	Mineral Analysis g. Phosphorus Content h. Calcium Content i. Salt Content	240.00** 240.00** 240.00**	3 days* 4 days* 2 days*	Jenny L. Ambrocio, RCh Chemist II Jenalyn L. Manalili Project Assistant II/COS Darwin C. Capili Lab Tech I/CO

				assisted by: Irene C. Alvaro Project Assistant I/COS
	TOTAL NO. OF DAYS (Mineral Analysis)	9 days*		
Mycotoxin Analysis				Abigail P. Beltran, RCh
j. Total Aflatoxin	1,300.00**	2 days*		Chemist III
k. Ochratoxin	1,300.00**	2 days*		assisted by:
l. T2/HT2	1,300.00**	2 days*		Irene C. Alvaro
m. Zearalenone	1,300.00**	2 days*		Project Assistant I/COS
n. Fumonisin	1,300.00**	2 days*		
	TOTAL NO. OF DAYS (Mycotoxin Analysis)	10 days*		
Pesticide Residue Analysis				Jenny L. Ambrocio, RCh Chemist II
o. Pesticide Residue (Rapid Test Kit)****	None	3 days*		Jenalyn L. Manalili Project Assistant II /COS

		TOTAL NO. OF DAYS (Pesticide Residue Analysis)	3 days*		
		Other Analysis			
		p. Nitrogen Free Extract	100.00**	1 day*****	Jenalyn L. Manalili
		q. Metabolizable Energy	100.00**	1 day*****	Project Assistant II/COS
		TOTAL NO. OF DAYS (Other Analysis)	2 days*****		
		5.3 Encoding of Laboratory Report	None	7 minutes /laboratory report	Jenalyn L. Manalili Project Assistant II/COS
		5.4 Proofreading, review, and certification of laboratory reports	None	5 minutes /laboratory report	Jenny L. Ambrocio, RCh Chemist II Abigail P. Beltran, RCh Chemist III
6. Claim laboratory report (present OR) personally or via email based on the agreement during submission of samples	6.1 Verify payment and release laboratory report	None	3 minutes	Jenny L. Ambrocio, RCh Chemist II Sarra L. Cunan Admin Officer I/COS	

7. Accomplish Client Satisfaction Measurement (CSM) Form and drop in designated drop box	7.1 Provide CSM form	None	5 minutes	Jenny L. Ambrocio, RCh Chemist II Sarra L. Cunan Admin Officer I/COS
Total		Varies (depending on test parameters requested)	Will depend on type of analysis requested. · Complete Proximate Analysis: 13 days* · Mineral Analysis: 9 days* Mycotoxin Analysis: 10 days* · Pesticide Analysis: 3 days* · Other analysis: 2 days*	

* Under normal circumstances

** Samples for investigation, disease surveillance and endorsed by the Regional Animal Disease Diagnostic Laboratory (RADDL) will be analyzed free of charge

** Samples submitted by DA-RFO3 Research Stations, Regulatory Division (FQC, GAP, GAHP), and other banner programs will be analyzed free of charge

*** Inclusive of travel time from FCAL to cashier

**** Pesticide Residue (Rapid Test Kit) can only detect the presence or absence of carbamates and organophosphates of applicable vegetables mentioned above

***** provided that Complete Proximate Analysis was requested

REQUEST FOR BIOLOGICAL CONTROL AGENTS

Production of Biological Control Agents (BCAs) is one of the flagships of the Regional Crop Protection Center. BCAs are the natural enemies that include predators, parasitoids, antagonists, and competitors or entomopathogenic fungi. It is considered the first line of defense and used primarily for controlling insect pests in crop production and plays an important role in pest management. BCA is an important component of Integrated Pest Management (IPM) strategies that offer safe, sustainable, and environmentally friendly alternatives to chemical pesticides. The technology of earwigs can be given to farmers for their consumption as an alternative to chemicals for safe produce.

Office or Division		Integrated Laboratories Division - Regional Crop Protection Center (ILD - RCPC)		
Classification		Simple transaction		
Type of Transaction		G2C, G2B, G2G		
Who May Avail		Farmers, Local Government Units (LGUs), Farmer's Cooperative/Organization, State Colleges and Universities, Non-government Organizations, Private Sectors, Students and Other Research Institutions		
Checklist of Requirements		Where to Secure		
1. Request letter (1 Original copy)		Regional Crop Protection Center Office/Laboratory		
Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible
1. Log in to the Client Log Book and submit request letter addressed to the Regional Executive Director	1.1. Give the log book and let the clients to log	None	2 minutes	Maureen Muñoz SRS I
	1.2. Received request letter		4 hours	Maricel Wamil Sheryl Mirano Admin Officer
	1.3. Approval of the request letter			

				Trojane Soberano OIC-Center Chief
2. Fill up the Requisition Form and Client's Satisfaction Form for filing	2.1. Forward to the concerned laboratory head for the preparation of the BCA for the establishment of village-type production		30 minutes	Jayson Mirano/ Laboratory Staff
Total:		None	4 hours and 32 minutes***	

**for walk-in clients*

***for LGUs, FCA, private individuals/company requesting in bulk*

****under normal circumstances*

Request form is downloadable on this link: <https://rfo3.da.gov.ph>

DISTRIBUTION OF VARIOUS BIOLOGICAL CONTROL AGENTS

Parallel to the production, distribution BCAs play a crucial role in promoting sustainable and safe alternatives to chemicals in managing different pests of various commodities. BCAs are the natural enemies that include predators, parasitoids, antagonists, and competitors or entomopathogenic fungi. It is considered as the first line of defense and used primarily for controlling insect pests in crop production and plays an important role in pest management. The timing of field release plays an important role in effective pest control and management. There were three predators rear in the office namely: earwigs, *Eochanthecona furcellata*, and green lacewing. Entomopathogenic fungi like *Metarhizium anisopliae* which is intended for Rice Black Bug management, *Beauveria bassiana* which is under observation and testing against particular rice pests and *Isaria sp* which is for purification and isolation of specific species. Production of *Trichoderma spp* used as the antagonist against major diseases of various vegetables. Production of 3 species of Trichogramma which served as parasitoids of corn borer (*T. evanescens*), yellow rice stem borer (*T. japonicum*), and lepidopterous pests of various vegetables (*T. chilonis*).

Office or Division		Integrated Laboratories Division - Regional Crop Protection Center (ILD - RCPC)		
Classification		Simple transaction		
Type of Transaction		G2C, G2B, G2G		
Who May Avail		Farmers, Local Government Units (LGUs), Farmer's Cooperative/Organization, State Colleges and Universities, Non-government Organizations, Private Sectors, Students and Other Research Institutions		
Checklist of Requirements		Where to Secure		
1. Request letter (1 Original copy)		Regional Crop Protection Center Office/Laboratory		
Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible
1. Log in to the Client Log Book* and submit a request letter addressed to the Regional	1.1. Give the log book and let the clients to log 1.2. Received request letter	None	2 minutes	Maureen Muñoz SRS I Maricel Wamil

Executive Director	1.3. Forward to the concerned laboratory for the preparation of the requested BCA			Sheryl Mirano Admin Officer
2. Fill up the Request Form and Client Satisfaction Measurement Form for filing	2.1. Collection and preparation of requested BCAs for field distribution 2.2. Discuss the proper way of releasing BCAs and proper field utilization for effective result	None	30 minutes	Jayson Mirano/ Pedro Sanchez/ Catherine Trinidad/ Benigno Mauricio/ Roselyn Fulgencio/ Mark Angelo Urma Laboratory Staff
Total:		None	32 minutes***	

*for walk-in clients

**for LGUs, FCA, private individuals/company requesting in bulk

***under normal circumstances

Request form is downloadable on this link: <https://rfo3.da.gov.ph>

REQUEST FOR TECHNICAL BRIEFINGS ON MASS PRODUCTION AND UTILIZATION OF BCA

Promotion is the fundamental approach to encourage farmers to use BCA in crop production as the first line of defense against pests. Through training and technical briefings, our farmers, technicians, and other stakeholders were able to fully understand the functions and importance of BCA to pest management. It is an approach to educating our farmers on the proper way of handling and utilizing BCA for much more effective results and could lessen the usage of hazardous chemicals.

Office or Division		Integrated Laboratories Division - Regional Crop Protection Center (ILD - RCPC)		
Classification		HIGHLY TECHNICAL TRANSACTION		
Type of Transaction		G2C, G2B, G2G		
Who May Avail		Farmers, Agricultural Extension Workers (AEWs), Farmer's Cooperative/Organization, State Colleges and Universities, Non-government Organizations, Private Sectors, Students and Other Research Institutions		
Checklist of Requirements		Where to Secure		
1. Request letter (1 Original copy)		Regional Crop Protection Center Office/Laboratory		
Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible
1. Log in to the Client Log Book* and submit a request letter addressed to the Regional Executive Director**	1.1. Give the log book and let the clients to log	None	1 minute	Maureen Muñoz SRS I
	1.2. Received request letter			Maricel Wamil
	1.3. Approval of the request letter	None	1 day	Sheryl Mirano Admin Officer Trojane Soberano

				OIC-Center Chief
2. Register to the designated area for attendance and Fill up the Client Satisfaction Measurement (CSM) Form for filing	2.1. Conduct of Technical briefing on mass production and utilization of various BCAs	None	2 hours	Trojane Soberano OIC-Center Chief Marietta Agregado SSRS Elicio Toledo/ Evergilio Aquino, Jr./ Anthony David SRS II Rosalyn Fulgencio/ Maureen Muñoz SRS I Pedro Sanchez Lab Tech II Jayson Mirano Lab Aide II Technical staff
Total:		None	1 day; 2 hours & 1 minute***	

*for walk-in clients



**for LGUs, FCA, private individuals/company requesting in bulk
***under normal circumstances

REQUEST FOR PEST IDENTIFICATION AND MANAGEMENT TRAINING

As part of the information awareness campaign, training and seminars are being conducted to enhance knowledge and increase the competency of our technicians as well as farmers in pest identification and management. Actual field identification of different pests and diseases was integrated into the training for familiarization purposes for easy and reliable identification of the pests' problem.

Office or Division		INTEGRATED LABORATORIES DIVISION - REGIONAL CROP PROTECTION CENTER III (ILD - RCPC)		
Classification		Highly Technical Transaction		
Type of Transaction		G2G		
Who May Avail		Farmers, Agricultural Extension Workers (AEWs), Farmer's Cooperative/Organization, State Colleges and Universities, Non-government Organizations, Private Sectors, Students and Other Research Institutions		
Checklist of Requirements		Where to Secure		
Request letter (1 Original copy)		Regional Crop Protection Center Office/Laboratory		
Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible
1. Submit a request letter addressed to the Regional Executive Director through emails	1.1. Received request letter	None	1 day	Maureen Muñoz SRS I
	1.2. Printing of the request letter		1 minute	Maricel Wamil Sheryl Mirano Admin Officer
	1.3. Approval of the request letter	None	1 day	Trojane Soberano OIC-Center Chief

2. Introduction of the resource speaker/overview of the training	2.1. Presentation of subject matter related to crop pest identification and management	None	2 days	Trojane Soberano OIC-Center Chief
3. Pre-test	3.1. Distribution of questionnaire			Marietta Agregado SSRS
	3.2. Check the answers			Evergilio Aquino, Jr. Anthony David Elicio Toledo SRS II
4. Presentation of subject matter or course outline	4.1. Presentation of different subject matter related to crop pest identification and management			Rosalyn Fulgencio Maureen Muñoz SRS I
5. Post test	5.1. Distribution of questionnaires			
	5.2. Check the answer sheets			
6. Accomplish evaluation form for RP and Training Provider	6.1. Consolidate forms			
	5.2. Analyze results, comments and suggestions for reference and future use			
Total:		None	4 days; 4 hours & 1 minute	



REQUEST FOR FIELD VALIDATION AND PEST MONITORING ACTIVITIES

Field validation is a critical step in implementing agricultural technologies to address pest problems in rice, corn, and other crop production. Validation is a major activity to immediately manage pest infestation or disease infection observed in an area. It is being performed together with the technician assigned to the particular affected area. Recommendation of appropriate management options be done right after the validation for immediate employment of management techniques

Office or Division		Integrated Laboratories Division - Regional Crop Protection Center (ILD - RCPC)		
Classification		Highly Technical transaction		
Type of Transaction		G2C, G2B, G2G		
Who May Avail		Farmers, Local Government Units (LGUs), Farmer's Cooperative/Organizations, State Colleges and Universities, Non-government Organizations, Private Sectors, Other Research Institutions		
Checklist of Requirements		Where to Secure		
1. Report (1 Original copy)		Regional Crop Protection Center Office/Laboratory		
Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible
1. Sign in the Client Log Book in the Office/Laboratory* and Submit a report letter addressed to Regional Executive Director (SMS or email, phone calls)/report through SMS or other messaging application.	1.1. Give the log book and let the clients to log 1.2. Received report through letter, phone calls, SMS, emails	None None	1 day	Maureen Muñoz SRS / Maricel Wamil Sheryl Mirano Admin Officer Trojane Soberano

	1.3. Approval of the request letter		1 day	<i>OIC-Chief</i> Marietta Agregado/ SSRS Elicio Toledo/ Evergilio Aquino, Jr./ Anthony David SRS II Rosalyn Fulgencio/ Maureen Muñoz SRS I Technical staff Trojane Soberano <i>OIC-Center Chief</i>
2. Accompany the RCPC technical staff and AEWs in the field for validation	2.1. Coordinate with the respective LGUs 2.2. Actual field validation and monitoring activities 2.3. Discuss the problem and the management options to be employed to prevent the outbreak	None	1 day upon reported	Trojane Soberano <i>OIC-Center Chief</i> Marietta Agregado/ Trojane Soberano SSRS Elicio Toledo/ Evergilio Aquino, Jr/ Anthony David SRS II

				Rosalyn Fulgencio/ Maureen Muñoz <i>SRS I</i> <i>Technical staff</i>
3. Fill up CSM Form for filing	3.1 Provision of recommendation/ remedy to the problem	None	During monitoring	Trojane Soberano <i>OIC-Center Chief</i> Marietta Agregado/ <i>SSRS</i> Elicio Toledo/ Evergilio Aquino, Jr./ Anthony David <i>SRS II</i> Rosalyn Fulgencio/ Maureen Muñoz <i>SRS I</i> <i>Technical staff</i>
Total:		None	3 days***	

*for walk-in clients

**for LGUs, FCA, private individuals/company requesting in bulk

***under normal circumstances

CONDUCT OF PLANT PEST DIAGNOSIS

Plant disease diagnosis is a critical step in managing crop health effectively. By identifying the specific causal organism responsible for a particular plant disease, we can deploy appropriate prevention and control measures. Collecting plant tissue samples, analyzing them in the lab, and confirming the presence of the pathogen allow us to tailor our management strategies. These strategies include cultural practices, biological control, planting resistant varieties and chemical treatments. Overall, accurate diagnosis ensures efficient resource utilization and implementation of ecologically sound pest management strategies and helps preserve crop health and promote long-term sustainability of pest management.

Office or Division		INTEGRATED LABORATORIES DIVISION - REGIONAL CROP PROTECTION CENTER III (ILD - RCPC)		
Classification		Highly Technical transaction		
Type of Transaction		G2C, G2B, G2G		
Who May Avail		Farmers, Local Government Units (LGUs), Farmer's Cooperative/Organizations, State Colleges and Universities, Non-government Organizations, Private Sectors, Other Research Institutions		
Checklist of Requirements		Where to Secure		
1. Report (1 Original copy)		Regional Crop Protection Center Office/Laboratory		
2. Sample a. sample should have signs and symptoms; b. roots must be intact with proper label (name, location, crop, variety, area)		Farmers field		
Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible
1. Submit sample and fill out sample receiving form	1.1. Receive sample 1.2 Checking of submitted samples for analysis	None	5 minutes	Technical Staffs
2. Short discussion of the pest occurrence/history	2.1 Familiarization of	None	30 minutes	Technical staffs

	pest occurrence for analysis			
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<p>3. Laboratory Testing*</p>	<p>3.1 Prepare samples for analysis</p> <p>3.2 Subject the samples for identification and documentation under microscope</p> <p>3.3 Identify the possible causal organism that causes the disease problem for recommendation of management techniques</p>	<p>None</p>	<p>5 days*</p>	<p>Trojane V. Soberano Marietta dL.Agregado Sr. SRS</p> <p>Elicio L.Toledo Evergilio M. Aquino, Jr. Anthony I. David SRSII</p> <p>Maureen M. Muñoz Roselyn V. David SRS I</p> <p>Frederick A. Gomez Mark Angelo I. Urma Catherine C. Trinidad</p>
<p>Total:</p>		<p>None</p>	<p>5 days and 35 minutes</p>	

Sample receiving form is downloadable on this link: <https://rfo3.da.gov.ph>

ANTIBODY DETECTION

Antibody tests involve analyzing a sample (usually blood serum) for the presence or absence of a particular antibody (qualitative) or for the amount of antibody that is present (quantitative). Antibodies are part of the body's immune system. They are immunoglobulin proteins that help protect people against microscopic invaders such as viruses, bacteria, chemicals, or toxins. Included are tests for Avian influenza and Newcastle disease through Hemagglutination-inhibition test (AI-HI and ND-HI), Avian influenza through Enzyme-Linked Immunosorbent Assay (AI-ELISA), and Caprine Arthritis Encephalitis through Enzyme-Linked Immunosorbent Assay (CAE- ELISA).

Office or Division:	Integrated Laboratory Division - Regional Animal Disease Diagnostic Laboratory
Classification:	Highly Technical
Type of Transaction:	G2C, G2G, G2B
Who may avail:	Farmers, Traders, Cooperatives, Veterinarians, Pet Owners, Researchers, LGUs, Technicians, Students, NGOs, and Other Agencies
Checklist Of Requirements	Where to Secure
1. Sample Submission Form (1 Originally signed)	RADDL Front Desk/receiving area Download the form this link https://rfo3.da.gov.ph Official Facebook page: https://www.facebook.com/region3addl LGUs – Provincial/Municipal/City Veterinary Office
2. Sample Collection Form (1 originally signed)	RADDL Front Desk/receiving area Download the form this link https://rfo3.da.gov.ph Official Facebook page: https://www.facebook.com/region3addl LGUs – Provincial/Municipal/City Veterinary Office

3. Disease Investigation Form (for outbreak investigations (1 originally signed))		RADDL Front Desk/receiving area Download the form this link https://rfo3.da.gov.ph Official Facebook page: https://www.facebook.com/region3addl LGUs – Provincial/Municipal/City Veterinary Office		
4. Endorsement Letter (1 originally signed)		LGUs – Provincial/Municipal/City Veterinary Office		
5. Serum samples		Farm		
Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible
1. Fill out and/or submit filled-out required forms (see above checklist)	1.1 Interview or verify if forms and data are complete, and input data in the Samples Logbook	None	15 minutes	Argie Chris Adion, Admin Staff Richard Gallardo, Technical Staff Dr. Shiela May De Jesus, Veterinarian Julicet Carpio, Laboratory Technician II Marifer Bermido, Laboratory Aide II
2. Submit required samples (subject to acceptance or rejection based on the set conditions on the Sample Rejection Release Form)	2.1 Endorse samples to the designated lab section to check if samples are fit for testing.	None	5 minutes	Argie Chris Adion, Admin Staff Richard Gallardo, Technical Staff Dr. Shiela May De Jesus, Veterinarian

				<p>Julicet Carpio, Laboratory Technician II</p> <p>Marifer Bermido, Laboratory Aide II</p>
<p>3. UNFIT samples: Fill out and sign the Sample Rejection Release Form (SRRF) (<i>Releasor</i>) and comply with the recommendations as soon as possible</p> <p>See Guidelines: <i>DA-RFO3-ILD-ADDL-GL01</i></p> <p>Download in this link: https://rfo3.da.gov.ph</p>	<p>3.1 Explain the findings and recommendations to the client, sign the SRRF (<i>Releasee</i>), and collect the samples for proper disposal.</p> <p>3.2 Samples FIT for Testing: accept and endorse for testing.</p>	None	5 minutes	<p>Argie Chris Adion, Admin Staff</p> <p>Dr. Shiela May De Jesus, Veterinarian</p> <p>Richard Gallardo, Technical Staff</p> <p>Julicet Carpio, Laboratory Technician II</p> <p>Marifer Bermido, Laboratory Aide II</p>
<p>4. Get a Request for Order of Payment providing the correct Payee details. Pay the lab fee(s) to the collecting officer. Receive the Official Receipt (OR).</p>	<p>4.1 Compute lab fees for payment based on the test requested and prepare a Request for Order of Payment. Receive payment and issue Official Receipt. Make sure that the amount and payment details are accurate. Double-check if the details on the receipt (s) are correct. Log and sign the payment details in the Payments Logbook.</p>	(Please see the test-specific schedule of fees below)	9 minutes	<p>Dr. Joely Ongtangco, Veterinarian IV</p> <p>Argie Chris Adion, Admin Staff</p> <p>Dr. Shiela May De Jesus, Veterinarian</p> <p>Richard Gallardo, Technical Staff</p> <p>Julicet Carpio, Laboratory Technician II</p>

				Marifer Bermido, Laboratory Aide II
5. Secure Follow-up Instructions Slip and Claim Stub and ask for verifications or clarifications (if any) Specify if claiming on-site or by e-mail.	5.1 Provide Follow-up Instructions Slip and Claim Stub. Provide needed clarifications for follow-up and claiming of results. 5.2 Verify E-mail add if accurate (for claiming via e-mail)	None	3 minutes	Argie Chris Adion, Admin Staff Dr. Shiela May De Jesus, Veterinarian Richard Gallardo, Technical Staff Julicet Carpio, Laboratory Technician II Marifer Bermido, Laboratory Aide II
6. Wait for the follow-up date or call for follow-up (anytime within agency work hours), with the official contact numbers provided on the claim stub (to make sure that your result is ready for pick-up).	6.1 Process and test samples (based on the standard number of samples per run)	(Please see the specific schedule of fees below) Note: Fees are aligned with the ADDRL See DA A.O. #25 Series of 2003	(Please see test-specific processing time below)	
	6.1.a ND-HI Test	PHP 75.00	2 days	Dr. Alexandria Catherine Isip, Veterinarian II
	6.1.b AI-HI Test	PHP 200.00	2 days	
	6.1.c CAE- ELISA Test	Free until further notice (local shipment)	2 days	Dr. Maria Victoria Del Rosario, Veterinarian III

		and surveillance) See A.O. #29 Series of 2020 HP 300.00		
	6.1.d AI – ELISA Test	Free until further notice (local shipment and surveillance) See DA A.O. #21 Series of 2022 Export/Import: PHP 300.00 per sample	3 days	Dr. Joely Ongtangco, Veterinarian IV Dr. Maria Victoria Del Rosario, Veterinarian III Dr. Alexandria Catherine Isip, Veterinarian II Julicet Carpio, Laboratory Technician II Dr. Shiela May De Jesus, Veterinarian Richard Gallardo, Technical Staff
	6.1.e Brucella abortus Rapid Plate Test	Free until further notice (local shipment and surveillance) See A.O. #40 Series of 2020	2 days	Richard Gallardo, Technical Staff Dr. Shiela May De Jesus, Veterinarian Julicet Carpio, Laboratory Technician II
	6.1.f Salmonella pullorum Rapid Plate Test	PHP150.00/sample	2 days	

	6.2. Note the clinical findings with proper documentation	None	30 minutes	<p>Dr. Maria Victoria Del Rosario, Veterinarian III</p> <p>Dr. Alexandria Catherine Isip, Veterinarian II</p> <p>Julicet Carpio, Laboratory Technician II</p>
	6.3. Encode findings in the official report form, print, and affix signatures	None	1 hour	<p>Dr. Joely Ongtangco, Veterinarian IV</p> <p>Dr. Maria Victoria Del Rosario, Veterinarian III</p> <p>Dr. Alexandria Catherine Isip, Veterinarian II</p> <p>Julicet Carpio, Laboratory Technician II</p> <p>Argie Chris Adion, Admin Staff</p>

<p>7. Claim the official report of test(s).</p> <p>Note: Follow up through a phone call, with the official contact numbers provided on the claim stub, before returning to the laboratory (to make sure that the result(s) is ready for pick-up.</p>	<p>7.1 Release the official result(s)</p> <p>Note: (If results are not yet available) answer client follow-up calls and provide the real-time status of the analysis</p>	<p>None</p>	<p>10 minutes</p>	<p>Argie Chris Adion, Admin Staff</p> <p>Julicet Carpio, Laboratory Technician II</p>
	<p>7.2 Discuss results and give recommendations (if any)</p>	<p>None</p>	<p>20 minutes</p>	<p>Dr. Joely Ongtangco, Veterinarian IV</p> <p>Dr. Maria Victoria Del Rosario, Veterinarian III</p> <p>Dr. Alexandria Catherine Isip, Veterinarian II</p> <p>Dr. Shiela May De Jesus, Veterinarian</p>

<p>8. Fill out the Client Satisfaction Measure and drop it in the designated box.</p>	<p>8.1 Issue a Client Satisfaction Measure, answer questions or clarifications (if any), and instruct to drop it in the designated box.</p>	<p>None</p>	<p>1 minute</p>	<p>Argie Chris Adion, Admin Staff Richard Gallardo, Technical Staff Dr. Shiela May De Jesus, Veterinarian Julicet Carpio, Laboratory Technician II Marifer Bermido, Laboratory Aide II</p>
	<p>TOTAL</p>	<p>PhP 75-300 (depends on the test)</p>	<p>3 days, 2 hours, and 38 minutes per sample / batch</p>	

ANTIGEN DETECTION

Tests that allow for the detection of specific antigens on pathogens to diagnose an infection. Included are tests for Rabies, Hog Cholera, Avian Influenza (AI), African Swine Fever (ASF), Porcine Respiratory Reproductive Syndromes (PRRS) and Newcastle disease thru Fluorescence and Polymerase Chain Reaction Tests.

Office or Division:	Integrated Laboratory Division - Regional Animal Disease Diagnostic Laboratory
Classification:	Highly Technical
Type of Transaction:	G2C, G2G, G2B
Who may avail:	Farmers, Traders, Cooperatives, Veterinarians, Pet Owners, Researchers, LGUs, Technicians, Students, NGOs, Other Agencies
Checklist of Requirements	Where to Secure
1. Sample Submission Form (1 originally signed)	RADDL Front Desk/receiving area Download the form this link https://rfo3.da.gov.ph Official Facebook page: https://www.facebook.com/region3addl LGUs – Provincial/Municipal/City Veterinary Office
2. Sample Collection Form (1 originally signed)	RADDL Front Desk/receiving area Download the form this link https://rfo3.da.gov.ph Official Facebook page: https://www.facebook.com/region3addl LGUs – Provincial/Municipal/City Veterinary Office
3. Disease Investigation Form (for outbreak investigations) (1 originally signed)	RADDL Front Desk/receiving area Download the form this link https://rfo3.da.gov.ph Official Facebook page: https://www.facebook.com/region3addl

		LGUs – Provincial/Municipal/City Veterinary Office		
4. Endorsement Letter (1 originally signed)		LGUs – Provincial/Municipal/City Veterinary Office		
5. Serum, whole blood, cloacal/oropharyngeal swabs, or tissue/organ samples (depending on the suspected disease)		Farm		
Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
1. Fill out and/or submit filled-out required forms (see above checklist)	1.1 Interview or verify if forms and data are complete, and input data in the Samples Logbook	None	15 minutes	Argie Chris Adion, Admin Staff Richard Gallardo, Technical Staff Dr. Shiela May De Jesus, Veterinarian Julicet Carpio, Laboratory Technician II Marifer Bermido, Laboratory Aide II
2. Submit required samples (subject to acceptance or rejection based on the set conditions on the Sample Rejection Release Form)	2.1 Endorse samples to the designated lab section to check if samples are fit for testing.	None	5 minutes	Argie Chris Adion, Admin Staff Richard Gallardo, Technical Staff

				<p>Dr. Shiela May De Jesus, Veterinarian</p> <p>Julicet Carpio, Laboratory Technician II</p> <p>Marifer Bermido, Laboratory Aide II</p>
<p>3. UNFIT samples: Fill out and sign the Sample Rejection Release Form (SRRF) (Releasor) and comply with the recommendations as soon as possible</p> <p>See Guidelines: DA-RFO3-ILD- ADDL-GL01</p> <p>Download in this link: https://rfo3.da.gov.ph</p>	<p>3.1 Explain the findings and recommendations to the client, sign the SRRF (Releasee), and collect the samples for proper disposal.</p> <p>3.2 Samples FIT for Testing: accept and endorse for testing.</p>	None	5 minutes	<p>Argie Chris Adion, Admin Staff</p> <p>Dr. Shiela May De Jesus, Veterinarian</p> <p>Richard Gallardo, Technical Staff</p> <p>Julicet Carpio, Laboratory Technician II</p> <p>Marifer Bermido, Laboratory Aide II</p>

<p>4. Get a Request for Order of Payment providing the correct Payee details. Pay the lab fee(s) to the collecting officer. Receive the Official Receipt (OR).</p>	<p>4.1 Compute lab fees for payment based on the test requested and prepare a Request for Order of Payment. Receive payment and issue Official Receipt. Make sure that the amount and payment details are accurate. Double-check if the details on the receipt (s) are correct. Log and sign the payment details in the Payments Logbook.</p>	<p>(Please see the test-specific schedule of fees below)</p>	<p>9 minutes</p>	<p>Dr. Joely Ongtangco, Veterinarian IV Argie Chris Adion, Admin Staff Dr. Shiela May De Jesus, Veterinarian Richard Gallardo, Technical Staff Julicet Carpio, Laboratory Technician II Marifer Bermido, Laboratory Aide II</p>
<p>5. Secure Follow-up Instructions Slip and Claim Stub and ask for verifications or clarifications (if any)</p> <p>Specify if claiming on-site or by e-mail.</p>	<p>5.1 Provide Follow-up Instructions Slip and Claim Stub. Provide needed clarifications for follow-up and claiming of results.</p> <p>5.2 Verify E-mail add if accurate (for claiming via e-mail)</p>	<p>None</p>	<p>3 minutes</p>	<p>Argie Chris Adion, Admin Staff Dr. Shiela May De Jesus, Veterinarian Richard Gallardo, Technical Staff Julicet Carpio, Laboratory Technician II</p>

				Marifer Bermido, Laboratory Aide II
6. Wait for the follow-up date or call for follow-up (anytime within agency work hours), with the official contact numbers provided on the claim stub (to make sure that your result is ready for pick-up).	6.1 Process and test samples (based on the standard number of samples per run)	(Please see the specific schedule of fees below) Note: Fees are aligned with the ADDRL See DA A.O. #25 Series of 2003 see in this link https:rfo3.da.gov.ph	(Please see test-specific processing time below)	
	6.1.a Rabies Examination - direct Fluorescent Antibody Test (dFAT)	Free until further notice See DA A.O. #39 Series of 2020	2 days	Dr. Joely Ongtangco, Veterinarian IV Marifer Bermido, Laboratory Aide II
	6.1.b Hog Cholera Real Time - Polymerase Chain Reaction (HC RT- PCR)	PHP 3,000.00 per pool of 5 samples	5 days	Dr. Maria Victoria Del Rosario, Veterinarian III

	6.1.c Avian Influenza Real-Time - Polymerase Chain Reaction (AI RT- PCR)	Free until further notice (local shipment and surveillance) See DA A.O. #21 Series of 2022 Export/Import: PHP 3,000.00 per pool of 5 samples	5 days	Dr. Alexandria Catherine Isip, Veterinarian II
	6.1.d Swine Influenza Real Time - Polymerase Chain Reaction (SI – RT PCR)	PHP 3,000.00 per pool of 5 samples	5 days	
	6.1.e African Swine Fever Real Time - Polymerase Chain Reaction (ASF – RT PCR)	Free (until further notice) See DA A.O. #07 Series of 2021	5 days	
	6.1.f Porcine Respiratory Reproductive Syndromes Real Time - Polymerase Chain Reaction (PRRS – RT PCR)	PHP 3,000.00 per pool of 5 samples	5 days	
	6.1.g Newcastle Disease Real Time-Polymerase Chain Reaction (ND RT-PCR)	PHP 3,000.00 per pool of 5 samples	5 days	

	6.2. Note the clinical findings with proper documentation	None	30 minutes	Dr. Shiela May De Jesus, Veterinarian Richard Gallardo, Technical Staff
	6.3. Encode findings in the official report form, print, and affix signatures	None	1 hour	Argie Chris Adion, Admin Staff Dr. Joely Ongtangco, Veterinarian IV Julicet Carpio, Laboratory Technician II
7. Claim the official report of test(s). Note: Follow up through a phone call, with the official contact numbers provided on the claim stub, before returning to the laboratory (to make sure that the result(s) is ready for pick-up.	7.1 Release the official result(s) Note: (If results are not yet available) answer client follow-up calls and provide the real-time status of the analysis	None	10 minutes	Argie Chris Adion, Admin Staff Julicet Carpio, Laboratory Technician II

	7.2 Discuss results and give recommendations (if any)	None	20 minutes	<p>Dr. Joely Ongtangco, Veterinarian IV</p> <p>Dr. Maria Victoria Del Rosario, Veterinarian III</p> <p>Dr. Alexandria Catherine Isip, Veterinarian II</p> <p>Dr. Shiela May De Jesus, Veterinarian</p>
8. Fill out the Client Satisfaction Measurement Form and drop it in the designated box.	8.1 Issue a Client Satisfaction Measure, answer questions or clarifications (if any), and instruct to drop it in the designated box.	None	1 minute	<p>Argie Chris Adion, Admin Staff</p> <p>Richard Gallardo, Technical Staff</p> <p>Dr. Shiela May De Jesus, Veterinarian</p> <p>Julicet Carpio, Laboratory Technician II</p> <p>Marifer Bermido, Laboratory Aide II</p>

	TOTAL	PhP 200 – 3,000 (depends on the test)	5 days, 2 hours, and 38 minutes per sample / batch	
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BACTERIOLOGY

Isolation and identification of bacterial pathogens taken from specimens during necropsy of live animals. This also includes testing for antibiotic sensitivity, water coliforms, and rapid identification of some economically-relevant diseases.

Office or Division:	Integrated Laboratory Division - Regional Animal Disease Diagnostic Laboratory
Classification:	Highly Technical
Type of Transaction:	G2C, G2G, G2B
Who may avail:	Farmers, Traders, Cooperatives, Veterinarians, Pet Owners, Researchers, LGUs, Technicians, Students, NGOs, Other Agencies
Checklist of Requirements	Where to Secure
1. Sample Submission Form (1 Originally signed)	RADDL Front Desk/receiving area Download the form this link https://rfo3.da.gov.ph Official Facebook page: https://www.facebook.com/region3addl LGUs – Provincial/Municipal/City Veterinary Office
2. Sample Collection Form (1 Originally signed)	RADDL Front Desk/receiving area Download the form this link https://rfo3.da.gov.ph Official Facebook page: https://www.facebook.com/region3addl LGUs – Provincial/Municipal/City Veterinary Office
3. Disease Investigation Form (for outbreak investigations) (1 Originally signed)	RADDL Front Desk/receiving area Download the form this link https://rfo3.da.gov.ph Official Facebook page: https://www.facebook.com/region3addl LGUs – Provincial/Municipal/City Veterinary Office

4. Endorsement Letter (1 Originally signed)		LGUs – Provincial/Municipal/City Veterinary Office		
5. Organ/tissue samples/Feeds/Water Samples		Farm (Fresh, chilled) or from animal samples necropsied in the lab		
Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
1. Fill out and/or submit filled-out required forms (see above checklist)	1.1 Interview or verify if forms and data are complete, and input data in the Samples Logbook	None	15 minutes	Argie Chris Adion, Admin Staff Dr. Shiela May De Jesus, Veterinarian Richard Gallardo, Technical Staff Julicet Carpio, Laboratory Technician II Marifer Bermido, Laboratory Aide II
2. Submit required samples (subject to acceptance or rejection based on the set conditions on the Sample Rejection Release Form)	2.1 Endorse samples to the designated lab section to check if samples are fit for testing.	None	5 minutes	Argie Chris Adion, Admin Staff Dr. Shiela May De Jesus, Veterinarian Richard Gallardo, Technical Staff Julicet Carpio, Laboratory Technician II

				Marifer Bermido, Laboratory Aide II
<p>3. UNFIT samples: Fill out and sign the Sample Rejection Release Form (SRRF) (Releasor) and comply with the recommendations as soon as possible</p> <p>See Guidelines: DA-RFO3-ILD-ADDL-GL01</p> <p>Download the forms these link https://rfo3.da.gov.ph : https://www.facebook.com/region3addl</p>	<p>3.1 Explain the findings and recommendations to the client, sign the SRRF (Releasee), and collect the samples for proper disposal.</p> <p>3.2 Samples FIT for Testing: accept and endorse for testing.</p>	None	5 minutes	<p>Argie Chris Adion, Admin Staff</p> <p>Dr. Shiela May De Jesus, Veterinarian</p> <p>Richard Gallardo, Technical Staff</p> <p>Julicet Carpio, Laboratory Technician II</p> <p>Marifer Bermido, Laboratory Aide II</p>
<p>4. Get a Request for Order of Payment providing the correct Payee details. Pay the lab fee(s) to the collecting officer. Receive the Official Receipt (OR).</p>	<p>4.1 Compute lab fees for payment based on the test requested and prepare a Request for Order of Payment. Receive payment and issue Official Receipt. Make</p>	(Please see the test-specific schedule of fees below)	9 minutes	<p>Dr. Joely Ongtangco, Veterinarian IV</p> <p>Argie Chris Adion, Admin Staff</p> <p>Dr. Shiela May De Jesus, Veterinarian</p>

	<p>sure that the amount and payment details are accurate. Double-check if the details on the receipt (s) are correct. Log and sign the payment details in the Payments Logbook.</p>			<p>Richard Gallardo, Technical Staff</p> <p>Julicet Carpio, Laboratory Technician II</p> <p>Marifer Bermido, Laboratory Aide II</p>
<p>5. Secure Follow-up Instructions Slip and Claim Stub and ask for verifications or clarifications (if any)</p> <p>Specify if claiming on-site or by e-mail.</p>	<p>5.1 Provide Follow-up Instructions Slip and Claim Stub. Provide needed clarifications for follow-up and claiming of results.</p> <p>5.2 Verify E-mail add if accurate (for claiming via e-mail)</p>	None	3 minutes	<p>Argie Chris Adion, Admin Staff</p> <p>Dr. Shiela May De Jesus, Veterinarian</p> <p>Richard Gallardo, Technical Staff</p> <p>Julicet Carpio, Laboratory Technician II</p> <p>Marifer Bermido, Laboratory Aide II</p>

<p>6. Wait for the follow-up date or call for follow-up (anytime within agency work hours), with the official contact numbers provided on the claim stub (to make sure that your result is ready for pick-up).</p>	<p>6.1 Process and test samples (based on the standard number of samples per run)</p>	<p>(Please see the specific schedule of fees below)</p> <p>Note: Fees are aligned with the ADDRL</p> <p>See DA A.O. #25 Series of 2003</p>	<p>(Please see test-specific processing time below)</p>	
	<p>6.1.a Bacterial Isolation and Identification</p>	<p>PHP 250.00/case</p>	<p>5 days</p>	<p>Dr. Shiela May De Jesus, Veterinarian</p> <p>Richard Gallardo, Technical Staff</p>
	<p>6.1.b Antibiotic Sensitivity Test</p>	<p>PHP150.00/case</p>	<p>3 days</p>	
	<p>6.1.c Salmonella Isolation in feeds and tissues</p>	<p>PHP 250.00/ sample</p>	<p>5 days</p>	
	<p>6.1.d Water coliform count</p>	<p>PHP 300.00/ sample</p>	<p>5 days</p>	
	<p>6.2. Note the clinical findings with proper documentation</p>	<p>None</p>	<p>30 minutes</p>	<p>Dr. Shiela May De Jesus, Veterinarian</p> <p>Richard Gallardo,</p>

				Technical Staff
	6.3. Encode findings in the official report form, print, and affix signatures	None	1 hour	Argie Chris Adion, Admin Staff Dr. Joely Ongtangco, Veterinarian IV Julicet Carpio, Laboratory Technician II
7. Claim the official report of test(s). Note: Follow up through a phone call, with the official contact numbers provided on the claim stub, before returning to the laboratory (to make sure that the result(s) is ready for pick-up.	7.1 Release the official result(s) Note: (If results are not yet available) answer client follow-up calls and provide the real-time status of the analysis	None	10 minutes	Argie Chris Adion, Admin Staff Julicet Carpio, Laboratory Technician II

	7.2 Discuss results and give recommendations (if any)	None	20 minutes	<p>Dr. Joely Ongtangco, Veterinarian IV</p> <p>Dr. Maria Victoria Del Rosario, Veterinarian III</p> <p>Dr. Alexandria Catherine Isip, Veterinarian II</p> <p>Dr. Shiela May De Jesus, Veterinarian</p>
8. Fill out the Client Satisfaction Measurement Form and drop it in the designated box.	8.1 Issue a Client Satisfaction Measure, answer questions or clarifications (if any), and instruct to drop it in the designated box.	None	1 minute	<p>Argie Chris Adion, Admin Staff</p> <p>Richard Gallardo, Technical Staff</p> <p>Dr. Shiela May De Jesus, Veterinarian</p> <p>Julicet Carpio, Laboratory Technician II</p> <p>Marifer Bermido, Laboratory Aide II</p>

	TOTAL	PhP150-300 (Depends on the test)	5 days, 2 hours, and 38 minutes per sample / batch	
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PARASITOLOGY

Includes direct examination of stool for ova and parasites (O&P) to determine the presence of parasites and/or their eggs in the gastrointestinal tract. O&P is considered the gold standard of diagnosis for many parasites, direct examination of scraped skin surfaces of infected animals for the presence of fungal infections, and blood smears for the presence of blood parasites.

Office or Division:	Integrated Laboratory Division - Regional Animal Disease Diagnostic Laboratory
Classification:	Highly Technical
Type of Transaction:	G2C, G2G, G2B
Who may avail:	Farmers, Traders, Cooperatives, Veterinarians, Pet Owners, Researchers, LGUs, Technicians, Students, NGOs, and Other Agencies
Checklist of Requirements	Where to Secure
1. Sample Submission Form (1 Originally signed)	RADDL Front Desk/receiving area Download the form this link https://rfo3.da.gov.ph Official Facebook page: https://www.facebook.com/region3addl LGUs – Provincial/Municipal/City Veterinary Office
2. Sample Collection Form (1 Originally signed)	RADDL Front Desk/receiving area Download the form this link https://rfo3.da.gov.ph Official Facebook page: https://www.facebook.com/region3addl LGUs – Provincial/Municipal/City Veterinary Office

3. Disease Investigation Form (for outbreak investigations) (1 Originally signed)		RADDL Front Desk/receiving area Download the form this link https://rfo3.da.gov.ph Official Facebook page: https://www.facebook.com/region3addl LGUs – Provincial/Municipal/City Veterinary Office		
4. Endorsement Letter (1 Originally signed)		LGUs – Provincial/Municipal/City Veterinary Office		
5. Fecal samples/ Whole blood or blood smear/ Skin scraping samples		Farm or from the animal health section (walk-in clients)		
Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
1. Fill out and/or submit filled-out required forms (see above checklist)	1.1 Interview or verify if forms and data are complete, and input data in the Samples Logbook	None	15 minutes	Argie Chris Adion, Admin Staff Richard Gallardo, Technical Staff Dr. Shiela May De Jesus, Veterinarian Julicet Carpio, Laboratory Technician II Marifer Bermido, Laboratory Aide II

<p>2. Submit required samples (subject to acceptance or rejection based on the set conditions on the Sample Rejection Release Form)</p>	<p>2.1 Endorse samples to the designated lab section to check if samples are fit for testing.</p>	<p>None</p>	<p>5 minutes</p>	<p>Argie Chris Adion, Admin Staff</p> <p>Richard Gallardo, Technical Staff</p> <p>Dr. Shiela May De Jesus, Veterinarian</p> <p>Julicet Carpio, Laboratory Technician II</p> <p>Marifer Bermido, Laboratory Aide II</p>
<p>3. UNFIT samples: Fill out and sign the Sample Rejection Release Form (SRRF) (Releasor) and comply with the recommendations as soon as possible</p> <p>See Guidelines: DA-RFO3-ILD- ADDL-GL01</p> <p>Download the forms these link https://rfo3.da.gov.ph https://www.facebook.com/region3addl</p>	<p>3.1 Explain the findings and recommendations to the client, sign the SRRF (Releasee), and collect the samples for proper disposal.</p> <p>3.2 Samples FIT for Testing: accept and endorse for testing.</p>	<p>None</p>	<p>5 minutes</p>	<p>Argie Chris Adion, Admin Staff</p> <p>Dr. Shiela May De Jesus, Veterinarian</p> <p>Richard Gallardo, Technical Staff</p> <p>Julicet Carpio, Laboratory Technician II</p> <p>Marifer Bermido, Laboratory Aide II</p>

<p>4. Get a Request for Order of Payment providing the correct Payee details. Pay the lab fee(s) to the collecting officer. Receive the Official Receipt (OR).</p>	<p>4.1 Compute lab fees for payment based on the test requested and prepare a Request for Order of Payment. Receive payment and issue Official Receipt. Make sure that the amount and payment details are accurate. Double-check if the details on the receipt (s) are correct. Log and sign the payment details in the Payments Logbook.</p>	<p>(Please see the test-specific schedule of fees below)</p>	<p>9 minutes</p>	<p>Dr. Joely Ongtangco , Veterinarian IV Argie Chris Adion, Admin Staff Dr. Shiela May De Jesus, Veterinarian Richard Gallardo, Technical Staff Julicet Carpio, Laboratory Technician II Marifer Bermido,</p>

				Laboratory Aide II
<p>5. Secure Follow-up Instructions Slip and Claim Stub and ask for verifications or clarifications (if any)</p> <p>Specify if claiming on-site or by e-mail.</p>	<p>5.1 Provide Follow-up Instructions Slip and Claim Stub. Provide needed clarifications for follow-up and claiming of results.</p> <p>5.2 Verify E-mail add if accurate (for claiming via e-mail)</p>	None	3 minutes	<p>Argie Chris Adion, Admin Staff</p> <p>Dr. Shiela May De Jesus, Veterinarian</p> <p>Richard Gallardo, Technical Staff</p> <p>Julicet Carpio, Laboratory Technician II</p> <p>Marifer Bermido, Laboratory Aide II</p>
<p>6. Wait for the follow-up date or call for follow-up (anytime within agency work hours), with the official contact numbers provided on the claim stub (to make sure that your result is ready for pick-up).</p>	<p>6.1 Process and test samples (based on the standard number of samples per run)</p>	<p>(Please see the specific schedule of fees below)</p> <p>Note: Fees are aligned with the ADDRL</p> <p>See DA A.O. #25 Series of 2003</p>	<p>(Please see test-specific processing time below)</p>	

	6.1.a Blood Parasite Examination	None	2 days	Richard Gallardo, Technical Staff Dr. Shiela May De Jesus, Veterinarian Julicet Carpio, Laboratory Technician II
	6.1.b Direct Smear	PHP 15.00	2 days	
	6.1.c Stained Smear	PHP 25.00	3 days	
	6.1.d Fecal Examination	PHP 60.00	2 days	
	6.1.d.i Direct Smear	PHP 15.00	2 days	
	6.1.d.ii Floatation	PHP 20.00	3 days	
	6.1.d.iii Sedimentation	PHP 20.00	3 days	
	6.1.e Larval Culture	PHP 35.00	3 days	
	6.1.f Egg count	PHP 50.00	4 days	
	6.1.g Skin scraping	PHP 25.00	30 min	
	6.1.h Parasite Identification	PHP 150.00	5 days	

	6.1.h.i Tissue Parasite	PHP 200.00	2 days	
	6.1.h.ii Whole Parasite	PHP 50.00	2 days	
	6.8 Note the clinical findings with proper documentation	None	30 minutes	Richard Gallardo, Technical Staff Dr. Shiela May De Jesus, Veterinarian Julicet Carpio, Laboratory Technician II
	6.9 Encode findings in the official report form, print, and affix signatures	None	1 hour	Argie Chris Adion, Admin Staff Dr. Joely Ongtangco, Veterinarian IV Julicet Carpio, Laboratory Technician II

<p>7. Claim the official report of test(s).</p> <p>Note: Follow up through a phone call, with the official contact numbers provided on the claim stub, before returning to the laboratory (to make sure that the result(s) is ready for pick-up.</p>	<p>7.1 Releasing of results</p> <p>Note: (If results are not yet available) answer client follow-up calls and provide the real-time status of the analysis</p>	<p>None</p>	<p>10 minutes</p>	<p>Argie Chris Adion, Admin Staff</p> <p>Julicet Carpio, Laboratory Technician II</p>
	<p>7.2 Discuss results and give recommendations (if any)</p>	<p>None</p>	<p>20 minutes</p>	<p>Dr. Joely Ongtangco, Veterinarian IV</p> <p>Dr. Maria Victoria Del Rosario, Veterinarian III</p> <p>Dr. Alexandria Catherine Isip, Veterinarian II</p> <p>Dr. Shiela May De Jesus, Veterinarian</p>

<p>8. Fill out the Client Satisfaction Measurement Form and drop in the designated box.</p>	<p>8.1 Issue a Client Satisfaction Form, answer questions or clarifications (if any), and make sure that they drop it in the designated box.</p>	<p>None</p>	<p>1 minute</p>	<p>Argie Chris Adion, Admin Staff Richard Gallardo, Technical Staff Dr. Shiela May De Jesus, Veterinarian Julicet Carpio, Laboratory Technician II Marifer Bermido, Laboratory Aide II</p>
	<p>TOTAL</p>	<p>Php 15 – 200 (depends on the test)</p>	<p>5 days, 2 hours and 38 minutes per sample</p>	

RESEARCH

The Regional Animal Disease Diagnostic Laboratory also assists research students, colleagues, and academe.

Office or Division:		Integrated Laboratory Division - Regional Animal Disease Diagnostic Laboratory		
Classification:		Highly Technical		
Type of Transaction:		G2C, G2G, G2B		
Who may avail:		Farmers, Traders, Cooperatives, Veterinarians, Pet Owners, Researchers, LGUs, Technicians, Students, NGOs, Other Agencies		
Checklist of Requirements		Where to Secure		
1. Letter of Intent (1 Originally signed)		Schools, Offices, Agencies		
2. Memorandum of Agreement (optional)		Schools, Offices, Agencies		
3. Laboratory consumables to be used during the research proper		Personal expense or if this can also be from the laboratory (case to case basis)		
4. Samples (specific to the study)		Farm, field, etc.		
Client Steps	Agency Actions	Fees To Be Paid	Processing Time	Person Responsible
1. Submit Letter of intent and wait for the feedback from the DA RFO 3	1.1 Receive letter of intent	None	3 hours and 25 minutes	Ms. Rolibeth Zapata, Chief of Records
	1.2 Receive routed letter of intent	None	1 minute	Dr. Milagros R. Mananggit, Chief Agriculturist (Head of ILD)
	1.3 Receive endorsement from the Chief Agriculturist	None	1 minute	Dr. Joely Ongtangco, Veterinarian IV
2. Provide necessary information or detail needed by the laboratory.	2.1 Contact the requestor for details of the request for assistance to determine the needs	None	5 minutes	Dr. Joely Ongtangco, Veterinarian IV

3. Settle with the timeline and schedule provided by the laboratory head	3.1 Finalize the timeline of the research and schedule initiation of laboratory works	None	3 minutes	Dr. Joely Ongtangco, Veterinarian IV
4. Coordinate materials to be used during the scheduled lab work	4.1 Prepare materials needed by the researcher at least a day before the start of research lab work	None	1 day	Dr. Shiela May De Jesus, Veterinarian Richard Gallardo, Technical Staff Dr. Joely Ongtangco, Veterinarian IV
5. Arrive on-time	5.1 Assist in the preparation and setting up of the materials and the work area.	None	15 minutes	Dr. Shiela May De Jesus, Veterinarian Richard Gallardo, Technical Staff Dr. Joely Ongtangco, Veterinarian IV
6. Conduct research	6.1 Assist during the research proper (depends on the methodology of the study).	None	1 month	Dr. Shiela May De Jesus, Veterinarian Richard Gallardo, Technical Staff Dr. Joely Ongtangco, Veterinarian IV

7. Take proper documentation of the processes and the results	7.1 Validate the results	None	1 month	<p>Dr. Shiela May De Jesus, Veterinarian</p> <p>Richard Gallardo, Technical Staff</p> <p>Dr. Joely Ongtangco, Veterinarian IV</p>
8. Clean all the materials used	8.1 Assist in the aftercare	None	30 minutes	<p>Dr. Shiela May De Jesus, Veterinarian</p> <p>Richard Gallardo, Technical Staff</p> <p>Dr. Joely Ongtangco, Veterinarian IV</p>
	8.2 Encode complete findings into the official report form, print, and affix signatures	None	1 hour	<p>Dr. Shiela May De Jesus, Veterinarian</p> <p>Richard Gallardo, Technical Staff</p> <p>Argie Chris Adion, Admin Staff</p> <p>Julicet Carpio, Laboratory Technician II</p>

<p>9. Get a Request for Order of Payment providing the correct Payee details. Pay the lab fee(s) to the collecting officer. Receive the Official Receipt (OR).</p>	<p>9.1 Compute lab fees for payment based on the test requested and prepare a Request for Order of Payment. Receive payment and issue Official Receipt. Make sure that the amount and payment details are accurate. Double-check if the details on the receipt (s) are correct. Log and sign the payment details in the Payments Logbook.</p>	<p>Note: Fees are aligned with the ADDRL See DA A.O. #25 Series of 2003</p>	<p>9 minutes</p>	<p>Dr. Joely Ongtangco, Veterinarian IV Argie Chris Adion, Admin Staff Dr. Shiela May De Jesus, Veterinarian Richard Gallardo, Technical Staff Julicet Carpio, Laboratory Technician II Marifer Bermido, Laboratory Aide II</p>
<p>10. Claim the official report of test(s).</p>	<p>10.1 Release the official report of test(s).</p>	<p>None</p>	<p>10 minutes</p>	<p>Argie Chris Adion, Admin Staff Julicet Carpio, Laboratory Technician II</p>
	<p>10.2 Discuss results and give recommendations (if any)</p>	<p>None</p>	<p>20 minutes</p>	<p>Dr. Joely Ongtangco, Veterinarian IV Dr. Maria Victoria Del Rosario, Veterinarian III Dr. Alexandria Catherine Isip, Veterinarian II Dr. Shiela May De Jesus, Veterinarian</p>

<p>11. Fill out the Client Satisfaction Measure and drop it in the designated box.</p>	<p>11.1 Issue a Client Satisfaction Measure, answer questions or clarifications (if any), and instruct to drop it in the designated box.</p>	<p>None</p>	<p>1 minute</p>	<p>Argie Chris Adion, Admin Staff</p> <p>Richard Gallardo, Technical Staff</p> <p>Dr. Shiela May De Jesus, Veterinarian</p> <p>Julicet Carpio, Laboratory Technician II</p> <p>Marifer Bermido, Laboratory Aide II</p>
	<p>TOTAL</p>	<p>Vary</p>	<p>1 month, 1 day, 5 hours, and 56 minutes per customer</p>	

RABIES EXAMINATION & AFRICAN SWINE FEVER TESTING SERVICES

The Integrated Laboratories Division Office and Satellite Laboratory (ILD & SL) offers Rabies Examination and African Swine Fever (ASF) - convective Polymerase Chain Reaction (cPCR) testing to clients and other government offices. To avail such, the client shall submit sample/s appropriate to the test requested.

Office or Division	Integrated Laboratories Division Office and Satellite Laboratory (ILD SL)
Classification	Highly Technical Transaction
Type of Transaction	G2C, G2B, and G2G
Who May Avail	Local Government Units (LGUs), Farmers, Farm Associations/Cooperatives, Pet Owners, Private Sectors, and Other Agencies
Checklist of Requirements	Where to Secure
<p>1. Sample Receiving Form (according to the Test Requested)</p> <p>a. Rabies Examination: Sample Receiving Form (SRF) - Rabies (1 original copy)</p> <p>b. African Swine Fever cPCR: Sample Receiving Form (SRF) – ASF (1 original copy) Filled up Sample Collection Form (Porcine) (1 original copy)</p>	<p>Integrated Laboratories Division – Satellite Laboratory</p> <p>Download the form this link https://rfo3.da.gov.ph</p> <p>Integrated Laboratories Division – Regional Animal Disease Diagnostic Laboratory (RADDL)</p> <p>Download the form this link https://rfo3.da.gov.ph</p> <p>Official Facebook page: https://www.facebook.com/region3addl</p>
<p>2. Samples</p> <p>a. Rabies Examination: animal head (frozen or in cooler with ice gel/s)</p> <p>b. cPCR ASF: blood strips, whole blood, spleen (stored in refrigerator temperature; transported in cooler with ice gel/s)</p>	Client

Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible
1. Fill-up the Sample Receiving Form (SRF) and/or Sample Collection Form	1.1 Guide and interview the client for additional information	None	15 minutes	Leandro Gappi/ Maria Victoria Pili ILD SL Staff, COS Dr. Milagros Mananggit Chief Agriculturist, ILD
2. Submit the sample/s with the duly accomplished forms and log into the visitor's log book	2.1 Assess the completeness and legibility of forms	None	5 minutes	Dr. Patricia Mae Lacanilao/ Patricia Nicole Duban ILD SL Technical Staff, COS Dr. Milagros Mananggit Chief Agriculturist, ILD
	2.2 Accept and check the sample if fit for examination (as to quantity and quality)	None	15 minutes	Dr. Patricia Mae Lacanilao/ Patricia Nicole Duban ILD SL Technical Staff, COS Dr. Milagros Mananggit Chief Agriculturist, ILD
	2.3 Assign a laboratory code and record into the Sample Log Book	None	3 minutes	Leandro Gappi/ Maria Victoria Pili ILD SL Staff, COS

				Dr. Milagros Mananggit Chief Agriculturist, ILD
3. Get Claim Stub	3.1 Prepare and issue the Claim Stub	None	2 minutes	Leandro Gappi/ Maria Victoria Pili ILD SL Staff, COS Dr. Milagros Mananggit Chief Agriculturist, ILD
4. Fill-up and submit the Client Satisfaction Measurement (CSM) Form	4.1 Give the client the CSM and assess its completeness and legibility	None	10 minutes	Leandro Gappi/ Maria Victoria Pili ILD SL Staff, COS Dr. Milagros Mananggit Chief Agriculturist, ILD
5. Wait for the Laboratory Report	5.1 Perform the laboratory test requested 5.1.1 Preparation and processing of samples for the test requested	None	2 days* *May vary depending on the bulk of the samples submitted in the laboratory	Dr. Patricia Mae Lacanilao/ Patricia Nicole Duban/ Leandro Gappi ILD SL Staff, COS

				Dr. Milagros Mananggit Chief Agriculturist, ILD
	5.1.2 Read and record the result of the rabies examination or cPCR Test for African Swine Fever	None	30 minutes	Dr. Milagros Mananggit Chief Agriculturist, ILD Dr. Patricia Mae Lacanilao/ Patricia Nicole Duban/ Leandro Gappi ILD SL Technical Staff, COS
	5.2 Encoding of the laboratory reports	None	20 minutes	Dr. Patricia Mae Lacanilao/ Patricia Nicole Duban/ Leandro Gappi ILD SL Technical Staff, COS Dr. Milagros Mananggit Chief Agriculturist, ILD
	5.3 Verification and signing of laboratory reports	None	5 minutes/ lab. report	Dr. Milagros Mananggit Chief Agriculturist, ILD Dr. Patricia Mae Lacanilao/

				Patricia Nicole Duban ILD SL Technical Staff, COS
6. Claim the laboratory report	6.1 Release laboratory report – can be claimed by either personal appearance or via email. *Note: - Lab. reports for rabies examination are released every 4:30 PM for non-frozen samples submitted before 2:00 PM - Lab. reports for rabies examination for samples are released on the next working day for non-frozen samples submitted on or beyond 2:00 PM	None	15 minutes**	Dr. Patricia Mae Lacanilao/ Patricia Nicole Duban/ Leandro Gappi ILD SL Technical Staff, COS Dr. Milagros Mananggit Chief Agriculturist, ILD
Total:		None	2 days and 2 hours**	

* Under normal circumstances.

**Releasing of laboratory report will vary upon the bulk of samples submitted and the time of submission at the laboratory



PLANNING, MONITORING, AND EVALUATION DIVISION



RSBSA Certification of Registration

RSBSA Certification of Registration is issued to the individuals needing a document that states that he/she is a bona fide farmer/farmworker/fisherfolk/agri-youth under the Registry System for Basic Sectors in Agriculture (RSBSA) with official Farmers and Fisherfolk Registration System (FFRS) system-generated RSBSA reference number.

Office or Division		RSBSA Regional Program Management Office (RPMO)		
Classification		Simple		
Type of Transaction		G2C – Government to Citizen G2G – Government to Government		
Who May Avail		RSBSA Enrollees, Local Government Units (LGUs), Other Government Agencies		
Checklist of Requirements		Where to Secure		
1. Letter of Request addressed to the Regional Executive Director		Department of Agriculture - Information Communications and Technology Unit		
Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible
1. Submit the request letter to the Records Unit through e-mail or hand carry.	1.1 Receive and forward the request letter to the Office of the Regional Executive Director	None	2 hours and 5 minutes	Ms. Rolibeth B. Zapata Administrative Officer III, Records Unit
	1.2 Receive and forward the request letter to the RSBSA	None	5 minutes	Dr. Eduardo L. Lapuz, Jr. OIC- Regional Executive Director Ms. Femy Jean L. Tuazon

				Administrative Officer I
	<p>1.3 Review and Process the request</p> <p><i>Note: If the client isn't qualified to be issued a certificate, the client shall be informed through email.</i></p>	None	1 day	<p>Mr. Alvin M. David PEO IV</p> <p>Ms. Airagail L. Gonzales Administrative Officer I</p>
	1.4 Sign the Certification request	None	15 minutes	Dr. Eduardo L. Lapuz, Jr. Regional Executive Director
2. The client will receive the issued certificate	2.1 Issuance of the signed Certificate to the Client	None	5 minutes	<p>Mr. Alvin M. David PEO IV</p> <p>Ms. Airagail L. Gonzales Administrative Officer I</p>
3. The client will fill out the Client Satisfaction Form	3.1 Provide the Client Satisfaction Form	None	5 minutes	Malasakit Center
Total:		None	1 day ,2 hours and 40 minutes	

CIVIL SOCIETY ORGANIZATION ACCREDITATION

The Civil Society Organization (CSO) Accreditation is a public service extended to eligible Farmers' Cooperative and Association (FCAs) to be engaged by the Department of Agriculture (DA) as co-implementer or beneficiaries of DA programs and projects.

Office or Division	Planning, Monitoring and Evaluation Division (PMED)
Classification	Highly Technical Transactions
Type of Transaction	G2B - for government services whose client is a business entity G2C – for government services whose client is the transacting public
Who May Avail	<ul style="list-style-type: none"> - Farmers Cooperatives/Associations (FCAs); - Civic Organization; - Cooperatives or Federation of Cooperatives; - Non-Government Organizations (NGOs); - People's Organizations (POs)/ indigenous Peoples Organizations (IPOs); - Alliance/Network/Federation of NGOs/POs; - Non-Profit Organizations (NPOs) or Foundations
Checklist of Requirements (Based on AO 03 Series of 2022)	Where to Secure
1. Letter of Intent (LOI) requesting to be a CSO Accredited by the Department of Agriculture (DA) as co-implementer or beneficiaries of DA programs and projects. <i>(1 original copy)</i>	Client for CSO Accreditation
2. Accomplished Application Form with Social Preparation <i>(2 copies)</i>	Client for CSO Accreditation; Prescribed template available at the CSO Secretariat and/ or maybe downloaded at the agency's website

<p>3. List of members with Registry System for Basic Sectors in Agriculture (RSBSA)</p> <p><i>(1 original copy)</i></p>	<p>Client for CSO Accreditation</p>
<p>4. Accomplished and notarized officers' datasheet/biodata with photocopy of IDs</p> <p><i>(1 certified true copy)</i></p>	<p>Client for CSO Accreditation</p>
<p>5. Organizational set-up with latest picture</p> <p><i>(1 original copy)</i></p>	<p>Client for CSO Accreditation</p>
<p>6. Certification of Good Standing from Local Chief Executives (LCEs) or Head of Agency of a Local Religious Organization, or Certification/Endorsement from the Agriculture and Fishery Council (AFC) where the program/project will be implemented</p> <p><i>(1 certified true copy)</i></p>	<p>From respective proposing Institutions/ Client for CSO Accreditation</p>
<p>7. Valid Mayor's Permit</p> <p><i>(1 certified true copy)</i></p>	<p>Office of the Municipal Mayor</p>
<p>8. Bureau of Internal Revenue (BIR) Registration</p> <p><i>(1 certified true copy)</i></p>	<p>Office of the BIR</p>
<p>9. Certificate of Registration from Securities and Exchange Commission (SEC), Cooperative Development Authority (CDA), or Department of Labor and Employment-Bureau of Rural Workers (DOLE-BRW) or National Commission for Indigenous People (NCIP)</p> <p><i>(1 certified true copy)</i></p>	<p>From respective proposing Institutions/ Client for CSO Accreditation</p>
<p>10. For Cooperatives, attach latest CDA Certificate of Compliance</p>	<p>Office of the CDA/ Client for CSO Accreditation</p>

<p>(1 certified true copy)</p>	
<p>11. Certificate of Good Standing or Good Performance from government agencies where the CSO client receive any government fund, support intervention, projects, or programs</p> <p>Type of case:</p> <p>11.1 If the CSO client received any government fund and support of programs and/ or projects, a Certification from the benefactor government agency shall be secured like DA, DAR, Landbank and the like (1 original copy)</p> <p>11.2 If the CSO client did not receive any government fund and support, a Certification from the Chairperson that they did not receive any intervention, projects, or programs from any government agency shall be issued (1 original copy)</p>	<p>From respective proposing Institutions/Client for CSO Accreditation</p> <p>Government Agency/Institution where the client received an intervention</p> <p>Client for CSO Accreditation</p>
<p>12. Notarized Omnibus Sworn Statement (1 original copy)</p>	<p>Client for CSO Accreditation; Prescribed template available at the CSO Secretariat and/ or maybe downloaded at the agency's website</p>
<p>13. Declaration of Other businesses of the CSO and its key personnel (1 original copy)</p>	<p>Client for CSO Accreditation; Prescribed template available at the CSO Secretariat and/ or maybe downloaded at the agency's website</p>

<p>14. Copy of Bio-data with a recent photo of current President/ Chair/ Chairperson and latest amended Articles of Incorporation/ Cooperation and by-laws, showing the original Incorporators/organizers</p> <p><i>(1 certified true copy)</i></p>	Client for CSO Accreditation
<p>15. Notarized Secretary's Certificate for Incumbent Officers</p> <p><i>(1 original copy)</i></p>	Client for CSO Accreditation; Prescribed template available at the CSO Secretariat and/ or maybe downloaded at the agency's website
<p>16. Financial Statement and other Related Document</p> <p><i>(1 certified true copy)</i></p>	Client for CSO Accreditation
<p>17. Additional Financial Related Documentary Requirements</p> <p>-17.1: Restructuring Plan with a Board Resolution <i>(1 original copy)</i></p> <p>-17.2: Report on Grants or Assistance Received and Liquidated for the last 3 years with a Positive Net Cash Flow <i>(1 original copy)</i></p> <p>-17.3: 3 Years Business Plan with a Board Resolution <i>(1 original copy)</i>; 3 Year Projected Financial Statement</p>	<p>Client for CSO Accreditation</p> <p>Client for CSO Accreditation</p> <p>Client for CSO Accreditation</p> <p>Client for CSO Accreditation</p>

<p>(1 original copy)</p> <p>-17.4:</p> <p>3 Years Capital Build Up whereby at least 50% of authorized capital stocks is already paid</p> <p>(1 original copy)</p>				
Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible
1. Submit a Letter of Intent (LOI) at the Records Unit Office	1.1.a Receive the Letter of Intent at the Office of the Records Unit	None	3 hours and 25 minutes	Rolibeth B. Zapata, Chief
	1.1.b Electronically log the documents received and forward at the Office of the Regional Executive Director (RED) for action thru Data Tracking Monitoring System (DTMS)	None		Divina Gracia T. Rebillaco, AO I
		None		Carlyn Joy C. Cortez (COS)
		None		Melinda A. Dizon, LI III
		None		Femy Jean L. Tuazon (COS)
		None		Desiree Nicole M. Diaz (COS)
		None		Dolores A. Sason (COS)

<p>1.2 Submit prescribed Documentary Requirements for CSO Accreditation to CSO accreditation Secretariat (PMED office)</p>	<p>1.1.c Office of the RED receives the LOI for REDs action</p> <p>1.1.d Office of the RED endorses the LOI to CSO Accreditation Secretariat (PMED Office) for appropriate action thru the office of records unit using the DTMS</p> <p>1.2.a Request the customer/s to log in the logbook for their contact information.</p>	<p>None</p>		<p>Dr. Eduardo L. Lapuz, Jr.</p> <p>Noli C. Sambo, Chief</p> <p>Nancy R. Mendoza, PEO II</p> <p>Florante C. Cayanan, ISA I</p> <p>Jonna M. Dela Cruz, PDA II (COS)</p>
	<p>1.2.b Receive the application and do an initial evaluation as to the correctness of the submitted documents.</p>	<p>None</p>	<p>20 minutes</p>	<p>Noli C. Sambo, Chief</p> <p>Nancy R. Mendoza, PEO II</p> <p>Florante C. Cayanan, ISA I</p>

				Jonna M. Dela Cruz, PDA II (COS)
	<p>1.2.c Do an initial interview, and discuss/explain the CSO Accreditation requirements and guidelines</p> <p>1.2.d Notify the CSO Customer of the schedule of field validation thru Phone Call</p>	<p>None</p> <p>None</p>	<p>10 minutes</p> <p>5 minutes</p>	<p>Noli C. Sambo, Chief</p> <p>Nancy R. Mendoza, PEO II</p> <p>Florante C. Cayanan, ISA I</p> <p>Jonna M. Dela Cruz, PDA II (COS)</p>
2. Presence of customer during onsite validation e.g. (BODs) and prepare the original documentary requirements for validation	2.1 Conduct field validation of the customer's business operation, check the veracity and validity of the duly accomplished form, and documents.	None	1 day	<p>Noli C. Sambo, Chief</p> <p>Nancy R. Mendoza, PEO II</p> <p>Florante C. Cayanan, ISA I</p> <p>Jonna M. Dela Cruz,</p>

				PDA II (COS)
	2.2 Evaluate the completeness as to content of the submitted documents.	None	10 minutes	<p>Noli C. Sambo, Chief</p> <p>Nancy R. Mendoza, PEO II</p> <p>Florante C. Cayanan, ISA I</p> <p>Jonna M. Dela Cruz, PDA II (COS)</p>
	2.3 If submitted documentary requirements are complete, the Regional Technical Secretariat (RTS) will recommend to the Regional Technical Committee (RTC) the conduct of CSO accreditation deliberation	None	1 day	<p>Noli C. Sambo, Chief</p> <p>Nancy R. Mendoza, PEO II</p> <p>Florante C. Cayanan, ISA I</p> <p>Jonna M. Dela Cruz, PDA II (COS)</p>

	n of the customer.			
	2.4 Posting of “No Derogatory Request” in the agency website and in two (2) conspicuous places in the vicinity (e.g. Municipal and Barangay Bulletin Board) for a period of seven (7) days.	None		
	If “with derogatory record”, the RTS conduct background investigation, verification and ocular inspection	None	1 day	Noli C. Sambo, Chief Nancy R. Mendoza, PEO II
	IF “NO derogatory record”, proceed the processing		1 day	Florante C. Cayanan, ISA I Jonna M. Dela Cruz, PDA II (COS)

	of documents			
	2.5 RTS prepare & submit recommendation for deliberation if passed	none	1 day	<p>Noli C. Sambo, Chief</p> <p>Nancy R. Mendoza, PEO II</p> <p>Florante C. Cayanan, ISA I</p> <p>Jonna M. Dela Cruz, PDA II (COS)</p>
3. Customer's presentation of their proposal during deliberation	3.1 RTC will conduct deliberation to evaluate and assess the technical and financial capacity and capability of the customer.	None	1 day	<p>Dr. Arthur D. Dayrit, RTD for Operations, Extension & AMAD/ Chairperson on CSO Accreditation;</p> <p>RTC - refer to latest Regional Special Order</p>
	3.2 If the customers meet all CSO Accreditation criteria, RTC	None	30 minutes	RTC - refer to latest Regional Special Order

	will recommend to the OIC-Regional Executive Director (OIC-RED) the approval of their accreditation.			Dr. Eduardo L. Lapuz, Jr. OIC-Regional Executive Director
4. Compliance on additional financial related documentary requirements	4.1 If the RTC motion for pending the approval of the accreditation due to additional or revision of submitted documents, customers must submit first the necessary documents for the approval of their accreditation.	None	5 days	Customer for CSO Accreditation
	4.2 RTS prepare the CSO Accreditation Certificate	None	15 minutes	Noli C. Sambo, Chief
	4.2 If approved by RED, RTS will notify them of the	None	5 minutes	Nancy R. Mendoza, PEO II

	<p>availability of their CSO Accreditation Certificate at the PMED Office for pick up.</p> <p><i>Note: If disapproved, the RTS will inform the customer thru a notification letter for non-endorsement of their application citing the reasons for disqualification</i></p>			<p>Florante C. Cayanan, ISA I</p> <p>Jonna M. Dela Cruz, PDA II (COS)</p>
	Total:	None	10 days and 4 hours	
<p>Note: Processing time may vary on the compliance/submission of client's documentary requirements.</p> <p>* 1 document may take only 5 minutes to receive and log, releasing to the concerned office varies on the volume of documents to process in a day.</p>				



REGIONAL AGRICULTURAL ENGINEERING DIVISION



PROCESSING OF REQUESTS FOR PROPOSED SMALL-SCALE IRRIGATION PROJECTS (SSIP)

Irrigation Network Services, (INS), Implementation of Small-Scale Irrigation Projects, (SSIP) under the Regional Agricultural Engineering Division, (RAED). This irrigation project will cover the upland rainfed areas and outside the coverage area of the National Irrigation Administration (NIA), more specifically to increase production of rice, corn, vegetables and high value commercial crops of the seven (7) provinces of Region III Central Luzon namely Aurora, Bataan, Bulacan, Nueva Ecija, Pampanga, Tarlac and Zambales.

All SSIPs can be availed by qualified farmer-beneficiaries and proponents. Priority will be given to existing Farmers Cooperatives and Associations (FCA). Group of farmers who are willing to be organized are also eligible for the project. The national and regional research centers of the Department of Agriculture (DA), agricultural demonstration areas of primary/secondary schools, and urban/rural communities are considered qualified recipients of the project.

The SSIPs are broadly categorized into:

- A. Rainwater Harvesting Facilities
 - a. Small Water Impounding Project (SWIP)
 - b. Small Farm Reservoir (SFR)
 - c. Cistern
- B. Pump Irrigation Systems
 - a. Shallow Tube Well (STW)
 - b. Pump Irrigation System for Open Source (PISOS)
 - c. Pump Irrigation Systems using Renewable Energy
 - i. Hydraulic Ram Pump Irrigation System (RPIS)
 - ii. Solar Powered Irrigation System (SPIS)
 - iii. Wind Pump Irrigation System (WPIS)
- C. Others
 - a. Diversion Dam (DD)
 - b. Check Dam
 - c. Spring Development

Office or Division	Regional Agricultural Engineering Division (RAED) Engineering Plans Designs and Specifications Section (EPDSS)
Classification	Highly Technical
Type of Transaction	G2G- Government to Government G2C- Government to Client
Who May Avail	FCAs and Group of Farmers willing to be organized, Agricultural demonstration areas of primary/secondary schools, DA Research Centers, Urban and Rural Communities.
Checklist of Requirements	Where to Secure
1. Letter of Intent and/or Board Resolution	Applicant
2. Endorsement letter by the Municipal Mayor and Municipal/City Agriculturist	Municipal Agriculture Office (MAO)
3. Endorsement Letter from Provincial Agriculturist and Governor	Provincial Agriculture Office (PAO)
4. Additional requirements if found feasible: Notarized Deed of donation/usufruct (1 original) Certificate of no Right of Way Problem (1original) Certificate that the service area is not covered by the National Irrigation Administration (NIA), (if applicable) (1 original)	Additional requirements if found feasible: 1. FCA/Land owner/Applicant 2. Barangay Office or its equivalent 3. NIA Office

Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible
1. Submission of request to the Rrecord's Section	1.1. Receives documentary requirements	None	3 hours and 25 minutes	Ms. Rolibeth Zapata Chief, Records Unit
	1.2 Regional Executive Director provides action/instruction			Dr. Eduardo L. Lapuz, Jr. Regional Executive Director
	1.3 RAED Chief for action/ provide instruction to the concerned personnel	None	10 minutes	Engr. Elmer F. Tubig RAED Chief
2. Assist in the conduct of site validation	2.1 Schedule and conduct site validation	None	15 days	Engr. Vladimir Puno EPDSS Chief
	2.2 If the proposed area is found feasible; the topographic survey will be conducted			
	2.3 notify the applicant regarding the result of validation through a letter	None	1 day	Engr. Vladimir Puno EPDSS Chief
3. Submit the additional requirements if the project is found feasible	3.1 Preparation of Detailed Engineering Design and	None	19 days	Engr. Vladimir Puno EPDSS Chief

	Program of Works 3.2 Include in the master list of qualified beneficiaries			
	3.3. Prepare Endorsement letter and attach the POW, DED and the submitted documentary requirements to the BSWM	None	1 day	Engr. Vladimir Puno EPDSS Chief
	3.4 Signing of the endorsement letter	None	1 day	Dr. Eduardo L. Lapuz, Jr. Regional Executive Director
4. Receive notification that the project is endorsed to BSWM for possible funding	4.1 Notify the applicant through a letter that the request was already endorsed to BSWM for possible funding	None	1 day	Engr. Vladimir Puno EPDSS Chief
Total:		None	38 days, 3 hours and 35 minutes	



INSPECTION OF PROJECTS FOR BILLING OF INFRASTRUCTURE

Inspection of project for billing purposes is a measure to ensure that performed works complied with the approved plan, design and specifications implemented by the Regional Agricultural Engineering Division (RAED) in support to the regular program of the Department of Agriculture Regional Field Office III (DA RFO III) provision of Agricultural Machinery/Equipment and Post- Harvest Facilities of Rice, Corn, High Value Crops, Livestock and Organic Program.

Office or Division:	Regional Agricultural Engineering Division (RAED)			
Classification:	Highly Technical			
Type of Transaction:	G2C_Government to Business			
Who may avail:	DA RFO III Suppliers and Contractors			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Request for inspection for payment (1 original)		Requesting Party (Suppliers and Contractors)		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Submission of documentary requirements to the Records Section	1.1. Receives documentary requirements 1.2. Regional Executive Director provides action/instruction	None	3 hours and 25 minutes	Ms. Rolibeth Zapata Chief, Records Unit Dr. Eduardo L. Lapuz, Jr. Regional Executive Director
	1.2. RAED Chief for action/ provide instruction to the concerned personnel	None	10 minutes	Engr. Elmer F. Tubig RAED Chief
	1.3. Coordination and preparation of logistics for the inspection	None	5 days	Engr. Michael Manansala

				PPMS Chief
2. Assist in the conduct of inspection	2.1 Conduct Inspection	None	1 day per project	Suppliers / Contractors
3. Compliance of Punch list based on inspection (if there's any)	3.1 Prepare Inspection Report, Validated Statement Work Accomplished (VSWA) and Time Elapsed for approval and signature	None	5 days	Engr. Michael Manansala PPMS Chief Engr. Arjean Morales Engineer II Engr. Jessie Pangilinan Engineer II
4.Receives and sign the VSWA (for conforme)	4.1 Forward the signed VSWA along with other billing documents to the Accounting Section for payment	None	1 hour	For Infrastructure Projects: Engr. Ma. Zinnia Reyes Engineer I For Irrigation Projects: Engr. Ronnabelle Laurente Engineer I
TOTAL		None	11 days, 4 hours and 35 minutes	



REVIEW AND ENDORSEMENT OF APPLICATION OF CERTIFICATE OF CONFORMITY (CC) TO AGRICULTURAL MACHINERY

The Certificate of Conformity (CC) is issued by Bureau of Agriculture and Fisheries Engineering (BAFE) to manufacturers, fabricators, assemblers and importers which guarantees that agricultural and fisheries machinery conform with the Philippine National Standard (PNS)/ Philippine Agricultural Engineering Standards (PAES) and other relevant standards identified by BAFE and PNS/PAES in crafting the guidelines on After Sales Service.

The Regional Agricultural Engineering Division-Standards, Regulations, and Enforcement Section (SRES) assists the BAFE in the Issuance of the Certificate of Conformity (CC).

Office or Division:	Regional Agricultural Engineering Division (RAED)	
Classification:	Highly Technical	
Type of Transaction:	G2B- Government to Business	
Who may avail:	Manufacturer, Fabricator, Assembler and Importer (MFAI) of Agricultural Machinery and Equipment	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
Note: Applicant shall submit 2 sets of application and documentary requirement		
FOR NEW APPLICATION:		
1. Duly accomplished CC Application and Authority to Use Form (2 original)	DA RFO III-Regional Agricultural Engineering Division- Standards, Regulation and Enforcement Section (SRES) or download the forms at the BAFE Website (bit.ly/BAFE_CC_Forms_)	
2. Photocopy of final Test Report (TR) issued by Duly authenticated by UPLB-AMTEC or accredited testing center (2 authenticated copy)	Applicant	
3. Photocopy of Business Permit (2 certified true copy)	Applicant	
4. Original Operator's Manual of the Machine (2 original)	Applicant	

5. Photocopy of Certificate of Distributorship/ Dealership; if applicable <i>(2 certified true copy)</i>	Applicant
6. Photocopy of Certificate of Free Sale/ Registration or equivalent documentary requirement indicating the country of Manufacture for imported agricultural and Fishery Machinery <i>(2 certified true copy)</i>	Applicant
7. Duly Notarized Special Power of Attorney or Board Resolution and any government-issued I.D for applications represented by its authorized representatives and; <i>(2 original)</i>	Applicant
8. Letter of Intent <i>(2 original)</i>	Applicant form to be download at the BAFE Website (bit.ly/BAFE_CC_Forms_)
FOR RENEWAL OF APPLICATION:	
9. Duly accomplished CC Application Form and Authority to Use Form <i>(2 Original)</i>	Applicant form to be download at the BAFE Website (bit.ly/BAFE_CC_Forms_)
10. Certified true copy of previously issued CC <i>(2 copies)</i>	Applicant
11. Authenticated copy of final Test Report (TR) issued by AMTEC <i>(2 copies)</i>	Applicant
12. Duly Notarized Special Power of Attorney or Board Resolution and any government-issued I.D for applications represented by	Applicant

its authorized representatives and; (2 original)				
13. Letter of Intent (2 original)		Applicant form to be download at the BAFE Website (bit.ly/BAFE_CC_Forms_)		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of documentary requirements to the Records Section	1.1. Receives documentary requirements	None	3 hours and 25 minutes	Ms. Rolibeth Zapata Chief, Records Unit
	1.2 Regional Executive Director provides action/instruction			Dr. Eduardo L. Lapuz, Jr. Regional Executive Director
	1.3 RAED Chief for action/ provide instruction to the concerned personnel	None	10 minutes	Engr. Elmer F. Tubig RAEd Chief
2. Notified through electronic mail that the documents are already endorsed at the BAFE Office for evaluation and issuance of the certificate	1.4. Review the completeness, veracity and authenticity of the submitted documents and endorse to BAFE for inspection and issuance of certificate	None	3 days per complete documents	Engr. Kim Emerson Mercado Engineer I Engr. Ronnie M. Sese SRES Chief

	1.5. BAFE processes the application and issues the certificate	3,500.00		BAFE
3. Notified of the release of the certificate	3.1 Notify the client of the release of the certificate	None	1 day	Engr. Kim Emerson Mercado Engineer I
TOTAL		Php 3,500.00	4 days and 10 minutes	

Note: Holidays or suspension of work are not considered in this timeline.

*Acceptance of application with complete documentary requirements

*The applicant may request that the certificate to be received at the DA RFO III, the courier fee will be charged to the applicant.



FARM TO MARKET ROAD DEVELOPMENT PROGRAM

Farm to Market Road Development (FMRD) is one of the mandates of the Department of Agriculture to provide a better opportunity to farmers and fisherfolk by increasing production at lower cost and thereby increasing their income and making food more affordable to the general public through agricultural infrastructure development.

Farm to Market Road projects are identified barangay roads that connect agri-fishery production sites to the processing centers and markets.

Office or Division:	Regional Agricultural Engineering Division (RAED)			
Classification:	Highly Technical			
Type of Transaction:	G2G_Government to Government/ G2C_Government to Citizen			
Who may avail:	Farmers Association/Cooperatives (FCA) Provincial and Local Government Units (LGUs) Congressional Representatives other Concerned Citizens			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter of Intent/ Request with specific sites and length of the requested project (1 original) Additional Requirements if found feasible: <ol style="list-style-type: none"> 1. Right of Way Certificate (original) 2. Deed of Donation/Sale/Waiver of Rights (for affected private property) (original) 3. Certification from LGU or DPWH that the road is classified as Barangay Road (original) 		Requesting Party 1. Municipal LGU 2. Municipal LGU 3. Municipal LGU or concerned DPWH District Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE

1. Submit request	1.1. RAED Chief for action and instruction	None	10 minutes	Engr. Elmer F. Tubig RAED Chief
2. Assist in the validation	2.1. Schedule and validate the proposed project	None	15 days	Engr. Vladimir Puno EPDSS Chief
	2.2 Prepare validation report and process Keyhole Markup Language (kml) file	None	2 days	Engr. Vladimir Puno EPDSS Chief
	2.3 Endorse the validation report to DA Central Office for possible funding	None	2 days	Engr. Antonette Calilung Engineer II
3. If found feasible, submit the additional documentary requirements		None		Client
	Total	None	19 days and 10 minutes	

ASSISTANCE IN THE REGISTRATION AND THE ISSUANCE OF PERMIT TO OPERATE (PTO) FOR MANUFACTURER, FABRICATOR, ASSEMBLER, DISTRIBUTOR, DEALER, IMPORTER OR EXPORTER (MFADDIE) OF AGRICULTURAL AND FISHERIES MACHINERY

The Permit to Operate (PTO) is a privilege granted to any MFADDIE that have passed the review, inspection and evaluation conducted by the Department of Agriculture- Bureau of Agriculture and Fishery Engineering (DA-BAFE) and DA- Regional Agricultural Engineering Division (DA-RAED) that allows them to engage in a particular line of activity which include manufacturing, fabrication, assembly, distribution, dealing, importation, and exportation of agricultural and fishery machinery.

Office or Division:	Regional Agricultural Engineering Division (RAED)	
Classification:	Highly Technical	
Type of Transaction:	G2B- Government to Business	
Who may avail:	Manufacturer, Fabricator, Assembler, Distributor, Dealer, Importer or Exporter (MFADDIE) of Agricultural and Fisheries Machinery	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
<p><i>Note: The applicant shall submit 2 sets of application and documentary requirements during the initial application and be updated where appropriate</i></p>		
FOR NEW APPLICATION:		
1. Duly accomplished application form and product listing (2 original)	DA RFO III-Regional Agricultural Engineering Division- Standards, Regulation and Enforcement Section (SRES) or download the forms at the BAFE Website (bit.ly/BAFE_PTO_Forms_)	
2. Photocopy of Business/Mayor's Permit for the current year (2 certified true copy)	Applicant	
3. Location Map of the establishment (1 original)	Applicant	
4. Proof of accreditation of from DA Technology Generators (if applicable) (2 certified true copy)	DA Technology Generators (PhilMech,PhilRice, PhilFida, etc.)	
5.1 Photocopy of Certificate of Business Name Registration (for sole proprietorship) (2 certified true copy)	Applicant	

<p>5.2 Photocopy of Certificate of Registration, Article of Incorporation, and By Laws and all amendments thereto (for corporations)</p> <p>(2 certified true copy)</p>	<p>Applicant</p>
<p>6. Company Id and Notarized Special Power of Attorney of Board Resolution (for applicants represented by its authorized representative)</p> <p>(2 certified true copy)</p>	<p>Applicant</p>
<p>7. Letter of Intent</p> <p>(2 original)</p>	<p>Applicant</p> <p>form to be download at the BAFE Website (bit.ly/BAFE_PTO_Forms_)</p>
<p>Additional requirements for importers:</p> <ol style="list-style-type: none"> 1. Photocopy of Certificate of Free Sale/Registration indicating the country of manufacture of the product listed <li style="padding-left: 40px;">(2 certified true copy) 2. Photocopy of Distributorship/Distributorship Agreement <li style="padding-left: 40px;">(2 certified true copy) 	<p>Applicant</p>
<p>FOR RENEWAL OF APPLICATION:</p>	
<p>1. Duly accomplished application form (1 original)</p>	<p>DA RFO III-Regional Agricultural Engineering Division- Standards, Regulation and Enforcement Section (SRES)</p> <p>or download the forms at the BAFE Website (bit.ly/BAFE_PTO_Forms_)</p>
<p>2. Photocopy of Previously issued PTO (1 photocopy)</p>	<p>Applicant</p>
<p>3. Photocopy of Valid Business/Mayor's Permit for the current year (1 certified true copy)</p>	<p>Applicant</p>
<p>FOR AMENDMENT</p>	

<p>(In case of any change in the circumstances described in the application such as change of name of the PTO Holder, change of location/address, change of ownership, etc., proper notification through writing shall be sent to the DA-BAFE Director through the DA RFO III Regional Executive Director within ten (10) working days after effecting the changes.</p>				
<p>Document for Change in Location/Address (Within the Region/To another Region)</p> <ol style="list-style-type: none"> 1. Letter Request (1 Original) 2. PTO and Notification Letter (1 Original) 3. Valid Mayor's/Business Permit (1 certified true copy) 4. Location Map (1 Original) 		<p>Applicant</p>		
<p>Documents for Change in Business Name</p> <ol style="list-style-type: none"> 1. Letter Request (1 Original) 2. PTO and Notification Letter (1 Original) 3. Department of Trade and Industry (DTI)/Securities and Exchange Commission (SEC) Registration (1 certified true copy) 4. Valid Mayor's/Business Permit (1 Certified True Copy) 		<p>Applicant</p>		
<p>Documents for Change in Ownership</p> <ol style="list-style-type: none"> 1. Letter Request (1 Original) 2. PTO and Notification Letter (Original) 3. Valid Mayor's/Business Permit (1 Certified true copy) 4. Deed of Sale or Donation (1 Original) 		<p>Applicant</p>		
<p>Documents for Additional or Change Product Lines</p> <ol style="list-style-type: none"> 1. Letter Request (1 Original Copy) 2. Valid Mayor's/Business Permit (1 Certified true copy) 3. Product Listing Form (1 Original) 4. Technical Specifications/Brochures (1 Certified True Copy) 		<p>Applicant</p>		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>1. Submission of documentary requirements to the Records Section</p>	<p>1.1. Receives documentary requirements</p> <p>1.2 Regional Executive</p>	<p>None</p>	<p>3 hours and 25 minutes</p>	<p>Ms. Rolibeth Zapata Chief, Records Unit</p> <p>Dr. Eduardo L. Lapuz, Jr. Regional Executive Director</p>

	Director provides action/instruction			
	1.3 RAED Chief for action/ provide instruction to the concerned personnel	None	10 minutes	Engr. Elmer F. Tubig RAED Chief
	1.4. Review the completeness, veracity, authenticity of the documentary requirements and endorse to BAFE	none	2 days	Engr. Catherine D. Arce Engineer I
2. Payment of fee at the BAFE Cashier or through online		Php 6,000	-	Applicant
3. Send a copy of receipt at darfo3.raed.sres@gmail.com				
4. Participate to the on-site inspection and evaluation during site inspection	4.1. Scheduling and conduct on-site inspection (if already paid)	none	5 days	Engr. Catherine D. Arce Engineer I
	4.2. Prepare inspection and evaluation report and endorse to DA-BAFE	None	3 days	Engr. Ronnie M. Sese SRES Chief
	4.3. Review, process and issuance of the certificate	None		BAFE
5. Notified on the release of the certificate	5.1 Notify the client on the release of the certificate	None	1 day	Engr. Catherine D. Arce Engineer I
TOTAL		Php 6,000	11 days, 5 hours and 5 minutes	

Note: Holidays or suspension of work are not considered in this timeline.

**Acceptance of application with complete documentary requirements*

**The applicant may request that the certificate to be received at the DA RFO III, the courier fee will be charged to the applicant*



ISSUANCE OF CERTIFICATE OF PERFORMANCE TO DA RFO III CONSTRUCTORS OF AGRICULTURAL INFRASTRUCTURE PROJECTS

Under the Regional Memorandum Order no. 2, series of 2021, “**Regional Implementing Guidelines in Securing Certificate of Performance for the Implementation of Agricultural and Fisheries Infrastructure Projects**”, served as one of the bases of the Department of Agriculture Regional Field Office III Bids and Awards committee by requiring a Certificate of Performance to any participating contractor of agricultural and fisheries infrastructure projects both through public bidding and alternate mode of procurement to ensure the efficient implementation of quality projects

Office or Division:	Regional Agricultural Engineering Division (RAED)			
Classification:	Highly Technical			
Type of Transaction:	G2C-Government to Business			
Who may avail:	DA RFO III Suppliers and Contractors			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Request for Certificate of Performance (1 original)		Requesting Party (Suppliers and Contractors)		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit request	1.1. RAED Chief for action and instruction	None	10 minutes	Engr. Elmer F. Tubig RAED Chief
	1.2. Review of Evaluation and Preparation of Certificate of Performance	None	5 days	Engr. Jeshiah A. Mercado Engineer II Engr. Antonette R. Calilung Engineer II

	1.3 Approval of the Regional Executive Director Certificate of Performance	None	1 day	Engr. Antonette R. Calilung Engineer II
2. Claim the Certificate of Performance	2.1 Issue the Certificate of Performance	None	30 minutes	Client
TOTAL		None	6 days and 40 minutes	



ISSUANCE OF DA CERTIFICATION PURSUANT TO MEMORANDUM CIRCULAR NO. 54 (MC54), SERIES OF 1993

“Prescribing the Guidelines Governing Section 20 of RA 7160 Otherwise Known as the Local Government Code of 1991 Authorizing Cities and Municipalities to Reclassify Agricultural lands into Non-Agricultural Uses” and JOINT HLURB, DAR, DA, DILAG MEMORANDUM CIRCULAR SERIES OF 1995 (JMC, SERIES OF 1995), “Prescribing the Guidelines of Implement MC54”

The Guidelines shall serve as centers where development in the agriculture and fisheries sectors are catalyzed in an environmentally and socio-culturally sound manner.

Office or Division:	Office of Regional Executive Director (ORED)
Classification:	Highly Technical
Type of Transaction:	G2G-Government to Government
Who may avail:	Municipal Local Government Unit
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<ol style="list-style-type: none">1. Letter of Request for DA certificate addressed to the Regional Executive Director stating the specific changes as to the proposed land use allocation and utilization of lands to be reclassified and Total area of proposed reclassification.2. Fully accomplish application form (Annex A) (MC26 Series of 2022)3. Description of the area4. Municipal Land Use Plan Map (Scale 1:20,000 or larger/shape file format) showing the proposed land/s to be reclassified with coordinates (longitude and latitude))5. Panoramic photos of the area with caption (East, West, North and South) taken not earlier than one (1) month before filling of application6. Other relevant information if applicable:<ul style="list-style-type: none">• DA Programs implemented in the areas to be reclassified	Municipal Local Government Unit www.da.gov.ph

<ul style="list-style-type: none"> • Infrastructure and support facilities (FMR, Post-Harvest Facilities, Mills, Cold Storages, Warehouse, etc.) • Irrigation (NIA, BSWM, DA RFO's and privately-owned irrigation facility) 				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of application form with complete documentary requirements	1.1. Secretariat to receive, review and record the application	None	1 day	Rolibeth B. Zapata Chief-Record Section/ RLU Secretariat
	1.2. Secretariat to submit application form to the OIC-Regional Executive Director			Jezelle A. Yadao RAED Admin Staff/ RLU Secretariat
	1.3. OIC-Regional Executive Director for action and instruction to the Regional Land Use Technical Working Group			Dr. Eduardo L. Lapuz, Jr. OIC-Regional Executive Director
	1.4 Schedule and inspection of requested landholdings for reclassification	None	*10 days	Engr. Michael G. Manansala Alternate Team Leader Engr. Maurice Pineda Engineer II
	1.5 Regional Land Use Technical Working Group to accomplished and signed LUR Special	None	1 day	Engr. Michael G. Manansala Alternate Team Leader

	Form 1, 2 & 3 and forwarded a copy of the forms to BSWM-Technical Review Team			Engr. Maurice Pineda Engineer II
	1.6 BSWM-Technical Review Team to conduct validation and to accomplish LUR Special Form 4	None	5 days	BSWM- TRT
	1.7 Endorsement of LUR Special Form 3, with attached LUR Form 2 and preparation of DA Certification for Land Use Reclassification of Agricultural Lands to the office of the Regional Executive Director		1 day	RLUTWG BSWM-TRT
	1.8 Signing of Certification for Land Use Reclassification of Agricultural Lands	None	1 day	Regional Executive Director
2. Receive of copy of DA Certification for Land Use Reclassification of Agricultural Lands	2.1 Releasing of DA Certification for Land Use Reclassification of Agricultural Lands or sending the certification to the MLGU via Registered Mail	None	1 day	Rolibeth B. Zapata Chief-Record Section/ RLU Secretariat Jezelle A. Yadao RAED Admin Staff/ RLU Secretariat
	Total	None	20 days	

* The Ten (10) working days depends on the availability and scheduling of MLGU in the conduct of the inspection and personnel to be interviewed.

Acronyms:

LUR Form 1 - Land Use Reclassification Form 1 (Application Documents Checklist Form)

LUR Form 2 - Land Use Reclassification Form 2 (Assessment Report Form)



LUR Form 3 - Land Use Reclassification Form 3 (Joint Evaluation, Recommendation and Endorsement form)

LUR Form 4 - Land Use Reclassification Form 4 (BSWM TRT Review and Assessment Report Form)

BSWM-TRT – Bureau of Soil and Water Management –Technical Review Team

RLUTWG – Regional Land Use Technical Working Group

MLGU – Municipal Local Government Unit



CONDUCT OF STRATEGIC AGRICULTURE AND FISHERIES DEVELOPMENT ZONE (SAFDZ) JOINT FIELD VALIDATION WITH MINES AND GEOSCIENCES BUREAU REGION 3 (MGB-R3) AND BUREAU OF SOIL AND WATER MANAGEMENT (BSWM)

Pursuant to Section 4c of Department of Environment and Natural Resources Administrative Order No. 2012-07, the implementing Rules and Regulations of Executive Order (EO) No. 79. During the "Roundtable Discussion for Joint Validation of SAFDZ" held on September 3, 2015 at the Bureau of Soils and Water Management (BSWM) Convention Hall, Quezon City, it was agreed among others, that all new and pending applications covering areas situated within SAFDZ shall be validated by the Joint SAFDZ Validation Team composed of Department of Agriculture (DA)-BSWM, DA- Regional Field Office, MGB and Concerned LGUs (on call).

Office or Division		Office of the Regional Executive Director		
Classification		Highly Technical		
Type of Transaction		G2G- Government to Government		
Who May Avail		Mines and Geosciences Bureau Region 3		
Checklist of Requirements		Where to Secure		
1. Letter Requesting for SAFDZ Joint Field Validation		Mines and Geosciences Bureau Region 3		
Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible
1. Submission of letter of request to DA-RFO3	1.1. Regional Executive Director for action and instruction to Engr. Vladimir T. Puno, Member - SAFDZ Validating Team	None	10 minutes	Dr. Eduardo L. Lapuz, Jr. OIC- Regional Executive Director

	<p>1.2 Prepare an endorsement letter to Bureau of Soil and Water Management (BSWM) for the scheduling and conduct of joint field validation.</p> <p><i>Attachment: Letter request for SAFDZ Joint Validation</i></p>	None	10 minutes	<p>Engr. Vladimir Puno</p> <p>Member - SAFDZ Validating Team</p>
	<p>1.3 Signing of endorsement letter to Bureau of Soil and Water Management (BSWM)</p>	None	10 minutes	<p>Dr. Eduardo L. Lapuz, Jr.</p> <p>OIC- Regional Executive Director</p>
	<p>1.4 Upon confirmation of the schedule from the Member of the SAFDZ Validating Team from BSWM, through phone call, the DA member will coordinate with the MGB R3 member on the said schedule.</p>	None	*7 Days	<p>Engr. Vladimir Puno (Member - SAFDZ Validating Team)</p>
2. Assist in the conduct of Joint Field Validation	<p>2.1 Conduct joint field validation with BSWM and MGB R3</p>	None	7 days	<p>-Engr. Vladimir Puno (Member - SAFDZ Validating Team)</p> <p>- BSWM Member</p> <p>- MGB R3 Member</p>
	<p>2.2 Preparation of joint validation report using the</p>	None	5 days	<p>-Engr. Vladimir Puno (Member -</p>

	prescribed format and signing by the members of the SAFDZ Joint Validating Team			SAFDZ Validating Team) - BSWM Member - MGB R3 Member
	2.3 Prepare an Endorsement letter to BSWM and attached the original signed validation report	None	10 minutes	Engr. Vladimir Puno (Member - SAFDZ Validating Team)
	2.4 For signature of endorsement letter to MGB R3	None	10 minutes	Dr. Eduardo L. Lapuz, Jr. OIC- Regional Executive Director
3. MGB R3 to receive the SAFDZ Joint Validation Report	3.1 Releasing of Endorsement letter and Joint Validation Report to MGB R3 through registered mail	None	10 minutes	Rolibeth B. Zapata Chief - Records Unit
4. Accomplishment of Client Satisfaction Measurement (CSM) Form	4.1 Issue the CSM Form	None	10 minutes	MGR R3
Total:		None	19 days, 1 hour and 20 minutes	

*Process 1.4 may take longer depending on the availability of the members outside DA RFO3



REGULATORY DIVISION



ANIMAL FACILITY REGISTRATION (ANIMAL WELFARE REGISTRATION)

Animal Welfare Act (Republic Act 8485) is an act to protect and promote the welfare of all animals in the Philippines by regulating the establishment and operations of all facilities utilized for breeding, maintaining, keeping, treating or training of all animals either as objects of trade or as household pets.

Office or Division:	Regulatory Division	
Classification:	Highly Technical	
Type of Transaction:	G2B, G2C, G2G	
Who may avail:	Animal Farm Owners Veterinary Clinic and Animal Grooming/Boarding Owners Students (Academy) Researchers Other Government Offices with Animal Facility Private Individuals/Groups with Animal Facility	
Checklist of Requirements		Where to Secure
Initial Application (BAI MC 19 series of 2022)		
1. Animal Facilities Registration Application Form (1 original copy) with passport size picture of CLIENT	Department of Agriculture Regional Field Office (DA RFO) III – Regulatory Division, City of San Fernando, Pampanga (Hard copy)	
	Bureau of Animal Industry (BAI) – Animal Health and Welfare Division Web Page (Electronic copy)	
2. Proof of Registration/Creation as an Establishment (1 photocopy)		
2.1. For sole proprietorship: Business Name Registration	Department of Trade and Industry (DTI)	
2.2. For partnership, corporation and other juridical person: Certificate of Registration	Securities and Exchange Commission (SEC)	
2.3. For cooperative: Certificate of Registration	Cooperative Development Authority (CDA)	

3. Valid ID of the Officer-in-Charge, Owner, Manager, or Veterinarian (1 photocopy)	Government Offices
4. Valid PRC ID of the Facility Veterinarian (1 photocopy)	Professional Regulation Commission (PRC)
5. Valid PTR of the Facility Veterinarian	Municipal Office
6. Notarized Employment Contract/Memorandum of Agreement/Appointment Order of the Facility Veterinarian (1 photocopy)	Authorized Notary Public
7. Notarized Valid Contract of Lease of the space/building occupied (1 photocopy)	Authorized Notary Public
8. Location Map/Sketch of the Establishment (1 photocopy)	Animal Facility Owner/Manager/Google Maps
9. Certificate of Attendance of Owner/Facility Veterinarian from Animal Welfare Seminar (1 photocopy)	DA RFO III – Regulatory Division/ BAI/ Philippine Veterinary Medicine Association/Other BAI-recognized Organization
10. Certificate of Non-Coverage (CNC)/Environmental Clearance Certificate (ECC) (1 photocopy)	Department of Environment and Natural Resources – Environmental Management Bureau (DENR – EMB) Region III
11. Pictures of the Facility and its Equipment (1 copy per picture)	Animal Facility Owner/Manager
Other Facility-Specific Documentary Requirements (BAI MC 19 series of 2022)	
1. Valid S2 License of the Veterinary Facility, Shelter, Pound or Laboratory Animal Facility (Except Laboratory Animal Production Facility) (1 photocopy)	Philippine Drug Enforcement Agency (PDEA)
2. Animal Care and Use Program (ACUP) and Institutional Animal Care and Use Committee (IACUC) (1 photocopy)	State Universities and Colleges and Private Institutions
3. Certificate of Wildlife Registration (CWR)/ Wildlife Farm Permit (WFP) for Captive Wildlife Facility (1 photocopy)	DENR – Biodiversity Management Bureau
Renewal Application (BAI MC 19 series of 2022)	
1. Same requirements as stated above	

2. Business/Mayor's Permit		Mayor's Office		
Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
1. Request for Animal Welfare Act (AWA) Registration list of requirements.	1.1. Provide the list of documentary requirements.	None	10 minutes	Ms. Leticia D. Pili Agriculturist I
2. Fill out Animal Facilities Registration Application Form.	2.1. Assist CLIENT in accomplishing the application form.	None	10 minutes	Ms. Leticia D. Pili Agriculturist I
3. Submit the completely filled out application form and documentary requirements.	3.1. Receive and review the submitted application form and documentary requirements.	None	15 minutes	Ms. Leticia D. Pili –Agriculturist I Ms. Maria Luisa A. Pamintuan –Contract of Service (COS)
4. Secure a schedule for the inspection of facility.	4.1. Coordinate with the CLIENT and schedule the facility for inspection.	None	10 minutes	Ms. Leticia D. Pili Agriculturist I
5. Assist the inspectors and provide the necessary information.	5.1. Conduct inspection of the facility with the use of an Inspection Checklist. 5.2. Inform the CLIENT of the initial findings and non-compliances (if any) and provide a timeline for compliance. 5.3. Provide suggestions and recommendations.	None	1 day	Dr. Xandre D. Baccay Division Chief Dr. Jermaine D. Juco Veterinarian II Mr. Mark Joseph B. Pineda Agriculturist II Mr. Enrile B. Manio Agriculturist II Dr. Arianne Bel D. Baluyut Agriculturist I

				Ms. Crizel D. Alimurung Agriculturist I
6. Fulfill the non-compliances observed by the inspectors.	6.1. Review the evidences of compliance submitted by the CLIENT.	None	7 days	Dr. Xandre D. Baccay Division Chief Dr. Jermaine D. Juco Veterinarian II Mr. Mark Joseph B. Pineda Agriculturist II Mr. Enrile B. Manio Agriculturist II Dr. Arianne Bel D. Baluyut Agriculturist I Ms. Crizel D. Alimurung Agriculturist I
7. If the facility passed the inspection process, secure an Order of Payment and pay for registration fees.	7.1. Calculate Total costs to be paid and issue an Order of Payment to be signed by the Accountant. 7.2. Issue an Official Receipt (OR).	(DA AO 04 s. 2015: Section 7. Schedule of Fees) Initial (Valid for 1 Year) a. Animal Boarding and	15 minutes	Ms. Leticia D. Pili Agriculturist I Mr. Laeison C. Cabigao OIC-Chief, Accounting Section Ms. Jeanny P. Aquino Agriculturist II, Cashier Unit

		<p>Recreation Facility – P300.00</p> <p>b. Animal Show (Television) – P1,000.00</p> <p>c. Animal Show (Movie/Film) – P5,000.00</p> <p>d. Aviary – P500.00</p> <p>e. Canine Facility/Canine Security – P300.00</p> <p>f. Cattery/Kennel/Laboratory Animal Facilities/Pet Shops – P500.00</p> <p>g. Circus/Carnival/Animal Show – P1,000.00</p>		
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		<p>h. Crocodile Farm – P1,000.00</p> <p>i. Grooming Facility –P300.00</p> <p>j. Hog/Poultry/Cattle/Goat Farm – P1,000.00</p> <p>k. Monkey Farm – P1,000.00</p> <p>l. Ostrich Farm – P300.00</p> <p>m. Pounds/She lter – P200.00</p> <p>n. Racetrack/Equestrian Establishment – P500.00</p>		
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		<p>o. Slaughterhouse/Poultry Dressing Plant – P500.00</p> <p>p. Small Animal Show – P500.00</p> <p>q. Stock Farm/Coral/Stockyard/Student Farm – P300.00</p> <p>r. Veterinary Hospital/Clinic – P300.00</p> <p>s. Wildlife Rescue Center – P300.00</p> <p>t. Zoo – P1,000.00</p> <p>u. Other Related Animal Facility</p>		
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		<p>– P300.00</p> <p>Renewal (Valid for 3. Years)</p> <p>a. Animal Boarding and Recreation Facility – P900.00</p> <p>b. Animal Show (Television) – P3,000.00</p> <p>c. Animal Show (Movie/Film) – P15,000.00</p> <p>d. Aviary – P1500.00</p> <p>e. Canine Facility/Canine Security – P900.00</p> <p>f. Cattery/Kennel/Laboratory Animal</p>		
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		<p>Facilities/Pet Shops – P1500.00</p> <p>g. Circus/Carnival/Animal Show – P3,000.00</p> <p>h. Crocodile Farm – P3,000.00</p> <p>i. Grooming Facility –P900.00</p> <p>j. Hog/Poultry/Cattle/Goat Farm – P3,000.00</p> <p>k. Monkey Farm – P3,000.00</p> <p>l. Ostrich Farm – P900.00</p>		
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		<p>m. Pounds/She lter – P600.00</p> <p>n. Racetrack/E questrian Establishme nt – P1500.00</p> <p>o. Slaughterho use/Poultry Dressing Plant – P1500.00</p> <p>p. Small Animal Show – P1500.00</p> <p>q. Stock Farm/Coral/ Stockyard/S tud Farm – P900.00</p> <p>r. Veterinary Hospital/Cli nic – P900.00</p>		
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		s. Wildlife Rescue Center – P900.00		
		t. Zoo – P3,000.00		
		u. Other Related Animal Facility – P900.00		
8. Present OR.	8.1. For Initial Application, prepare an Animal Welfare Temporary Certificate of Registration valid for three (3) months to be signed by the Division Chief and issue the certificate to the CLIENT. 8.2. For Renewal Application, prepare the Animal Welfare Certificate of Registration to be initially signed by the Division Chief and endorse to DA RFO III Regional Executive Director (RED) for approval.	None	30 minutes	Ms. Leticia D. Pili Agriculturist I Dr. Xandre D. Baccay Division Chief
			1 day	Dr. Eduardo L. Lapuz, Jr. OIC – RED
	8.3. For Initial Application, scan filled out application form, documentary requirements and	None	15 minutes	Ms. Crizel D. Alimurung Agriculturist I

	inspection report, and endorse to BAI via email for the processing and issuance of License to Operate (LTO) as Animal Facility.			Ms. Maria Luisa A. Pamintuan COS
9. Acknowledge the receipt of the e-copy of the approved LTO as Animal Facility via email.	9.1. For Initial Application, receive the e-copy of approved LTO as Animal Facility from BAI and forward to the CLIENT via email.	None	10 minutes	Ms. Leticia D. Pili Agriculturist I Ms. Maria Luisa A. Pamintuan COS
	9.2. For Initial Application, receive the hard copy of the approved LTO as Animal Facility from BAI and notify the CLIENT that the certificate is ready for release. 9.3. For Renewal Application, receive the approved Animal Welfare Certificate of Registration and notify the CLIENT that the certificate is ready for release	None	10 minutes	Ms. Leticia D. Pili Agriculturist I
10. Claim LTO as Animal Facility (For Initial Application) or Animal Welfare Certificate of Registration (For Renewal Application).	10.1. For Initial Application, release the approved LTO as Animal Facility to the CLIENT valid for 1 year and log the transaction. 10.2. For Renewal Application, release the approved Animal	None	5 minutes	Ms. Leticia D. Pili Agriculturist I Ms. Maria Luisa A. Pamintuan COS

	Welfare Certificate of Registration to the CLIENT valid for 3 years and log the transaction.			
11. Fill out Client Satisfaction Feedback (CSM) Form.	11.1. Receive the CSM Form.	None	5 minutes	Mr. Mark Joseph B. Pineda Agriculturist II
Total:		Please refer to the fees above	Initial: 8 days, 2 hours and 15 minutes Renewal: 9 days, 1 hour and 20 minutes	

Notes:

- *Schedule of fees may vary depending on the type of animal facility being applied.*
- *Upon renewal, a surcharge of 50% of the amount due shall be levied on every expired registration certificate.*

ISSUANCE OF CERTIFICATE OF FREE STATUS (CFS) FOR AFRICAN SWINE FEVER (ASF) OR AVIAN INFLUENZA (AI)

The Bureau of Animal Industry (BAI) has issued MC No. 29 Series of 2022 “Guidelines on the issuance of Certificate of Free Status on Avian Influenza Type A Subtypes H5 and H7 during Avian Influenza Outbreak”, MC No. 43 Series of 2022 “Updated Guidelines on the Movement of Live Poultry and Non-Poultry and Poultry Products and By-Products during the Avian Influenza Outbreak” and MC No. 35 Series of 2022 “Amended Guidelines on the Application and Renewal of Certificate of Free Status of African Swine Fever to Facilitate Unhampered Delivery of Healthy Swine and Safe Pork and Related Commodities to Target Destinations” to ensure supply chain continuity and local food sufficiency and to avoid confusion and different interpretations of the AI and ASF laboratory tests and facilitate unhampered delivery of safe poultry & pork products and healthy avian species and healthy swine to target destination.

Office or Division:	Regulatory Division			
Classification:	Simple			
Type of Transaction:	G2C			
Who may avail:	Animal Farm Owners			
Checklist of Requirements		Where to Secure		
1. <u>For ASF and AI</u> : Negative RT-PCR Laboratory Result (1 photocopy, e-copy or hardcopy))		Regional Animal Disease Diagnostic Laboratory (RADDL) III		
		Animal Disease Diagnosis and Reference Laboratory (ADDRL)		
		Any BAI-Accredited Laboratory		
2. <u>For AI only</u> : License to Operate (LTO) as Animal Facility/Animal Welfare Certificate of Registration/Animal Welfare Temporary Certificate of Registration (1 photocopy, e-copy or hardcopy))		Department of Agriculture Regional Field Office (DA RFO) III – Regulatory Division		
Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
1. Submit documentary requirements via email.	1.1. Receive and evaluate the submitted documentary requirements.	None	10 minutes	Dr. Jermaine D. Juco Veterinarian II Mr. Ryan Nino C. Manarang

				Contract of Service (COS)
	1.2. For ASF, prepare the CFS to be initially signed by the Division Chief and to be approve by the DA RFO III – Regional Executive Director (RED).	None	1 day	Dr. Jermaine D. Juco Veterinarian II Mr. Ryan Nino C. Manarang (COS) Dr. Xandre D. Baccay Division Chief Dr. Eduardo L. Lapuz, Jr. OIC – RED
	1.3. For AI, prepare the CFS to be signed by the Division Chief.	None	1 day	Dr. Jermaine D. Juco Veterinarian II Mr. Ryan Nino C. Manarang (COS) Dr. Xandre D. Baccay Division Chief
	1.4. For ASF, receive approved CFS from DA RFO III – RED and record the details on the logbook. 1.5. For AI, receive approved CFS from Division Chief and record the details on the logbook.	None	20 minutes	Dr. Jermaine D. Juco Veterinarian II Mr. Ryan Nino C. Manarang (COS)
2. Acknowledge the receipt of approved CFS via email.	2.1. Scan the approved CFS and forward to the CLIENT via email.	None	30 minutes	Dr. Jermaine D. Juco Veterinarian II Mr. Ryan Nino C. Manarang (COS)

Total:	None	For CFS-ASF: 1 day and 1 hour For CFS-AI: 1 day and 1 hour	
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REGISTRATION/LICENSING OF FEED ESTABLISHMENTS

The service is designed to protect the interest of the poultry and livestock raisers in particular and the public in general and to assure the purchaser/consumer of obtaining adequate and quality feeds and feed stuff.

It deals with legalization of feed establishments which include commercial mixed feed manufacturers, non-commercial feed manufacturers, feed suppliers, feed importer, feed exporter, feed dealer, feed distributors, and feed retailers through registration; prescribes the procedure and guidelines in the inspection of facilities of feed mills, retail stores and feed dealers/distributors; and in the collection of samples for quality control purpose. It includes the conduct of preliminary investigation or reported malpractice or fraudulent sale of unlabeled, adulterated and substitute products. It also provides for the evaluation of commercial and non-commercial feed establishment.

Office or Division	Regulatory Division
Classification	Highly Technical
Type of Transaction	G2B
Who May Avail	Feed manufacturer, Non-commercial feed manufacturer, commercial feed trader, feed ingredient manufacturer, dealer, distributor, indentor, importer, exporter, supplier, repacker and retailer
Checklist of Requirements	Where to Secure
<p>1. Under R.A. 1556, the Livestock and Poultry Feeds Act and R.A. 10611, the Food Safety Act of 2013</p> <p>A. COMMERCIAL MIXED FEED (Commercial Feed Trader/Toll/ Feed Ingredient Manufacturers)</p> <p>1. For business organization: (select only what is applicable)</p> <p>a. For Sole Proprietorship: Registration from Department of Trade and Industry (<i>1 photocopy</i>)</p> <p>b. For Corporations: Registration and Articles of</p>	Department of Trade and Industry

<p>Incorporation and By-Laws from the Securities and Exchange Commission (1 <i>photocopy</i>) ; (for initial application)</p>	<p>Securities and Exchange Commission</p>
<p>2. * Environmental Compliance Certificate (ECC) from the Environmental Management Bureau (EMB) or Permit to Operate (PTO) from the Laguna Lake Development Authority (LLDA). For plants outside Metro Manila, a corresponding valid PTO issued by the Department of Environment and Natural Resources (DENR) Provincial Office (PENRO) (1 <i>photocopy</i>);</p>	<p>DENR</p>
<p>3. * Business/Mayor's Permit for the current year (1 <i>photocopy</i>);</p>	
<p>4. Plant lay-out, and latest pictures of the feed plant with the owner or authorized representative, one taken inside, and one taken outside the feed mill (1 <i>copy of each</i>); (for initial application)</p>	<p>Municipal Hall</p>
<p>5. * For Toll Feed Manufacturer or Commercial Feed Trader: Memorandum of Agreement between the concerned parties (1 <i>photocopy</i>);</p>	<p>CLIENT/Applicant</p>
<p>6. * Joint Affidavit of Undertaking of Owner with Licensed Agriculturist (Animal Nutritionist) or Veterinarian, and Chemist (RF FVDB-30) (1 <i>original copy</i>) and valid PRC ID (1 <i>photocopy</i>);</p>	<p>Toll Manufacturer and Commercial Feed Trader</p>

<p>7. * For Manufacturers contracting the services of an independent Quality Control Laboratory: Valid BAI-Laboratory Recognition Certificate and Memorandum of Agreement (MOA) between the concerned parties (<i>1 photocopy</i>);</p> <p>8. Site inspection of office, plant and warehouse and validation of submitted documents;</p> <p>9. Sketch or location map of the establishment or facility (<i>1 original or photocopy</i>);</p> <p>10. * Payment of License to Operate (LTO) Fee (based on rated capacity per 8-Hour Shift per day in Metric Ton).</p> <ul style="list-style-type: none"> a. Less than 25.0 MT – Php450.00 b. 25.1 to 50.0 MT – Php 540.00 c. 50.1 to 100.0 MT – Php630.00 d. More than 100.0 MT – Php 720.00 	<p>Department of Agriculture/Bureau of Animal Industry</p> <p>Bureau of Animal Industry Recognized Laboratory</p> <p>ARAFVDABCO & PAFVDABCOs</p> <p>CLIENT (GPS/Google Map)</p> <p>Online payment thru Landbank Link.BizPortal</p>
<p>B. NON-COMMERCIAL MIXED FEED MANUFACTURER</p> <p>1. For business organization: (select only what is applicable)</p> <ul style="list-style-type: none"> a. For Sole Proprietorship: Registration from the Department of Trade and Industry (<i>1 photocopy</i>) 	<p>Department of Trade and Industry (DTI)</p>

<p>b. For Corporations: Registration and Articles of Incorporation and By-Laws from the Securities and Exchange Commission (1 <i>photocopy</i>);</p> <p>c. For Cooperatives: Registration from the Cooperative Development Authority (1 <i>photocopy</i>); (for initial application only)</p> <p>2. * Business/Mayor's Permit for the current year (1 <i>photocopy</i>)</p> <p>3. * Valid PTO or ECC from the DENR (1 <i>photocopy</i>);</p> <p>4. * Affidavit of animal population (1 <i>photocopy</i>);</p> <p>5. * Joint Affidavit of Undertaking of Owner with Licensed Agriculturist (Animal Nutritionist) or Veterinarian, and Chemist (RF FVDB-30) and valid PRC ID (1 <i>original copy</i>);</p> <p>6. Site inspection of office, plant and warehouse and validation of submitted documents;</p> <p>7. * Payment of LTO Fee. (Php 180.00)</p>	<p>Securities and Exchange Commission (SEC)</p> <p>Cooperative Development Authority (CDA)</p> <p>Municipal Hall</p> <p>Department of Environmental and Natural Resources</p> <p>Department of Agriculture</p> <p>Department of Agriculture</p> <p>ARAFVDABCOs and PAFVDABCOs</p> <p>Online Payment thru Landbank Link.Bizportal</p>
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<p>C. FEED IMPORTER/ EXPORTER/INDENTOR</p> <p>1. For business organization: (select only what is applicable)</p> <p>a. For Sole Proprietorship: Registration from the Department of Trade and Industry (1 <i>photocopy</i>)</p> <p>b. For Corporations: Photocopy of Registration and Articles of Incorporation and By-Laws from the Securities and Exchange Commission (1 <i>photocopy</i>);</p> <p>c. For Cooperatives: Photocopy of Registration from the Cooperative Development Authority (1 <i>photocopy</i>); (<i>for initial application only</i>)</p> <p>2. Sketch or location map of the (<i>for initial application only</i>) establishment or facility (1 <i>original or photocopy</i>);</p> <p>3. * Business/Mayor's Permit for the current year (1 <i>photocopy</i>);</p> <p>4. Site inspection of office, plant and warehouse and validation of submitted documents;</p> <p>5. * Payment of LTO Fee. (Php 480.00)</p>	<p>Department of Trade and Industry</p> <p>Securities and Exchange Commission</p> <p>Cooperative Development Authority</p> <p>CLIENT</p> <p>Municipal Hall</p> <p>ARAFVDABCOs and PAFVDABCOs</p> <p>Online payment thru Landbank Link.bizportal</p>
<p>D. FEED SUPPLIER/ REPACKER</p> <p>1. Site inspection of office and warehouse and validation of submitted documents;</p> <p>2. For Repackers: authorization from the manufacturer, trader or importer to repack their products, tags or labels of the product to be repacked</p>	<p>ARAFVDABCOs and PAFVDABCOs</p> <p>Manufacturer, trader or importer</p>

<p>(1 photocopy); (for initial application only)</p> <p>3. * Business/Mayor's Permit for the current year (1 photocopy);</p> <p>4. * Payment of LTO Fee. For supplier: Php 240.00 For repacker: Php 120.00</p>	<p>Municipal Hall</p> <p>Online payment thru Landbank Link.bizportal</p>
<p>E. FEED DISTRIBUTOR/ RETAILER/DEALER</p> <p>1. * Business/Mayor's Permit for the current year (1 photocopy);</p> <p>2. * Payment of LTO Fee. For Feed Dealer – Php 240.00 For Feed Distributor – Php 120.00 For Feed Retailer – Php 60.00</p>	<p>Municipal Hall</p> <p>Online payment thru Landbank Link.bizportal</p>
<p>2. Filled out Application Form for Licensing of Animal Feed Establishment</p> <p>Nature of Business: Please indicate the nature of operation:</p> <ul style="list-style-type: none"> a) Commercial Mixed Feed Manufacturer b) Toll Feed Manufacturer c) Commercial Feed Trader d) Feed Ingredient Manufacturer e) Non-Commercial Mixed Feed Manufacturer f) Feed Importer g) Feed Exporter h) Feed Indentor i) Feed Supplier j) Feed Dealer k) Feed Distributor l) Feed Repacker and, m) Feed Retailer; <p>PLEASE USE ONE APPLICATION FOR EACH NATURE OF BUSINESS (via online)</p>	<p>Intercommerce Network System (INS) Account</p>

CHANGE IN CIRCUMSTANCES (CIC) - Official letter regarding change of address/ownership/business name (<i>1 original copy</i>); - Filled out application form thru online		CLIENT Intercommerce Network System (INS) Account		
3. Certificate of Attendance to Orientation Seminar on the Online Application of LTO For Feed Establishments (<i>1 photocopy</i>)		Bureau of Animal Industry		
* To be submitted annually as requirements for renewal of LTO				
Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible
1. Pre-registration in Online Orientation Seminar for LTO application on Feed Establishments	1.1 Assist the CLIENT in Pre-registration in Online Orientation Seminar for LTO application on Feed Establishments	None	30 minutes	Ms. Corazon S. Aquino Senior Agriculturist Ms. Golda Kimberly Fernandez Agriculturist II Dr. Paula Angelie C. David Agriculturist I, Ms. Lovely Lyka J. Tamayo Agriculturist I
2. Creation of Account in Intercommerce Network Services		Minimum load balance (P600.00)	1 day	CLIENT/ Intercommerce staff
3. Online Application of Feed establishments	3.1 Upload documentary requirements (as per category of business)	P60 per transaction fee	20-30 minutes	CLIENT

<p>4. Secure for an Order of Payment through email add: op.licensetooperate@gmail.com (FOR LTO) and pay for the corresponding fees thru Landbank Link.bizportal</p>	<p>4.1 Issuance of Order of payment</p>	<p>LTO Fee. (Commercial Feed Manufacturer/Toll Manufacturer/ Commercial Feed Trader)</p> <p>Less than 25.0 MT- P450</p> <p>25.1 to 50.0 MT- P540</p> <p>50.1 to 100.0 MT-P630</p> <p>More than 100.0 MT-P720</p> <p>Exporter/Importer/Indenter Php 480</p> <p>Dealer/Supplier Php 240</p>	<p>1-2 days</p>	<p>CLIENT</p>
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		Distributor/Repacker Php 120 Retailer Php 60		
5. Online submission of the LTO Application for Feed Establishment	5.1 Review application	None	30 minutes	Bureau of Animal Industry- Quezon City
	5.2 Endorse application to DA Region	None	It may vary	Bureau of Animal Industry- Quezon City
6. Conform with the schedule of inspection	6.1 Notify CLIENT to the schedule of inspection. 6.2 Conduct the inspection of office/warehouse/ feed establishments. 6.3 Prepare inspection report. Only compliant applicant will be endorsed to BAI.	None	10 days	Ms. Corazon S. Aquino Senior Agriculturist, Ms. Golda Kimberly Fernandez Agriculturist II Dr. Paula Angelie C. David Agriculturist I Ms. Lovely Lyka J. Tamayo Agriculturist I
7. Wait for the issuance of License to Operate	7.1 Endorse to BAI – Quezon City for issuance of LTO.	None	2 days	Ms. Corazon S. Aquino Senior Agriculturist, Ms. Golda Kimberly

				FernandezAgriculturist II Dr. Paula Angelie C. David Agriculturist I Ms. Lovely Lyka J. Tamayo Agriculturist I
8. Print LTO (End of Transaction)	8.1 (End of Transaction)	None	30 minutes	CLIENT
TOTAL:		Please refer to the fees above	15 days, 2 hours	

REGISTRATION/ LICENSING OF LIVESTOCK, POULTRY AND BY-PRODUCTS HANDLERS AND TRANSPORT CARRIER ACCREDITATION (AO 8)

To register and license all livestock, poultry and its by-products handler and accreditation of livestock transport vehicles and vessels in the Philippines with the end view of maintaining disease free areas and achieving safe, clean and orderly handling of commodities through various stages of marketing or distribution channels. All livestock, poultry and its by products handlers and accreditation of all carriers are classified according to the following categories:

I. LIVESTOCK/POULTRY AND ITS BY-PRODUCTS HANDLER'S LICENSE:

1. Livestock Dealers (LD)
2. Poultry dealers (PD)
3. Milk Dealers (MD)
4. Egg Dealers (ED)
5. Manure and Dung dealers (MDD)
6. Game Fowl Dealers (GFD)

II. LAND TRANSPORTATION CARRIERS (LTC)

III. WATER TRANSPORT CARRIERS (WTC)

IV. AIR TRANSPORT CARRIERS (ATC)

Office or Division	Regulatory Division
Classification	Complex
Type of Transaction	G2B
Who May Avail	Single Proprietor, Cooperatives, Corporations
Checklist of Requirements	Where to Secure
<p>1. Under PD No. 07 series of 1972, otherwise known as the "orderly marketing of livestock, poultry, meat and animal by-products" as amended by AO No.08, 2005</p> <p>A. Handlers License Requirements</p> <ol style="list-style-type: none"> 1. Mayor's or Business Permit (1 photocopy) 2. DTI Registration (1 photocopy) 3. Cedula (1 photocopy) 	<p>Municipal Hall</p> <p>Department of Trade and Industry (DTI)</p>

<ol style="list-style-type: none"> 4. TIN Number (1 photocopy) 5. 2 pieces latest ID picture (1"x 1") of the CLIENT 6. Registration and Articles of Incorporation and By-Laws from the Securities and Exchange Commission (SEC) for Corporation (1 photocopy) 7. Photocopy of CDA (for Cooperative) (1 photocopy) 8. Certificate of Attendance to any Animal Welfare seminar conducted by the government (1 photocopy) 	<p>Municipal Hall BIR CLIENT SEC CDA BAI</p>
<p>B. Accreditation for Transport Carrier</p>	
<ol style="list-style-type: none"> 1. Mayor's or Business Permit (1 photocopy) 2. DTI Registration (1 photocopy) 3. Cedula (1 photocopy) 4. TIN Number (1 photocopy) 5. 2 pieces latest ID picture (1"x 1") of the CLIENT (per vehicle) 6. Updated OR/CR of vehicle (1 photocopy) 7. Picture of vehicle (Front, left view, side view and back) (1 original copy) 8. Certificate of Attendance to any Animal Welfare seminar 	<p>Municipal Hall Department of Trade and Industry (DTI) Municipal Hall BIR CLIENT CLIENT CLIENT</p>

conducted by the government (<i>1 photocopy</i>)		BAI		
2. Application Form for Livestock, Poultry and By-Products Handler's License (<i>1 original copy</i>) 2 Types of Application Form <ul style="list-style-type: none"> - For Corporation, Company, Cooperative, Association and Club - For Single Proprietorship or Individual Applicants 		Department of Agriculture/ BAI official website (bai.gov.ph)		
3. Application Form for The Accreditation of Transport Carrier (<i>1 original copy</i>) 2 Types of Application Form <ul style="list-style-type: none"> - Application and Inspection Form for Large, Small Animal, and By-Products Carrier - Application and Inspection Form for Birds (Poultry, Ducks, and Pigeon) 		Department of Agriculture/ BAI official website (bai.gov.ph)		
Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible
1. Request an assistance by call, email or letter regarding the application on Handler's License and Transport Carrier Accreditation to Regulatory Division.	1.1. Brief the CLIENT on the application procedures. 1.2 Provide list of documentary requirements together with the application form.	None	15 minutes	Mr. Roderick G. Salonga COS
2. Proceed to Regulatory Division with complete documentary requirements	2.1 Receive and review the application forms and completeness of requirements submitted.	None	30 minutes	Ms. Corazon S. Aquino Senior Agriculturist,

	<p>2.2 Notify the CLIENT regarding the status of the application.</p> <p>2.3 Schedule the inspection of transport carriers.</p>			<p>Ms. Golda Kimberly Fernandez Agriculturist II</p> <p>Dr. Paula Angelie C. David Agriculturist I</p> <p>Ms. Lovely Lyka J. Tamayo Agriculturist I</p>
<p>3. Pay corresponding fees to the authorized attending personnel/special collecting officer</p>	<p>3.1 Special Collecting Officer-SCO issues official receipt</p>	<p>Under Administrative Order No. 08</p> <p>Livestock dealer- Php 300.00</p> <p>Poultry dealer – Php 300.00</p> <p>Egg dealer – Php 300.00</p> <p>Milk Dealer- Php 300.00</p> <p>Manure/Dung dealer- Php 300.00</p> <p>Game Fowl Dealer – Php 300.00</p> <p>Land Transport Carrier per vehicle/trailer/container</p>	<p>15 minutes</p>	<p>Ms. Corazon S. Aquino-Special Collecting Officer</p>

		<p>a. Two and Three wheels' carriers (tricycles/trailers)- Php 300.00</p> <p>b. Air Transport Carrier- Php 500.00</p> <p>c. Water Transport Carrier- Php 500.00</p> <p>d. Accreditation per vesse/ship/motor boat – Php 500.00</p>		
4. Conform with transport carrier inspection.	<p>4.1 Notify the CLIENT re: schedule of the inspection of transport carriers (ocular inspection/virtual inspection)</p> <p>4.2 Conducts inspection of transport carriers.</p>	None	2-3 days	<p>Ms. Corazon S. Aquino</p> <p>Senior Agriculturist,</p> <p>Ms. Golda Kimberly Fernandez</p> <p>Agriculturist II</p> <p>Dr. Paula Angelie C. David</p> <p>Agriculturist I,</p> <p>Ms. Lovely Lyka J. Tamayo</p> <p>Agriculturist I</p>

	4.3 Issuance of Temporary Certificate signed by the Division Chief valid for three months 4.4 Record on the log sheet.		15 minutes	Mr. Roderick G. Salonga COS
	4.5 Endorsement of Initial Application to the BAI Director thru email	None	1 day	Mr. Roderick G. Salonga COS
	4.6 Endorsement of Renewal Application to be signed by the Regional Executive Director	None	1-2 days	Mr. Roderick G. Salonga COS
	4.7 Retrieves approved documents from Office of the Regional Director, Record data and release to Clients-renewal	None	15 minutes	Mr. Roderick G. Salonga COS
5. Wait for the issuance of Certificates/Licenses.	5.1 Notify the client to get approved registration certificate/licenses	None	15 minutes	Mr. Roderick G. Salonga COS
6. Receive the approved registration certificates/licenses	6.1 Record and file the certificate/licenses for initial and renewal application.	None	15 minutes	Mr. Roderick G. Salonga COS

	TOTAL	Please refer to the fees above	<p>*1 day for Temporary Certificate (both initial and renewal)</p> <p>*5 days, 2 hrs for initial and renewal registration</p> <p>*2-3 months for the release of Approved Certificates/ Licenses</p>	
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GOOD ANIMAL HUSBANDRY PRACTICES (GAHP) CERTIFICATION

The Good Animal Husbandry Practices (GAHP) of the Department of Agriculture Regional Field Office (DA RFO) III – Regulatory Division sets out the general principles of good practice and minimum requirements in the commercial or backyard rearing/farming of animals for food use. The GAHP program ensures that the farming practices of the establishment provide greater confidence in consumer's expectations that the final products are safe and fit for human consumption, while ensuring health safety and comfort to both the farm workers and the animals, without any degradation to the environment.

Office or Division:	Regulatory Division	
Classification:	Highly Technical	
Type of Transaction:	G2B	
Who may avail:	Food Animal Farm Owners	
	Checklist of Requirements	Where to Secure
	Under PNS/BAFS: 60:2008 Code of Good Animal Husbandry Practices	
	1. GAHP Application Form (<i>1 original copy</i>)	DA RFO III – Regulatory Division (<i>Hard copy</i>)
		Bureau of Animal Industry (BAI) Web Page Downloadable at www.bai.da.gov.ph (<i>Electronic copy</i>)
	2. Farm Organizational Profile (<i>1 original or photocopy</i>)	Farm Owner/Representative
	3. Brief Historical Development of the Farm (<i>1 original or photocopy</i>)	Farm Owner/Representative
	4. Production Flow Chart (<i>1 original or photocopy</i>)	Farm Owner/Representative
	5. Farm Operational Manual (<i>1 photocopy</i>)	Farm Owner/Representative
	6. Vicinity Map (<i>1 photocopy</i>)	Farm Owner/Representative/Google Maps/Municipal Engineers Office
	7. Municipal/City Licenses and/or Permit (including Zoning Clearance) (<i>1 photocopy</i>)	Business Permit and Licensing Office (BPLO)
	8. Proof of Registration/Creation as an Establishment (<i>1 photocopy</i>)	
	8.1. For sole proprietorship: Business Name Registration	Department of Trade and Industry (DTI)

8.2. For partnership, corporation and other juridical person: Certificate of Registration and Articles of Incorporation	Securities and Exchange Commissions (SEC)			
8.3. For cooperative: Certificate of Registration	Cooperative Development Authority (CDA) Department of Labor and Employment (DOLE)			
9. Certificate of Non-Coverage (CNC)/Environmental Clearance Certificate (ECC) (1 photocopy)	Department of Environment and Natural Resources – Environmental Management Bureau (DENR–EMB) III			
10. LTO as Animal Facility/Animal Welfare Certificate of Registration (1 photocopy)	DA RFO III – Regulatory Division			
	BAI			
11. Feeds/Feedmill Registration (1 photocopy)	BAI (Online via Intercommerce Service Account)			
12. Handler's License (1 photocopy)	DA RFO III – Regulatory Division			
13. Transport Carrier LTO (1 photocopy)	DA RFO III – Regulatory Division			
14. Discharge Permit (1 photocopy)	DENR III			
Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
1. Submit GAHP application form with complete attachment of major documentary requirements.	<p>1.1 Receive and review application form and major documentary requirements submitted.</p> <p>1.2. For Initial Application, schedule the farm for pre-assessment and notify the CLIENT for the schedule of inspection.</p> <p>1.3. For Renewal Application, endorse the application to National GAHP Team – Bureau of Animal Industry (BAI).</p>	None	3 days	<p>Ms. Golda Kimberly M. Fernandez GAHP Region III Secretariat</p> <p>Ms. Leticia D. Pili –GAHP Region III Secretariat</p>

<p>2. Prepare the farm for inspection and assist the Regional GAHP Team.</p>	<p>For Initial Application:</p> <p>2.1. Conduct pre-assessment of the farm.</p> <p>2.2. Prepare the inspection report.</p> <p>2.3. Endorse and submit to the National GAHP Team (BAI) for schedule of final inspection.</p>	<p>None</p>	<p>3 days</p>	<p>Dr. Agnes DC. Uera Veterinarian III</p> <p>Dr. Jermaine Juco Veterinarian II</p> <p>Ms. Golda Kimberly M. Fernandez Agriculturist II</p> <p>Mr. Mark Joseph B. Pineda Agriculturist II</p> <p>Ms. Crizel D. Alimurung Agriculturist I</p> <p>Dr. Arianne Baluyut Agriculturist I</p> <p>Dr. Paula Angelie C. David Agriculturist I</p>
	<p>2.4. Receive schedule for final inspection and audit from the National GAHP Team (BAI).</p>	<p>None</p>	<p>15 minutes</p>	<p>Mr. Enrile B. Manio GAHP Region III Coordinator</p> <p>Ms. Golda Kimberly M. Fernandez GAHP Region III Secretariat</p> <p>Ms. Leticia D. Pili GAHP Region III Secretariat</p>

3. Prepare farm for the final inspection and audit.	<p>3.1. Conduct final inspection and audit on the farm with the National GAHP Team (BAI).</p> <p>3.2. Present the initial findings and non-compliances (if any) to the CLIENT and provide a timeline for compliance.</p>	None	3 days	<p>Dr. Xandre D. Baccay Division Chief</p> <p>Mr. Enrile B. Manio GAHP Region III Coordinator</p> <p>National GAHP Inspectors BAI</p> <p>GAHP Secretariat BAI</p>
4. Wait for the notification from BAI regarding the releasing schedule of the GAHP Certificate.	4.1. Advise CLIENT regarding the estimated processing time of BAI to issue the GAHP Certificate.	None	15 minutes	Mr. Enrile B. Manio GAHP Region III Coordinator
5. Fill out Client Satisfaction Feedback (CSM) Form	5.1. Receive the CSM Form.	None	5 minutes	Leticia D. Pili GAHP Region III Secretariat
	Total:	None	<p>Initial: 9 days and 35 minutes</p> <p>Renewal: 6 days and 35 minutes</p>	

Notes:

1. *GAHP Certificate for Initial Application is valid for 1 year.*
2. *GAHP Certificate for Renewal Application is valid for 2 years.*



GOOD AGRICULTURAL PRACTICES CERTIFICATION FOR CROPS

The Good Agricultural Practice (GAP) Certification program is being promoted and facilitated by the Regulatory Division to ensure food safety or the RA 10611 (Food Safety Act of 2013) and assure quality of agricultural products while keeping high regard for environmental protection and that of workers' health, safety, and welfare.

It is also aimed at facilitating access of Philippine Agricultural Crops to neighboring ASEAN markets and other foreign markets.

Office or Division	Regulatory Division
Classification	Highly Technical
Type of Transaction	G2C, G2B, G2G
Who May Avail	Individual farmers
	Partnership/joint venture
	Cooperatives
	Corporations
	Associations/organizations
	Demonstration farms
Checklist of Requirements (as per Administrative Circular no. 01, series of 2018)	Where to Secure
1. Letter of intent for PhilGAP training (address to Regional Executive Director) <i>(1 original copy)</i>	CLIENT
2. Accomplished PhilGAP Application Form <i>(1 original copy)</i>	Regulatory Division
3. Form (Annex A and Annex B) <i>(1 original copy)</i>	Department of Agriculture- RFO III, DMGC Maimpis, City of San Fernando Pampanga or maybe downloaded forms from Bureau of Plant Industry website: https://ppssd.buplant.da.gov.ph/storage/app/public/PhilGAP/PhilGAP_Application_Form.pdf
4. Organizational Profile/Farm Profile <i>(1 original)</i>	CLIENT

5. Field Lay-out (1 original)		CLIENT					
6. Farm map or area map (1 original)		CLIENT					
7. Field operation procedures (Crop) (1 photocopy)		CLIENT					
8. Certificate of Training on GAP (1 photocopy)		Regulatory Division Department of Agriculture- RFO III, DMGC Maimpis, City of San Fernando Pampanga					
9. Certificate of Registration (1 photocopy)							
9.a For individual application					RSBSA (Municipal/City Agriculture)		
9.b For group application							
9.b.1 cooperative					Cooperative Development Authority/RSBSA (Municipal/City Agriculture)		
9.b.2 For association		Securities and Exchange Commission/ Department of Labor and Employment/RSBSA (Municipal/City Agriculture)					
9.b.3 For partnership and corporation		Securities and Exchange Commission					
10. Soil Analysis Result (1 photocopy)		CLIENT					
11. Procedure for Outgrowership scheme (If applicable) (1 photocopy)		CLIENT					
Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible			

<p>1. Submit letter of intent for PhilGAP training (address to Regional Executive Director) thru emails or personal.</p>	<p>1.1 Receive the letter and forward it to the Regional Executive Director to Regulatory Division</p>	<p>None</p>	<p>1 day</p>	<p>Rolibeth Zapata, Records Unit Head</p> <p>Dr. Eduardo L. Lapuz, Regional Executive Director</p> <p>Dr. Xandre D. Baccay, Division Chief</p>
	<p>1.2 Inform CLIENT to attend orientation via email or phone call</p>	<p>None</p>	<p>15 minutes</p>	<p>Marilyn G. Velarde, Supervising Agriculturist</p> <p>Roel R. Rubion, Agriculturist II</p> <p>Christian M. Canlas, Agriculturist I</p>
<p>2. Attend GAP Orientation Training</p>	<p>2.1 Conduct Orientation Training on farmers.</p>	<p>None</p>	<p>1 day</p>	<p>Marilyn G. Velarde, Supervising Agriculturist</p> <p>Roel R. Rubion, Agriculturist II</p> <p>Christian M. Canlas, Agriculturist I</p> <p>Jomar T. Ped, Technical Staff</p>

	2.2 Issue Certificate of Training on GAP to the CLIENT	None	1 day	Christian M. Canlas, Agriculturist I Jomar T. Ped, Technical Staff
3. Submit fully accomplished application and documents to Regional Executive Director office/GAP Focal person	3.1 Check on the completeness of documents.	None	15 minutes	Marilyn G. Velarde, Supervising Agriculturist
	3.2 CLIENTs with complete documents will proceed to pre-assessment of farms.	None	2 hours	Marilyn G. Velarde, Supervising Agriculturist Roel R. Rubion, Agriculturist II Christian M. Canlas, Agriculturist I Jomar T. Ped, Technical Staff
	3.3 CLIENT who passed the pre-assessment of farm will upload the complete documents to	None	1 Day	Christian M. Canlas, Agriculturist I Deichelle F. Roxas, Technical Staff

	Good Agricultural Practices Secretariat (Bureau of Plant Industry-Plant Product Safety Services Division, Malate Manila)			
	3.4 Endorsed the complete documents to Regional Director to Bureau of Plant Industry-Director for inspection	None	30 minutes	Christian M. Canlas Agriculturist I Deichelle F. Roxas Technical Staff
4. Prepare the farm for inspection and make available all pertinent records	4.1 Bureau of Plant Industry-Plant Product Safety Services Division counter check the documents and issue Notice of Inspection to the farmer through the Good Agricultural Practices focal person	None	5 Days	Bureau of Plant Industry-Plant Product Safety Services Division & Regional GAP Team Marilyn G. Velarde Supervising Agriculturist Roel R. Rubion Agriculturist II Christian M. Canlas Agriculturist I Evelyn Villafane Agriculturist I

	4.2 Conduct Inspection of Farm and submit inspection report	None	3 hours	Bureau of Plant Industry- Plant Product Safety Services Division, Philippine Good Agricultural Practices Inspector Regional GAP Team
	4.3 After the inspection, the CLIENT will be notified about the inspection result. If the CLIENT is compliant, the application is recommended for approval.	None	5 minutes	Bureau of Plant Industry- Plant Product Safety Services Division, Philippine Good Agricultural Practices Inspector Regional GAP Team
	4.4 Approval by the Bureau of Plant Industry Director	None	Refer to BPI Citizen's Charter	Bureau of Plant Industry Director
5. Receive PhilGAP certificate	5.1. Release of approved certificate from Bureau of Plant Industry to the farmer	None	1 Day	Dr. Xandre D. Baccay Division Chief Marilyn G. Velarde Supervising Agriculturist
6. Fill-out Client Satisfaction Feedback (CSM) Form.	6.1. Receive CSM Form.	None	1 minute	Christian M. Canlas Agriculturist I
Total:		None	10 days 6 hrs and 6 minutes	



PLANT NURSERY ACCREDITATION FOR GOVERNMENT AND PRIVATE PLANT NURSERY OPERATORS AND THEIR NURSERIES

In pursuant to Section 12 of the Seed Industry Development Act of 1992 (RA 7308) and Chapter VI of its Implementing Rules and Regulations (IRR. The Circular No. 1 covers nurseries producing National Seed Industry Council (NSIC) registered variety strains and clones including those defunct National Seed Board (PSB) planting materials of fruit and plantation crops.

This aims to ensure that the plant nursery operators and their nurseries comply with the requirements and guidelines set by the Bureau of Plant Industry (BPI) for accreditation to procedure quality planting material of fruits and plantation crops.

Office or Division:	Regulatory Division
Classification:	Complex
Type of Transaction:	G2B, G2C, G2G
Who may avail:	Department of Agriculture (DA) - Regional Field Offices and its Centers/Station; State Colleges and Universities (SCUs), Local Government Units (LGUs) and other Government Agencies; Private Individuals; and Private Groups (cooperative, Association, Corporation, etc.)
Checklist of Requirements <i>(as per Department Circular No. 1 Series of 2020, section no. 5.1.1) for Private Nurseries</i>	Where to Secure
For Plant Nursery Accreditation	
1. Letter of intent for training on plant nursery establishment and operation including plant material certification (addressed to Regional Executive Director) <i>(1 original copy)</i>	CLIENT
2. Letter of intent for application (addressed to BPI Director Gerald Glenn F. Panganiban, Ph.D.) <i>(1 original copy)</i>	CLIENT

<p>3. Certificate of training on nursery establishment and operation including plant material certification (issued within two years prior to application) <i>(1 photocopy)</i></p> <p>3.1. Initial application for accreditation:</p> <p>3.1.1. Sole proprietorship /partnership: one (1) person</p> <p>3.1.2. Cooperative/ Association/ Corporation: minimum of two (2) persons</p> <p>3.2. Renewal of accreditation:</p> <p>3.2.1. Sole proprietorship/ partnership: one (1) person</p> <p>3.2.2. Cooperative/ Association/ Corporation: all person doing propagation work</p>	<p>Department of Agriculture Regional Field Office (DA RFO) III – Regulatory Division, DMGC, Brgy. Maimpis, City of San Fernando, Pampanga</p>
<p>4. Filled out Application Form for Mother Trees <i>(3 original copies)</i></p>	<p>Department of Agriculture Regional Field Office (DA RFO) III – Regulatory Division, DMGC, Brgy. Maimpis, City of San Fernando, Pampanga</p> <p>Downloadable from the Bureau of Plant Industry –National Seeds Quality Control Services (BPI–NSQCS) Website: https://bpinsqcs.da.gov.ph/forms/PMC%20forms 2020withMEMO.pdf</p>
<p>5. Mayor’s permit (current year) <i>(1 photocopy)</i></p>	<p>Local Government Unit</p>
<p>6. Bureau of Internal Revenue (BIR) Registration <i>(1 photocopy)</i></p>	<p>Bureau of Internal Revenue</p>
<p>7. Duly notarized authorization of the applicant (for partnership, corporation, cooperative, or association) <i>(1 photocopy)</i></p>	<p>CLIENT</p>

8. Certificate of Registration <i>(1 photocopy)</i>	
8.1. For sole proprietorship and partnership:	Department of Trade and Industry (DTI)
8.2. For cooperative:	Cooperative Development Authority (CDA)
8.3. For association:	Securities and Exchange Commission (SEC) or Department of Labor and Employment (DOLE)
8.4. For partnership and corporation	Securities and Exchange Commission (SEC)
9. Location map and layout of trees being applied for certification <i>(1 photocopy)</i>	CLIENT
10. Official Receipt of payment for application fee <i>(1 photocopy)</i>	Bureau of Plant Industry-National Seeds Quality Control Services Region 03
Checklist of Requirements <i>(as per Department Circular No. 1 Series of 2020, section no. 5.1.2) for Government Nurseries</i>	Where to Secure
For Certification of Mother Trees	
1. Letter of intent for training on plant nursery establishment and operation, and plant material certification (addressed to Regional Executive Director) <i>(1 original copy)</i>	CLIENT
2. Letter of intent for application (addressed to the BPI Director) <i>(1 original copy)</i>	CLIENT
3. Certificate of training on nursery establishment and operation including plant material certification (issued within two years prior to application) (minimum of 2 persons) (2	Department of Agriculture Regional Field Office (DA RFO) III – Regulatory Division, DMGC, Brgy. Maimpis, City of San Fernando, Pampanga

<i>photocopies)</i>				
4. Filled out Application Form for Plant Nursery Accreditation (3 original copies)		Department of Agriculture Regional Field Office (DA RFO) III – Regulatory Division, DMGC, Brgy. Maimpis, City of San Fernando, Pampanga		
		Downloadable from the Bureau of Plant Industry –National Seeds Quality Control Services (BPI–NSQCS) Website: https://bpinsqcs.da.gov.ph/forms/PMC%20forms 2020withMEMO.pdf		
5. Authorization of the applicant duly signed by the designated authority of the agency (1 original copy)		CLIENT		
6. Location map and layout of trees being applied for certification (1 photocopy)		Bureau of Plant Industry–National Seeds Quality Control Services Region 03		
8. Official Receipt of payment for application fee (except for DA-attached agencies, DA RFOS and its Centers/Stations) (1 photocopy)		Bureau of Plant Industry–National Seeds Quality Control Services Region 03		
Client Steps	Agency Action	Fees to be Paid	Processing Time	Person Responsible
1. Submit a letter of intent for training on plant nursery establishment and operation, and plant material certification (addressed to Regional Executive Director (RED)) thru email or walk-in.	1.1 Receive the letter and forward it to the RED then to the Regulatory Division.	None	1 Day	Rolibeth B. Zapata, Chief, Records Unit Dr. Eduardo L. Lapuz, OIC–Regional Executive Director Dr. Xandre D. Baccay, Division Chief

	1.2 Inform CLIENT to attend orientation via email or phone call	None	15 minutes	<p>Marilyn G. Velarde, Supervising Agriculturist</p> <p>Roel R. Rubion, Agriculturist II</p> <p>Christian M. Canlas, Agriculturist I</p> <p>Evelyn A. Villafane, Agriculturist I</p>
2. Attend Plant Nursery establishment and operation, and plant material certification Orientation Training	2.1 Conduct Orientation Training on farmers.	None	1 Day	<p>Bureau of Plant Industry–National Seeds Quality Control Services Region 03</p> <p>Marilyn G. Velarde, Supervising Agriculturist</p> <p>Roel R. Rubion, Agriculturist II</p> <p>Christian M. Canlas, Agriculturist I</p> <p>Evelyn A. Villafane, Agriculturist I</p>
	2.2 Issue Certificate of Training on Plant Nursery establishment and	None	1 Day	<p>Marilyn G. Velarde, Supervising</p>

	operation, and plant material certification to the CLIENT			<p>Agriculturist</p> <p>Roel R. Rubion, Agriculturist II</p> <p>Christian M. Canlas, Agriculturist I</p> <p>Evelyn A. Villafane, Agriculturist I</p>
3. Submit documents to Regional Executive Director office/Plant Nursery Evaluator/Plant Material Inspector.	3.1. Check on the completeness of documents.	None	30 minutes	<p>Roel R. Rubion, Agriculturist II</p> <p>Christian M. Canlas, Agriculturist I</p> <p>Evelyn A. Villafane, Agriculturist I</p>
	3.2. Endorse documents to Bureau of Plant Industry-National Seeds Quality Control Services Region 3 and advise the CLIENT about the application fee to be paid at Bureau of Plant Industry-National Seeds Quality Control Services Main Office or Region 03 office.	None	1 Day	<p>Roel R. Rubion, Agriculturist II</p> <p>Christian M. Canlas, Agriculturist I</p> <p>Evelyn A. Villafane, Agriculturist I</p>

4. Prepare the farm for inspection and make available all pertinent records.	4.1. Conduct Inspection of Farm and submit inspection report.	None	1 Day	Bureau of Plant Industry–National Seeds Quality Control Services Region 03 and DA RFO 3 Plant Material Inspector
	4.2. Evaluate, review & validate inspection report and make recommendation for approval by the Bureau of Plant Industry Director	None	1 Day	Bureau of Plant Industry–National Seeds Quality Control Services Region 03 and DA RFO 3 Plant Material Inspector
	4.3. Approval by the Bureau of Plant Industry Director	None	Refer to the BPI Citizen’s Charter	Bureau of Plant Industry-National Seeds Quality Control Services
5. Receive Approved certification	5.1 Issue the Approved Certification	None	1 Day	Dr. Xandre D. Baccay, Division Chief Marilyn G. Velarde, Supervising Agriculturist
Total:		None	7 days and 45 minutes	



CERTIFICATION OF MOTHER TREES AND PROPAGATED PLANTING MATERIAL

In pursuant to Section 12 of Republic Act 7308, otherwise known as the Seed Industry Development Act of 1992 and Chapter VI of its Implementing Rules and Regulations (IRR). Circular no. 2 covers the certification of mother trees and propagated planting materials of registered varieties of the National Seed Industry Council (NSIC) including those of the defunct Philippine Seed Board (PSB) to ensure the varietal identity and purity of mother trees and quality and traceability of the propagated planting materials.

FOR PLANT MATERIAL CERTIFICATION

Office or Division:	Regulatory Division
Classification:	Complex
Type of Transaction:	G2B, G2C, G2G
Who May Avail:	Department of Agriculture (DA) - Regional Field Offices and its Centers/Station; State Colleges and Universities (SCUs), Local Government Units (LGUs) and other Government Agencies; Private Individuals; and Private Groups (cooperative, Association, Corporation, etc.
Checklist of Requirements <i>(as per Department Circular No. 2 Series of 2020, section no. 5a)</i>	Where to Secure
For Certification of Mother Trees	
1. Filled out Application Form for Mother Trees <i>(4 original copies)</i>	Department of Agriculture Regional Field Office (DA RFO) III – Regulatory Division, DMGC, Brgy. Maimpis, City of San Fernando, Pampanga Downloadable from the Bureau of Plant Industry – National Seeds Quality Control Services (BPI–NSQCS) Website: https://bpinsqcs.da.gov.ph/forms/PMC%20forms2020withMEMO.pdf

2. Proof of varietal identity of mother tree being applied for certification any of the following;	CLIENT
A. Purchase Receipt (<i>1 photocopy</i>)	CLIENT
B. Certification from the source of planting material (<i>1 photocopy</i>)	Bureau of Plant Industry-National Seeds Quality Control Services Region 03
C. Certification from knowledgeable person such as experts or those who have experience regarding the crop being applied for n varietal identity (<i>1 photocopy</i>)	Bureau of Plant Industry-National Seeds Quality Control Services Region 03
D. DNA analysis (<i>1 photocopy</i>)	Bureau of Plant Industry-National Seeds Quality Control Services Region 03
E. Result of re-evaluation of varietal characteristics based on NSIC parameters for one fruiting season (<i>1 photocopy</i>)	Bureau of Plant Industry-National Seeds Quality Control Services Region 03
Location map and layout of trees being applied for certification (<i>1 photocopy</i>)	CLIENT
Receipt of payment of application fee (<i>1 photocopy</i>)	CLIENT
Checklist of Requirements (as per Department Circular No. 2 Series of 2020, section no. 5b)	Where to Secure

For certification of planting materials				
1. Asexually Propagated and Sexually Propagated				
1.Filled out Application Form for Asexually propagated seedlings; and or/ Sexually Propagated seedlings (4 original copies)		Department of Agriculture Regional Field Office (DA RFO) III – Regulatory Division, DMGC, Brgy. Maimpis, City of San Fernando, Pampanga		
		Downloadable from the Bureau of Plant Industry – National Seeds Quality Control Services (BPI– NSQCS) Website: https://bpinsqcs.da.gov.ph/forms/PMC%20forms2020withMEMO.pdf		
2. Plant Nursery Accreditation Certificate (1 photocopy)		Bureau of Plant Industry-National Seeds Quality Control Services Region 03		
3. Plant material certificate of Mother Trees (1 photocopy)		Bureau of Plant Industry-National Seeds Quality Control Services Region 03		
4. Official Receipt of application fee (1 photocopy)		Bureau of Plant Industry-National Seeds Quality Control Services Region 3		
Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible
1. Fill-out application form and other documentary requirements	1.1. Assist the applicants in the filling out of application form	None	30 minutes	Roel R. Rubion, Agriculturist II
	1.2 the DA-RFO III pre-assess/Check on the completeness of documents		30 minutes	Christian M. Canlas, Agriculturist I Evelyn A. Villafane, Agriculturist I

	1.3. Endorsed documents to Bureau of Plant Industry-National Seeds Quality Control Services Region 3 and advise the CLIENT about the application fee to be paid at Bureau of Plant Industry-National Seeds Quality Control Services Main Office or Region 03 office		1 Day	
	1.4. Review the Completeness and accurateness of the documents	None	Refer to PMI Citizen's Charter	Plant Material Inspector (PMI) Central Office
	1.5. Prepare evaluation Report for approval or rejection of evaluated documents.	None	Refer to PMI Citizen's Charter	PMI & Chief, NSQCS Region III
2. Prepare the farm for inspection and make available all pertinent records	2.1 Conduct Inspection of Farm and submit inspection report	None	1 Day	Bureau of Plant Industry-National Seeds Quality Control Services Region 03 DA RFO 3 Plant Material Inspector

	2.2 Evaluate, review & validate inspection report and make recommendation for approval by the Bureau of Plant Industry Director.	None	1 Day	Bureau of Plant Industry- National Seeds Quality Control Services Region 03 DA RFO 3 Plant Material Inspector
	2.3, Final Review of the submitted Documents by Central Office	None		Bureau of Plant Industry- National Seeds Quality Control Services Central Office
	2.4 Approval by the Bureau of Plant Industry Director	None		Bureau of Plant Industry- National Seeds Quality Control Services
	2.5 Preparation and Printing and shipping of Tagging Materials	None		Bureau of Plant Industry- National Seeds Quality Control Services
	2.6 Advise the CLIENT about the corresponding fees for tagging to be paid at Bureau of Plant Industry-National Seeds Quality Control Services Main Office or Region 03 office	None	15 minutes	Roel R. Rubion, Agriculturist II Christian M. Canlas, Agriculturist 1 Evelyn A. Villafane, Agriculturist I

3. Receive Tags and Approved certification	3.1 Tagging and Issuance of Certificate	None of	1 Day	Dr. Xandre D. Baccay Division Chief Marilyn G. Velarde, Supervising Agriculturist
4. Fill out Client Satisfaction Feedback (CSM) Form.	4.1 Receive CSM Form.	None	1 minute	Christian M. Canlas, Agriculturist I
Total:		50- Application Form P100/tag	4 days, 1 hour and 16 minutes	



PLANT TISSUE CULTURE FACILITY ACCREDITATION

Pursuant to the provision of Section 12 of the Republic Act No. 7308, otherwise known as the Seed Industry Development Act of 1992, issued to ensure the processes undertaken in the plant tissue culture facility to produce quality planting materials of various crops.

APPLICATION FOR PLANT TISSUE CULTURE FACILITY ACCREDITATION

Office or Division:	Regulatory Division
Classification:	Highly Technical
Type of Transaction	G2B, G2C, G2G
Who May Avail	Department of Agriculture (DA) - Regional Field Offices and its Centers/Station; State Colleges and Universities (SCUs), PLocal Government Units (LGUs) and other Government Agencies; Private Individuals; and Private Groups (cooperative, Association, Corporation, etc.)
Checklist of Requirements (as per Department Circular No. 3 Series of 2020, section no. 5.1.1)	Where to Secure
For Plant Nursery Accreditation	
1. Letter of intent (Address to the BPI Director) (1 original copy)	CLIENT
2. Filled out Application Form (BPI-NSQCS-PTCFA Form 1) (4 original copies)	Department of Agriculture Regional Field Office (DA RFO) III – Regulatory Division, DMGC, Brgy. Maimpis, City of San Fernando, Pampanga
	Bureau of Plant Industry-National Seeds Quality Control Services Region 3/Central Office
3. Current Mayor's Permit (1 photocopy)	Office of the Mayor/Local Government Unit
4. Bureau of Internal Revenue (BIR) Registration (1 photocopy)	Bureau of Internal Revenue (BIR)

<p>5. 5. Duly Notarized Authorization of Applicant</p> <p>5.a.(for private groups) (<i>1 original copy</i>);</p> <p>5.b. Authorization of applicant duly signed by the designated authority of the agency (for government tissue culture facility; (<i>1 original copy</i>))</p>	<p>CLIENT</p> <p>NSQCS Central Office or Regional/Satellite NSQCS Office</p>
<p>6. Any of the following documents, whichever is applicable (<i>1 photocopy</i>):</p> <p>6.a Department of Trade and Industry (DTI) Registration Certificate; For Sole proprietorship and partnership);</p> <p>6.b. Security and Exchange Commission (SEC) Registration Certificate; For Partnership and Private Corporations)</p> <p>6.c. Security and Exchange Commission (SEC) or Department of Labor and Employment (DOLE) registration; For Private associations);</p> <p>6.d. Cooperative Development Authority (CDA) registration certificate; For Cooperatives);</p>	<p>DTI</p> <p>SEC</p> <p>SEC</p> <p>CDA</p>
<p>7. Certificate of existence of the facility (<i>1 original copy</i>)</p>	<p>Unit head of the SUC</p> <p>local chief executive of the LGU</p> <p>head of DA Center/Station (For NSQCS Central Office or Regional/Satellite NSQCS Office Applicant 19 Government Tissue culture facility)</p>

8. Location map, lay-out plan and photos of the plant tissue culture facility (1 photocopy)	CLIENT			
9. Official Receipt of payment for application fee (1 photocopy)	Bureau of Plant Industry-National Seeds Quality Control Services Region 03 (all of the above listed documents except Number 03.)			
Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible
1. Fill-out and submit application form with the necessary documents	<p>1.1. The DA-RFO III pre-assess/Check on the completeness of documents.</p> <p>1.2 Forward documents to Bureau of Plant Industry-National Seeds Quality Control Services Region 3 and advise the CLIENT about the application fee to be paid at Bureau of Plant Industry-National Seeds Quality Control Services Main Office or Region 03 office</p>	None	30 minutes	<p>Roel R. Rubion, Agriculturist II,</p> <p>Christian M. Canlas, Agriculturist I,</p>

	1.3 Review the completeness and accurateness of the documents.	None			Technical/Non-technical staff of Regional/Satellite NSQCS
	1.4 Prepare Document Evaluation Form (BPI-NSQCS-PTCFA Form 2)	None			PMI & Chief, NSQCS Region III
	1.5 Endorse application and document evaluation form to NSQCS Central Office	None			Regional/Satellite NSQCS Office
2. Prepare the facility and make available all pertinent records	2.1 conduct of On-site Evaluation of Tissue Culture Facility	None	2 hours		Technical Staff of NSQCS Central/Regional/Satellite Office DA-RFO III Deputized Inspector/Evaluator
	2.2 Conduct of exit conference with applicant and evaluators	None	30 minutes		Bureau of Plant Industry- Technical Staff of NSQCS Central/Regional/Satellite Office DA-RFO III Deputized Inspector/Evaluator
3. Receive Approved certification	3.1. Release of approved certification to the farmer	None	1 Day		Dr. Xandre D. Baccay, Division Chief

				Marilyn G. Velarde, Supervising Agriculturist
4. Fill-out Client Satisfaction Feedback (CSM) Form	Receive CSM Form.	None	1 minute	Christian M. Canlas Agriculturist I
	Total	None	1 day and 3 hours and 1 minute	

PARTICIPATORY GUARANTEE SYSTEM (PGS) CERTIFICATION AND ACCREDITATION

RA No. 11511 amended the provisions of RA No. 10068 by adding a new section (Section 14) on Participatory Guarantee System (PGS), as a mechanism by which small farmers/fisherfolk, their farms/associations/cooperatives shall certify as engaged in organic agriculture and as producers of organic agriculture products. The participatory organic certification from a government agency or OCBs, organized in accordance with this Act, shall be promoted and accepted. The products certified through the PGS shall be traded only in the domestic market, unless covered by an international certification or a mutual recognition agreement.

FOR PARTICIPATORY GUARANTEE SYSTEM (PGS) ACCREDITATION AND CERTIFICATION

Office or Division:	Regulatory Division	
Classification:	Highly Technical	
Type of Transaction:	G2B, G2C	
Who may avail:	Farmers/Fisherfolks	
CHECKLIST OF REQUIREMENTS <i>Department Circular No.3 S.2022/ Article IV or RA 11511</i> <i>5.3.4.2 Process Requirements (for membership)</i>	WHERE TO SECURE	
Initial Application		
1. Endorsement letter <i>(1 original copy)</i>	Municipal/city Local Technical Committee for Organic Agriculture (LTC OA)/ Office of Local Chief Executive (LCE)/ Municipal/City Council for Agriculture;	
2. Mayor's Permit <i>(1 photocopy)</i>	Office of the Mayor	
3. Accomplished Application Form (PGS-Form) <i>(1 original copy)</i>	Department of Agriculture Regional Field Office (DA RFO) III – Organic Agriculture Program/Regulatory Division, City of San Fernando, Pampanga (Hardcopy)	
	Bureau of Agriculture and Fisheries Standard	
4. Organic Management Plan (OMP) <i>(1 photocopy)</i>	CLIENTs	

5. Signed Farmer's Pledge (<i>1 original copy</i>)	CLIENTs
6. Farm map, and profile including practices (<i>1 original copy</i>)	CLIENTs
7. Self-review on the status of their farm (Self-review form in Annex B.4). (<i>1 original copy</i>)	Bureau of Agriculture and Fisheries Standard Organic Agriculture Program (Central Office /Region III)
CHECKLIST OF REQUIREMENTS <i>Republic Act 11511</i> <i>5.3.5 Records Management (for PGS Group)</i>	WHERE TO SECURE
1. Accomplished Application Forms (Annex B.1) (<i>1 original copy</i>)	Bureau of Agriculture and Fisheries Standard Organic Agriculture Program (Central Office /Region III)
2. Signed Farmer's Pledges (Annex B.2); (<i>1 original copy</i>)	Bureau of Agriculture and Fisheries Standard Organic Agriculture Program (Central Office /Region III)
3. Signed Membership agreements (Annex B.3) (<i>1 original copy</i>)	Bureau of Agriculture and Fisheries Standard Organic Agriculture Program (Central Office /Region III)
4. Records generated from peer review and certification activities such (<i>1 original copy</i>); 4.1 accomplished self-review and peer review form, 4.2 accomplished certification decision form: and 4.3 other documents that provide evidence of compliance	Bureau of Agriculture and Fisheries Standard Organic Agriculture Program (Central Office /Region III)
5. Database (as indicated in the Report Template in Annex D) (<i>1 original copy</i>)	Bureau of Agriculture and Fisheries Standard Organic Agriculture Program (Central Office /Region III)
6. Accomplished Appeals Decision Forms and records generated from	Bureau of Agriculture and Fisheries Standard Organic Agriculture Program (Central Office /Region III)

verifying the filed appeals and complaints (1 original copy);				
7. Other records deemed necessary by the group (1 original copy). 7.1 Procedure Manuals/Organic Management Plan) 7.2 Proof of registration to Municipal Council of Agriculture 7.3 Proof of Physical Office		CLIENTs Municipal Council of Agriculture CLIENTs		
CLIENT STEPS For Inspection	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Waiting for Inspection Schedule	1. Received Intent Letter from Bureau of Agriculture and Fisheries Standard requesting for Inspection	None	10 minutes	Dr. Xandre D. Baccay Chief, Regulatory Division Marilyn G. Velarde Supervising Agriculturist
	1.2 Prepare letter request for submission of Farmer's Document and Inspection Schedule to the Bureau of Agriculture and Fisheries Standard	None	20 minutes	Dr. Xandre D. Baccay Chief, Regulatory Division Marilyn G. Velarde Supervising Agriculturist,

	1.3 Review the submitted document and assigned inspection officer	None	30 minutes	Dr. Xandre D. Baccay Chief, Regulatory Division Marilyn G. Velarde Supervising Agriculturist
2. Sign and signify conform inspection and prepare the farm for inspection and make available the pertinent documents	2.1 Conduct inspection (Farm walk interview, entrance meeting) (For 5 farmer member)	None	5 days	Bureau of Agriculture and Fisheries Standard DA-RFO III Regulatory Division
	2.2 Prepare Inspection report and Closing meeting			
	2.3 Signing of Inspection Report			Bureau of Agriculture and Fisheries Standard DA-RFO III Regulatory Division OAP Local Community Unit/ OAP Regional Technical Staff

<p>3. Resolve findings during inspection</p> <p>Preparation of Correction and Corrective Action Plan</p>	<p>3.1 Monitor the implementation of Correction and Corrective Action Plan</p>	<p>None</p>	<p>1 day</p>	<p>Bureau of Agriculture and Fisheries Standard</p> <p>DA-RFO III</p> <p>Regulatory Division</p>
<p><i>For Farm Audit</i></p>				
<p>4. Waiting for Farm Audit</p>	<p>4.1 Received Intent Letter for farm audit from Bureau of Agriculture and Fisheries Standard requesting for farm audit</p>	<p>None</p>	<p>10 minutes</p>	<p>Dr. Xandre D. Baccay</p> <p>Chief, Regulatory Division</p> <p>Marilyn G. Velarde</p> <p>Supervising Agriculturist</p>
	<p>4.2 Prepare the letter request for submission of Farmer's Document (operation manual) and schedule of farm audits to the Bureau of Agriculture and Fisheries Standard</p>	<p>None</p>	<p>20 minutes</p>	<p>Dr. Xandre D. Baccay</p> <p>Chief, Regulatory Division</p> <p>Marilyn G. Velarde</p> <p>Supervising Agriculturist,</p>
	<p>4.3 Review the submitted document and assigned audit officers</p>	<p>None</p>	<p>30 minutes</p>	<p>Dr. Xandre D. Baccay</p> <p>Chief, Regulatory Division</p>

				Marilyn G. Velarde Supervising Agriculturist
	4.4 Conduct farm Audit (Office audit, witness audit)	None	5 days	Bureau of Agriculture and Fisheries Standard DA-RFO III Regulatory Division
	4.5 Prepare Audit report and Closing meeting			
	4.6 Signing of Audit Report			Bureau of Agriculture and Fisheries Standard DA-RFO III Regulatory Division OAP Local Community Unit/ OAP Regional Technical Staff

	4.7 Monitor the implementation of Correction and Corrective Action Plan	None	1 day	Bureau of Agriculture and Fisheries Standard DA-RFO III Regulatory Division
<i>For Farm Monitoring</i>				
	4.8. Received Intent Letter for yearly PGS Monitoring from Bureau of Agriculture and	None	10 minutes	Dr. Xandre D. Baccay Chief, Regulatory Division Marilyn G. Velarde Supervising Agriculturist
	4.9. Assigned Inspector for PGS Monitoring	None	10 minutes	Dr. Xandre D. Baccay Chief, Regulatory Division Marilyn G. Velarde Supervising Agriculturist
	4.10. Conduct of PGS Monitoring Five Farm and one Office	None	5 days	Bureau of Agriculture and Fisheries Standard DA-RFO III

		4.11. Prepare Monitoring Report Subjected to recommendation for revocation (if committed violation)			Regulatory Division
		4.12. Signing of Monitoring Report			
5. Fill-out Client Satisfaction Measurement (CSM) Form		5.1 Receive the CSM Form	None	1 minute	Christian M. Canlas Agriculturist I
Total:			None	17 days and 91 minutes	

ANIMAL DISEASE SURVEILLANCE AND MONITORING

The division implement policies aimed at preventing occurrences and outbreaks of serious animal diseases such as African Swine Fever (ASF), Avian Influenza (AI) or Foot-and-Mouth Disease (FMD) by conducting regular surveillance activities to determine the presence or absence of disease for early warning, support the farming industry, protect the welfare of animals and safeguard public health from animal borne diseases.

Office or Division:	Regulatory Division			
Classification:	Highly Technical			
Type of Transaction:	G2G			
Who may avail:	Provincial Veterinarians Municipal/City Veterinarians Municipal/City Agriculturists			
Checklist of Requirements		Where to Secure		
1. Request Letter (<i>1 original copy</i>)		Provincial Veterinary Office Municipal/City Veterinary Office Municipal/City Agriculture Office		
Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
1. Submit a letter requesting assistance for disease surveillance in high-risk areas addressed to the DA RFO III – Regional Executive Director (RED) and attention it to the Regulatory Division Chief.	1.1. Receive the request letter and forward to the RED.	None	3 hours and 25 minutes	Ms. Rolibeth B. Zapata Chief, Records Unit
	1.2. Receive and review the request letter and forward to the Division Chief of the Regulatory Division.	None	1 hour	Dr. Eduardo L. Lapuz, Jr. OIC –RED
	1.3. Receive and review the request letter.	None	15 minutes	Dr. Xandre D. Baccay Division Chief
	1.4. Make an activity plan and check for the availability of surveillance materials.	None	4 hours	Dr. Xandre D. Baccay Division Chief Dr. Agnes DC. Uera Veterinarian III

	1.5. Schedule the conduct of surveillance activity and prepare the coordination letter addressed to the Local Chief Executive of the requesting Province/ Municipality/City to be initially signed by the Division Chief and to be approved by RED.	None	1 day	Dr. Xandre D. Baccay Division Chief Dr. Agnes DC. Uera Veterinarian III Mr. Enrile B. Manio Agriculturist II Dr. Arianne Bel D. Baluyut Agriculturist I
2. Acknowledge receipt of coordination letter via email.	2.1. Receive the approved coordination letter and forward it to the CLIENT via electronic and physical mail.	None	15 minutes	Dr. Agnes DC. Uera Veterinarian III Mr. Enrile B. Manio Agriculturist II Dr. Arianne Bel D. Baluyut Agriculturist I
3. Assist the Surveillance Team in the conduct of the activity.	3.1. Conduct disease surveillance through sample collection from animals and gather information from animal owners. 3.2. Consolidate all the data gathered from the interview before submitting the forms to the laboratory.	None	1 day	Dr. Jermaine D. Juco Veterinarian II Mr. Enrile B. Manio Agriculturist II Mr. Mark Joseph B. Pineda Agriculturist II Dr. Arianne Bel D. Baluyut Agriculturist I Ms. Crizel D. Alimurung Agriculturist I Fatimah G. Manapul, Kessa Adrienne F. Cruz, Angelo Miguel M. Bundalian, Rizhel Allen M. Santos,

				Jovinel G. Culasi, Lealyn Sanchez, Elmhar Del Mundo, Edilberto Layco Contract of Service (COS)
	3.3. Submit the samples along with the laboratory forms to ADDRL or RADDL III for confirmatory diagnosis.	None	1 day	Mr. Enrile B. Manio Agriculturist II Rizhel Allen M. Santos, Jovinel G. Culasi, Edilberto Layco (COS)
4. Acknowledge receipt of laboratory result via email. If positive: refer to <i>Animal Disease Containment</i> of this Citizens Charter.	4.1. Receive the laboratory results and forward to the CLIENT via email.	None	15 minutes	Dr. Xandre D. Baccay Division Chief Dr. Agnes DC. Uera Veterinarian III Mr. Enrile B. Manio Agriculturist II Dr. Arianne Bel D. Baluyut Agriculturist I
	Total:	None	8 days, 4 hours and 10 minutes	

DISEASE INVESTIGATION

The division implement policies aimed at preventing occurrences and outbreaks of serious animal diseases such as African Swine Fever (ASF) or Avian Influenza (AI) by conducting a disease investigation to identify the possible sources of infection and to be able to establish control measures that will prevent further transmission.

Office or Division:	Regulatory Division			
Classification:	Simple			
Type of Transaction:	G2G, G2B, G2C			
Who may avail:	Animal Raisers Animal Farm Owners Farm Veterinarians Provincial Veterinarians Municipal/City Veterinarians Municipal/City Agriculturists			
Checklist of Requirements		Where to Secure		
1. Incident Report (<i>1 original copy</i>)		Animal Raisers Animal Farm Owners Farm Veterinarians Provincial Veterinary Office Municipal/City Veterinary Office Municipal/City Agriculture Office		
Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
1. Report suspected cases or occurrences of disease in the area.	1.1. Receive report and coordinate with the Local Government Unit (LGU) for the conduct of disease investigation on suspect animals.	None	30 minutes	Dr. Xandre D. Baccay Division Chief Dr. Agnes DC. Uera Veterinarian III
	1.2. For urgency, schedule the conduct of disease investigation on the same day if possible.	None	30 minutes	Dr. Xandre D. Baccay Division Chief Dr. Agnes DC. Uera Veterinarian III Mr. Enrile B. Manio Agriculturist II Dr. Arianne Bel D. Baluyut Agriculturist I

	<p>1.3. Conduct disease investigation through sample collection from suspect animals and gather information from the animal owner/farmer.</p> <p>1.4. Consolidate the data gathered from the interview before submitting the forms to the laboratory.</p>	None	1 day	<p>Dr. Jermaine D. Juco Veterinarian II</p> <p>Mr. Enrile B. Manio Agriculturist II</p> <p>Dr. Arianne Bel D. Baluyut Agriculturist I</p> <p>Fatimah G. Manapul, Kessa Adrienne F. Cruz, Angelo Miguel M. Bundalian, Rizhel Allen M. Santos, Jovinel G. Culasi, Lealyn Sanchez, Elmhar Del Mundo, Edilberto Layco Contract of Service (COS)</p>
	1.5. Submit the samples along with the laboratory forms to ADDRL or RADDL for confirmatory diagnosis.	None	1 day	<p>Mr. Enrile B. Manio Agriculturist II</p> <p>Rizhel Allen M. Santos, Jovinel G. Culasi, Edilberto Layco (COS)</p>
<p>2. Acknowledge receipt of laboratory result via email.</p> <p>If positive: refer to <i>Animal Disease Containment</i> of this Citizens Charter.</p>	2.1. Receive the laboratory results and forward to the CLIENT via email.	None	15 minutes	<p>Dr. Xandre D. Baccay Division Chief</p> <p>Dr. Agnes DC. Uera Veterinarian III</p> <p>Mr. Enrile B. Manio Agriculturist II</p> <p>Dr. Arianne Bel D. Baluyut Agriculturist I</p>
Total:		None	2 days, 1 hour and 15 minutes	

ANIMAL DISEASE CONTAINMENT

The division implement policies aimed at preventing and managing outbreaks of serious animal diseases such as African Swine Fever (ASF) or Avian Influenza (AI) by conducting measures of disease containment to detect infection or disease outbreaks promptly before they spread and to monitor extent of the disease.

Office or Division:	Regulatory Division			
Classification:	Highly Technical			
Type of Transaction:	G2G			
Who may avail:	Provincial Veterinarians Municipal/City Veterinarians Municipal/City Agriculturists			
Checklist of Requirements		Where to Secure		
1. RT-PCR Positive Laboratory Result (1 e-copy or hardcopy)		Regional Animal Disease Diagnostic Laboratory (RADDL) III Animal Disease Diagnosis and Reference Laboratory (ADDRL)		
Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
1. Request assistance upon confirmation of African Swine Fever (ASF) and Avian Influenza (AI) in the area.	1.1. Plot the 1-kilometer (for AI) or 500-meter (for ASF) radius from the ground zero.	None	30 minutes	Dr. Xandre D. Baccay – Division Chief Mr. Rizhel Allen M. Santos – Contract of Service (COS) Ms. Kessa Adrienne F. Cruz – (COS)
	1.2. Schedule the conduct of activities and prepare coordination letters addressed to the Local Chief Executive of the requesting Province/Municipality/ City to be initially signed by the Division Chief and to be approved by the DA RFO III RED.	None	1 day	Dr. Xandre D. Baccay – Division Chief Dr. Agnes DC. Uera – Veterinarian III Mr. Enrile B. Manio – Agriculturist II Dr. Arianne Bel D. Baluyut – Agriculturist I

2. Acknowledge receipt of coordination letter via email.	2.1. Receive the approved coordination letter and forward it to the CLIENT via electronic and physical mail.	None	15 minutes	<p>Dr. Agnes DC. Uera – Veterinarian III</p> <p>Mr. Enrile B. Manio – Agriculturist II</p> <p>Dr. Arianne Bel D. Baluyut – Agriculturist I</p>
3. Assist the team from the Regulatory Division in the conduct of activities.	3.1. Conduct audit and depopulation of the remaining animals in the ground zero.	None	1 day	<p>Mr. Enrile B. Manio – Agriculturist II</p> <p>Mr. Mark Joseph B. Pineda – Agriculturist II</p> <p>Mr. Angelo M. Bundalian – COS</p> <p>Mr. Rizhel Allen M. Santos – COS</p>
	3.2. Conduct cleaning and disinfection of the infected premises after depopulation.	None	2 days	<p>Mr. Mark Joseph B. Pineda – Agriculturist II</p> <p>Mr. Edilberto Layco – COS</p> <p>Mr. Jovinel G. Culasi – COS</p>
	3.3. Conduct disease surveillance through sample collection from animals and gather information from animal owners.	None	1 day	<p>Dr. Jermaine D. Juco – Veterinarian II</p> <p>Dr. Arianne Bel D. Baluyut – Agriculturist I</p> <p>Ms. Crizel D. Alimurung – Agriculturist I</p> <p>Fatimah G. Manapul, Kessa Adrienne F. Cruz, Lealyn Sanchez, Elmhar Del Mundo – COS</p>

	3.4. Submit the samples along with the laboratory forms to ADDRL or RADDL III for confirmatory diagnosis.	None	1 day	Mr. Enrile B. Manio – Agriculturist II Rizhel Allen M. Santos, Jovinel G. Culasi, Edilberto Layco – (COS)
4. Acknowledge receipt of the laboratory result via email. 4.a. If positive: go back to <i>Step 1</i> . 4.b. If negative (for AI): refer to BAI Memorandum Circular No. 25, series of 2022 – <i>Procedures on the Recognition and Declaration of Avian Influenza-Free Status of Infected Provinces</i>	4.1. Receive the laboratory results and forward to the CLIENT via email.	None	30 minutes	Dr. Xandre D. Baccay – Division Chief Dr. Agnes DC. Uera – Veterinarian III Mr. Enrile B. Manio – Agriculturist II Dr. Arianne Bel D. Baluyut – Agriculturist I
Total:		None	7 days and 15 minutes	



RESEARCH DIVISION



REQUESTS FOR PROJECT REVIEW FOR PARTNERSHIP/COLLABORATIVE RESEARCH & DEVELOPMENT PROJECTS FOR DA-RFO III FUNDING

The Department of Agriculture-Central Luzon Integrated Agricultural Research Center serves as a focal point for regional collaboration and linkages among Research and Development Institutions. It spearheads the review or alignment of Research, Development and Extension agenda, and provides technical and logistical support to Local Government Units, State Universities and Colleges, and research institutions for the implementation of research.

Office or Division	Research Division
Classification	Highly Technical
Type of Transaction	G2G Government to Government G2B Government to NGO/ Business Entity
Who May Avail	State Colleges and Universities with agricultural and/or related courses Local Government Units (Municipal or Provincial) Non-Government Organizations accredited with DA-RFO III
Checklist of Requirements	Where to Secure
1. Research/ Development Project Proposal approved by the agency head <i>(1 original copy)</i>	Respective proposing institution
2. Endorsement Letter from the head of the proposing agency addressed to the Regional Executive Director of DA-RFO III <i>(1 original copy)</i>	Respective proposing institution
3. Valid Certificate of Accreditation from the Department of Agriculture-RFO III for non-government institutions/ business entity <i>(1 original or certified true copy)</i>	DA-RFO III (Planning, Monitoring & Evaluation Division)
4. Resolution approved by the cooperative/ association/business entity specifying intention to collaborate and endorsed by the appropriate authority <i>(1 original or certified true copy)</i>	Requesting farmers' association/ cooperative/ business entity
5. Certificate of Registration with Articles of Incorporation & list of current officers and members <i>(1 certified true copy)</i>	Securities and Exchange Commission/ Cooperative Development Authority/ Department of Labor and Employment

6. Certificate of no liquidated Cash Advance from the Department of Agriculture (1 original copy)	DA-RFO III (Accounting Section)			
7. Sangguniang Panlalawigan or Sangguniang Bayan Resolution for the LGUs to participate & authority to sign MOA with DA (1 original copy)	Provincial Local Government Unit/ Municipal Local Government Unit			
8. Memorandum of Agreement (4 original copies)	DA-RFO III (Research Division)			
Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible
1. Submit personally or via postal services the following: - Documents 1,2 & 6 for SUCs - Documents 1,2,& 6 for LGUs - Documents 1,2,3,4,5, & 6 for NGOs	1.1 Receives and log-in documents, assign reference number and endorse the documents to the Office of the Regional Executive Director (ORED)	None	30 minutes	<p>Rolibeth B. Zapata Chief, Records Unit</p> <p>Carlyn Joy Cortez Record Unit Staff</p> <p>Melinda Dizon/ Femy Jean Tuazon ORED Staff</p>
	<p>1.2 Conduct proposal evaluation/ review to check alignment with Department of Agriculture- Research, Development and Extension Priorities</p> <p><i>If found aligned:</i></p> <p>Notifies proponent to submit detailed proposal considering the comments and suggestions</p>	None	12 days	<p>Dr. Emily A. Soriano OIC-Chief, Research Division</p> <p>Regional Technical Evaluation and Review Committee (RTERC)</p> <p>Wesceselma S. Lingat</p>

transfer via ADA or check and issue official receipt and accomplish a Client Feedback Form	reporting			Secretariat Head
Total:		None	20 days	



REQUESTS FOR PROJECT REVIEW FOR PARTNERSHIP/COLLABORATIVE RESEARCH & DEVELOPMENT PROJECTS FOR ENDORSEMENT/ FUNDING BY OTHER INSTITUTIONS

The Department of Agriculture-Central Luzon Integrated Agricultural Research Center serves as a focal point for regional collaboration and linkages among R&D Institutions. It spearheads the review or alignment of Research, Development and Extension agenda, and provides technical and logistical support to Local Government Units, State Universities and Colleges, and research institutions for the implementation of research.

Office or Division		Research Division		
Classification		Highly Technical		
Type of Transaction		G2G Government to Government G2B Government to NGO/ Business Entity		
Who May Avail		State Colleges and Universities with agricultural and/or related courses Local Government Units (Municipal or Provincial) Non-Government Organizations accredited with DA-RFO III		
Checklist of Requirements		Where to Secure		
1. Research/ Development Project Proposal approved by the agency head <i>(1 original copy)</i>		Respective proposing institution		
2. Endorsement Letter from the head of the proposing agency addressed to the Regional Executive Director of DA-RFO III <i>(1 original copy)</i>		Respective proposing institution		
3. Valid Certificate of Accreditation from the Department of Agriculture- RFO III for non-government institutions/ business entity <i>(1 original or certified true copy)</i>		DA-RFO III (Planning, Monitoring & Evaluation Division)		
Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible

<p>1. Submit personally or via postal services the following:</p> <ul style="list-style-type: none"> - Documents 1 & 2 for government agencies (SUC/LGU) - Documents 1 & 3 for NGOs 	<p>1.1 Receives and logs documents, check for completeness</p>	<p>None</p>	<p>August 30 End of Call for Proposal 1 day</p>	<p>Regional Research for Development & Extension Network (RRDEN)–Tarlac City RRDEN Secretariat (Dr. Emily A. Soriano/ Jacqueline D. Ledde)</p>
	<p>1.2. Conduct initial review to check duplication, format, and alignment to DA Regional Integrated Research and Development, and Extension Agenda and Programs (DA-RIRDEAP)</p>	<p>None</p>	<p>1 day</p>	<p>RRDEN Secretariat Member (Jacqueline D. Ledde)</p>
	<p>1.3. Schedules technical review of the proposals and notifies proponent for the schedule of presentation when necessary and reviews proposals by the Regional RDE Network to check on the technical aspect</p>	<p>None</p>	<p>10 days during quarterly meetings (September)</p>	<p>RRDEN Secretariat Head (Dr. Emily A. Soriano)</p>
	<p>1.4. Notifies the proponent on the status of the proposal or to revise proposal as per comments & suggestions</p>	<p>None</p>	<p>1 day</p>	<p>RRDEN Secretariat (Dr. Emily A. Soriano/ Jacqueline D. Ledde)</p>

2. Revise and Resubmit proposal with proper endorsements	2.1. Endorse proposal to appropriate funding institutions such as DA-BAR, DOST-PCAARRD, CHED, etc. signed by DA Regional Executive Director as RAC Chairperson	None	1 day	RRDEN- Regional Advisory Committee (RAC) Chairperson (Dr. Eduardo L. Lapuz Jr.)
	2.2. Notifies the proponent on the status of the proposal	None	1 day	RRDEN Secretariat (Dr. Emily A. Soriano/Jacqueline D. Ledde)
3. Accomplish a Client Feedback Form and submit to attending staff	3.1. Files and consolidate Client Satisfaction Measurement (CSM) Form for reporting	None	1 day	RRDEN Secretariat (Dr. Emily A. Soriano/ Jacqueline D. Ledde)
Total:		None	16 days	

RELEASE OF PRODUCTION SUPPORT INPUTS FROM RESEARCH STATIONS

Production support services in the form of seeds, seedlings, compost, biocontrol agents, mushroom spawns and similar inputs which are being produced in the stations or procured by Banner Programs for distribution purposes are provided to clients who are registered farmers as per DA Registry and who are found qualified by the Banner Program Coordinators as per approved Guidelines. The Research Outreach Stations of the Research Division serves as depository and station releases requested inputs based on approved requests from the regional office.

Distribution of seeds/seedlings, Planting Materials, Mushroom Spawn, Mushroom Fruiting Bags to Walk-in-Clients

Office or Division	Research Division and its Research Outreach Stations			
Classification	Simple			
Type of Transaction	G2G Government to Government G2B Government to NGO/ Business Entity G2C Government to Clients			
Who May Avail	State colleges and universities with agricultural and/or related courses Local Government Units (municipal or provincial) Non-Government Organizations accredited with DA-RFO III Individual farmers, raisers			
Checklist of Requirements	Where to Secure			
1. Approved request for seeds, seedlings, and other inputs with routing slip directed to the Station Manager (1 original copy)	DA-RFO III			
2. Issuance Slip (3 original copies)	DA-RFO III			
3. Gate pass (3 original copies)	DA-RFO III			
4. Client's Satisfaction Feedback Form (1 original copy)	DA-RFO III			
Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible
1. Present Document 1	1.1 Receives document, review signatories, log-in, and	None	1 day	Research Division Staff (Wescselma S. Lingat/ Arvin L. Guintu- for crops/ Bryan R. Cruz - for livestock)

	coordinates with the Research Outreach Stations (ROS) for availability of seedlings/ seeds being requested.			
	1.2. Refer document to the ROS which can provide the assistance.			Research Division Staff (Wescselma S. Lingat/ Arvin L. Guintu- for crops/ Bryan R. Cruz - for livestock)
	1.3. Facilitate approval of Issuance Slip and Gate Pass.			Research Division Staff (Wescselma S. Lingat/ Arvin L. Guintu- for crops/ Bryan R. Cruz - for livestock)
	1.4. Notifies the requesting party on the schedule of release in writing or phone call/ email whichever is preferred by the requesting party.			Research Division Staff (Wescselma S. Lingat/ Arvin L. Guintu- for crops/ Bryan R. Cruz - for livestock)
2. Present Issuance Slip and gate pass documents to the Research Outreach Station Office	2.1. Reviews issuance slip & gate pass for completeness of signatories. 2.2. Facilitate release of requested seeds or seedlings. Issue 1 copy of Issuance Slip & 2 copies of gate Pass	None	1 day	Research Outreach Station Manager and staff: RS for Lowland Development- Josephine J. Muñoz RS for Upland Development- Dr. Marielle Dizon RS for Hillyland Development and Lahar Areas – Robinel M. Ocampo
3. Accomplish a Client Satisfaction Measurement (CSM) Form	Files Client Feedback Form for consolidation & reporting	None	30 minutes	Research Outreach Station Manager and staff: RS for Lowland Development-



				Josephine J. Muñoz RS for Upland Development- Dr. Marielle S. Dizon RS for Hillyland Development and Lahar Areas – Robinel M. Ocampo
4. Present gate pass to ROS guard on duty	4.1 Inspect loaded seeds/ seedlings as to description and quantity. Get 1 copy of Gate Pass with note.	None	30 minutes	ROS guard on duty
Total:		None	2 days, 1 hour	



RELEASE OF ANIMALS FOR DISPERSAL FROM RESEARCH OUTREACH STATIONS UNDER LIVESTOCK BANNER PROGRAM

Research Outreach Stations -Research Division are production centers of animals for distribution thru dispersal programs of the Livestock Banner Program-Field Operations Division. Request for dispersal animals are processed by the Livestock Banner Program to determine capacity of requesting parties to raise animals by on-site validation. Qualified recipients are granted Dispersal Contracts of Property Acknowledgment Receipt as appropriate.

Office or Division		Research Division and its Research Outreach Stations		
Classification		Simple		
Type of Transaction		G2G Government to Government G2B Government to NGO/ Business Entity G2C Government to Clients		
Who May Avail		State colleges and universities with agricultural and/or related courses Local Government Units (municipal or provincial) Non-Government Organizations accredited with DA-RFO III Individual farmers, raisers		
Checklist of Requirements		Where to Secure		
1. Approved Animal Dispersal Contract, fully accomplished, with pictures and duly notarized for G2C/ G2B individuals, NGOs or CSOs <i>(5 original copies)</i>		Livestock Banner Program - Field Operations Division and Office of the Regional Director, DA- RFO III, City of San Fernando, Pampanga		
2. Property Acknowledgement Receipt (PAR) for SUCs or LGUs <i>(5 original copies)</i>		Livestock Banner Program - Field Operations Division and Office of the Regional Executive Director, DA- RFO III, City of San Fernando, Pampanga		
Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible
1. Present Document 1 or 2	1.1 Receives document, review signatories, log-in Coordinates with Research Outreach Stations for availability of animals being requested.	None	4 hours	Research Division Staff (Lorna G. Rubion/ Bryan Cruz) Technical Staff from ROS

	1.2 Conduct on-site validation of requesting party	None	1 day	
	<u>If found qualified:</u> Facilitate issuance of Gate Pass and Issuance Slip (3 original copies)	None	2 hours	
2. Present Gate Pass/ Issuance Slip/ Contract to the Research Outreach Station	2.1 Reviews documents, log-in, and facilitate release of animals. 2.2 Keep 4 copies of the contract/ PAR. Keep 2 copies of Issuance Slip & Gate Pass and provide 1 copy to recipient.	None	1 day	Research Outreach Station (ROS) Manager and staff: RS for Lowland Development- Josephine J. Muñoz RS for Upland Development- Dr. Marielle S. Dizon
3. Accomplish a Client Feedback Form	3.1 Files Client Feedback Form for consolidation & reporting	None	1 hour	RS for Hillyland Development and Lahar Areas – Robinel M. Ocampo
4. Present gate pass to ROS guard on duty	4.1 Inspect animals loaded as to description & quantity. Keep 1 copy of gate pass with note.	None	1 hour	ROS Guard on Duty
Total:		None	3 days	

MUSHROOM PRODUCTION OR PROCESSING TRAINING /ENTERPRISE DEVELOPMENT - COMMUNITY BASED MUSHROOM PRODUCTION PROJECT (CBMPP)

Community-based mushroom production project [Kabute-hang Pinoy] is being implemented under the Rice Program intended to raise rice farmers' income through the intensive use of farm waste materials. It is guided by the Palayamanan, a concept that advocates diversification in farming. Provision of technical / production support assistance to mushroom production & training for farmers, individuals, cooperatives and association.

Office or Division		Research Division		
Classification		Simple		
Type of Transaction		G2G Government to Government G2B Government to NGO/ Business Entity G2C Government to Clients		
Who May Avail		Individuals, Farmers, Cooperatives & Farmers' Association		
Checklist of Requirements		Where to Secure		
1. Request letter (1 original copy) and 1 Government issued ID		Cooperatives & Farmers' Association, LGUs, NGOs, National Government Agencies		
Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible
1. Submit document at the DA-RFO III Malasakit Center	1.1 Receives all the documents and endorse to the Record's Section	None	30 minutes	Malasakit Center Staff (Aileen Garcia)
	1.2 Receives the documents and endorse to the Office of the Regional Executive Director (ORED)	None	1 hour	Chief, Records Unit (Rolibeth B. Zapata)/ Records Unit Staff (Carlyn Joy Cortez)
	1.3 Receives the documents and endorse to the concerned person/office	None	1 hour	ORED Staff (Melinda Dizon/ Femy Jean Tuazon)
	1.5 Prepares & send reply to requesting party stating schedule	None	2 hours	CBMPP Team Leader (Melody S. Pascua)

	of pick-up of requested inputs via mail/ email/ call			
2. Present copy of letter & Government issued identification card and attends training.	2.1 Conduct of training	None	2 days	CBMPP Team Leader (Melody S. Pascua)
Total:		None	2 days, 4 hours, 30 minutes	

DISTRIBUTION OF MATERIALS FOR MUSHROOM PRODUCTION OR PROCESSING - COMMUNITY BASED MUSHROOM PRODUCTION PROJECT (CBMPP)

Community-based mushroom production project [Kabute-hang Pinoy] is being implemented under the Rice Program intended to raise rice farmers' income through the intensive use of farm waste materials. It is guided by the Palayamanan, a concept that advocates diversification in farming. Distribution of mushroom inputs for farmers, cooperatives, associations & individuals for mushroom production

Office or Division		Research Division		
Classification		Simple		
Type of Transaction		G2G Government to Government G2B Government to NGO/ Business Entity G2C Government to Clients		
Who May Avail		Individuals, Farmers, Cooperatives & Farmers' Association		
Checklist of Requirements		Where to Secure		
For groups: 1. Request letter (1 original)		Requesting entity		
Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible
1. <i>For groups</i> , submit the request letter to the staff in-charge of the CLIARC- Mushroom Technology and Development Center (MTDC) for assessment. <i>For individuals</i> , ask the staff in-charge for the availability of mushroom inputs requested.	1.1 Review the submitted request letter (for groups) and check for the availability of mushroom inputs requested.	None	5 minutes	CBMPP Team Leader (Melody S. Pascua)
2. Receive mushroom inputs requested.	2.1 Prepare the mushroom inputs requested according to the quantity prescribed by the CLIARC management for	None	10 minutes	CBMPP Team Leader (Melody S. Pascua)

	groups and individuals.			
	2.2 Provide the mushroom inputs requested	None	5 minutes	CBMPP Team Leader (Melody S. Pascua)
3. Accomplish a Client Feedback Form	3.1 Files Client Feedback Form for consolidation & reporting	None	5 minutes	CBMPP Team Leader (Melody S. Pascua)
4. Obtain a gate pass from the MTDC staff.	4.1 Issue a gate pass to the client.	None	5 minutes	CBMPP Team Leader (Melody S. Pascua)
5. Present gate pass to ROS guard on duty	5.1 Inspect loaded mushroom production materials as to description and quantity. Get 1 copy of Gate Pass with note.	None	5 minutes	ROS Guard on duty
Total:		None	30 minutes	



II. INTERNAL SERVICES



ADMINISTRATIVE AND FINANCE DIVISION



REQUEST FOR CERTIFIED COPY OF DOCUMENTS

In compliance with Republic Act No. 9470, the Records Unit of the Department of Agriculture Regional Field Office No. III shall maintain a sound system of documentation, preservation, dissemination, and disposition of its official records. Other offices (government and business) and individuals who have valid purposes may request certified copies of documents.

This process excludes requests covered by a Subpoena issued by the Office of the Ombudsman and Sandiganbayan and requests of the Commission on Audit for audit purposes.

Office or Division:	Records Unit Office			
Classification:	Simple			
Type of Transaction:	G2C-Government to Citizen, G2B-Government to Business, G2G-Government to Government			
Who may avail:	Farmers/Associations, NGAs, NGOs, Private Entities, LGUs, Others			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Duly Accomplished Certified Copy of Documents Request Form (1 original copy, 1 receiving copy) a. For personal appearance: Present Valid ID b. For authorized representative: Authorization letter duly signed by the requesting party with photocopy of the latter and representative's Valid ID c. DA-RFO III officials / employees are not required to present IDs		Client/Concerned Offices		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure a request form to the Records Unit	1.2 Provide a request form to the client	None	15 minutes	Ms. Rolibeth Zapata Administrative Officer III (Records Officer II) / Ms. Divina Gracia Rebillaco

				Administrative Officer I (Records Officer I) / Ms. Carlyn Joy Cortez Mr. Marlon Dollente Mr. Lorenzo Ray Briones Records Unit Staff
2. Submit a duly accomplished Certified Copy of Documents Request Form and attach other requirements (if applicable)	2.1 Receive the duly accomplished Certified Copy of Documents Request Form and other requirements (if applicable)	None	Within 2 days and 7 hours	Ms. Rolibeth Zapata Records Officer II / Ms. Divina Gracia Rebillaco Records Officer I / Ms. Carlyn Joy Cortez Mr. Marlon Dollente Mr. Lorenzo Ray Briones Records Unit Staff
	2.2 Submit the duly accomplished Certified Copy of Documents Request Form and the attached requirements (if applicable) to the approving authorities	None		Ms. Rolibeth Zapata Records Officer II / Ms. Divina Gracia Rebillaco Records Officer I / Ms. Carlyn Joy Cortez Mr. Marlon Dollente Mr. Lorenzo Ray Briones Records Unit Staff
	2.3 Evaluate, review, and approve the request	None		Concerned Unit/Section Chief as the reviewing officer Concerned Division Chief as the recommending authority OIC-RED / RED as the approving

				authority or the concerned RTD if authorized by the OIC-RED / RED
	<p>2.4 Upon receiving the Approved Duly Accomplished Certified Copy of Documents Request Form and the attachments (if applicable), retrieve the record and reproduce the required number of copy/ies of the requested document/s</p> <p>Note: <i>If the requested copy of the document pertains directly to the requesting DA-RFO ³ employee/official/ concerned office such as a Special Order, Memorandum, Invitation, and the like, the Records Officer II or I have the authority to certify and release the documents even without the approval of the higher authorities, and the same can be provided within the day.</i></p>	None		<p>Ms. Rolibeth Zapata Records Officer II /</p> <p>Ms. Divina Gracia Rebillaco Records Officer I /</p> <p>Ms. Carlyn Joy Cortez Mr. Marlon Dollente Mr. Lorenzo Ray Briones Records Unit Staff</p>
	2.5 Stamp the documents with "Certified True	None		Ms. Rolibeth Zapata Records Officer II

	Copy” or “Certified Copy from a Machine on File” (whichever is applicable), then sign and indicate the date on all pages of the document/s			/ Ms. Divina Gracia Rebillaco Records Officer I
3. The requesting party shall sign in the receiving logbook and claim the requested certified copy of the documents	3.1 Present the receiving logbook to the requesting party for signature and release the requested certified copy of documents	None	45 minutes	Ms. Rolibeth Zapata Records Officer II / Ms. Divina Gracia Rebillaco Records Officer I / Ms. Carlyn Joy Cortez Mr. Marlon Dollente Mr. Lorenzo Ray Briones Records Unit Staff
	3.2 File the Approved Duly Accomplished Certified Copy of Documents Request Form and the attached requirements (if applicable)	None		Ms. Rolibeth Zapata Records Officer II / Ms. Divina Gracia Rebillaco Records Officer I / Ms. Carlyn Joy Cortez Mr. Marlon Dollente Mr. Lorenzo Ray Briones Records Unit Staff
TOTAL:		NONE	Within 3 Days	

Note:

- 1.) **For Complex Request** – Request for certified copies of documents of more than 10 current records and less than 10 non-current records, the corresponding processing time under Client’s Step 2 shall be within 5 working days and 7 hours. The Total Process Time shall be 6 working days.
- 2.) **For Highly Technical Request** – Request for certified copies of documents of more than 10 non-current records, the corresponding processing time under Client’s Step 2 shall be within 17 working days and 7 hours. The Total Process Time shall be 18 working days.

RECEIVING, PROCESSING AND RELEASING OF COMMUNICATIONS

The Records Unit serves as the starting point for clients in availing the programs of the Department of Agriculture Region III. The flow of incoming communications is controlled for easy tracking and retrieval of documents. This can be utilized by the clients to follow-up on their requests and monitor the status of such.

Office or Division:	Records Unit Office			
Classification:	Simple			
Type of Transaction:	G2C-Government to Citizen, G2B-Government to Business, G2G-Government to Government			
Who may avail:	Farmers/Associations, NGAs, NGOs, Private Entities, LGUs, Others			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Request letters/Letters of Intent <i>(1 original and 1 receiving copy)</i>		Client/Concerned Offices		
2. Invitations <i>(1 original and 1 receiving copy)</i>		Client/Concerned Offices		
3. Endorsements <i>(1 original and 1 receiving copy)</i>		Client/Concerned Offices		
4. Other forms of communication concerning the office <i>(1 original and 1 receiving copy)</i>		Client/Concerned Offices		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit documents through at least one of the following: a) Malasakit Help Desk for receiving and recording b) E-mail c) Courier/postal services	1.1 Receive, record, and forward the document to the Records Unit Note: <i>E-mail messages shall be printed by the concerned office/staff and forwarded to the Records Unit</i>	None	15 minutes	a. Ms. Aileen Garcia Malasakit Help Desk Staff <i>(for walk-in and courier)</i> b. Ms. Femy Jean Tuazon / Ms. Desiree Nicole Diaz RED's Staff Staff of Other Offices with e-mail accounts

	1.2 Record and stamp “receive” the documents, then sign, indicate the date of receipt, and assign the reference number indicated in the logbook of the Records Unit	None	15 minutes	Mr. Marlon Dollente Records Unit Staff / Mr. Lorenzo Ray Briones Records Unit Staff
	1.3 Encode/Input the information details of the documents in the Incoming Communications Masterlist (MS Excel Form) to be linked in the Document Tracking Slip (Routing Slip), print the filled-out DTS, and attach to the documents	None	40 minutes	Ms. Divina Gracia Rebillaco Administrative Officer I (Records Officer I) / Mr. Lorenzo Ray Briones Records Unit Staff
	1.4 In the Document Tracking Monitoring System (DTMS), input the required information of the documents by the system, then forward, and release to the Office of the Regional Executive Director (ORED)	None	40 minutes	Mr. Lorenzo Ray Briones Records Unit Staff / Available Records Unit Staff
	1.5 Forward, and release the physical documents to the ORED through the logbook	None	15 minutes	Mr. Marlon Dollente Records Unit Staff / Mr. Lorenzo Ray Briones Records Unit Staff
TOTAL:		NONE	2 hours and 5 minutes	

PROCESS UPON RECEIVING THE PHYSICAL DOCUMENTS WITH WRITTEN DIRECTIVES / INSTRUCTIONS OF THE RED / OIC-RED

	<p>1.1 Receive from the ORED the physical documents with the attached directives / instructions from the RED / OIC-RED written in the DTS (Routing Slip)</p> <p><i>Note: If the RED / OIC-RED is on official leave / travel, the RTD shall be responsible for providing instructions / directives to the DA-RFO 3 concerned offices/personnel through DTS (Routing slip), if authorized / instructed by the RED/OIC-RED</i></p>	None	15 minutes	Mr. Marlon Dollente / Mr. Lorenzo Ray Briones Records Unit Staff
	<p>1.2. Input the directives / instructions of the RED / OIC-RED in the Incoming Communications Masterlist (MS Excel Form)</p>	None	30 minutes	Ms. Divina Gracia Rebillaco Records Officer I / Mr. Lorenzo Ray Briones Records Unit Staff
	<p>1.3. Scanned the DTS and the documents</p>	None	1 hour	Ms. Divina Gracia Rebillaco Records Officer I / Mr. Lorenzo Ray Briones Records Unit Staff

	1.4. Update the required information details of the documents in the DTMS, forward, and release to the concerned offices	None	40 minutes	Mr. Lorenzo Ray Briones Records Unit Staff / Available Records Unit Staff
	1.5. Disseminate the physical documents with DTS (reproduce copy if necessary) through logbook and soft-copies (if necessary) through e-mail to the concerned offices / officials / employees	None	1 hour	Logbook: Mr. Lorenzo Ray Briones / Mr. Marlon Dollente Records Unit Staff E-mail: Ms. Divina Gracia Rebillaco Records Officer I / Available Records Unit Staff
TOTAL:		NONE	3 hours and 25 minutes	

FUNDING OF OBLIGATION REQUESTS

Pursuant to COA Circular 2015–007, the incurrence of obligations shall be made through the issuance of Obligation Request and Status (ORS). The Head of the Requesting/Originating Office or his authorized representative shall certify in Box A of the ORS as to the necessity and legality of charges to the budget under his/her supervision, and validity, propriety, and legality of SDs. The Head of the Budget Division/Unit shall certify the availability of allotment, and such is obligated by signing in Section B of the ORS. This aims to allocate and manage funds for all types of claims.

Office or Division	Administrative and Finance Division - Budget Section
Classification	SIMPLE
Type of Transaction	G2B,G2G
Who May Avail	NGAs,NGOs, LGUS,DA RFO III Employees, Contractors/Suppliers
Checklist of Requirements	Where to Secure
Public Bidding:	
1.Obligation Request and Status with signature in Box A (4 Original copies)	End User
2.Approved Purchase Request (1 Original copy)	End User
3.Certification of Funds Availability prior to bidding (1 <i>Original</i> copy)	Budget Section
4. Annual Procurement Plan (APP)	Bids and Awards Committee (BAC) Secretariat/ End User
5. Philgeps Invitation to Bid (1 <i>Original</i>)	BAC
6. Bid Notice (1 Original)	BAC
7. Abstract of Bid as Read and as Calculated (1 Original)	BAC
8. Evaluation Report (1 <i>Original</i>)	BAC
9. Notice of Post Qualification (1Original)	BAC
10. BAC Resolution (1 <i>Original</i>)	BAC
11. Notice of Award (1 <i>Original</i>)	BAC
Small Value Procurement:	

1. Obligation Request and Status with signature in Box A (4 Original copies)	End User
2. Purchase Request approved by Head of Agency/alternate signatories and numbered) (1 <i>Original</i>)	End User
3. Certification of Funds Availability prior to bidding (1 <i>Original</i> copy)	Budget Section
4. Annual Procurement Plan (APP) – (1 <i>Original</i>)	BAC
5. Request of Quotation (minimum of 3) – (1 <i>Original</i>)	BAC Canvasser
6. Abstract of Quotation – (1 <i>Original</i>)	BAC
Reimbursements: (supplies, meals and emergency repairs)	
11. Obligation Request and Status with signature in Box A (4 Original copies)	End User
2. Purchase Request (approved by Head of Agency/alternate signatories and numbered) – (1 <i>Original</i>)	End User
3. Request of Quotation (minimum of 3) (1 <i>Original</i> per quotation)	End User
4. Justification for reimbursement- (1 <i>Original</i>)	End User
5. Official Receipt or Sales Invoice- (1 <i>Original</i>)	End User
6. Attendance and minutes for meals-(1 <i>Original</i>)	End User
Travelling Expenses	
1. Obligation Request and Status with signature in Box A (4 Original copies)	End User
2. Approved Travel Orders and Certificate of Appearance (1 <i>Original</i>)	Claimant such as DA RFO III officials, employees and Local Government employees
3. Itinerary of Travels (approved by Supervisor/Head Agency (1 <i>Original</i>))	Claimant such as DA RFO III officials, employees and Local Government employees
4. a.) Accomplishment Report b.) Post travel report (1 <i>Original</i>)	Claimant such as DA RFO III officials, employees and Local Government employees
5. Original receipt for fare, toll fees and accommodation (if any) (1 <i>Original</i>)	Claimant such as DA RFO III officials, employees and Local Government employees

Contract of Service – Job Order				
1. Obligation Request and Status with signature in Box A (4 Original copies)		End User s		
2. Contract of Service		HRM Section		
3. Project Proposal (for Project-based)		Project Implementer such as the banner		
Mandatory Expenses (such as Electricity, Water Bill)				
1. Obligation Request and Status with signature in Box A (4 Original copies)		End User		
2. Billing statements		Requesting Unit		
Salaries and Other Compensation of Plantilla Employees				
1. Obligation Request and Status with signature in Box A (4 Original copies)		End User		
2. Approved Payroll		HRM Section		
3. Department Orders/Special Orders for detailed personnel		HRM Section		
Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible
1. Forward 4 original copies of Obligation Request and Status signed at Box A and attached with supporting documents	1.1 Receive Obligation Request and Status with corresponding attachments (including DTMS)	None	5 minutes per voucher	Ms. Jerrelyn Bacani Budget Staff Mr. Mark Joseph Zablan Administrative Aide VI
	1.2 Check the availability of allotment and process and number the Obligation Request and Status according to its claim and secure 1 copy of Obligation Request and Status to be filed at Budget	None	15 minutes per voucher	Ms. Geneva Estravillo Budget Staff Ms. Audrey Lynne Mendoza Administrative Officer II

	1.3 Control and record Obligation Request and Status in Registry of Allotment, Obligation and Disbursement for all banner and regular programs in accordance to their claims	None	15 minutes per voucher	Ms. Audrey Lynne Mendoza Budget Officer
	1.4 Review and Signs Obligation Request and Status Box B	None	15 minutes per voucher	Ms. Elizabeth Grace Canlas Chief, Budget Officer OIC-Budget Officer
	1.5 Release Vouchers and Certified Obligation Request and Status with supporting documents to Accounting Section (including DTMS)	None	10 minutes per voucher	Ms. Jerrelyn Bacani Budget Staff Mr. Mark Joseph Zablan Administrative Aide VI
Total:		None	1hour per voucher	

ISSUANCE OF CERTIFICATE OF AVAILABILITY OF FUNDS

This aims to allocate and manage funds for all types of claims.

Office or Division		Administrative and Finance Division - Budget Section		
Classification		SIMPLE		
Type of Transaction		G2G		
Who May Avail		DA RFO-III		
Checklist of Requirements		Where to Secure		
Public Bidding:				
1.Purchase Request approved by Head of Agency/alternate signatories and numbered) (1 Original copy)		End User such as DA RFO III officials and employees		
2.Certificate of Availability of Funds Form (CAF)– prior to bidding (1 <i>Original</i> copy)		End User such as DA RFO III employees		
3. Annual Procurement Plan (APP)		Bids and Awards Committee (BAC) Secretariat/ End User		
Small Value Procurement:				
1.Purchase Request approved by Head of Agency/alternate signatories and numbered) (1 <i>Original</i>)		End User such as DA RFO III officials and employees		
2.Certificate of Availability of Funds (CAF) – prior to bidding (1 <i>Original</i>)		End User such as DA RFO III employees		
3. Annual Procurement Plan (APP)		Bids and Awards Committee (BAC) Secretariat/ End User		
Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible
1. Forward copy of CAF form with approved Purchase Request and other supporting documents	1.1 Receive Certificate of Availability of Funds Form (including DTMS)	None	5 minutes per voucher	Ms. Jerrelyn Bacani Budget Staff Mr. Mark Joseph Zablan Administrative Aide VI

	1.2 Review and process earmark funds for the purpose of the Purchase Request	None	15 minutes per voucher	Ms. Audrey Lynne Mendoza Administrative Officer II
	1.3 Check and Sign Certification of Availability of Funds	None	15 minutes per voucher	Ms. Elizabeth Grace Canlas Chief, Budget Section
	1.4 Released Certification of Availability of Funds to Bids and Awards Committee	None	10 minutes per voucher	Ms. Jerrelyn Bacani Budget Staff Mr. Mark Joseph Zablan Administrative Aide VI
Total:		None	45 minutes per voucher	

PAYMENT OF CLAIMS

This involves review and certification of the Disbursement Voucher (DV) as to availability of funds, completeness of supporting documents and propriety of claims.

Office or Division	Administrative and Finance Division – Accounting Section
Classification	COMPLEX
Type of Transaction	G2C, G2B, G2G
Who May Avail	FARMERS, EMPLOYEES, COS PERSONNEL, SUPPLIERS, CONTRACTORS, NGAs, NGOs AND LGUs
Checklist of Requirements <ul style="list-style-type: none"> <i>(Pursuant to COA Circular No. 2012–001 dated 14 June 2012)</i> 	Where to Secure
<u>FOR PAYROLL OF CONTRACT OF SERVICE (COS):</u>	
1. CERTIFIED FINANCIAL DATA ENTRY SYSTEM <i>(3 Original Copies)</i>	Human Resource Management Section (HRMS)
2. PAYROLL SUMMARY <i>(2 Original Copies)</i>	HRMS
3. DISBURSEMENT VOUCHER <i>(3 Original Copies)</i>	HRMS
4. OBLIGATION REQUEST AND STATUS OF EACH COS <i>(3 Original Copies, only 1 Copy to be retained on file)</i>	End User (Concern Banner Program)
5. APPROVED CONTRACT OF EACH COS <i>(1 Original Copy)</i>	End User (Concern Banner Program)
6. APPROVED DAILY TIME RECORD (DTR) <i>(2 Original copies)</i>	HRMS
7. APPROVED ACCOMPLISHMENT REPORT <i>(1 Original Copy)</i>	End User (Concern Banner Program)
8. APPROVED TRAVEL ORDER, IF APPLICABLE <i>(1 Original Copy)</i>	End User (Concern Banner Program)

<p>9. CERTIFICATE OF APPEARANCE, IF WITH TRAVEL ORDER <i>(1 Original Copy)</i></p> <p>10. CERTIFICATE OF NOT BEING INCLUDED IN THE PREVIOUS PAYROLL, IF APPLICABLE <i>(1 Original Copy)</i></p> <p>11. SUCH OTHER DOCUMENTS PECULIAR TO THE CONTRACT AND/OR CONSIDERED NECESSARY IN THE AUDITORIAL REVIEW AND IN THE TECHNICAL EVALUATION THEREOF</p>	<p>Office/Place Travelled</p> <p>End User (Concern Banner Program)</p> <p>End User (Concern Banner Program)</p>
<p><u>FOR PAYROLL OF PAKYAW LABOR:</u></p> <p>1. DISBURSEMENT VOUCHER <i>(3 Original Copies)</i></p> <p>2. OBLIGATION REQUEST AND STATUS <i>(3 Original Copies, only 1 Copy to be retained on file)</i></p> <p>3. CERTIFICATE OF PERCENTAGE OF WORK PERFORMED SIGNED BY SECTION CHIEF AND NOTED BY DIVISION CHIEF <i>(1 Original Copy)</i></p> <p>4. APPROVED ACCOMPLISHMENT REPORT <i>(1 Original Copy)</i></p> <p>5. APPROVED CONTRACT TERM OF REFERENCE, FOR DRIVERS <i>(1 Certified True Copy)</i></p> <p>1. SUCH OTHER DOCUMENTS PECULIAR TO THE CONTRACT AND/OR CONSIDERED NECESSARY IN THE AUDITORIAL REVIEW AND IN THE TECHNICAL EVALUATION THEREOF</p>	<p>End User (Concern Banner Program)</p> <p>End User (Concern Banner Program)</p> <p>End User (Concern Banner Program)</p> <p>End User (Concern Banner Program)</p> <p>End User (Concern Banner Program)</p> <p>End User (Concern Banner Program)</p>

<p><u>FOR PAYROLL OF REGULAR EMPLOYEES (PERMANENT POSITION):</u></p> <p>1. DISBURSEMENT VOUCHER <i>(3 Original Copies)</i></p> <p>2. OBLIGATION REQUEST AND STATUS <i>(3 Original Copies, only 1 Copy to be retained on file)</i></p> <p>3. APPROVED PAYROLL SUMMARY (2 <i>Original Copies)</i></p>	<p>End User (Concern Banner Program)</p> <p>End User (Concern Banner Program)</p> <p>End User (Concern Banner Program)</p>
<p><u>FOR TRAVELLING EXPENSES:</u></p> <p>1. DISBURSEMENT VOUCHER <i>(3 Original copies)</i></p> <p>2. OBLIGATION REQUEST AND STATUS <i>(3 Original Copies, only 1 Copy to be retained on file)</i></p> <p>3. APPROVED ITINERARY OF TRAVEL <i>(1 Original Copy)</i></p> <p>4. CERTIFICATE OF TRAVEL COMPLETED <i>(1 Original Copy)</i></p> <p>5. APPROVED TRAVEL ORDER <i>(1 Original Copy)</i></p> <p>6. CERTIFICATE OF APPEARANCE <i>(1 Original copy)</i></p> <p>7. OFFICIAL RECEIPTS (OR), <i>IF ANY</i> (1 <i>Original Copy/ies)</i></p> <p>8. POST TRAVEL / ACCOMPLISHMENT REPORT <i>(1 Original Copy)</i></p> <p>9. AUTHORITY TO ATTEND, <i>IF ANY</i> <i>(1 Original Copy)</i></p> <p>10. TRAINING/ SEMINAR NOMINATION FORM, <i>IF ANY</i> (1 <i>Original Copy)</i></p>	<p>End User (Concern Banner Program)</p> <p>End User (Concern Banner Program)</p> <p>End User (Concern Banner Program)</p> <p>End User (Concern Banner Program)</p> <p>End User (Concern Banner Program)</p> <p>End User (Concern Banner Program)</p> <p>End User (Concern Banner Program)</p> <p>End User (Concern Banner Program)</p> <p>End User (Concern Banner Program)</p> <p>End User (Concern Banner Program)</p> <p>End User (Concern Banner Program)</p>

<p>11. CERTIFICATION FOR LODGING, IF ANY <i>(1 Original copy)</i></p> <p>12. SUCH OTHER DOCUMENTS PECULIAR TO THE EXPENSE AND/OR CONSIDERED NECESSARY IN THE AUDITORIAL REVIEW AND IN THE TECHNICAL EVALUATION THEREOF</p>	<p>End User (Concern Banner Program)</p> <p>End User (Concern Banner Program)</p>
<p><u>FOR REIMBURSEMENT OF FUEL AND OIL EXPENSES:</u></p> <ol style="list-style-type: none"> 1. DISBURSEMENT VOUCHER <i>(3 Original Copies)</i> 2. OBLIGATION REQUEST AND STATUS <i>(3 Original Copies, only 1 Copy to be retained on file)</i> 3. APPROVED JUSTIFICATION FOR REIMBURSEMENT <i>(1 Original Copy)</i> 4. OFFICIAL RECEIPT <i>(1 Original Copy/ies)</i> 5. GASOLINE CONSUMPTION REPORT <i>(1 Original Copy)</i> 6. TRIP TICKET <i>(1 Original Copy)</i> 7. APPROVED PURCHASE REQUEST <i>(2 Original Copies)</i> 8. SUCH OTHER DOCUMENTS PECULIAR TO THE EXPENSE AND CONSIDERED NECESSARY IN THE AUDITORIAL REVIEW AND IN THE TECHNICAL EVALUATION THEREOF 	<p>End User (Concern Banner Program)</p> <p>End User (Concern Banner Program)</p> <p>End User (Concern Banner Program)</p> <p>End User (Concern Banner Program)</p> <p>End User (Concern Banner Program)</p> <p>End User (Concern Banner Program)</p> <p>End User (Concern Banner Program)</p> <p>End User (Concern Banner Program)</p>
<p><u>FOR PAYMENT OF MEALS THROUGH SMALL VALUE PROCUREMENT (SVP) AMOUNTING TO P50,000.00 AND BELOW:</u></p> <ol style="list-style-type: none"> 1. DISBURSEMENT VOUCHER <i>(3 Original Copies)</i> 2. BILLING STATEMENT <i>(1 Original Copy)</i> 	<p>End User (Concern Banner Program)</p>

<p>3. LIST OF MEALS SERVED/ MENU <i>(1 Original Copy)</i></p>	<p>Caterer</p>
<p>4. PICTURE OF MEALS SERVED AND PARTICIPANTS <i>(1 Original Copy)</i></p>	<p>Caterer</p>
<p>5. POST ACTIVITY/MINUTES OF THE MEETING <i>(1 Original Copy)</i></p>	<p>End User (Concern Banner Program)</p>
<p>6. COMPLETE ATTENDANCE, SIGNED BY THE OFFICER IN CHARGE OF THE SEMINAR/MEETING AND NOTED BY SUPERVISOR <i>(1 Original Copy)</i></p>	<p>End User (Concern Banner Program) End User (Concern Banner Program)</p>
<p>7. TRANSMITTAL RECEIPT OF CONTRACT TO COA <i>(1 Certified True Copy)</i></p>	<p>General Services Section (GSS)</p>
<p>8. APPROVED CONTRACT <i>(1 Original Copy)</i></p>	<p>End User (Concern Banner Program)</p>
<p>9. OBLIGATION REQUEST AND STATUS <i>(3 Original Copies, only 1 Copy to be retained on file)</i></p>	<p>End User (Concern Banner Program)</p>
<p>10. ABSTRACT OF QUOTATIONS AND AWARD <i>(1 Original Copy)</i></p>	<p>Bids and Award Committee (BAC)</p>
<p>11. REQUEST FOR QUOTATION <i>(At least 3 Quotations from three different suppliers all original copy or Certified Electronic Copies)</i></p>	<p>Bids and Award Committee (BAC) End User (Concern Banner Program)</p>
<p>12. APPROVED PURCHASE REQUEST <i>(2 Original copies)</i></p>	<p></p>
<p>13. CERTIFICATE OF AVAILABILITY OF FUNDS (BUDGET) <i>(1 Original Copy)</i></p>	<p>End User (Concern Banner Program)</p>
<p>14. ANNUAL PROCUREMENT PLAN <i>(1 Original Copy)</i></p>	<p>End User (Concern Banner Program)</p>
<p>15. SUCH OTHER DOCUMENTS PECULIAR TO THE CONTRACT AND/OR TO THE MODE OF PROCUREMENT AND CONSIDERED</p>	<p>End User (Concern Banner Program)</p>

<p>NECESSARY IN THE AUDITORIAL REVIEW AND IN THE TECHNICAL EVALUATION THEREOF</p>	<p>End User (Concern Banner Program)</p>
<p><u>FOR PAYMENT OF MEALS THROUGH SVP AMOUNTING TO P50,000.00 ABOVE:</u></p>	
<p>1. DISBURSEMENT VOUCHER <i>(3 Original Copies)</i></p>	<p>End User (Concern Banner Program)</p>
<p>2. BILLING STATEMENT <i>(1 Original Copy)</i></p>	<p>Caterer</p>
<p>3. LIST OF MEALS SERVED/ MENU <i>(1 Original Copy)</i></p>	<p>Caterer</p>
<p>4. PICTURE OF MEALS SERVED AND PARTICIPANTS <i>(1 Original Copy)</i></p>	<p>End User (Concern Banner Program)</p>
<p>5. POST ACTIVITY/ MINUTES OF THE MEETING <i>(1 Original Copy)</i></p>	<p>End User (Concern Banner Program)</p>
<p>6. COMPLETE ATTENDANCE, SIGNED BY THE OFFICER IN CHARGE OF THE SEMINAR/MEETING AND NOTED BY SUPERVISOR <i>(1 Original Copy)</i></p>	<p>End User (Concern Banner Program)</p>
<p>7. TRANSMITTAL RECEIPT OF CONTRACT TO COA <i>(1 Certified True Copy)</i></p>	<p>GSS</p>
<p>8. AWARD NOTICE ABSTRACT <i>(1 Original Copy)</i></p>	<p>Bids and Award Committee (BAC)</p>
<p>9. NOTARIZED CONTRACT <i>(1 Original Copy)</i></p>	<p>End User (Concern Banner Program)</p>
<p>10. OBLIGATION REQUEST AND STATUS <i>(3 Original Copies, only 1 Copy to be retained on file)</i></p>	<p>End User (Concern Banner Program)</p>
<p>11. NOTICE OF AWARD <i>(1 Original Copy)</i></p>	<p>Bids and Award Committee (BAC)</p>
<p>12. BAC RESOLUTION <i>(1 Original Copy)</i></p>	<p>Bids and Award Committee (BAC)</p>

<p>13. EVALUATION REPORT <i>(1 Original Copy)</i></p> <p>14. ABSTRACT OF QUOTATIONS <i>(1 Original Copy)</i></p> <p>15. REQUEST FOR QUOTATION <i>(1 Original Copy)</i></p> <p>16. PHILGEPS REQUEST FOR QUOTATION <i>(1 Original Copy)</i></p> <p>17. CERTIFICATION FROM THE HEAD OF BAC SECRETARIAT ON THE POSTING OF ADVERTISEMENT AT CONSPICUOUS PLACES <i>(1 Original Copy)</i></p> <p>18. APPROVED PURCHASE REQUEST <i>(2 Original Copies)</i></p> <p>19. CERTIFICATE OF AVAILABILITY OF FUNDS (BUDGET) <i>(1 Original Copy)</i></p> <p>20. ANNUAL PROCUREMENT PLAN <i>(1 Original Copy)</i></p> <p>21. SUCH OTHER DOCUMENTS PECULIAR TO THE CONTRACT AND/OR TO THE MODE OF PROCUREMENT AND CONSIDERED NECESSARY IN THE AUDITORIAL REVIEW AND IN THE TECHNICAL EVALUATION THEREOF</p>	<p>Bids and Award Committee (BAC)</p> <p>Bids and Award Committee (BAC)</p> <p>Bids and Award Committee (BAC)</p> <p>Bids and Award Committee (BAC)</p> <p>Bids and Award Committee (BAC)</p> <p>End User (Concern Banner Program)</p> <p>End User (Concern Banner Program)</p> <p>End User (Concern Banner Program)</p> <p>End User (Concern Banner Program)</p>
<p><u>FOR PAYMENT OF MEALS AND ACCOMMODATION THROUGH LEASE OF VENUE:</u></p> <p>1. DISBURSEMENT VOUCHER <i>(3 Original Copies)</i></p> <p>2. BILLING STATEMENT <i>(1 Original Copy)</i></p> <p>3. LIST OF MEALS SERVED/ MENU <i>(1 original Copy)</i></p>	<p>End User (Concern Banner Program)</p> <p>Caterer</p> <p>Caterer</p>

4. PICTURE OF MEALS SERVED AND PARTICIPANTS <i>(1 Original Copy)</i>	End User (Concern Banner Program)
5. POST ACTIVITY/MINUTES OF THE MEETING <i>(1 Original Copy)</i>	End User (Concern Banner Program)
6. COMPLETE ATTENDANCE, SIGNED BY THE OFFICER IN CHARGE OF THE SEMINAR/MEETING AND NOTED BY SUPERVISOR <i>(1 Original Copy)</i>	End User (Concern Banner Program)
7. TRANSMITTAL RECEIPT OF CONTRACT TO COA <i>(1 Certified True Copy)</i>	GSS
8. AWARD NOTICE ABSTRACT <i>(1 Original Copy)</i>	Bids and Award Committee (BAC)
9. NOTARIZED CONTRACT <i>(1 Original Copy)</i>	End User (Concern Banner Program)
10. OBLIGATION REQUEST AND STATUS <i>(3 Original Copies, only 1 Copy to be retained on file)</i>	End User (Concern Banner Program)
11. NOTICE OF AWARD <i>(1 Original Copy)</i>	Bids and Award Committee (BAC)
12. BAC RESOLUTION <i>(1 Original Copy)</i>	Bids and Award Committee (BAC)
13. EVALUATION REPORT <i>(1 Original Copy)</i>	Bids and Award Committee (BAC)
14. ABSTRACT OF QUOTATIONS <i>(1 Original Copy)</i>	Bids and Award Committee (BAC)
15. JUSTIFICATION OR RECOMMENDATION <i>(1 Original Copy)</i>	End User (Concern Banner Program)
16. MARKET ANALYSIS <i>(1 Original Copy)</i>	End User (Concern Banner Program)
17. COST-BENEFIT ANALYSIS <i>(1 Original Copy)</i>	End User (Concern Banner Program)

<p>18. TABLE OF RATINGS <i>(1 Original Copy)</i></p> <p>19. REQUEST FOR QUOTATION <i>(1 Certified Copy)</i></p> <p>20. APPROVED PURCHASE REQUEST (2 <i>Original Copies)</i></p> <p>21. CERTIFICATE OF AVAILABILITY OF FUNDS (BUDGET) <i>(1 Original Copy)</i></p> <p>22. ANNUAL PROCUREMENT PLAN <i>(1 Original Copy)</i></p> <p>23. SUCH OTHER DOCUMENTS PECULIAR TO THE CONTRACT AND/OR TO THE MODE OF PROCUREMENT AND CONSIDERED NECESSARY IN THE AUDITORIAL REVIEW AND IN THE TECHNICAL EVALUATION THEREOF</p>	<p>End User (Concern Banner Program)</p> <p>Bids and Award Committee (BAC)</p> <p>End User (Concern Banner Program)</p> <p>End User (Concern Banner Program)</p> <p>End User (Concern Banner Program)</p> <p>End User (Concern Banner Program)</p>
<p><u>FOR PAYMENT OF REPAIR AND MAINTENANCE THROUGH SVP AMOUNTING TO P50,000.00 AND BELOW:</u></p> <p>1. DISBURSEMENT VOUCHER <i>(3 Original Copies)</i></p> <p>2. BILLING STATEMENT/ SERVICE BILLING <i>(1 Original Copy)</i></p> <p>3. CERTIFICATE OF POST-INSPECTION <i>(1 Original Copy)</i></p> <p>4. CERTIFICATE OF ACCEPTANCE <i>(1 Original Copy)</i></p> <p>5. WARRANTY CERTIFICATE, IF ANY <i>(1 Original Copy)</i></p> <p>6. WASTE MATERIAL REPORT, IF ANY <i>(1 Original Copy)</i></p> <p>7. TRANSMITTAL RECEIPT OF CONTRACT TO COA <i>(1 Certified True Copy)</i></p>	<p>End User (Concern Banner Program)</p> <p>Supplier</p> <p>Property Section</p> <p>End User (Concern Banner Program)</p> <p>Supplier</p> <p>Property Section</p> <p>GSS</p>

<p>8. APPROVED CONTRACT (1 Original Copy)</p> <p>9. OBLIGATION REQUEST AND STATUS (3 Original Copies, only 1 Copy to be retained on file)</p> <p>10. ABSTRACT OF QUOTATIONS AND AWARD (1 Original Copy)</p> <p>11. REQUEST FOR QUOTATION (1 Certified true copy)</p> <p>12. PRE-INSPECTION REPORT (1 Original Copy)</p> <p>13. INDEX REPAIR (1 Original Copy)</p> <p>14. APPROVED PURCHASE REQUEST (2 Original Copies)</p> <p>15. CERTIFICATE OF AVAILABILITY OF FUNDS (BUDGET) (1 Original Copy)</p> <p>16. ANNUAL PROCUREMENT PLAN (1 Original Copy)</p> <p>17. SUCH OTHER DOCUMENTS PECULIAR TO THE CONTRACT AND/OR TO THE MODE OF PROCUREMENT AND CONSIDERED NECESSARY IN THE AUDITORIAL REVIEW AND IN THE TECHNICAL EVALUATION THEREOF</p>	<p>End User (Concern Banner Program)</p> <p>End User (Concern Banner Program)</p> <p>Bids and Award Committee (BAC)</p> <p>Bids and Award Committee (BAC)</p> <p>Property Section</p> <p>Property Section</p> <p>End User (Concern Banner Program)</p> <p>End User (Concern Banner Program)</p> <p>End User (Concern Banner Program)</p> <p>End User (Concern Banner Program)</p>
<p><u>FOR PAYMENT OF REPAIR AND MAINTENANCE THROUGH SVP AMOUNTING TO P50,000.00 ABOVE:</u></p> <p>1. DISBURSEMENT VOUCHER (3 Original copies)</p> <p>2. BILLING STATEMENT/ SERVICE BILLING (1 Original Copy)</p> <p>3. CERTIFICATE OF POST-INSPECTION (1 Original Copy)</p>	<p>End User (Concern Banner Program)</p> <p>Supplier</p> <p>Property Section</p>

4. CERTIFICATE OF ACCEPTANCE <i>(1 Original Copy)</i>	End User (Concern Banner Program)
5. WARRANTY CERTIFICATE, IF ANY <i>(1 Original Copy)</i>	Supplier
6. WASTE MATERIAL REPORT, IF ANY <i>(1 Original Copy)</i>	Property Section
7. TRANSMITTAL RECEIPT OF CONTRACT TO COA <i>(1 Certified true copy)</i>	GSS
8. AWARD NOTICE ABSTRACT <i>(1 Original Copy)</i>	Bids and Award Committee (BAC)
9. APPROVED CONTRACT <i>(1 Original Copy)</i>	End User (Concern Banner Program)
10. OBLIGATION REQUEST AND STATUS <i>(3 Original Copies, only 1 Copy to be retained on file)</i>	End User (Concern Banner Program)
11. NOTICE OF AWARD <i>(1 Original Copy)</i>	Bids and Award Committee (BAC)
12. BAC RESOLUTION <i>(1 Original Copy)</i>	Bids and Award Committee (BAC)
13. EVALUATION REPORT <i>(1 Original Copy)</i>	Bids and Award Committee (BAC)
14. ABSTRACT OF QUOTATIONS <i>(1 Original Copy)</i>	Bids and Award Committee (BAC)
15. REQUEST FOR QUOTATION <i>(1 Certified True Copy)</i>	Bids and Award Committee (BAC)
16. PRINTOUT COPY OF ADVERTISEMENT POSTED IN THE PHILGEPS <i>(1 Original Copy)</i>	Bids and Award Committee (BAC)
17. PHILGEPS CERTIFICATION <i>(1 Certified True Copy)</i>	Bids and Award Committee (BAC)
18. PRE-INSPECTION REPORT <i>(1 Original Copy)</i>	Property Section

<p>19. INDEX REPAIR (1 Original Copy)</p> <p>20. PURCHASE REQUEST (2 Original Copies)</p> <p>21. CERTIFICATE OF AVAILABILITY OF FUNDS (BUDGET) (1 Original Copy)</p> <p>22. ANNUAL PROCUREMENT PLAN (1 Original Copy)</p> <p>23. SUCH OTHER DOCUMENTS PECULIAR TO THE CONTRACT AND/OR TO THE MODE OF PROCUREMENT AND CONSIDERED NECESSARY IN THE AUDITORIAL REVIEW AND IN THE TECHNICAL EVALUATION THEREOF</p>	<p>Property Section</p> <p>End User (Concern Banner Program)</p> <p>End User (Concern Banner Program)</p> <p>End User (Concern Banner Program)</p> <p>End User (Concern Banner Program)</p>
<p><u>FOR PAYMENT OF GOODS THROUGH SHOPPING AND SVP AMOUNTING TO P50,000.00 AND BELOW:</u></p> <p>1. DISBURSEMENT VOUCHER (3 Original Copies)</p> <p>2. PROPERTY ACKNOWLEDGEMENT RECEIPT (PAR)/ CERTIFICATION ON SUBMISSION OF MASTERLIST OF BENEFICIARIES, WHICHEVER IS APPLICABLE (1 Original Copy)</p> <p>3. INSPECTION AND ACCEPTANCE REPORT (3 Original Copies)</p> <p>4. NOTICE OF DELIVERY TO COA (1 Certified true copy)</p> <p>5. SALES INVOICE (1 Original Copy/ies)</p> <p>6. DELIVERY RECEIPT (1 Original Copy/ies)</p> <p>7. RESULTS OF TEST ANALYSIS, IF APPLICABLE (1 Original Copy)</p>	<p>End User (Concern Banner Program)</p> <p>Property Section/End User</p> <p>GSS</p> <p>GSS</p> <p>Supplier</p> <p>Supplier</p> <p>Supplier</p>

<p>8. TRANSMITTAL RECEIPT OF PURCHASE ORDER TO COA <i>(1 Certified true copy)</i></p> <p>9. APPROVED PURCHASE ORDER <i>(1 Original Copy)</i></p> <p>10. OBLIGATION REQUEST AND STATUS <i>(3 Original Copies, only 1 Copy to be retained on file)</i></p> <p>11. ABSTRACT OF QUOTATIONS AND AWARD <i>(1 Original Copy)</i></p> <p>12. REQUEST FOR QUOTATION <i>(1 Certified True Copy)</i></p> <p>13. APPROVED PURCHASE REQUEST <i>(2 Original Copies)</i></p> <p>14. CERTIFICATE OF AVAILABILITY OF FUNDS (BUDGET) <i>(1 Original Copy)</i></p> <p>15. ANNUAL PROCUREMENT PLAN <i>(1 Original Copy)</i></p> <p>16. CERTIFICATION OF NON-AVAILABILITY OF STOCKS FROM DBM-PS, FOR ORDINARY OFFICE SUPPLIES AND EQUIPMENT <i>(1 Original Copy)</i></p> <p>17. SUCH OTHER DOCUMENTS PECULIAR TO THE CONTRACT AND/OR TO THE MODE OF PROCUREMENT AND CONSIDERED NECESSARY IN THE AUDITORIAL REVIEW AND IN THE TECHNICAL EVALUATION THEREOF</p>	<p>GSS</p> <p>End User (Concern Banner Program)</p> <p>End User (Concern Banner Program)</p> <p>Bids and Award Committee (BAC)</p> <p>Bids and Award Committee (BAC)</p> <p>End User (Concern Banner Program)</p> <p>End User (Concern Banner Program)</p> <p>End User (Concern Banner Program)</p> <p>GSS</p> <p>End User (Concern Banner Program)</p>
<p><u>FOR PAYMENT OF GOODS THROUGH SHOPPING AND SVP AMOUNTING TO P50,000.00 ABOVE:</u></p> <p>1. DISBURSEMENT VOUCHER <i>(3 Original Copies)</i></p>	<p>End User (Concern Banner Program)</p>

<p>2. PROPERTY ACKNOWLEDGEMENT RECEIPT/ CERTIFICATION ON SUBMISSION OF MASTERLIST OF BENEFICIARIES, WHICHEVER IS APPLICABLE <i>(1 Original Copy)</i></p>	<p>Property/End User</p>
<p>3. INSPECTION AND ACCEPTANCE REPORT <i>(3 Original Copies)</i></p>	<p>GSS</p>
<p>4. NOTICE OF DELIVERY TO COA <i>(1 Certified True Copy)</i></p>	<p>GSS</p>
<p>5. SALES INVOICE <i>(1 Original Copy/ies)</i></p>	<p>Supplier</p>
<p>6. DELIVERY RECEIPT <i>(1 Original Copy/ies)</i></p>	<p>Supplier</p>
<p>7. RESULTS OF TEST ANALYSIS, IF APPLICABLE <i>(1 Original Copy)</i></p>	<p>Supplier</p>
<p>8. TRANSMITTAL RECEIPT OF PURCHASE ORDER TO COA <i>(1 Original Copy)</i></p>	<p>GSS</p>
<p>9. AWARD NOTICE ABSTRACT <i>(1 Original Copy)</i></p>	<p>Bids and Award Committee (BAC)</p>
<p>10. APPROVED PURCHASE ORDER <i>(1 Original Copy)</i></p>	<p>End User (Concern Banner Program)</p>
<p>11. OBLIGATION REQUEST AND STATUS <i>(3 Original Copies, only 1 Copy to be retained on file)</i></p>	<p>End User (Concern Banner Program)</p>
<p>12. NOTICE OF AWARD <i>(1 Original Copy)</i></p>	<p>Bids and Award Committee (BAC)</p>
<p>13. BAC RESOLUTION <i>(1 Original Copy)</i></p>	<p>Bids and Award Committee (BAC)</p>
<p>14. TECHNICAL WORKING GROU (TWG) EVALUATION REPORT <i>(1 Original Copy)</i></p>	<p>Bids and Award Committee (BAC)</p>

<p>15. ABSTRACT OF QUOTATIONS <i>(1 Original Copy)</i></p> <p>16. REQUEST FOR QUOTATION <i>(1 Certified True Copy)</i></p> <p>17. CERTIFICATION FROM THE HEAD OF BAC SECRETARIAT ON THE POSTING OF ADVERTISEMENT AT CONSPICUOUS PLACES <i>(1 Original Copy)</i></p> <p>18. PHILGEPS REQUEST FOR QUOTATION <i>(1 Original Copy)</i></p> <p>19. APPROVED PURCHASE REQUEST <i>(2 Original Copies)</i></p> <p>20. CERTIFICATE OF AVAILABILITY OF FUNDS (BUDGET) <i>(1 Original Copy)</i></p> <p>21. ANNUAL PROCUREMENT PLAN <i>(1 Original Copy)</i></p> <p>22. CERTIFICATE OF NON-AVAILABILITY OF STOCKS FROM DBM-PS, FOR ORDINARY OFFICE SUPPLIES AND EQUIPMENT <i>(1 Original Copy)</i></p> <p>23. SUCH OTHER DOCUMENTS PECULIAR TO THE CONTRACT AND/OR TO THE MODE OF PROCUREMENT AND CONSIDERED NECESSARY IN THE AUDITORIAL REVIEW AND IN THE TECHNICAL EVALUATION THEREOF</p>	<p>Bids and Award Committee (BAC)</p> <p>Bids and Award Committee (BAC)</p> <p>Bids and Award Committee (BAC)</p> <p>Bids and Award Committee (BAC)</p> <p>End User (Concern Banner Program)</p> <p>End User (Concern Banner Program)</p> <p>End User (Concern Banner Program)</p> <p>GSS</p> <p>End User (Concern Banner Program)</p>
<p><u>FOR PAYMENT OF GOODS THROUGH PUBLIC BIDDING:</u></p> <p>1. DISBURSEMENT VOUCHER <i>(3 Original Copies)</i></p> <p>2. PROPERTY ACKNOWLEDGEMENT RECEIPT / CERTIFICATION ON</p>	<p>End User (Concern Banner Program)</p> <p>Property Section/End User</p>

SUBMISSION OF MASTERLIST OF BENEFICIARIES, WHICHEVER IS APPLICABLE <i>(1 Original Copy)</i>	
3. INSPECTION AND ACCEPTANCE REPORT <i>(3 Original Copies)</i>	GSS
4. PICTURES <i>(1 set Original Copy)</i>	GSS
5. NOTICE OF DELIVERY TO COA <i>(1 Original Copy)</i>	GSS
6. SALES INVOICE <i>(1 Original Copy)</i>	Supplier
7. DELIVERY RECEIPT <i>(1 Original Copy)</i>	Supplier
8. WARRANTY SECURITY <i>(1 Original Copy)</i>	Supplier
9. RESULTS OF TEST ANALYSIS, IF APPLICABLE <i>(1 Original Copy/Certified True Copy)</i>	Supplier
10. TAX RECEIPTS FROM THE BOC OR THE BIR AS PROOF OF PAYMENT OF TAXES AND DUTIES, IF APPLICABLE <i>(1 Certified True Copy)</i>	Supplier
11. TRANSMITTAL RECEIPT OF CONTRACT TO COA <i>(1 Certified True Copy)</i>	GSS
12. AWARD NOTICE ABSTRACT <i>(1 Original Copy)</i>	Bids and Award Committee (BAC)
13. NOTICE TO PROCEED <i>(1 Original Copy)</i>	GSS
14. APPROVED CONTRACT <i>(1 Original Copy)</i>	GSS
15. CERTIFICATE OF AVAILABILITY OF FUNDS SIGNED BY THE ACCOUNTANT <i>(2 Original Copy)</i>	Accounting Section

<p>16. OBLIGATION REQUEST AND STATUS <i>(3 Original Copies, only 1 Copy to be retained on file)</i></p>	<p>End User (Concern Banner Program)</p>
<p>17. PERFORMANCE SECURITY <i>(1 Original Copy)</i></p>	<p>Supplier</p>
<p>18. NOTICE OF AWARD <i>(1 Original Copy)</i></p>	<p>Bids and Award Committee (BAC)</p>
<p>19. BAC RESOLUTION <i>(1 Original copy)</i></p>	<p>Bids and Award Committee (BAC)</p>
<p>20. NOTICE OF POST-QUALIFICATION (1 Original Copy)</p>	<p>Bids and Award Committee (BAC)</p>
<p>21. BID EVALUATION REPORT <i>(1 Original Copy)</i></p>	<p>Bids and Award Committee (BAC)</p>
<p>22. POST-QUALIFICATION EVALUATION REPORT <i>(1 Original Copy)</i></p>	<p>Bids and Award Committee (BAC)</p>
<p>23. EVIDENCE OF INVITATION TO CONDUCT POST QUALIFICATION TO AT LEAST THREE OBSERVERS <i>(1 Original Copy)</i></p>	<p>Bids and Award Committee (BAC)</p>
<p>24. ABSTRACT OF BID AS CALCULATED <i>(1 Original Copy)</i></p>	<p>Bids and Award Committee (BAC)</p>
<p>25. ABSTRACT OF BID AS READ <i>(1 Original Copy)</i></p>	<p>Bids and Award Committee (BAC)</p>
<p>26. RESULTS OF ELIGIBILITY CHECK/SCREENING <i>(1 Certified True Copy)</i></p>	<p>Bids and Award Committee (BAC)</p>
<p>27. BIDDER'S TECHNICAL AND FINANCIAL PROPOSALS <i>(1 Certified True Copy)</i></p>	<p>Bidder</p>
<p>28. BIDDING DOCUMENTS <i>(1 Original Copy)</i></p>	<p>Bids and Award Committee (BAC)</p>
<p>29. MINUTES OF BID OPENING SCREENING <i>(1 Certified True Copy)</i></p>	<p>Bids and Award Committee (BAC)</p>

<p>30. EVIDENCE OF INVITATION FOR BID OPENING TO AT LEAST THREE OBSERVERS SCREENING <i>(1 Certified True Copy)</i></p>	<p>Bids and Award Committee (BAC)</p>
<p>31. MINUTES OF PRE-BID CONFERENCE (ABC PHP 1.0 MILLION AND ABOVE) SCREENING <i>(1 Certified True Copy)</i></p>	<p>Bids and Award Committee (BAC)</p>
<p>32. EVIDENCE OF INVITATION FOR PRE-BID CONFERENCE (ABC PHP 1.0 BAC MILLION AND ABOVE) TO AT LEAST THREE OBSERVERS SCREENING <i>(1 Certified True Copy)</i></p>	<p>Bids and Award Committee (BAC)</p>
<p>33. MINUTES OF PRE-PROCUREMENT CONFERENCE (FOR PROJECTS COSTING PHP2.0 MILLION AND ABOVE FOR GOODS) SCREENING <i>(1 Certified True Copy)</i></p>	<p>Bids and Award Committee (BAC)</p>
<p>34. CERTIFICATION FROM THE HEAD OF BAC SECRETARIAT ON THE POSTING OF ADVERTISEMENT AT CONSPICUOUS PLACES <i>(1 Original Copy)</i></p>	<p>Bids and Award Committee (BAC)</p>
<p>35. SUPPLEMENTAL BID BULLETINS, IF ANY <i>(1 Original Copy)</i></p>	<p>Bids and Award Committee (BAC)</p>
<p>36. PHILGEPS INVITATION TO BID <i>(1 Original Copy)</i></p>	<p>Bids and Award Committee (BAC)</p>
<p>37. APPROVED PURCHASE REQUEST <i>(1 Original Copy)</i></p>	<p>End User (Concern Banner Program)</p>
<p>38. CERTIFICATE OF AVAILABILITY OF FUNDS (BUDGET) <i>(1 Original Copy)</i></p>	<p>End User (Concern Banner Program)</p>
<p>39. ANNUAL PROCUREMENT PLAN <i>(1 Original Copy)</i></p>	<p>End User (Concern Banner Program)</p>
<p>40. CERTIFICATION OF NON-AVAILABILITY OF STOCKS FROM</p>	<p>GSS</p>

DBM-PS, FOR ORDINARY OFFICE SUPPLIES AND EQUIPMENT <i>(1 Certified True Copy)</i>				
41. AUTHORITY TO PURCHASE FROM DBM OR OP, FOR MOTOR VEHICLES <i>(1 Original Copy)</i>		Department of Budget and Management (DBM)/Office of the President (OP)		
42. SUCH OTHER DOCUMENTS PECULIAR TO THE CONTRACT AND/OR TO THE MODE OF PROCUREMENT AND CONSIDERED NECESSARY IN THE AUDITORIAL REVIEW AND IN THE TECHNICAL EVALUATION THEREOF		End User (Concern Banner Program)		
Client Steps	Agency Action	Fees to be paid	Processing Time (For complex transactions)	Person Responsible
1. Forwards the Disbursement Voucher (DV) and Complete Supporting documents to the Receiving-Accounting Section	1.1 Receive and Record the Disbursement Voucher (DV) and supporting documents.	None	5 Minutes per DV	Mr. Laieson C. Cabigao OIC-Chief, Accounting Section
	1.2 Update the Document Tracking Monitoring System (DTMS) on the status of the Disbursement Voucher (DV) and supporting documents	None		
	1.3 Forward the Disbursement Voucher (DV) and supporting documents to the designated accounting staff for processing.	None		Ms. Mary Joyce Dayrit (Accounting Staff)
	1.4 Perform initial review of Disbursement Voucher (DV) as to the	None		Ms. Nelita

	completeness of supporting documents and propriety of claims.		2 days per DV	<p>Guiao (Administrative Assistant II)</p> <p>Rosalito Tiongco (Administrative Officer IV)</p> <p>Ms. Ma. Kharene Rabe / Paulette Dabu / Joy Bendicio (Accounting Staff)</p>
	<p>1.6</p> <p>a. Compute and deduct applicable taxes.</p> <p>b. Prepare Accounting Entries in Box B of Disbursement Voucher (DV).</p>	None	5 minutes per DV	<p>Ms. Nelita Guiao Administrative Assistant II</p> <p>Rosalito Tiongco Administrative Officer IV</p> <p>Ms. Ma. Kharene Rabe / Paulette Dabu / Joy Bendicio Accounting Staff</p>

	1.7 Forward to Chief Accountant for final review of completeness of supporting documents and signature.	None	2 days	<p>Mr. Rosalito Tiongco (Administrative Officer IV)</p> <p>Ms. Ma. Kharene Rabe / Paulette Dabu / Joy Bendicio (Accounting Staff)</p>
	1.8 Identify mode of payment of DVs. a. If the DV is for check Payment Proceed to 1.12 b. if the DV is for LDDAP – ADA proceed to 1.9	None	15 minutes	<p>Mr. Laieson C. Cabigao OIC-Chief, Accounting Section</p>
	1.9 Prepare index of payment, record and assign number for Disbursement Voucher (DV) for payment and forward it to the respective signatories: DVs: Box D – Regional Executive Director (RED) or Regional Technical Director (RTD) as per Delegation of Authority <i>(Amendment to General Memorandum Order No. 01, Series of 2024 re: Delegation of Authority)</i>	None	10 Minutes	<p>Mr. Laieson C. Cabigao OIC-Chief, Accounting Section</p> <p>Mr. Danilo Evangelista (Administrative Officer I)</p>
	1.10 After Approval of DV from Regional Executive Director Office or Regional Technical	None	30 minutes	<p>Mr. Laieson C. Cabigao OIC-Chief,</p>

	<p>Director Office for payment, and the confirmation from the Cashier Section,</p> <p>Accounting Staff Receives and Records the DVs and prepares LDDAP–ADA with complete supporting documents</p>			<p>Accounting Section</p> <p>Mr. Allan S. Pesa (Administrative Assistant II)</p>
	<p>1.11 Record Disbursement Voucher (DV) for payment and LDDAP–ADA with complete supporting documents to Cashier Unit.</p>	None	5 minutes	<p>Mr. Laieson C. Cabigao OIC-Chief, Accounting Section</p> <p>Mr. Danilo Evangelista (Administrative Officer I)</p>
	<p>1.12 Prepare index of payment, record and assign number for Disbursement Voucher (DV) for payment and forward it to the Cashier</p>	None	20 minutes	<p>Mr. Danilo Evangelista (Administrative Officer I)</p> <p>Mr. Laieson C. Cabigao OIC-Chief, Accounting Section</p>
	Total:	None	4 days, 1 hour and 30 minutes	

PROCESSING OF DISBURSEMENT VOUCHERS

This involves review and certification of the Disbursement Voucher (DV) as to availability of funds, completeness of supporting documents and propriety of claims.

Office or Division	Administrative and Finance Division – Accounting Section
Classification	HIGHLY TECHNICAL
Type of Transaction	G2C, G2B, G2G
Who May Avail	FARMERS, EMPLOYEES, COS PERSONNEL, SUPPLIERS, CONTRACTORS
Checklist of Requirements (Pursuant to COA Circular No. 2012–001 dated 14 June 2012)	Where to Secure
<u>FOR PAYMENT OF GOODS THROUGH SHOPPING AND SVP AMOUNTING TO P50,000.00 AND BELOW:</u>	
1. DISBURSEMENT VOUCHER (3 <i>Original Copies</i>)	End User (Concern Banner Program)
2. PROPERTY ACKNOWLEDGEMENT RECEIPT (PAR)/ CERTIFICATION ON SUBMISSION OF MASTERLIST OF BENEFICIARIES, WHICHEVER IS APPLICABLE (1 <i>Original Copy</i>)	Property Section/End User
3. INSPECTION AND ACCEPTANCE REPORT (3 <i>Original Copies</i>)	GSS
4. NOTICE OF DELIVERY TO COA (1 <i>Certified true copy</i>)	GSS
5. SALES INVOICE (1 <i>Original Copy/ies</i>)	Supplier
6. DELIVERY RECEIPT (1 <i>Original Copy/ies</i>)	Supplier
7. RESULTS OF TEST ANALYSIS, IF APPLICABLE (1 <i>Original Copy</i>)	Supplier

<p>8. TRANSMITTAL RECEIPT OF PURCHASE ORDER TO COA (1 <i>Certified true copy</i>)</p>	<p>GSS</p>
<p>9. APPROVED PURCHASE ORDER (1 <i>Original Copy</i>)</p>	<p>End User (Concern Banner Program)</p>
<p>10. OBLIGATION REQUEST AND STATUS (3 <i>Original Copies, only 1 Copy to be retained on file</i>)</p>	<p>End User (Concern Banner Program)</p>
<p>11. ABSTRACT OF QUOTATIONS AND AWARD (1 <i>Original Copy</i>)</p>	<p>Bids and Award Committee (BAC)</p>
<p>12. REQUEST FOR QUOTATION (1 <i>Certified True Copy</i>)</p>	<p>Bids and Award Committee (BAC)</p>
<p>13. APPROVED PURCHASE REQUEST (2 <i>Original Copies</i>)</p>	<p>End User (Concern Banner Program)</p>
<p>14. CERTIFICATE OF AVAILABILITY OF FUNDS (BUDGET) (1 <i>Original Copy</i>)</p>	<p>End User (Concern Banner Program)</p>
<p>15. ANNUAL PROCUREMENT PLAN (1 <i>Original Copy</i>)</p>	<p>End User (Concern Banner Program)</p>
<p>16. CERTIFICATION OF NON-AVAILABILITY OF STOCKS FROM DBM-PS, FOR ORDINARY OFFICE SUPPLIES AND EQUIPMENT (1 <i>Original Copy</i>)</p>	<p>GSS</p>
<p>17. SUCH OTHER DOCUMENTS PECULIAR TO THE CONTRACT AND/OR TO THE MODE OF PROCUREMENT AND CONSIDERED NECESSARY IN THE AUDITORIAL REVIEW AND IN THE TECHNICAL EVALUATION THEREOF</p>	<p>End User (Concern Banner Program)</p>
<p><u>FOR PAYMENT OF GOODS THROUGH</u></p>	

<u>SHOPPING AND SVP AMOUNTING TO P50,000.00 ABOVE:</u>	
1. DISBURSEMENT VOUCHER (3 <i>Original Copies</i>)	End User (Concern Banner Program)
2. PROPERTY ACKNOWLEDGEMENT RECEIPT/ CERTIFICATION ON SUBMISSION OF MASTERLIST OF BENEFICIARIES, WHICHEVER IS APPLICABLE (1 <i>Original Copy</i>)	Property/End User
3. INSPECTION AND ACCEPTANCE REPORT (3 <i>Original Copies</i>)	GSS
4. NOTICE OF DELIVERY TO COA (1 <i>Certified True Copy</i>)	GSS
5. SALES INVOICE (1 <i>Original Copy/ies</i>)	Supplier
6. DELIVERY RECEIPT (1 <i>Original Copy/ies</i>)	Supplier
7. RESULTS OF TEST ANALYSIS, IF APPLICABLE (1 <i>Original Copy</i>)	Supplier
8. TRANSMITTAL RECEIPT OF PURCHASE ORDER TO COA (1 <i>Original Copy</i>)	GSS
9. AWARD NOTICE ABSTRACT (1 <i>Original Copy</i>)	Bids and Award Committee (BAC)
10. APPROVED PURCHASE ORDER (1 <i>Original Copy</i>)	End User (Concern Banner Program)
11. OBLIGATION REQUEST AND STATUS (3 <i>Original Copies, only 1 Copy to be retained on file</i>)	End User (Concern Banner Program)
12. NOTICE OF AWARD (1 <i>Original Copy</i>)	Bids and Award Committee (BAC)
13. BAC RESOLUTION (1 <i>Original Copy</i>)	Bids and Award Committee (BAC)
14. TECHNICAL WORKING GROUP (TWG) EVALUATION REPORT (1 <i>Original Copy</i>)	Bids and Award Committee (BAC)
	Bids and Award Committee (BAC)

<p>15. ABSTRACT OF QUOTATIONS (1 Original Copy)</p> <p>16. REQUEST FOR QUOTATION (1 Certified True Copy)</p> <p>17. CERTIFICATION FROM THE HEAD OF BAC SECRETARIAT ON THE POSTING OF ADVERTISEMENT AT CONSPICUOUS PLACES (1 Original Copy)</p> <p>18. PHILGEPS REQUEST FOR QUOTATION (1 Original Copy)</p> <p>19. APPROVED PURCHASE REQUEST (2 Original Copies)</p> <p>20. CERTIFICATE OF AVAILABILITY OF FUNDS (BUDGET) (1 Original Copy)</p> <p>21. ANNUAL PROCUREMENT PLAN (1 Original Copy)</p> <p>22. CERTIFICATE OF NON-AVAILABILITY OF STOCKS FROM DBM-PS, FOR ORDINARY OFFICE SUPPLIES AND EQUIPMENT (1 Original Copy)</p> <p>23. SUCH OTHER DOCUMENTS PECULIAR TO THE CONTRACT AND/OR TO THE MODE OF PROCUREMENT AND CONSIDERED NECESSARY IN THE AUDITORIAL REVIEW AND IN THE TECHNICAL EVALUATION THEREOF</p>	<p>Bids and Award Committee (BAC)</p> <p>Bids and Award Committee (BAC)</p> <p>Bids and Award Committee (BAC)</p> <p>End User (Concern Banner Program)</p> <p>End User (Concern Banner Program)</p> <p>End User (Concern Banner Program)</p> <p>GSS</p> <p>End User (Concern Banner Program)</p> <p>End User (Concern Banner Program)</p>
<p><u>FOR PAYMENT OF INFRASTRUCTURE SMALL VALUE PROCUREMENT (SVP) AMOUNTING TO P50,000.00 ABOVE:</u></p> <p>1. DISBURSEMENT VOUCHER (3 Original Copies)</p>	<p>End User (Concern Banner Program)</p>

2. STATEMENT OF TIME ELAPSED (1 Original Copy)	Regional Agricultural Engineering Division (RAED)
3. CERTIFICATE OF ACCEPTANCE (1 Original Copy)	End User (Concern Banner Program)
4. CERTIFICATE OF COMPLETION (1 Original Copy)	Regional Agricultural Engineering Division (RAED)
5. INSPECTION REPORT (1 Copy with IIC, IR from RAED with attach monitoring original copies)	Regional Agricultural Engineering Division (RAED)
6. PICTURES (BEFORE, DURING AND AFTER CONSTRUCTION) (1 copy, if not geotagged must be signed by RAED)	Regional Agricultural Engineering Division (RAED)
7. STATEMENT OF WORK ACCOMPLISHED (1 Original Copy per unit)	Regional Agricultural Engineering Division (RAED)
8. REQUEST FOR BILLING AND INSPECTION (1 Original Copy)	Contractor
9. TRANSMITTAL RECEIPT OF JOB ORDER TO COA (1 Certified True Copy)	GSS
10. AWARD NOTICE ABSTRACT (1 Original Copy)	Bids and Award Committee (BAC)
11. APPROVED JOB ORDER (1 Original Copy)	End User (Concern Banner Program)
12. OBLIGATION REQUEST AND STATUS (3 Original Copies, only 1 Copy to be retained on file)	End User (Concern Banner Program)
13. NOTICE OF AWARD (1 Original Copy)	Bids and Award Committee (BAC)
14. BAC RESOLUTION (1 Original Copy)	Bids and Award Committee (BAC)
15. TWG EVALUATION REPORT (1 Original Copy)	Bids and Award Committee (BAC)

<p>16. ABSTRACT OF QUOTATIONS (1 Original Copy)</p> <p>17. REQUEST FOR QUOTATION (1 Certified True Copy)</p> <p>18. CERTIFICATION FROM THE HEAD OF BAC SECRETARIAT ON THE POSTING OF ADVERTISEMENT AT CONSPICUOUS PLACES (1 Original Copy)</p> <p>19. PHILGEPS REQUEST FOR QUOTATION (1 Electronic Copy)</p> <p>20. APPROVED PURCHASE REQUEST (2 Original Copy)</p> <p>21. CERTIFICATE OF AVAILABILITY OF FUNDS (BUDGET) (1 Original Copy)</p> <p>22. ANNUAL PROCUREMENT PLAN (1 Original Copy)</p> <p>23. PROGRAM OF WORKS (Original copy for Lot 1 for succeeding lots Certified True Copy)</p> <p>24. DETAILED ENGINEERING DESIGN (Original copy same as above)</p> <p>25. SUCH OTHER DOCUMENTS PECULIAR TO THE CONTRACT AND/OR TO THE MODE OF PROCUREMENT AND CONSIDERED NECESSARY IN THE AUDITORIAL REVIEW AND IN THE TECHNICAL EVALUATION THEREOF</p>	<p>Bids and Award Committee (BAC)</p> <p>Bids and Award Committee (BAC)</p> <p>Bids and Award Committee (BAC)</p> <p>Bids and Award Committee (BAC)</p> <p>End User (Concern Banner Program)</p> <p>End User (Concern Banner Program)</p> <p>End User (Concern Banner Program)</p> <p>Regional Agricultural Engineering Division (RAED)</p> <p>Regional Agricultural Engineering Division (RAED)</p> <p>End User (Concern Banner Program)</p>
<p><u>FOR PAYMENT OF GOODS THROUGH PUBLIC BIDDING:</u></p> <p>1. DISBURSEMENT VOUCHER (3 Original Copies)</p> <p>2. PROPERTY ACKNOWLEDGEMENT RECEIPT / CERTIFICATION ON SUBMISSION OF MASTERLIST OF</p>	<p>End User (Concern Banner Program)</p> <p>Property Section/End User</p>

BENEFICIARIES, WHICHEVER IS APPLICABLE <i>(1 Original Copy)</i>	GSS
3. INSPECTION AND ACCEPTANCE REPORT <i>(3 Original Copies)</i>	GSS
4. PICTURES <i>(1 set Original Copy)</i>	GSS
5. NOTICE OF DELIVERY TO COA <i>(1 Original Copy)</i>	Supplier
6. SALES INVOICE <i>(1 Original Copy)</i>	Supplier
7. DELIVERY RECEIPT <i>(1 Original Copy)</i>	Supplier
8. WARRANTY SECURITY <i>(1 Original Copy)</i>	Supplier
9. RESULTS OF TEST ANALYSIS, IF APPLICABLE <i>(1 Original Copy/Certified True Copy)</i>	Supplier
10. TAX RECEIPTS FROM THE BOC OR THE BIR AS PROOF OF PAYMENT OF TAXES AND DUTIES, IF APPLICABLE <i>(1 Certified True Copy)</i>	Supplier
11. TRANSMITTAL RECEIPT OF CONTRACT TO COA <i>(1 Certified True Copy)</i>	GSS
12. AWARD NOTICE ABSTRACT <i>(1 Original Copy)</i>	Bids and Award Committee (BAC)
13. NOTICE TO PROCEED <i>(1 Original Copy)</i>	GSS
14. APPROVED CONTRACT <i>(1 Original Copy)</i>	GSS
15. CERTIFICATE OF AVAILABILITY OF FUNDS SIGNED BY THE ACCOUNTANT <i>(2 Original Copy)</i>	Accounting Section
16. OBLIGATION REQUEST AND STATUS <i>(3 Original Copies, only 1 Copy to be retained on file)</i>	

<p>17. PERFORMANCE SECURITY (1 Original Copy)</p>	<p>End User (Concern Banner Program)</p>
<p>18. NOTICE OF AWARD (1 Original Copy)</p>	<p>Supplier</p>
<p>19. BAC RESOLUTION (1 Original copy)</p>	<p>Bids and Award Committee (BAC)</p>
<p>20. NOTICE OF POST-QUALIFICATION (1 Original Copy)</p>	<p>Bids and Award Committee (BAC)</p>
<p>21. BID EVALUATION REPORT (1 Original Copy)</p>	<p>Bids and Award Committee (BAC)</p>
<p>22. POST-QUALIFICATION EVALUATION REPORT (1 Original Copy)</p>	<p>Bids and Award Committee (BAC)</p>
<p>23. EVIDENCE OF INVITATION TO CONDUCT POST QUALIFICATION TO AT LEAST THREE OBSERVERS (1 Original Copy)</p>	<p>Bids and Award Committee (BAC)</p>
<p>24. ABSTRACT OF BID AS CALCULATED (1 Original Copy)</p>	<p>Bids and Award Committee (BAC)</p>
<p>25. ABSTRACT OF BID AS READ (1 Original Copy)</p>	<p>Bids and Award Committee (BAC)</p>
<p>26. RESULTS OF ELIGIBILITY CHECK/SCREENING (1 Certified True Copy)</p>	<p>Bids and Award Committee (BAC)</p>
<p>27. BIDDER'S TECHNICAL AND FINANCIAL PROPOSALS (1 Certified True Copy)</p>	<p>Bids and Award Committee (BAC)</p>
<p>28. BIDDING DOCUMENTS (1 Original Copy)</p>	<p>Bidder</p>
<p>29. MINUTES OF BID OPENING SCREENING (1 Certified True Copy)</p>	<p>Bids and Award Committee (BAC)</p>
<p>30. EVIDENCE OF INVITATION FOR BID OPENING TO AT LEAST THREE OBSERVERS SCREENING (1 Certified True Copy)</p>	<p>Bids and Award Committee (BAC)</p>

<p>31. MINUTES OF PRE-BID CONFERENCE (ABC PHP 1.0 MILLION AND ABOVE) <i>SCREENING (1 Certified True Copy)</i></p>	<p>Bids and Award Committee (BAC)</p>
<p>32. EVIDENCE OF INVITATION FOR PRE-BID CONFERENCE (ABC PHP 1.0 BAC MILLION AND ABOVE) TO AT LEAST THREE OBSERVERS <i>SCREENING (1 Certified True Copy)</i></p>	<p>Bids and Award Committee (BAC)</p>
<p>33. MINUTES OF PRE-PROCUREMENT CONFERENCE (FOR PROJECTS COSTING PHP2.0 MILLION AND ABOVE FOR GOODS) <i>SCREENING (1 Certified True Copy)</i></p>	<p>Bids and Award Committee (BAC)</p>
<p>34. CERTIFICATION FROM THE HEAD OF BAC SECRETARIAT ON THE POSTING OF ADVERTISEMENT AT CONSPICUOUS PLACES <i>(1 Original Copy)</i></p>	<p>Bids and Award Committee (BAC)</p>
<p>35. SUPPLEMENTAL BID BULLETINS, IF ANY <i>(1 Original Copy)</i></p>	<p>Bids and Award Committee (BAC)</p>
<p>36. PHILGEPS INVITATION TO BID <i>(1 Original Copy)</i></p>	<p>Bids and Award Committee (BAC)</p>
<p>37. APPROVED PURCHASE REQUEST <i>(1 Original Copy)</i></p>	<p>End User (Concern Banner Program)</p>
<p>38. CERTIFICATE OF AVAILABILITY OF FUNDS (BUDGET) <i>(1 Original Copy)</i></p>	<p>End User (Concern Banner Program)</p>
<p>39. ANNUAL PROCUREMENT PLAN <i>(1 Original Copy)</i></p>	<p>End User (Concern Banner Program)</p>
<p>40. CERTIFICATION OF NON-AVAILABILITY OF STOCKS FROM DBM-PS, FOR ORDINARY OFFICE SUPPLIES AND EQUIPMENT <i>(1 Certified True Copy)</i></p>	<p>GSS</p>
<p>41. AUTHORITY TO PURCHASE FROM DBM OR OP, FOR MOTOR VEHICLES <i>(1 Original Copy)</i></p>	<p>Department of Budget and Management (DBM)/Office of the President (OP)</p>

<p>42. SUCH OTHER DOCUMENTS PECULIAR TO THE CONTRACT AND/OR TO THE MODE OF PROCUREMENT AND CONSIDERED NECESSARY IN THE AUDITORIAL REVIEW AND IN THE TECHNICAL EVALUATION THEREOF</p>	<p>End User (Concern Banner Program)</p>
<p><u>FOR PAYMENT OF INFRASTRUCTURE THROUGH PUBLIC BIDDING:</u></p> <ol style="list-style-type: none"> 1. DISBURSEMENT VOUCHER (3 <i>Original Copies</i>) 2. STATEMENT OF TIME ELAPSED (1 <i>Original Copy</i>) 3. CERTIFICATE OF ACCEPTANCE, FOR FINAL BILLING (1 <i>Original Copy</i>) 4. CERTIFICATE OF COMPLETION, FOR FINAL BILLING (1 <i>Original Copy</i>) 5. INSPECTION REPORT (1 <i>Copy with Internal Inspection Committee (IIC), Inspection Report (IR) from RAED with attach monitoring original copies</i>) 6. PICTURES (BEFORE, DURING AND AFTER CONSTRUCTION) (1 <i>copy, if not geotagged must be signed by RAED</i>) 7. STATEMENT OF WORK ACCOMPLISHED (1 <i>Original Copy per unit</i>) 8. REQUEST FOR BILLING AND INSPECTION (1 <i>Original Copy</i>) 9. TRANSMITTAL RECEIPT OF JOB ORDER TO COA (1 <i>Certified True Copy</i>) 10. AWARD NOTICE ABSTRACT (1 <i>Original Copy</i>) 	<p>End User (Concern Banner Program)</p> <p>Regional Agricultural Engineering Division (RAED)</p> <p>End User (Concern Banner Program)</p> <p>Regional Agricultural Engineering Division (RAED)</p> <p>Regional Agricultural Engineering Division (RAED)</p> <p>Regional Agricultural Engineering Division (RAED)</p> <p>Regional Agricultural Engineering Division (RAED)</p> <p>Regional Agricultural Engineering Division (RAED)</p> <p>Contractor</p> <p>GSS</p> <p>Bids and Award Committee (BAC)</p>

11. NOTICE TO PROCEED <i>(1 Original Copy)</i>	
12. APPROVED CONTRACT <i>(1 Original Copy)</i>	GSS
13. CERTIFICATE OF AVAILABILITY OF FUNDS SIGNED BY THE ACCOUNTANT <i>(2 Original Copies)</i>	GSS Accounting Section
14. OBLIGATION REQUEST AND STATUS <i>(3 Original Copies, only 1 Copy to be retained on file)</i>	End User (Concern Banner Program)
15. PERFORMANCE SECURITY <i>(1 Original Copy)</i>	
16. NOTICE OF AWARD <i>(1 Original Copy)</i>	Contractor
17. BAC RESOLUTION <i>(1 Original Copy)</i>	Bids and Award Committee (BAC)
18. NOTICE OF POST-QUALIFICATION <i>(1 Original Copy)</i>	Bids and Award Committee (BAC)
19. BID EVALUATION REPORT <i>(1 Original Copy)</i>	Bids and Award Committee (BAC)
20. POST-QUALIFICATION EVALUATION REPORT <i>(1 Original Copy)</i>	Bids and Award Committee (BAC)
21. EVIDENCE OF INVITATION TO CONDUCT POST QUALIFICATION TO AT LEAST THREE OBSERVERS <i>(1 Original Copy)</i>	Bids and Award Committee (BAC)
22. ABSTRACT OF BID AS CALCULATED <i>(1 Original Copy)</i>	Bids and Award Committee (BAC)
23. ABSTRACT OF BID AS READ <i>(1 Original Copy)</i>	Bids and Award Committee (BAC)
24. RESULTS OF ELIGIBILITY CHECK/SCREENING <i>(1 Original Copy)</i>	Bids and Award Committee (BAC)
	Bids and Award Committee (BAC)

<p>25. BIDDER'S TECHNICAL AND FINANCIAL PROPOSALS (1 Certified True Copy)</p>	<p>Contractor</p>
<p>26. BIDDING DOCUMENTS (1 Original Copy)</p>	<p>Bids and Award Committee (BAC)</p>
<p>27. MINUTES OF BID OPENING (1 Certified True Copy)</p>	<p>Bids and Award Committee (BAC)</p>
<p>28. EVIDENCE OF INVITATION FOR BID OPENING TO AT LEAST THREE OBSERVERS (1 Certified True Copy)</p>	<p>Bids and Award Committee (BAC)</p>
<p>29. MINUTES OF PRE-BID CONFERENCE (ABC PHP 1.0 MILLION AND ABOVE) (1 Certified True Copy)</p>	<p>Bids and Award Committee (BAC)</p>
<p>30. EVIDENCE OF INVITATION FOR PREBID CONFERENCE (ABC PHP 1.0 MILLION AND ABOVE) TO AT LEAST THREE OBSERVERS (1 Certified True Copy)</p>	<p>Bids and Award Committee (BAC)</p>
<p>31. MINUTES OF PRE-PROCUREMENT CONFERENCE (FOR PROJECTS COSTING PHP5.0 MILLION AND ABOVE FOR INFRASTRUCTURE) (1 Certified True Copy)</p>	<p>Bids and Award Committee (BAC)</p>
<p>32. CERTIFICATION FROM THE HEAD OF BAC SECRETARIAT ON THE POSTING OF ADVERTISEMENT AT CONSPICUOUS PLACES (1 Original Copy)</p>	<p>Bids and Award Committee (BAC)</p>
<p>33. SUPPLEMENTAL BID BULLETINS, IF ANY (1 Original Copy)</p>	<p>Bids and Award Committee (BAC)</p>
<p>34. PHILGEPS INVITATION TO BID (1 Original Copy)</p>	<p>End User (Concern Banner Program)</p>
<p>35. APPROVED PURCHASE REQUEST (2 Original Copies)</p>	<p>End User (Concern Banner Program)</p>

<p>36. CERTIFICATE OF AVAILABILITY OF FUNDS (BUDGET) <i>(1 Original Copy)</i></p> <p>37. ANNUAL PROCUREMENT PLAN <i>(1 Original Copy)</i></p> <p>38. PROGRAM OF WORKS <i>(Original copy for Lot 1 for succeeding lots Certified True Copy)</i></p> <p>39. DETAILED ENGINEERING DESIGN <i>(Original copy for Lot 1 for succeeding lots Certified True Copy)</i></p> <p>40. SUCH OTHER DOCUMENTS PECULIAR TO THE CONTRACT AND/OR TO THE MODE OF PROCUREMENT AND CONSIDERED NECESSARY IN THE AUDITORIAL REVIEW AND IN THE TECHNICAL EVALUATION THEREOF</p>		<p>Regional Agricultural Engineering Division (RAED)</p> <p>Regional Agricultural Engineering Division (RAED)</p> <p>End User (Concern Banner Program)</p> <p>End User (Concern Banner Program)</p>		
Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible
<p>1. Forwards the Disbursement Voucher (DV) and Complete Supporting documents to the Receiving Section of the Accounting Office</p>	<p>1.1 Receive and record DV and supporting documents</p>	<p>None</p>	<p>5 minutes per DV</p>	<p>Ms. Mary Joyce Dayrit (Accounting Staff)</p>
	<p>1.2 Update the Document Tracking Monitoring System (DTMS) on the status of the DV and supporting documents</p>	<p>None</p>		<p>Mr. Laieson C. Cabigao OIC-Chief, Accounting Section</p>
	<p>1.3 Forward the Disbursement Voucher (DV) and supporting documents to the</p>	<p>None</p>		

	designated accounting staff for processing.			
	1.4 Perform initial review of DV as to the completeness of supporting documents and propriety of claims.	None	5 days per DV	<p>Ms. Ma. Kharene Rabe</p> <p>Ms. Paulette Dabu</p> <p>Mr. Joy Bendicio (Accounting Staff)</p> <p>Ms. Nelita Guiao (Administrative Assistant II)</p> <p>Mr. Rosalito Tiongco (Administrative Officer IV)</p>
	<p>1.5</p> <p>a. Compute and deduct applicable taxes.</p> <p>b. Prepare Accounting Entries in Box B of Disbursement Voucher (DV).</p>	NONE	5 minutes per DV	<p>Ms. Ma. Kharene Rabe</p> <p>Ms. Paulette Dabu</p> <p>Mr. Joy Bendicio (Accounting Staff)</p> <p>Ms. Nelita Guiao (Administrative Assistant</p>

				<p>II)</p> <p>Mr. Rosalito Tiongco (Administrative Officer IV)</p>
	<p>1.6 Forward to Chief Accountant for final review of completeness of supporting documents and signature.</p>		<p>3 days per DV</p>	<p>Ms. Ma. Kharene Rabe</p> <p>Ms. Paulette Dabu</p> <p>Mr. Joy Bendicio (Accounting Staff)</p> <p>Ms. Nelita Guiao (Administrative Assistant II)</p> <p>Mr. Rosalito Tiongco (Administrative Officer IV)</p>
	<p>1.7 Identify mode of payment of DVs.</p> <p>a. If the DV is for check Payment Proceed to 1.11</p> <p>b. if the DV is for LDDAP – ADA proceed to 1.8</p>	<p>None</p>	<p>15 minutes per DV</p>	<p>Mr. Laieson C. Cabigao OIC-Chief, Accounting Section</p>
	<p>1.8 Record and assign number for Disbursement</p>	<p>None</p>	<p>10 Minutes</p>	<p>Mr. Danilo</p>

	<p>Voucher (DV) for payment and forward it to the respective signatories:</p> <p>DVs: Box D – Regional Executive Director (RED)</p> <p>DVs: Box D –Regional Technical Director (RTD)</p> <p><i>(Amendment to General Memorandum Order No. 03, Series of 2016 re: Delegation of Authority)</i></p>			<p>Evangelista (Administrative Officer I)</p> <p>Mr. Laieson C. Cabigao</p> <p>OIC-Chief, Accounting Section</p>
	<p>1.9 Receive the approved DVs and prepares LDDAP–ADA with complete supporting documents.</p>	None	1 day	<p>Mr. Allan S. Pesa (Administrative Assistant II)</p> <p>Mr. Laieson C. Cabigao</p> <p>OIC-Chief, Accounting Section</p>
	<p>1.10 Record Disbursement Voucher (DV) for payment and LDDAP–ADA with complete supporting documents to Cashier Unit.</p>	None	5 minutes	<p>Mr. Allan S. Pesa (Administrative Assistant II)</p> <p>Mr. Laieson C. Cabigao</p> <p>OIC-Chief, Accounting Section</p>
	<p>1.11 Record and assign number for Disbursement Voucher (DV) for payment and forward it to the Cashier with complete</p>	None	20 minutes	<p>Mr. Danilo Evangelista (Administrative Assistant II)</p>

	supporting documents for preparation of Check.			ve Officer I) Mr. Laieson C. Cabigao OIC-Chief, Accounting Section
Total:		None	9 days and 1 hour	

ISSUANCE OF ORDER OF PAYMENT

The order of payment issued by the Accounting Office serves as the basis of the Cashier in receiving collections.

Office or Division		Administrative and Finance Division – Accounting Section		
Classification		SIMPLE		
Type of Transaction		G2C, G2B, G2G		
Who May Avail		FARMERS, EMPLOYEES, COS PERSONNEL, SUPPLIERS, CONTRACTORS		
Checklist of Requirements		Where to Secure		
1. Request for issuance of order of payment (for payment of bidding documents, receipt of performance/bidders/bail bonds and collections of various fees) <i>(1 Original Copy)</i>		BAC (for payment of bidding documents, receipt of performance/bidders/bail bonds), Regulatory and Integrated Laboratory Division (for collection of various fees)		
2. Request for issuance of order of payment (for refund of unexpended cash advance, pre-payment, fund transfer and over payment of expenses) <i>(1 Original Copy)</i>		NGAs, LGUs, NGOs/PO and DA - Personnel		
3. Copy of Notice of Award (for payment of performance bond) <i>(1 Certified True Copy)</i>		BAC		
Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible
1. Forward the copy of request for issuance of order of payment by accounting staff	1.1 Receive the request for issuance of Order of Payment for refund of cash advance or unexpended balance from fund transfers, refund for overpayment of expenses, receipt of inter-agency transferred funds, payment of bidding documents, receipt of performance/bidder/ bail bonds and collections of various fees	None	2 minutes per request	Ms. Mary Joyce Dayrit Accounting Staff Mr. Laieson C. Cabigao OIC-Chief, Accounting Section

	1.2 Prepare Order of Payment based on client's request and forwards the same to the Accountant for signature	None	5 minutes per request	Ms. Mary Joyce Dayrit Accounting Staff Mr. Laieson C. Cabigao OIC-Chief, Accounting Section
	1.3 Sign the Order of Payment and forwards the same to the Accounting Staff	None	3 minutes per request	Mr. Laieson C. Cabigao OIC-Chief, Accounting Section
	1.4 Issue the Order of Payment to the client	None	2 minutes per request	Mr. Laieson C. Cabigao OIC-Chief, Accounting Section
2. Receive the order of payment and related supporting documents	2.1 Release the Order of Payment	None	3 minutes per request	Mr. Laieson C. Cabigao OIC-Chief, Accounting Section
Total:		None	15 minutes per request	

DISBURSEMENTS BY CHECKS

Process of paying of outstanding debts or liabilities owed by the department to its suppliers, creditors, employees, LGU's, and others private institutions. This involves issuing checks, electronic transfer or cash payments and managing the cash flow efficiently.

Office or Division	ADMIN AND FINANCE DIVISION – CASHIER UNIT			
Classification	SIMPLE			
Type of Transaction	G2G – G2B – G2C			
Who May Avail	EXTERNAL CREDITORS AND DA EMPLOYEES			
Checklist of Requirements	Where to Secure			
5. Disbursement Vouchers (1 original and 2 photo copies)	Accounting Section			
6. Obligation Request and Status	Budget Section			
7. Supporting Documents	Accounting Section/End User (Concern Banner Programs)			
8. Document Tracking Slip	End User (Concern Banner Programs); DA Employees			
Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible
1. Forward the signed Disbursement Voucher (DV) with complete supporting documents from the Accounting Section	1.1 Receives and checks the completeness of signatories in the Disbursement Voucher (DV) with supporting documents for preparation of Checks	None	5 Minutes	Jeanny P. Aquino (Chief, Cashier) Grace S. Supan (Asst. Cashier)
	1.2 Prepares the checks through the Check Writer software installed in the computer and typewriter (electric or manual typewriter)	None	10 Minutes	Jeanny P. Aquino (Chief, Cashier) Grace S. Supan (Asst. Cashier)

	1.3 Prepare the Advice of Checks Issued and Cancelled (ACIC) through EMDS	None	10 Minutes	Jeanny P. Aquino (Chief, Cashier) Grace S. Supan (Asst. Cashier)
	1.4 Retrieves from file the CkADARec(Check Advice to Debit Account Disbursement Record) maintained per bank account and records the date and number of ADA; amount of the covering DVs and indicate the new balance of the NCA/balance account	None	10 Minutes	Grace S. Supan (Asst. Cashier)
	1.5 Signs the Check and release them together with the set of documents to the Authorized Countersigning Official	None	10 Minutes	Jeanny P. Aquino (Chief, Cashier) Grace S. Supan (Asst. Cashier)
	1.6 Receives and Countersigns the Check and return to the Cashier Unit	None	20 Minutes	Dr. Eduardo L. Lapuz, Jr OIC Regional Executive Director Dr. Arthur D. Dayrit Regional Technical Director Dr. Irene M. Adion Regional Technical Director

2. Claimant will sign on the Box E of the Disbursement Voucher	2.1 Releases the original check and attaches OR/Invoice issued by the payee/claimant to sign on the Box E of the DV and the Check Registry/Logbook	None	10 Minutes	<p>Jeanny P. Aquino (Chief, Cashier)</p> <p>Grace S. Supan (Asst. Cashier)</p>
	Total	None	1 hour and 15 minutes	

DISBURSEMENTS THROUGH CASH

Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible
1. Forward the signed Disbursement Voucher (DV) with complete supporting documents from the Accounting Section	1.1 Receives and checks the completeness of signatories in the Disbursement Voucher (DV) with supporting documents for preparation of Checks	None	5 Minutes	Jeanny P. Aquino Chief, Cashier Grace S. Supan (Asst. Cashier)
	1.2 Prepares the checks and Advice of Checks Issued and Cancelled	None	10 Minutes	Jeanny P. Aquino Chief, Cashier Grace S. Supan (Asst. Cashier
	1.3 Sign the Check and release them together with the set of documents to the Authorized Countersigning Official	None	10 Minutes	Jeanny P. Aquino Chief, Cashier Grace S. Supan (Asst. Cashier
	1.4 Receive and Countersigns the Check and return to the Cashier Unit	None	20 Minutes	Dr. Eduardo L. Lapuz, Jr OIC Regional Executive Director Dr. Arthur D. Dayrit Regional Technical Director Dr. Irene M. Adion Regional Technical Director
	1.5 Encash the amount of Cash Advance from the Government Servicing Bank (GSB) and keeps cash in the safety vault	None	1 Hour	Jeanny P. Aquino Chief, Cashier Section Grace S. Supan (Cashier Staff)

2. Receive the payment	2.1 Pays officials and employees/other payees	None	10 Minutes	Jeanny P. Aquino Chief, Cashier Section Grace S. Supan (Cashier Staff)
	Total	None	1 hour and 25 minutes	

DISBURSEMENTS THROUGH LIST OF DUE AND DEMANDABLE ACCOUNTS PAYABLE-ADVICE TO DEBIT ACCOUNT (LDDP-ADA)

Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible
1. Forward the Disbursement Vouchers (DVs) with Obligation Request and Status (ORS) with Supporting documents from the authorized signing officer	1.1 Receives the Disbursement Voucher (DVs) with Obligation Request and Status (ORS) and Supporting documents from the authorized signing officer and record them transmit to Accounting for LDDAP-ADA preparation	None	5 Minutes	Jeanny P. Aquino Chief, Cashier Section Jose Jaime Guintu Joy Agosto (Cashier Staff)
	1.2 Inform the suppliers/contractors and other DA clients whenever payments are ready for ADA to issue an official receipts on their claims & to sign the Disbursement Voucher	None	10 Minutes	Jeanny P. Aquino Chief, Cashier Section Grace S. Supan (Asst. Cashier)
2. The Accounting Section will give the copies of approved LDDAP-ADA, Copies of DVs and SDs.	2.1 Receives the copies of approved LDDAP-ADA, Copies of DVs and SDs	None	5 Minutes	Jose Jaime Guintu Joy Agosto Grace S. Supan (Cashier Staff)
	2.2 Verifies the total amount of DVs together with the LDDAP-ADA	None	5 Minutes	Jeanny P. Aquino Chief, Cashier Section Grace S. Supan (Asst. Cashier)
	2.3 Prepare the Checks and Advice of Checks Issued and Cancelled.	None	10 Minutes	Grace S. Supan (Cashier Staff)
	Retrieves from file the Check Advice to Debit Account	None	5 Minutes	Grace S. Supan (Cashier Staff)

	Disbursement Record (CkADADRec) maintained per bank account and records the date and number, name of payee, nature of payment and amount of the covering DVs date and number of LDDAP-ADA, and indicated the new balance of the Notice of Cash Allocation (NCA) /bank account			
	2.4 Sign the portion of LDDAP-ADA form intended for the Cashier Unit and Advice of Checks Issued and Cancelled.	None	5 Minutes	Jeanny P. Aquino Chief, Cashier Section Grace S. Supan Asst. Cashier
	2.5. Forward the LDDAP-ADA, FINDES, DVs and supporting documents to the Chief Admin Officer/Asst. Admin Officer for signing of FINDES	None	20 Minutes	Norina L. David Chief AO Milagros Z. Singian Asst. AO
	2.6 Forward to Head of Agency/Authorized Representative/ Approving Officer for countersigning	None	20 Minutes	Dr. Eduardo L. Lapuz, Jr OIC Regional Executive Director Dr. Arthur D. Dayrit Regional Technical Director Dr. Irene M. Adion Regional Technical Director

	2.7 Forward the LDDAP/ADA to the designated bank for processing/payment	None	One Day	Jeanny P. Aquino Chief, Cashier Section Grace S. Supan Asst. Cashier Manuel Nicdao
TOTAL		None	2 Days, 1Hour & 27 mins.	



CONTROL NUMBERING OF APPROVED RP VEHICLE TRIP TICKET

The Department of Agriculture, Regional Field Office III serves the seven (7) provinces in Region III. Therefore, the control numbering is implemented to enhance accountability, security, safety, and efficiency in managing vehicle-related travel activities to attain the establish goals and objectives of the agency. In addition, the process aims to uniquely identify, organize, reference, track, and compliance across various processes.

Division/Section/Unit		Administrative and Finance Division – General Services Section		
Classification		Simple		
Type of Transaction		G2G		
Who May Avail		Department of Agriculture RFO III Employee		
Checklist of Requirements		Where to Secure		
1. APPROVED TRIP TICKET FORM (1 Original, 1 photocopy) Shall be properly approved by the Approving Entity as required on the location of destination (Within the province of Pampanga – Division Chief, other Provinces or Region – Head of the Agency.		Concerned Personnel		
Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible
1. Submit copy of Trip Ticket.	1.1 Accept and examine the completeness of each required data.	None	10 minutes	Edu M. Alvarado- GSS Support Staff Luz M. Castañeda - Administrative Assistant III
	1.2 Affix the control number and transaction date in to the approved Trip Ticket Form.	None	5 minutes	
	1.3 Record the transaction in the Log Book/Computer and file a copy.	None	5 minutes	
	1.4 Release the Trip Ticket Form to the Concerned Personnel.	None	5 minutes	
Total:		None	25 minutes	



CONTROL NUMBERING OF APPROVED PURCHASE REQUEST

The General Support Services handles administrative tasks, manage the control numbering system for approved Purchase Requests, ensuring they are properly documented, tracked, and managed. This helps to maintain accurate records and uphold transparency and accountability.

Division/Section/Unit		Administrative and Finance Division – General Services Section		
Classification		Simple		
Type of Transaction		G2G		
Who May Avail		Department of Agriculture RFO III Employee		
Checklist of Requirements		Where to Secure		
1. APPROVED PURCHASE REQUEST (1 Original, 1 photocopy)		End-User		
2. ANNUAL PROCUREMENT PLAN (1 certified true copy)		-Bids and Awards Committee or End-User		
3. CERTIFICATION OF AVAILABILITY OF FUNDS (1 original copy) prior to bidding		-Budget		
Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible
1. The client shall present the Approved Purchase Request (PR) together with other required attachments.	1.1 Accept the approved Purchase Request (PR) and examine the completeness of the required data, signatories and attachment of the document.	None	10 minutes	Lianne Kate S. Nucum - GSS Support Staff Luz M. Castañeda - Administrative Assistant III
	1.2. Affix the control number and the transaction date in the Purchase Request.	None	5 minutes	
	1.3 Record the transaction in the Log Book / Computer and file a copy.		5 minutes	
	1.4 Release the PR to the End-User.	None	5 minutes	
Total:		None	25 minutes	



CONTROL NUMBERING OF APPROVED PURCHASE ORDER / CONTRACT OF AGREEMENT / JOB ORDER

The purpose of this process is to control the numbering system for approved Purchase Order (PO) / Contract Agreement / Job Order (JO), ensuring they are properly documented, tracked, and managed. This is a requirement for processing of delivery of goods / services.

Division/Section/Unit		Administrative and Finance Division – General Services Section		
Classification		Simple		
Type of Transaction		G2G		
Who May Avail		Department of Agriculture RFO III Employee		
Checklist of Requirements		Where to Secure		
1. Approved Purchase Order together with its required document attachments		End-User		
2. Contract of Agreement together with the required document attachment		End-User		
Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible
1. The client shall present the Approved Purchase Order (PO) / Contract of Agreement / Job Order (JO) together with the required documents.	1.1 Accept the approved Purchase Order (PO) / Contract of Agreement / Job Order with its attachments and examine the completeness of the required data and signatories in the Purchase Order / Contract of Agreement / Job Order.	None	15 minutes	Lianne Kate S. Nucum - GSS Support Staff Precious D. Yco - Administrative Assistant III
	1.2. Affix the Control Number and transaction date in the Purchase Order (PO) / Contract of Agreement / Job Order (JO).	None	5 minutes	
	1.3 Record the transaction in the logbook / computer, and file a copy.	None	5 minutes	
	1.4 Release the Purchase Order (PO) / Contract of Agreement	None	5 minutes	



	/ Job Order (JO) to the End-User.			
	Total:	None	30minutes	

REPAIR OF RP VEHICLES

The purpose of this process is to ensure compliance with vehicle safety standards, assess their condition and performance after specific usage, and verify adherence to regulations before they are used for official business. It aims to enhance road safety, reduce the risk of accidents, and ensure that vehicles meet the required standards of operation. Furthermore, to provide proper maintenance and adherence to regulations which are often used for official purposes such as transporting public officials and providing essential services.

Division/Section/Unit		Administrative and Finance Division – General Services Section		
Classification		Simple		
Type of Transaction		G2G, G2B		
Who May Avail		Department of Agriculture RFO III Employee		
Checklist of Requirements		Where to Secure		
1. Approved Purchase Request 2. Job Estimate 3. Pre-Inspection Report 4. Post-Inspection Report 5. Acceptance Form 6. Billing Invoice 7. Annual Procurement Plan (APP) 8. Certificate of Availability of Funds (CAF) prior to bidding		End User Repair Shop General Services Section (GSS) General Services Section (GSS) General Services Section (GSS) Repair Shop End User End User/Budget Officer		
Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible
1. End user must inform the RP vehicle inspector about the condition of RP vehicle.	1.1 RP Vehicle Inspector will conduct Pre-Inspection to the concerned vehicle.	None	30 minutes	Arnulfo Patiu RP Vehicle Inspector/RP Vehicle Canvasser
	1.2 RP Vehicle Inspector will advise the end user to get a Job Estimate and cost for the repair or maintenance of RP vehicle from trusted vehicle repair shop.	None	5 minutes	George Guevarra RP Vehicle Inspector
2. Submit approved PR duly signed by authorized signatories with CAF prior to procurement and APP.	2.1 RP Vehicle and Maintenance Unit prepare DTS and forward documents to BAC for the	None	10 minutes	Michael Ciriaco Support Staff Arnulfo Patiu

	conduct of bidding process.			RP Vehicle Inspector/RP Vehicle Canvasser George Guevarra RP Vehicle Inspector
3. Received the approved Job Order for numbering and confirmation by the winning bidder.	3.1 Inform the winning bidder (Repair Shop) to sign the Job Order to confirm acceptance and proceed with commencing work.	None	5 minutes	Michael Ciriaco Support Staff Arnulfo Patiu RP Vehicle Inspector/RP Vehicle Canvasser George Guevarra RP Vehicle Inspector
4. Repair shop will inform both RP Vehicle Inspector and the end user that the vehicle repair / maintenance has been completed.	4.1 RP Vehicle Inspector will inspect the repair / maintenance based on the approved Job Order (JO) and Billing Invoice (BI) provided by the repair shop, then perform testing and inspection of the repair work and any waste materials.	None	30 minutes	Arnulfo Patiu RP Vehicle Inspector/RP Vehicle Canvasser George Guevarra RP Vehicle Inspector
	4.2 Prepare Post-Inspection report to be signed by both RP Vehicle Inspectors and the Chief of the General Services Section. The end user will then sign the Certificate of Acceptance for the repair.	None	20 minutes	Arnulfo Patiu RP Vehicle Inspector/RP Vehicle Canvasser George Guevarra RP Vehicle Inspector

				Engr. Noli M. De Leon Chief, General Services Section
	4.3 Prepare Waste Material for review, acceptance, and approval by the Head of Property Unit and the Chief of the General Services Section	None	20 minutes	Jesusa Patiu Head, Property Unit Engr. Noli M. De Leon Chief, General Services Section
	4.4 Release the documents to the End-User	None	5 minutes	Michael Ciriaco Support Staff
Total:		None	2 hours & 5 minutes	

PROCESSING OF MONETIZATION OF LEAVE CREDITS

Permanent, temporary and casual employees who have accumulated fifteen (15) days of vacation leave credits shall be allowed to monetize. At least ten (10) days is retained after monetization.

**For this service the DA RFO III employee shall signify their interest to monetize their leave credits.*

OFFICE OR DIVISION	Administrative and Finance Division - Human Resource Management Section (HRMS)			
CLASSIFICATION	Complex			
TYPE OF TRANSACTION	G2G-Government to Government			
WHO MAY AVAIL	DA RFO III Employees (permanent, temporary)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Duly Accomplished Leave Application Form (1 original)		HRMS		
Conditional documents for 30 days and above: 2. Approved Letter of Intent from the Regional Executive Director (1 original)		Requesting Employee		
CLIENT STEPS	AGENCY ACTION	FEES TO PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit all the requirements to HRMS	1.1 Receive and Review the requirements	None	10 minutes	Mr. Christopher P. Castro Administrative Assistant II (HRMS) Mr. Cesar B. Nepomuceno HRMS Staff
	1.2 Prepare the payroll and list of employee who will avail the monetization	None	2 hours	Ms. Lorna G. Bacani Administrative Officer IV

	1.3 Review and Sign the payroll and attachments as to correctness and computation	None	30 minutes	Ms. Ms. Milagros Z. Singian Acting Chief, HRMS
	1.4 Route to ORED for approval	None	10 minutes	Ms. Lorna G. Bacani Administrative Officer IV
	1.5 Review and sign the payroll	None	1 hour	Dr. Eduardo L. Lapuz Jr, DVM OIC-Regional Executive Director (RED)
	1.6 Route to HRMS	None	10 minutes	Ms. Melinda Dizon Ms. Femy Jean Tuazon RED's Staff
	1.7 Review the completeness of signatories	None	15 minutes	Ms. Lorna G. Bacani Administrative Officer IV
	1.8 Route to Budget Section for Obligation	None	10 minutes	Ms. Lorna G. Bacani Administrative Officer IV
	1.9 Receive Obligation Request and Status with corresponding attachments (including Document Tracking Monitoring System (DTMS))	None	5 minutes per voucher	Ms. Jerrelyn Bacani Budget Staff Mr. Mark Joseph Zablan Administrative Aide VI

	<p>1.10 Check the availability of allotment and process and number the Obligation Request and Status according to its claim and secure 1 copy of Obligation Request and Status to be filed at Budget</p>	None	15 minutes per voucher	<p>Ms. Geneva Estravillo Budget Staff</p> <p>Ms. Audrey Lynne Mendoza Administrative Officer II</p>
	<p>1.11 Control and record Obligation Request and Status in Registry of Allotment, Obligation and Disbursement for all banner and regular programs in accordance to their claims</p>	None	10 minutes per voucher	<p>Ms. Audrey Lynne Mendoza Budget Officer</p>
	<p>1.12 Review and Signs Obligation Request and Status Box B</p>	None	15 minutes per voucher	<p>Ms. Elizabeth Grace Canlas Chief, Budget Officer</p>
	<p>1.13 Forward the DV and Complete Supporting documents to the Receiving Section of the Accounting Office</p>	None	10 minutes per voucher	<p>Ms. Jerrelyn Bacani Budget Staff</p> <p>Mr. Mark Joseph Zablan Administrative Aide VI</p>

	1.14 Receive and Record DV and supporting documents.	None	10 minutes	<p>Mr. Laieson C. Cabigao OIC-Chief, Accounting Section</p> <p>Ms. Mary Joyce Dayrit Accounting Staff</p>
	1.15 Update the (DTMS) on the status of the DV and supporting documents	None	10 minutes	<p>Mr. Laieson C. Cabigao OIC-Chief, Accounting Section</p> <p>Ms. Mary Joyce Dayrit Accounting Staff</p>
	1.16 Initially review the DV as to the completeness of supporting documents and propriety of claims.	None	2 days per DV	<p>Ms. Nelita Guiao Administrative Assistant II</p> <p>Rosalito Tiongco Administrative Officer IV</p> <p>Ms. Ma. Kharene Rabe / Paulette Dabu / Joy Bendicio Accounting Staff</p>

	1.17 Prepare Accounting Entries in Box B of Disbursement Voucher (DV).	None	10 minutes per DV	<p>Ms. Nelita Guiao Administrative Assistant II</p> <p>Rosalito Tiongco Administrative Officer IV</p> <p>Ms. Ma. Kharene Rabe / Paulette Dabu / Joy Bendicio Accounting Staff</p>
	1.18 Forward to Chief Accountant for final review of completeness of supporting documents and signature	None	10 minutes per DV	<p>Rosalito Tiongco Administrative Officer IV</p> <p>Ms. Ma. Kharene Rabe / Paulette Dabu / Joy Bendicio Accounting Staff</p>
	<p>1.19 Identify mode of payment of DVs.</p> <p>a. If the DV is for check Payment Proceed to 1.23</p> <p>b. if the DV is for LDDAP – ADA proceed to 1.20</p>	None	1 day	<p>Mr. Laieson C. Cabigao OIC-Chief, Accounting Section</p>

	<p>1.20 Prepare the DV number and forward to respective signatories:</p> <p>DVs: Box D – Regional Executive Director (RED)</p> <p>DVs: Box D – Regional Technical Director (RTD)</p> <p><i>(Amendment to General Memorandum Order No. 03, Series of 2016 re: Delegation of Authority)</i></p>	None	20 Minutes	<p>Mr. Danilo Evangelista Administrative Officer I</p>
	<p>1.21 Upon Approval of DV from Regional Executive Director Office or Regional Technical Director Office the for payment, Accounting Staff Receive and Record the DVs and prepares LDDAP–ADA with complete supporting documents</p>	None	30 minutes	<p>Mr. Allan S. Pesa Administrative Assistant II</p>

	1.22 Accounting Staff forward the signed DV and LDDAP-ADA with complete supporting documents to Cashier Unit.	None	20 minutes	Mr. Danilo Evangelista Administrative Officer I
	1.23 Receive the signed DV and LDDAP-ADA with complete supporting documents for preparation of ACIC and LDDAP-ADA	None	20 minutes	Mr. Errol John T. David Cashier Staff Grace S. Supan Asst. Cashier
	1.24 Sign the ACIC and LDDAP-ADA	None	20 minutes	Ms. Jeanny Aquino Chief, Cashier Unit Grace S. Supan Asst. Cashier
	1.25 Forwards the LDDAP-ADA and ACIC to authorized signatories	None	10 minutes	Mr. Errol John T. David Cashier Staff Grace S. Supan Asst. Cashier

	1.26 Sign the LDDAP-ADA and ACIC	None	30 minutes	<p>Norina L. David (Chief Admin Officer)</p> <p>Dr. Eduardo L. Lapuz, Jr OIC Regional Executive Director</p> <p>Dr. Arthur D. Dayrit Regional Technical Director</p> <p>Dr. Irene M. Adion Regional Technical Director</p>
	1.27 Forward the approved ACIC and LDDAP-ADA to Landbank of the Philippines for processing	None	1 hour	<p>Ms. Jeanny Aquino Chief, Cashier Unit</p> <p>Grace S. Supan Asst. Cashier</p>
	2. Receive the cash thru LandBank of the Philippines	None		
TOTAL		None	4 days and 40 minutes	



ISSUANCE OF CERTIFICATE OF EMPLOYMENT AND SERVICE RECORD

Having the employee records, the Human Resource Management Section (HRMS) issues Certificate of Employment (COE) and Service Records. COE and Service Record are issued for various purposes such as for employment, for loan application, for travel, for examination and the like.

OFFICE OR DIVISION	Administrative and Finance Division - Human Resources Management Section			
CLASSIFICATION	Simple			
TYPE OF TRANSACTION	G2G-Government to Government			
WHO MAY AVAIL	Employees and former employees (permanent, temporary, casual or under contract of service)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None		N/A		
CLIENT STEPS	AGENCY ACTION	FEES TO PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Make a request by logging in to the COE/Service Record Request book of HRMS	1.1 Review the logged request and draft the COE/Service Record and endorse to the assistant section chief	None	20 minutes	Ms. Jenny L. Alvarado Administrative Aide IV
	1.2 Review the certification and initially sign the COE/Service Record	None	5 minutes	Ms. Nancy N. Calma Administrative Officer IV
	1.3 Sign the COE/Service Record.	None	5 minutes	Ms. Ms. Milagros Z. Singian Acting Chief, HRMS

	1.4 Dry Seal the COE/Service Record	None	2 minutes	Ms. Jenny L. Alvarado Administrative Aide IV
2. Receive Certificate of Employment or Service Record and sign the logbook	2.1 Issue the Certificate of Employment or Service Record	None	2 minutes	Ms. Jenny L. Alvarado Administrative Aide IV
TOTAL		None	34 minutes	

ISSUANCE OF OFFICE CLEARANCE

All permanent, temporary, co-terminous employees of the Regional Field Office who will be leaving the country, who will be having leave of absence for more than 30 days, those who will be transferring to another government agency, and those who will be resigning, retiring or separating from the service.

OFFICE OR DIVISION	Administrative and Finance Division - Human Resource Management Section (HRMS)			
CLASSIFICATION	Simple			
TYPE OF TRANSACTION	G2G-Government to Government			
WHO MAY	Permanent, Temporary, Co-Terminous Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<p><i>For purpose of leave more than 30 days:</i></p> <p>1. Accomplished leave form signed by the Division Chief (1 original)</p>		Requesting employee		
<p><i>For transfer to another government agency/resignation/retirement/separation from the service:</i></p> <p>2. Approved Letter signifying/tendering transfer to another government agency/resignation/retirement/separation from the service with specified date of effectivity (1 original)</p>		Requesting employee		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the requirements to HRMS	1.1 Receive the submitted requirements and review the personnel file	None	20 minutes	Mr. Christopher P. Castro Administrative Assistant II Mr. Cesar B. Nepomuceno HRMS Staff

	1.2 Prepare the Clearance Form (4 copies)	None	15 minutes	Ms. Nikki Dyan R. Colorado/ Ms. Kelly Ann B. Zapata Administrative Officer II
2. Sign the Clearance Form (Box I: Purpose	2.1 Endorse the Clearance Form to the concerned officers: <ul style="list-style-type: none"> • Clearance from work-Related accountabilities a. Immediate Supervisor b. Head of Office	None	30 minutes	Concerned Immediate Supervisor Dr. Eduardo L. Lapuz, Jr. OIC-Regional Executive Director
	<ul style="list-style-type: none"> • Clearance from money and property accountabilities c. Supply and Property Procurement and Management Services	None	15 minutes	Jesusa B. Patiu Chief, Property Unit Engr. Noli M. De Leon Chief, GSS
	d. Human Resource Welfare and Assistance	None	15 minutes	Milagros Z. Singian Acting Chief, HRMS

	e. Agency-accredited Union	None	15 minutes	Josephine J. Muñoz DAEA, President
	f. Agency-accredited Cooperative	None	15 minutes	Nina M. Angeles
	<ul style="list-style-type: none"> • <i>Finance and Assets Management</i> g. Financial and	None	15 minutes	Laieson C. Cabigao, CPA OIC-Chief, Accountant
	h. <i>Transaction, Processing and Billing Services</i>	None	15 minutes	Jeanny P. Aquino Chief, Cashier Unit
	i. Payroll Services	None	15 minutes	Lorna B. Gonzales Administrative Officer IV
	<ul style="list-style-type: none"> • Professional and Institutional Development j. Scholarship Services	None	15 minutes	Nancy N. Calma Administrative Officer IV

	<ul style="list-style-type: none"> <i>Certification of No Pending Administrative Case</i> <p>k. Internal Affairs Office/Legal Affairs Office</p>	None	15 minutes	Norina L. David, CPA Chief, Administrative Officer
	<i>I. Certification from the Head of Agency</i>	None	15 minutes	Dr. Eduardo L. Lapuz, Jr. OIC-Regional Executive Director
3. Receive the clearance form and log out	3.1 Issue the completely signed clearance form	None	5 minutes	Mr. Christopher P. Castro Administrative Assistant II
	Total:	None	2 days and 40 minutes	



ENDORSEMENT OF THE REQUEST FOR AUTHORITY TO TRAVEL TO THE OFFICE OF THE SECRETARY (OFFICIAL BUSINESS)

In accordance to DA- Office of the Secretary (OSEC) General Memorandum Order (GMO) No. 1 series of 2024, all officials and employees of the Regional Field Offices seeking authority to travel abroad shall seek approval from the Secretary regardless of the length and nature of their travel. Thus, an employee who will be having any training or activity overseas shall secure a Travel Authority signed by the DA- Secretary.

OFFICE OR DIVISION	Administrative and Finance Division - Human Resource Management Section (HRMS)	
CLASSIFICATION	Complex	
TYPE OF TRANSACTION	G2G-Government to Government	
WHO MAY AVAIL	Permanent, Temporary, Co-Terminous Employees	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
<p>1. Letter request from the requesting employee addressed to the Regional Executive Director (RED), noted by his/her immediate supervisor for approval/disapproval of RED with attached invitation letter or acceptance/ admission letter from the training/ activity organizer/ provider</p> <p>(1 original copy)</p>		<p>Requesting individual (request letter)</p> <p>Learning and Development Activity Sponsor or Organizer (invitation letter – 1 photocopy)</p>
<p>2. Fully accomplished Personal Data Sheet (CS Form 212, revised 2017)</p> <p>(1 original copy)</p>		Requesting individual
<p>3. Post Travel Report for previous training/activity abroad (if applicable)</p> <p>(1 original copy)</p>		Requesting individual
<p>4. Completely signed Nomination Form for Salary Grade 24 and below</p> <p>(1 original copy)</p>		Requesting individual

5. Certification of no unliquidated cash advance (1 original copy)	Accounting Section
6. Briefer Form (1 original)	HRMS

**Note: All documents must be submitted 1 month and 1 week before the date of travel*

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit document 1,2,3,4 to the Records unit	1.1 Record the received documents and endorse it to the Office of the Regional Executive Director	None	20 minutes	Ms. Carlyn Joy Cortez Records Unit Staff
	1.2 Receive the documents and forward to Regional Executive Director	None	10 minutes	Ms. Melinda Dizon RED's Staff
	1.3 Take Action (approved/disapproved)	None	5 minutes	Dr. Eduardo L. Lapuz Jr, DVM OIC-Regional Executive Director (RED)
	1.4 Route to HRMS for drafting of the endorsement letter	None	10 minutes	Ms. Melinda Dizon RED's Staff
	1.5 Receive and review the documents	None	15 minutes	Ms. Nikki Dyan R. Colorado Ms. Kelly Ann B. Zapata Administrative Officer II (HRMS)

	1.6 Draft the endorsement letter to DA-Secretary, Certificate of no administrative case, and Certificate of travel abroad, and Service Record, and Endorse to the Chief, HRMS	None	25 minutes	Ms. Nikki Dyan R. Colorado Ms. Kelly Ann B. Zapata Administrative Officer II (HRMS)
	1.7 Review and initially sign the letter, service record, and certificates	None	10 minutes	Ms. Ms. Milagros Z. Singian Acting Chief, HRMS
	1.8 Route the Certificate of travel abroad and Certificate of no administrative case to the office of the Chief, Administrative and Finance Division	None	5 minutes	Ms. Milyn C. Pasion Administrative Aide IV (HRMS)
	1.9 Receive the documents and forward to the Chief, Administrative and Finance Division	None	5 minutes	Ms. Crystal Quizon Mr. Edgardo Cruz Administrative and Finance Division Staff
	1.10 Review and sign the Certificate of no pending administrative case	None	10 minutes	Ms. Norina L. David, CPA Chief, Administrative and Finance Division

	1.11 Route Back to HRMS	None	10 minutes	Ms. Crystal Quizon Mr. Edgardo Cruz Administrative and Finance Division Staff
	1.12 Receive the certificates	None	5 minutes	Ms. Milyn C. Pasion Administrative Aide IV (HRMS)
	1.13 Attach the Documents 1,2,3,4,5 and endorse to the OIC-Regional Executive Director	None	10 minutes	Ms. Milyn C. Pasion Administrative Aide IV (HRMS)
	1.14 Receive the documents and forward to the Regional Executive Director	None	5 minutes	Ms. Melinda Dizon RED's Staff
	1.15 Review and sign the Endorsement Letter	None	5 minutes	Dr. Eduardo L. Lapuz Jr, DVM OIC-Regional Executive Director (RED)
	1.16 Route to HRMS	None	5minutes	Ms. Melinda Dizon RED's Staff
	1.17 Receive the documents and photocopy all the documents	None	10 minutes	Ms. Milyn C. Pasion Administrative Aide IV (HRMS)
	1.18 Route to Records unit	None	10 minutes	Ms. Milyn C. Pasion Administrative Aide IV (HRMS)

	1.19 Receive the documents	None	5 minutes	Ms. Crystal Quizon Administrative and Finance Division Staff
	1.20 Send to DA-OSEC through mail or personally Note: if personally, it will be hand carried by the employee who will travel to DA-Office of the Secretary	None	30 minutes (if through mail)	Ms. Carlyn Joy Cortez Records Unit Staff
	1.21 Send back the documents and the travel authority duly signed by the DA Secretary	None	1 week	DA OSEC
	1.22 Receive the Travel Authority from the DA Secretary and reproduce a copy for the 201 file	None	5 minutes	Ms. Milyn C. Pasion Administrative Aide IV (HRMS)
2.Receive the original travel authority	2.1 Issue the original to requesting employee	None	5 minutes	Ms. Milyn C. Pasion Administrative Aide IV (HRMS)
	Total	None	1 week, 2 hours and 45 minutes (this may vary depends on the issuance of the DA OSEC)	



ENDORSEMENT OF THE REQUEST FOR AUTHORITY TO TRAVEL TO THE OFFICE OF THE SECRETARY (PERSONAL TRAVEL)

In accordance to DA- Office of the Secretary (OSEC) General Memorandum Order (GMO) No. 1 series of 2024, all officials and employees of the Regional Field Offices seeking authority to travel abroad shall seek approval from the Secretary regardless of the length and nature of their travel. Thus, an employee who will be having vacation overseas shall secure a Travel Authority signed by the DA- Secretary.

OFFICE OR DIVISION	Administrative and Finance Division - Human Resource Management Section (HRMS)			
CLASSIFICATION	Complex			
TYPE OF TRANSACTION	G2G-Government to Government			
WHO MAY AVAIL	Permanent, Temporary, Co-Terminus Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter request from the requesting employee addressed to the OIC- Regional Executive Director (RED), noted by his/her immediate supervisor for approval/disapproval of RED		Requesting individual		
2. Approved Leave Application (1 original)		(Kindly see separate procedure for Leave Application Approval)		
3. Office Clearance (for travel of 30 calendar days or more)		(Kindly see separate procedure for Issuance of Office Clearance)		
*Note: All documents must be submitted 1 month and 1 week before the date of travel				
CLIENT STEPS	AGENCY ACTION	FEES TO	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit all the requirements to the Records Unit	1.1 Record the received requirements and endorse it to the Office of the Regional Executive Director	None	10 minutes	Ms. Carlyn Joy Cortez Records Unit Staff

	1.2 Conduct appropriate action on the request and return it back to the Records Unit	None	15 minutes	Dr. Eduardo L. Lapuz, Jr. OIC- Regional Executive Director
	1.3 Route the documents to HRMS	None	10 minutes	Ms. Carlyn Joy Cortez Records Unit Staff
	1.4 Review the completeness of submitted requirements	None	10 minutes	Mr. Christopher P. Castro Administrative Assistant II
	1.5 Prepare Endorsement by the Regional Executive Director	None	25 minutes	Ms. Kelly Ann Zapata Administrative Officer II
	1.6 Review and initially sign the Endorsement by the Regional Executive	None	10 minutes	Ms. Milagros Singian Acting Chief HRMS
	1.7 Review and sign the Endorsement by the Regional Executive Director	None	30 minutes	Dr. Eduardo L. Lapuz, Jr. OIC- Regional Executive Director
	1.8 Endorse all the documents to the Records Unit for mailing to DA-OSEC.	None	20 minutes	Mr. Christopher P. Castro Administrative Assistant II

	1.9 Receive the documents	None	5 minutes	Ms. Carlyn Joy Cortez Records Unit Staff
	1.10 Send to DA-OSEC through mail or personally	None	30 minutes (if through mail)	Ms. Carlyn Joy Cortez Records Unit Staff <i>Note: If personal, Administrative Assistant II from HRMS</i>
	1.11 Process the documents and send the approved travel authority back to the DA RFO 3	None	5 days (<i>this may vary depends on the availability of DA Secretary</i>)	Officer from the Office of the Secretary
	1.12 Receive the Travel Authority from the DA Secretary and reproduce a copy for the 201 file	None	5 minutes	Mr. Christopher P. Castro Administrative Assistant II
2. Receive an original of approved travel authority	2.1 Issue the original to the requesting employee	None	5 minutes	Ms. Kelly Ann Zapata Administrative Officer II
	TOTAL	None	5 days, 2 hours and 55 minutes (<i>this may vary depends on the availability of DA Secretary</i>)	

PAYMENT OF TERMINAL LEAVE BENEFITS

Processing of application for terminal leave benefits of employees who retired or separated from service with accumulated leave credits subject to submission of required documents.

OFFICE OR	Administrative and Finance Division-Human Resource Management Section (HRMS)			
CLASSIFICATION	Highly Technical			
TYPE OF TRANSACTION	G2G-Government to Government			
WHO MAY AVAIL	Employees a (permanent, temporary, casual)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Request letter approved by the Head of Agency (<i>optional retirement and separation from service</i>) (1 original)		Applicant		
2. Accomplished Leave Application Form (1 original)		HRMS		
3. Sworn Statement of Assets Liabilities and Net Worth (SALN) (3 original)		Please download the form at www.csc.gov.ph		
CLIENT STEPS	AGENCY ACTION	FEES TO PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit all the requirements	1.1 Receive and review the submitted requirements	None	20 minutes	Ms. Nancy N. Calma Administrative Officer IV

	1.2 Prepare the request letter for motor clearance to Philippine Council for Agriculture and Fisheries (PCAF) and Agricultural Training Institute (ATI)	None	15 minutes	Ms. Nikki Dyan R. Colorado Administrative Officer II
	1.3 Initially sign the request letter for motor clearance	None	10 minutes	Ms. Ms. Milagros Z. Singian Acting Chief, HRMS
	1.4 Route to ORED for signature	None	10 minutes	Ms. Jennifer D. Santos HRMS Staff
	1.5 Sign the request letter for motor clearance	None	15 minutes	Dr. Eduardo L. Lapuz, Jr. OIC-Regional Executive Director

	1.6 Route to HRMS	None	15 minutes	Ms. Melinda Dizon/Ms. Femy Jean Tuazon Office of the Regional Executive Director Staff
	1.7 Endorse the letter to PCAF and ATI	None	1 day	Ms. Nancy N. Calma Administrative Officer IV
<i>Note: Wait for the release of motor clearance from PCAF and ATI</i>				
	1.8 Claim the motor clearance from PCAF and ATI	None	1 day	Ms. Nancy N. Calma Administrative Officer IV
<i>Note: Wait for the Special Allotment Release Order from DBM (for optional retirement and separation from service)</i>				
	1.9 Once the Special Allotment Release Order was release, Prepare the DV and ORS	None	2 hours	Ms. Lorna B. Gonzales Administrative Officer IV
	1.10 Route to ORED for signature	None	15 minutes	Ms. Lorna B. Gonzales Administrative Officer IV

	1.11 Sign the DV and ORS	None	15 minutes	Dr. Eduardo L. Lapuz, Jr. OIC-Regional Executive Director
	1.12 Route to HRMS	None	10 minutes	Ms. Melinda Dizon/Ms. Femy Jean Tuazon Office of the Regional Executive Director Staff
	1.13 Review the completeness of signatories	None	5 minutes	Ms. Lorna G. Bacani Administrative Officer IV
	1.14 Route to Budget Section for Obligation	None	10 minutes	Ms. Lorna G. Bacani Administrative Officer IV
	1.15 Receive Obligation Request and Status with corresponding attachments (including DTMS)	None	5 minutes per voucher	Ms. Jerrelyn Bacani Budget Staff Mr. Mark Joseph Zablan Administrative Aide VI

	<p>1.16 Process and number Obligation Request and Status according to its claim and secure 1 copy of Obligation Request and Status to be filed at Budget</p>	<p>None</p>	<p>10 minutes per voucher</p>	<p>Ms. Geneva Estravillo Budget Staff</p> <p>Ms. Audrey Lynne Mendoza Administrative Officer II</p>
	<p>1.17 Control and record Obligation Request and Status in Registry of Allotment, Obligation and Disbursement for all banner and regular programs in accordance to their claims</p>	<p>None</p>	<p>10 minutes per voucher</p>	<p>Ms. Audrey Lynne Mendoza Budget Officer</p>

	1.18 Receive and Record DV and supporting documents.	None	10 minutes	<p>Mr. Laieson C. Cabigao OIC-Chief, Accounting Section</p> <p>Ms. Mary Joyce Dayrit Accounting Staff</p>
	1.19 Update the (DTMS) on the status of the DV and supporting documents	None	10 minutes	<p>Mr. Laieson C. Cabigao OIC-Chief, Accounting Section</p> <p>Ms. Mary Joyce Dayrit Accounting Staff</p>
	1.20 Initially review the DV as to the completeness of supporting documents and propriety of claims.	None	2 days per DV	<p>Ms. Nelita Guiao Administrative Assistant II</p> <p>Rosalito Tiongco Administrative Officer IV</p> <p>Ms. Ma. Kharene Rabe / Paulette Dabu / Joy Bendicio Accounting Staff</p>

	1.21 Prepare Accounting Entries in Box B of Disbursement Voucher (DV).	None	10 minutes per DV	<p>Ms. Nelita Guiao Administrative Assistant II</p> <p>Rosalito Tiongco Administrative Officer IV</p> <p>Ms. Ma. Kharene Rabe / Paulette Dabu / Joy Bendicio Accounting Staff</p>
	1.22 Forward to Chief Accountant for final review of completeness of supporting documents and signature	None	10 minutes per DV	<p>Rosalito Tiongco Administrative Officer IV</p> <p>Ms. Ma. Kharene Rabe / Paulette Dabu / Joy Bendicio Accounting Staff</p>
	1.23 Identify mode of payment of DVs and review a. If the DV is for check Payment Proceed to 1.24 (Forward to Cashier Unit)	None	1 day	<p>Mr. Laieson C. Cabigao OIC-Chief, Accounting Section</p>

	1.24 Received and check the signed DV with complete supporting documents for preparation of Check	None	20 minutes	Mr. Errol John T. David Cashier Staff Grace S. Supan Asst. Cashier
	1.19 Prepare the Advice of Checks Issued and Cancelled sign it together with the check	None	20 minutes	Jeanny P. Aquino (Chief Cashier) Grace S. Supan (Asst. Cashier)
	1.20 Forwards the set of documents to the Authorized Countersigning Official	None	10 minutes	Jeanny P. Aquino (Chief Cashier) Mr. Errol John T. David Cashier Staff
	1.21 Countersigns the Check and return to the Cashier Unit	None	20 minutes	Dr. Eduardo L. Lapuz, Jr OIC Regional Executive Director Dr. Arthur D. Dayrit Regional Technical Director Dr. Irene M. Adion Regional Technical Director

2. Receive the check	2.1 Release the original check	None	10 minutes	Ms. Jeanny Aquino Chief, Cashier Unit Grace S. Supan (Asst. Cashier)
	Total	None	4 days, 4 hours and 55 minutes	

**The processing time varies depends on the release of the motor clearance from NAFC and ATI, and Special Allotment Release Order from DBM*



HIRING OF PLANTILLA PERSONNEL

*Service is covered by the special laws under Civil Service Commission's 2017 Omnibus Rules on Appointments and Other Human Resources Actions (ORAOHRA), revised July 2018.

OFFICE OR DIVISION	Administrative and Finance Division-Human Resource Management Section (HRMS)	
CLASSIFICATION	Highly Technical	
TYPE OF TRANSACTION	G2C-Government to Citizens	
WHO MAY AVAIL	All interested applicants	
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE	
For Application		
1. Application Letter (1 original)	Applicant	
2. Fully accomplished and notarized Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017) (2 Original, 2 photocopy)	Please download the form at https://bit.ly/darfo3appreqs	
3. Work Experience Sheet (1 original, 1 photocopy)	Please download the form at https://bit.ly/darfo3appreqs	
4. Employment Application Form (1 original)	Please download the form at https://bit.ly/darfo3appreqs	
5. Recruitment and Selection Process Info and Agreement (1 original)	Please download the form at https://bit.ly/darfo3appreqs	
6. Certificate of Employment (1 original)	Previous/current employer	
7. Performance Rating in the last rating period (if applying for promotion or transfer in the government) (1 photocopy)	Previous/current employer	
8. Diploma (1 photocopy)	Previous School	
9. Transcript of Records (1 photocopy)	Previous School	

10. Certificate of Eligibility (1 photocopy)	Civil Service Commission (CSC)
If PRC License Holder: a. Certificate of Passing/ Board Rating (1 photocopy)	Professional Regulation Commission (PRC)
11. Valid PRC License (<i>if applicable</i>) (1 photocopy)	PRC
12. Certificate of Trainings (1 photocopy)	Applicant
13. Certificate of Non-Academic Awards (1 photocopy)	Applicant
Upon Promotion:	
14. Position Description Form (PDF) (DBM-CSC Form No. 1 (revised version no. 1 series of 2017) (1 original)	Please download the PDF at www.dbm.gov.ph
15. Valid PRC License (if applicable) (2 Authenticated Copy)	PRC
16. Certificate of Passing or Board Rating (if applicable) (2 Authenticated copy)	PRC
17. Valid NBI Clearance (1 original)	National Bureau of Investigation (NBI)
18. Fully accomplished and notarized Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017) (3 original)	Please download the form at https://bit.ly/darfo3appreqs
19. Work Experience Sheet (1 original, 1 photocopy)	Please download the form at https://bit.ly/darfo3appreqs
Upon Original Appointment	
20. Position Description Form (PDF) (DBM-CSC Form No. 1 (revised version no. 1 series of 2017) (1 original)	Please download the PDF at www.dbm.gov.ph

21. Valid PRC License (<i>if applicable</i>) (1 Authenticated Copy)	PRC
22. Certificate of Passing or Board Rating (<i>if applicable</i>) (2 Authenticated copy)	PRC
23. Certificate of Eligibility (<i>if applicable</i>) (2 Authenticated copy)	CSC
24. Valid NBI Clearance (1 original)	NBI
25. Medical Certificate (CSC Form 211, revised 2018) (1 Original Copy with test result attached)	Please download the Medical Certificate at www.csc.gov.ph and have it signed by a government physician
26. Transcript of Records (1 Authenticated Copy)	Previous School
27. Diploma (1 Authenticated copy)	Previous School
28. Work Experience Sheet (1 original, 1 photocopy)	Please download the form https://bit.ly/darfo3appreqs
Upon Appointment (For transfer with prior Government Service)	
29. Fully accomplished and notarized Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017) (3 original)	Please download the form at https://bit.ly/darfo3appreqs
30. PSA Birth Certificate (2 photocopy)	Philippine Statistics Authority
31. Sworn Statement of Assets Liabilities and Net Worth (SALN) (3 original)	Please download the form at www.csc.gov.ph
32. Certification of Leave Credits (1 Original)	Previous Employer
33. Transcript of Records (1 Authenticated Copy)	Previous School
34. Diploma (1 Authenticated copy)	Previous School

35. Medical Certificate (CSC Form 211, revised 2018) (1 Original Copy with test result attached)		Please download the Medical Certificate Form at www.csc.gov.ph and have it signed by a government physician		
36. Work Experience Sheet (1 original, 1 photocopy)		Please download the form https://bit.ly/darfo3appreqs		
37. Valid PRC License (<i>if applicable</i>) (1 Authenticated Copy)		PRC		
38. Certificate of Passing or Board Rating (<i>if applicable</i>) (2 Authenticated copy)		PRC		
39. Certificate of Eligibility (<i>if applicable</i>) (2 Authenticated copy)		CSC		
40. Valid NBI Clearance (1 original)		NBI		
41. Performance Rating in the last rating period (if applying for promotion or transfer in the government) (1 Certified True Copy)		Previous employer		
42. Office Clearance (2 originals)		Previous employer		
43. Service Record (1 original)		Previous employer		
CLIENT STEPS	AGENCY ACTION	FEES TO PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit all the complete requirements to the Records Unit	1.1 Record the received requirements and endorse it to the Office of the Regional Executive Director	None	2 hours and 5 minutes	Ms. Carlyn Joy Cortez Records Unit Staff / Ms. Rolibeth Zapata Chief, Records Unit

	1.2 Conduct appropriate action on the request and return it back to the Records Unit	None	3 hours and 25 minutes	Dr. Eduardo L. Lapuz, Jr. OIC- Regional Executive Director
	1.3 Route to HRMS for appropriate action	None	3 hours and 50 minutes	Ms. Carlyn Joy Cortez Records Unit Staff / Ms. Rolibeth Zapata Chief, Records Unit
	1.4 Receive and review the application	None	45 minutes	Ms. Kelly Ann B. Zapata HRMPSB Secretariat
	1.5 Scan the application and encode the needed information	None	3 hours	Ms. Joahna Mae Turla/ Ms. Nikki Dyan Colorado HRMPSB Secretariat
	1.6 Schedule the evaluation of applicants	None	1 hour	Ms. Nikki Dyan Colorado HMPSB Secretariat
	1.7 Conduct evaluation of applicants	None	5 days	HRMPSB, Concerned Division Chief, HRMPSB Secretariat

	1.8 Email the qualified applicants for the schedule of Pre-Qualifying Exam (PREQX) (for DA RFO III Contract of Service and Outsider)	None	1 day	Ms. Joahna Mae Turla/ Ms. Kelly Ann Zapata HRMPSB Secretariat
2. Take the PREQX	2.1 Conduct the PREQX	None	1 hour and 30 minutes	Ms. Kelly Ann Zapata HRMPSB Secretariat
	2.2 Checking of PREQX	None	3 days	Ms. Joahna Mae Turla/ Ms. Kelly Ann Zapata HRMPSB Secretariat
	2.3 Notify the applicants regarding the results of PREQX	None	2 days	Ms. Joahna Mae Turla/ Ms. Kelly Ann Zapata HRMPSB Secretariat
	2.4 Conduct meeting regarding the number of applicants who will take the Job Knowledge Test (JKT) and schedule the JKT	None	1 hour	HRMPSB, Concerned Division Chief, HRMPSB Secretariat
	2.5 Prepare the JKT	None	10 days	Concerned Division Chief

	2.6 Submit the JKT to Chief, HRMS or HRMPSB Secretariat	None	10 minutes	Concerned Division Chief
	2.7 Notify the applicants regarding the schedule of JKT	None	2 days	Ms. Joahna Mae Turla/ Ms. Kelly Ann Zapata HRMPSB Secretariat
3. Take the JKT	3.1 Conduct the JKT	None	3 hours	Ms. Joahna Mae Turla/ Ms. Kelly Ann Zapata HRMPSB Secretariat
	3.2 Checking of JKT	None	10 days	Concerned division chief, DAEA President, Level Representative
	3.3 Meeting regarding the number of applicants who passed the JKT and scheduling of job interview	None	2 hours	HRMPSB, Concerned Division Chief, HRMPSB Secretariat
	3.4 Notify the applicants regarding with their job interview schedule	None	2 days	Ms. Joahna Mae Turla/ Ms. Kelly Ann Zapata HRMPSB Secretariat
4. Take the Job Interview	4.1 Conduct the Job Interview	None	45 minutes per applicant	HRMPSB

	4.2 Prepare the top five (5) short list and rank the applicants using the criteria for evaluation based on the Department of Agriculture-Merit Selection Plan (MSP) revised July 2019.	None	1 day	HRMPSB Secretariat
	4.3 Deliberate the ranking of the applicants	None	1 day	HRMPSB, Concerned Division Chief, HRMPSB Secretariat
	4.4 Prepare the Background Investigation	None	5 days	HRMPSB Chairperson and Secretariat, Background Investigation Committee (BIC)
	4.5 Conduct the Background Investigation	None	5 days	Background Investigation Committee (BIC)
	4.6 Prepare the Background Investigation Report and submit to HRMPSB	None	3 days	Background Investigation Committee (BIC)
	4.7 Review the Background Investigation Report	None	1 day	HRMPSB
	4.8 Deliberate the final ranking of the applicants	None	1 day	HRMPSB

	4.9 Endorse the shortlist of applicants to OIC-RED	None	1 day	HRMPSB
	4.10 Review, select, and approve the shortlist	None	1 day	Dr. Eduardo L. Lapuz, Jr. OIC-Regional Executive Director
	4.11 Prepare all the necessary documents	None	1 day	HRMPSB Secretariat
	4.12 Endorsed the recommended applicants for appointment to DA Secretary	None	1 day	Dr. Eduardo L. Lapuz, Jr. OIC-Regional Executive Director
	4.13 Route the Endorsement and Shortlist to DA OSEC	None	1 day	Ms. Ms. Milagros Z. Singian Acting, Chief HRMS
	4.14 Sign the recommendation for appointment and issue a memorandum on the approval of the selected applicant for appointment	None	20 days <i>(it may vary)</i>	Secretary Francisco Tiu-Laurel DA Secretary
	4.15 Notify the successful applicants regarding with the schedule of Oath taking and prepare the appointment form and oath form	None	1 day	Ms. Joahna Mae Turla/ Ms. Nikki Dyan Colorado HRMPSB Secretariat

	4.16 Schedule the oath taking	None	1 day	Ms. Nikki Dyan Colorado HRMPSB Secretariat
5. Attend the oath taking ceremony	5.1 Conduct the oath taking ceremony	None	1 hour	Dr. Eduardo L. Lapuz, Jr. OIC-Regional Executive Director HRMPSB, Concerned Division Chief, HRMPSB Secretariat
	5.2 Signing of Appointment Form	None	1 hour	Dr. Eduardo L. Lapuz, Jr. OIC-Regional Executive Director Ms. Milagros Z. Singian Acting Chief, HRMS
6. Attend the On-Boarding Program	6.1 Conduct the On-Boarding Program	None	2 hours	Ms. Milagros Z. Singian Acting Chief, HRMS
	6.2 Submit the appointment to CSC Field Office	None	4 hours	Ms. Nancy N. Calma Administrative Officer V

	TOTAL	None	81 days, 6 hours and 40 minutes <i>(This may vary)</i>	
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PLANNING, MONITORING, AND EVALUATION DIVISION

REQUEST FOR REPAIR OF INFORMATION COMMUNICATION TECHNOLOGY EQUIPMENT (ICT)

The Repair of ICT Equipment request form is issued to Department of Agriculture (DA) permanent, temporary and casual employees needing assistance for the maintenance or repair of a damaged or malfunctioning object, and equipment.

Office or Division		Information Communication and Technology Unit (ICTU)		
Classification		Simple		
Type of Transaction		G2G – Government to Employees		
Who May Avail		All Permanent, Temporary, Casual Employee		
Checklist of Requirements		Where to Secure		
1: Accomplished ICT Repair Request Form		Department of Agriculture - Information Communications and Technology Unit		
Customer Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible
1.1 Fill-out the request form and submit the unit to be repaired in the ICTU office	1.1 Receive the request form and unit to be repaired	None	5 minutes	Mr. Francis F. Ebaló CMT II, Mr. Ferdinand Lyndon Doca Project Assistant II
	1.2 Diagnose the equipment and logged the unit information <i>Note: In case that the unit needs a spare part or is beyond repairable, the requesting individual shall be informed.</i>	None	1 Day	Mr. Francis F. Ebaló CMT II, Mr. Ferdinand Lyndon Doca Project Assistant II

	1.2 Start to troubleshoot the submitted unit	None	3 days	Mr. Francis F. Ebalo CMT II, Mr. Ferdinand Lyndon Doca Project Assistant II
2. Receive the repaired unit	2.1 Issuance of the repaired unit	None	5 minutes	Mr. Francis F. Ebalo CMT II, Mr. Ferdinand Lyndon Doca Project Assistant II
Total:		None	4 days and 10 minutes	

ZOOM MEETING REQUEST

The Zoom Meeting Request is issued to Department of Agriculture (DA) permanent, temporary and casual employees needing a service to video conferencing platform that allows people to hold virtual meetings, webinars, and other online events. Zoom meetings are an efficient and flexible way to communicate and collaborate remotely in real-time through a virtual meeting platform.

Office or Division		Information Communication and Technology Unit (ICTU)		
Classification		Simple		
Type of Transaction		G2G – Government to Employees		
Who May Avail		All Permanent, Temporary, Casual Employee		
Checklist of Requirements		Where to Secure		
1: Accomplished Zoom Meeting Request Form		Department of Agriculture - Information Communications and Technology Unit		
Customer Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible
1. Fill-out the zoom meeting form request and submit in the ICTU office	1.1 Receive the zoom meeting form request	None	5 minutes	Mr. Alvin M. David PEO IV, Ms. Airagail L. Gonzales Administrative Officer I
	1.2 Start scheduling the requested meeting	None	10 minutes	Mr. Alvin M. David PEO IV, Ms. Airagail L. Gonzales Administrative Officer I
2. Receive the notification	2.1 Send the confirmation with the attached zoom link of the	None	5 minutes	Mr. Alvin M. David PEO IV,

	meeting via email and notify them that the request is already scheduled.			Ms. Airagail L. Gonzales Administrative Officer I
Total:		None	20 minutes	



ISSUANCE OF RSBSA FARMER COOPERATIVE ASSOCIATION (FCA) CERTIFICATE

The RSBSA Farmer Cooperative Association Certification is to issued to the Farmer Cooperative Associations (FCA) needing a document that states that their association is 100% registered in Registry System for Basic Sectors in Agriculture (RSBSA) and 85% encoded in Farmer and Fisherfolk Registration System (FFRS).

Office or Division		RSBSA Regional Program Management Office (RPMO)		
Classification		Simple		
Type of Transaction		G2G – Government to Employees		
Who May Avail		All Department of Agriculture (DA) Banner Program (Corn Program, Rice Program, High Value Crops Development Program (HVCDP) and Livestock Program) All Agricultural Program Coordinating Officer (APCO)		
Checklist of Requirements		Where to Secure		
1: Accomplished RSBSA Farmer Cooperative Association Certification Request Form 2: E-copy of the FCAs member's list 3: PDF file of the FCAs Board Resolution		Department of Agriculture - Information Communications and Technology Unit		
Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible
1.1 Fill out the RSBSA Request form for Certification and attach the required documents	1.1. Check the RSBSA Request form for Certification and Evaluate the completeness of the submitted documents	None	20 minutes	Mr. Alvin M. David PEO IV, Ms. Alexsa Mae Napao Administrative Officer I
	1.2. Crossmatching/Verifying if the officers and members of the Farmer Cooperative Association are 85% encoded in the	None	20 minutes	Mr. Alvin M. David PEO IV,

	Farmer and Fisherfolk Registration System (FFRS) <i>Note: In case that the requesting FCAs isn't qualified or hasn't met the requirements, the RSBSA personnel will inform them by sending an email.</i>			Ms. Alexsa Mae Napao Administrative Officer I
	1.3 Preparation of the FCA requested certification	None	10 minutes	Mr. Alvin M. David PEO IV, Ms. Alexsa Mae Napao Administrative Officer I
	1.3. Affix Signature to the Requested Certification	None	5 minutes	Mr. Alvin M. David PEO IV
	1.4. Take action (approve or disapprove) and affix signature to the certification	None	10 minutes	Mr. Noli C. Sambo Chief, PMED
	1.6. Route back to ICTU office	None	5 minutes	Mr. Noli C. Sambo Chief, PMED
2. The customer will receive the issued certificate	2.1 Issuance of the certificate to the Customer. <i>Note: In case the RSBSA Certification Request was disapproved, the</i>	None	10 minutes	Mr. Alvin M. David PEO IV, Ms. Alexsa Mae Napao

	<i>requesting individual shall be informed regarding the disapproval.</i>			Administrative Officer I
Total:		None	1 hour and 20 minutes	



REGIONAL AGRICULTURE ENGINEERING DIVISION



REQUEST FOR DETAILED ENGINEERING DESIGN (DED) AND PROGRAM OF WORKS (POW)

The Regional Agricultural Engineering Division (RAED) prepares Detailed Engineering Designs (DED) and Programs of Work (POW) for agricultural infrastructures and irrigation facilities in support to Rice, Corn, High-Value Crops, Livestock, Organic Program, and Research Program provision of, under the regular program of the Department of Agriculture.

Office or Division		Regional Agricultural Engineering Division (RAED)/ Engineering Plans Designs and Specifications Section (EPDSS)		
Classification		Highly Technical		
Type of Transaction		G2G- Government to Government		
Who May Avail		DA RFO III Banner Program (Rice, Corn, High-Value Crops, Livestock, and Organic Program), and Research Division		
Checklist of Requirements		Where to Secure		
1. Letter requesting POW and DED (1 original)		Requesting Party/Office		
Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible
1. Submission of request to Record's Section	1.1. Receives documentary requirements	None	Refer to Citizen's Charter of Records Unit	Ms. Rolibeth Zapata Chief, Records Unit
	1.2. Regional Executive Director provides action/instruction			Dr. Eduardo L. Lapuz, Jr. Regional Executive Director
	1.3. RAED Chief for action/ provide instruction to the concerned personnel	None	10 minutes	Engr. Elmer F. Tubig RAED Chief
	1.4. Preparation of DED and POW	None	*17 days per structure	Engr. Vladimir Puno EPDSS Chief
	1.5. Review of DED and POW	None	1 day	Engr. Vladimir Puno EPDSS Chief

	1.6 Finalize DED and POW	None	* 1 day	
2. Receives POW and DED	2.1. Endorsement of DED and POW	None	2 hours	Engr. Antonette Calilung
Total:		None	19 days 2 hours and 10 minutes	

** Process 1.2 may take longer for complex designs such as projects amounting to Php 20 M*

**Process 2.3 may take longer depending on the revision required.*

VALIDATION OF AGRICULTURAL INFRASTRUCTURE AND POST-HARVEST FACILITIES

The Regional Agricultural Engineering Division (RAED) in support of Rice, Corn, High Value Crops, Livestock, and Organic Program provision of Agricultural Machinery/Equipment and Post- Harvest Facilities, under the regular program of the Department of Agriculture. RAED provides technical assistance on the site validation, evaluation and prioritization of the recipients/beneficiary

Office or Division		Regional Agricultural Engineering Division (RAED)/ Engineering Plans Designs and Specifications Section (EPDSS)		
Classification		Highly Technical		
Type of Transaction		G2G- Government to Government		
Who May Avail		DA RFO III Banner Program (Rice, Corn, High-Value Crops, Livestock, Organic Program, and Research Program)		
Checklist of Requirements		Where to Secure		
1. Letter Requesting for Validation (1 Original)		Requesting Party/Office		
Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible
1. Submission of documentary requirements	1.1. RAED Chief for action and instruction	None	10 minutes	Engr. Elmer F. Tubig RAED Chief
2. Assist in the conduct of site validation	2.1 Scheduling and conducting site validation	None	12 days	Engr. Vladimir Puno EPDSS Chief
	2.2 Prepare the validation report and endorse it to the banner program coordinator for possible inclusion in ranking	None	3 days	Engr. Vladimir Puno EPDSS Chief
Total:		None	15 days and 10 minutes	

FEEDBACK AND COMPLAINTS MECHANISM

FEEDBACK AND COMPLAINTS MECHANISM	
<p>How to send feedback?</p>	<p>For walk ins: Please accomplish our Client Satisfaction Measurement form in the office lobby and drop at the designated drop box at lobby.</p> <p>For online: Client Satisfaction Measurement Form link can be access through: https://bit.ly/DARFO3RCSM</p> <p>Other concerns may be coursed through the Grievance Committee Email Address: dagrievance@rfo3.da.gov.ph</p>
<p>How is feedback processed?</p>	<p>Every Friday, the Grievance Committee open the drop box and compiles and records all feedback submitted. Feedback requiring answers are forwarded to relevant office or person concerned and they are required to answer within three (3) days of the receipt of the feedback.</p> <p>The answer of the office is then relayed to the citizen. For inquiries and follow-ups, client may email at dagrievance@rfo3.da.gov.ph</p>
<p>How to file a complaint?</p>	<p>For walk ins: Fill out the Complaint form and drop it at the designated drop box at the lobby.</p> <p>For online: https://bit.ly/darfo3complaintform</p> <p>For inquiries and follow-ups, client may email at dagrievance@rfo3.da.gov.ph</p>
<p>How complaints are processed?</p>	<p>The DA RFO III CART open the complaints drop box on a daily basis and evaluates each complaint. Upon evaluation, the DA RFO III CART shall coordinate with the concerned office/person to address the complaint and shall investigate, if necessary. After the concern has been addressed or after the conduct of investigation, the DA RFO III CART shall submit an incident report to</p>

	<p>the Head of the Agency for appropriate action.</p> <p>The DA RFO III CART shall give the feedback to the clients via email.</p> <p>For inquiries and follow-ups, client may email at dagrievance@rfo3.da.gov.ph</p>
<p>Contact Information of ARTA, Contact Center ng Bayan (CCB), Citizen's Complaint Center (CCC)</p>	<p>ARTA: complaints@arta.gov.ph CCB: email@contactcenterngbayan.gov.ph CCC: 8888 www.8888.gov.ph</p>

LIST OF OFFICES

Office	Address	Contact Information
Department of Agriculture Regional Field Office III (DA RFO III)	Government Center Barangay Maimpis, City of San Fernando, Pampanga (2000)	da.centralluzon@rfo3.da.gov.ph
DA RFO III Research Outreach Station for Upland Development, Magalang, Pampanga	Brgy. Sto. Niño, Magalang, Pampanga (2011)	research.rosmagalang@rfo3.da.gov.ph
DA RFO III Central Luzon Integrated Agricultural Research Center for Lowland Development, Paraiso Tarlac	Paraiso, Tarlac, McArthur Highway, Tarlac City (2300)	research.rostarlac@rfo3.da.gov.ph
DA RFO III Research Outreach Station-Lahar Development Zone	Brgy. Rabanes, San Marcelino, Zambales (2207)	research.eslala@rfo3.da.gov.ph
DA RFO III Research Outreach Station - Hilly Land Development	Brgy. Porac, Botolan, Zambales (2202)	
DA RFO III Rice Crop Protection Center	PhilRice Compound, Maligaya, Science City of Muñoz Nueva Ecija (3119)	rcpc@rfo3.da.gov.ph



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