



**DEPARTMENT OF AGRICULTURE  
REGIONAL FIELD OFFICE III**

**CITIZEN'S CHARTER HANDBOOK (2025)**



## Table of Contents

|   |            |
|---|------------|
| I. Mandate: _____   | 7          |
| II. Vision: _____   | 7          |
| III. Mission: _____   | 7          |
| IV. Service Pledge: _____   | 7          |
| <b>EXTERNAL SERVICES</b> _____  | <b>8</b>   |
| <b>BIDS AND AWARDS COMMITTEE</b> _____  | <b>9</b>   |
| PROCUREMENT PROCESS THROUGH COMPETITIVE BIDDING _____   | 10         |
| <b>ADMINISTRATIVE AND FINANCE DIVISION</b> _____  | <b>13</b>  |
| REQUEST FOR CERTIFIED COPY OF DOCUMENTS _____   | 14         |
| RECEIVING, PROCESSING AND RELEASING OF COMMUNICATIONS _____   | 18         |
| FUNDING OF OBLIGATION REQUESTS _____  | 22         |
| EARMARKING OF PURCHASE REQUESTS _____   | 26         |
| PAYMENT OF CLAIMS _____   | 28         |
| PROCESSING OF DISBURSEMENT VOUCHERS _____   | 51         |
| ISSUANCE OF ORDER OF PAYMENT _____  | 67         |
| DISBURSEMENTS BY CHECKS _____   | 69         |
| PAYMENTS FOR BID DOCUMENTS, REGISTRATION FEES, REFUNDS & OTHER FEES _____   | 75         |
| ACCEPTANCE OF PROPERTY, PLANT, AND EQUIPMENT (PPE) FROM OTHER AGENCY/ENTITY THRU PROPERTY TRANSFER RECEIPT (PTR) – INCOMING _____ | 76         |
| TRANSFER OF PROPERTY, PLANT AND EQUIPMENT (PPE) TO OTHER AGENCY/ENTITY THRU PROPERTY TRANSFER RECEIPT (PTR) – OUTGOING _____      | 78         |
| PROCESSING OF MONETIZATION OF LEAVE CREDITS _____   | 83         |
| ISSUANCE OF CERTIFICATE OF EMPLOYMENT AND SERVICE RECORD _____  | 93         |
| ENDORSEMENT OF THE REQUEST FOR AUTHORITY TO TRAVEL TO THE OFFICE OF THE SECRETARY (OFFICIAL BUSINESS) _____                       | 95         |
| ENDORSEMENT OF THE REQUEST FOR AUTHORITY TO TRAVEL TO THE OFFICE OF THE SECRETARY (PERSONAL TRAVEL) _____                         | 99         |
| PAYMENT OF TERMINAL LEAVE BENEFITS _____  | 103        |
| HIRING OF PLANTILLA PERSONNEL _____   | 114        |
| REQUEST FOR COPIES OF KNOWLEDGE MATERIALS _____   | 127        |
| <b>AGRIBUSINESS AND MARKETING ASSISTANCE DIVISION</b> _____   | <b>130</b> |
| WEB - REGISTRATION FOR FARMERS AND FISHERFOLK ENTERPRISE DEVELOPMENT INFORMATION SYSTEM (FFEDIS) _____                            | 131        |
| DESK REGISTRATION ON FARMERS AND FISHERFOLK ENTERPRISE DEVELOPMENT INFORMATION SYSTEM (FFEDIS) _____                              | 134        |
| ISSUANCE OF FOODLANE CERTIFICATE OF ACCREDITATION & STICKER _____   | 138        |
| ENDORSEMENT OF LOAN APPLICATION TO ACPC _____   | 142        |
| ENHANCED KADIWA FINANCIAL GRANT ASSISTANCE PROGRAM _____  | 145        |
| PROVISION OF MARKETING ASSISTANCE (MARKET LINKAGE) _____  | 151        |
| PARTICIPATION TO LOCAL TRADE FAIR _____   | 153        |
| <b>FIELD OPERATIONS DIVISION</b> _____  | <b>156</b> |



|   |            |
|---|------------|
| DISTRIBUTION OF AGRICULTURAL INPUTS (Seeds, Fertilizer, Pesticides under Corn Program) _____  | 157        |
| PROVISION OF SEEDS, FERTILIZERS AND OTHER AGRICULTURAL INPUTS _____   | 160        |
| PROVISION OF SEEDS, PLANTING MATERIALS, AND OTHER FARM INPUTS _____   | 170        |
| PROVISION OF SEEDS, PLANTING MATERIALS AND OTHER FARM INPUTS _____  | 177        |
| AVAILMENT OF GULAYAN RELATED PROGRAMS _____   | 183        |
| DISTRIBUTION OF FROZEN SEMEN _____  | 189        |
| DISTRIBUTION OF LIVE ANIMALS (GOVERNMENT STATIONS) _____  | 192        |
| SALES OF LIQUID NITROGEN _____  | 198        |
| LIVESTOCK ECONOMIC ENTERPRISE DEVELOPMENT (LEED) PROGRAM _____  | 201        |
| PROVISION OF AGRICULTURAL MACHINERY AND EQUIPMENT _____   | 209        |
| HYBRID AND INBRED RICE SEEDS FOR DISTRIBUTION / DISASTER RESPONSE: SEED RESERVES (HYBRID AND CERTIFIED SEEDS) _____   | 213        |
| HYBRID SEED DISTRIBUTION _____  | 217        |
| FERTILIZER DISCOUNT VOUCHER _____   | 220        |
| DISTRIBUTION OF AGRICULTURAL INPUTS ASSORTED VEGETABLE SEEDS, VARIOUS GARDEN TOOLS, BANANA SUCKERS, LUYA RHIZOMES, AND ORGANIC FERTILIZER UNDER 4K PROGRAM) _____ | 228        |
| ISSUANCE AND RENEWAL OF FARMERS' COOPERATIVE AND ASSOCIATIONS ACCREDITATION FOR RICE COMPETITIVE ENHANCEMENT FUND _____   | 231        |
| <b>INTEGRATED LABORATORIES DIVISION _____</b>   | <b>232</b> |
| LABORATORY [SOIL, FERTILIZER, PLANT TISSUE, WATER] ANALYSIS SERVICES ____   | 233        |
| PRODUCTION AND DISTRIBUTION OF COMPOST FUNGUS ACTIVATOR (CFA) <i>Trichoderma harzianum</i> _____  | 244        |
| SOIL TEST KIT REFILL _____  | 247        |
| LABORATORY (FEEDS, FEED INGREDIENTS, VEGETABLES) ANALYSIS SERVICES ____   | 250        |
| REQUEST FOR BIOLOGICAL CONTROL AGENTS _____   | 257        |
| DISTRIBUTION OF VARIOUS BIOLOGICAL CONTROL AGENTS _____   | 259        |
| REQUEST FOR TECHNICAL BRIEFINGS ON MASS PRODUCTION AND UTILIZATION OF BCA _____   | 261        |
| REQUEST FOR PEST IDENTIFICATION AND MANAGEMENT TRAINING _____   | 263        |
| REQUEST FOR FIELD VALIDATION AND PEST MONITORING ACTIVITIES _____   | 265        |
| CONDUCT OF PLANT PEST DIAGNOSIS _____   | 268        |
| ANTIBODY DETECTION _____  | 270        |
| ANTIGEN DETECTION _____   | 279        |
| BACTERIOLOGY _____  | 288        |
| PARASITOLOGY _____  | 295        |
| PATHOLOGY _____   | 303        |
| RESEARCH _____  | 311        |
| RABIES EXAMINATION & AFRICAN SWINE FEVER TESTING SERVICES _____   | 316        |
| <b>PLANNING, MONITORING, AND EVALUATION DIVISION _____</b>  | <b>320</b> |
| RSBSA FARMER COOPERATIVE ASSOCIATION (FCA) CERTIFICATION REQUEST ____   | 321        |



|  |            |
|--|------------|
| CIVIL SOCIETY ORGANIZATION ACCREDITATION _____   | 323        |
| REPAIR OF INFORMATION COMMUNICATION TECHNOLOGY EQUIPMENT (ICT) REQUEST<br>_____  | 335        |
| <b>REGIONAL AGRICULTURAL ENGINEERING DIVISION _____</b>  | <b>337</b> |
| PROCESSING REQUESTS FOR PROPOSED SMALL-SCALE IRRIGATION PROJECTS (SSIP)<br>_____   | 338        |
| INSPECTION OF PROJECTS FOR BILLING OF INFRASTRUCTURE _____   | 342        |
| REVIEW AND ENDORSEMENT OF APPLICATION OF CERTIFICATE OF CONFORMITY (CC)<br>TO AGRICULTURAL MACHINERY _____   | 344        |
| FARM TO MARKET ROAD DEVELOPMENT PROGRAM _____  | 348        |
| ASSISTANCE IN THE REGISTRATION AND THE ISSUANCE OF PERMIT TO OPERATE<br>(PTO) FOR MANUFACTURER, FABRICATOR, ASSEMBLER, DISTRIBUTOR, DEALER,<br>IMPORTER OR EXPORTER (MFADDIE) OF AGRICULTURAL AND FISHERIES MACHINERY<br>_____ | 350        |
| PROVISION OF DRILLING SERVICE _____  | 354        |
| REQUEST FOR VALIDATION TO AVAIL FARM-TO-MARKET ROAD PROJECTS _____   | 356        |
| REQUEST FOR THE CONDUCT OF GEO RESISTIVITY SURVEY _____  | 358        |
| CONDUCT OF SITE VALIDATION FOR PROPOSED AGRICULTURAL MACHINERY AND<br>INFRASTRUCTURE PROJECTS _____  | 361        |
| REVIEW AND ENDORSEMENT OF APPLICATION OF CERTIFICATE OF CONFORMITY (CC)<br>TO AGRICULTURAL MACHINERY _____   | 366        |
| ISSUANCE OF CERTIFICATE OF PERFORMANCE TO DA RFO III CONSTRUCTORS OF<br>AGRICULTURAL INFRASTRUCTURE PROJECTS _____   | 369        |
| CONDUCT OF STRATEGIC AGRICULTURE AND FISHERIES DEVELOPMENT ZONE<br>(SAFDZ) JOINT FIELD VALIDATION WITH MINES AND GEOSCIENCES BUREAU REGION 3<br>(MGB-R3) AND BUREAU OF SOIL AND WATER MANAGEMENT (BSWM) _____                  | 371        |
| <b>REGULATORY DIVISION _____</b>   | <b>374</b> |
| ANIMAL FACILITY REGISTRATION (ANIMAL WELFARE REGISTRATION) _____   | 375        |
| ISSUANCE OF CERTIFICATE OF FREE STATUS (CFS) FOR AFRICAN SWINE FEVER (ASF)<br>OR AVIAN INFLUENZA (AI) _____  | 386        |
| REGISTRATION/LICENSING OF FEED ESTABLISHMENTS _____  | 389        |
| REGISTRATION/ LICENSING OF LIVESTOCK, POULTRY AND BY- PRODUCTS HANDLERS<br>AND TRANSPORT CARRIER ACCREDITATION (AO 8) _____  | 399        |
| GOOD ANIMAL HUSBANDRY PRACTICES (GAHP) CERTIFICATION _____   | 406        |
| GOOD AGRICULTURAL PRACTICES CERTIFICATION FOR CROPS _____  | 410        |
| PLANT NURSERY ACCREDITATION FOR GOVERNMENT AND PRIVATE PLANT NURSERY<br>OPERATORS AND THEIR NURSERIES _____  | 416        |
| CERTIFICATION OF MOTHER TREES AND PROPAGATED PLANTING MATERIAL _____   | 423        |
| PLANT TISSUE CULTURE FACILITY ACCREDITATION _____  | 429        |
| PARTICIPATORY GUARANTEE SYSTEM (PGS) CERTIFICATION AND ACCREDITATION<br>_____  | 434        |
| ANIMAL DISEASE SURVEILLANCE AND MONITORING _____   | 442        |
| DISEASE INVESTIGATION _____  | 445        |
| ANIMAL DISEASE CONTAINMENT _____   | 447        |





|  |            |
|--|------------|
| <b>RESEARCH DIVISION</b>   | <b>450</b> |
| REQUESTS FOR PROJECT REVIEW FOR PARTNERSHIP/COLLABORATIVE  | 451        |
| REQUESTS FOR PROJECT REVIEW FOR PARTNERSHIP/COLLABORATIVE RESEARCH & DEVELOPMENT PROJECTS FOR ENDORSEMENT/ FUNDING BY OTHER INSTITUTIONS | 455        |
| RELEASE OF PRODUCTION SUPPORT INPUTS FROM RESEARCH STATIONS  | 458        |
| RELEASE OF ANIMALS FOR DISPERSAL FROM RESEARCH OUTREACH STATIONS UNDER LIVESTOCK BANNER PROGRAM  | 461        |
| MUSHROOM PRODUCTION OR PROCESSING TRAINING /ENTERPRISE DEVELOPMENT - COMMUNITY BASED MUSHROOM PRODUCTION PROJECT (CBMPP)                 | 463        |
| DISTRIBUTION OF MATERIALS FOR MUSHROOM PRODUCTION OR PROCESSING - COMMUNITY BASED MUSHROOM PRODUCTION PROJECT (CBMPP)                    | 465        |
| <b>INTERNAL SERVICES</b>   | <b>467</b> |
| <b>ADMINISTRATIVE AND FINANCE DIVISION</b>   | <b>468</b> |
| REQUEST FOR CERTIFIED COPY OF DOCUMENTS  | 469        |
| RECEIVING, PROCESSING AND RELEASING OF COMMUNICATIONS  | 473        |
| FUNDING OF OBLIGATION REQUESTS   | 477        |
| ISSUANCE OF CERTIFICATE OF AVAILABILITY OF FUNDS   | 481        |
| PAYMENT OF CLAIMS  | 483        |
| PROCESSING OF DISBURSEMENT VOUCHERS  | 507        |
| ISSUANCE OF ORDER OF PAYMENT   | 523        |
| DISBURSEMENTS BY CHECKS  | 525        |
| CONTROL NUMBERING OF APPROVED RP VEHICLE TRIP TICKET   | 531        |
| CONTROL NUMBERING OF APPROVED PURCHASE REQUEST   | 532        |
| CONTROL NUMBERING OF APPROVED PURCHASE ORDER / CONTRACT OF AGREEMENT / JOB ORDER   | 533        |
| REPAIR OF RP VEHICLES  | 535        |
| PROCESSING OF MONETIZATION OF LEAVE CREDITS  | 538        |
| ISSUANCE OF CERTIFICATE OF EMPLOYMENT AND SERVICE RECORD   | 548        |
| ENDORSEMENT OF THE REQUEST FOR AUTHORITY TO TRAVEL TO THE OFFICE OF THE SECRETARY (OFFICIAL BUSINESS)                                    | 550        |
| PAYMENT OF TERMINAL LEAVE BENEFITS   | 554        |
| HIRING OF PLANTILLA PERSONNEL  | 565        |
| <b>PLANNING, MONITORING, AND EVALUATION DIVISION</b>   | <b>577</b> |
| REPAIR OF INFORMATION COMMUNICATION TECHNOLOGY EQUIPMENT (ICT) REQUEST   | 578        |
| ZOOM MEETING REQUEST   | 580        |
| RSBSA FARMER COOPERATIVE ASSOCIATION (FCA) CERTIFICATION REQUEST   | 582        |
| <b>REGIONAL AGRICULTURE ENGINEERING DIVISION</b>   | <b>584</b> |
| REQUEST FOR DETAILED ENGINEERING DESIGN (DED) AND PROGRAM OF WORKS (POW)   | 585        |
| CONDUCT OF SITE VALIDATION FOR PROPOSED AGRICULTURAL MACHINERY AND INFRASTRUCTURE PROJECTS   | 587        |
| FEEDBACK AND COMPLAINTS MECHANISM  | 592        |



LIST OF OFFICES

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594



## **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.



# **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.

|                            |  |  |
|----------------------------|--|--|
| <b>Office or Division</b>  | Bids and Awards Committee  |  |
| <b>Classification</b>      | G2B, G2G   |  |
| <b>Type of Transaction</b> | Highly Technical   |  |
| <b>Who May Avail</b>       | End-users, Eligible Suppliers compliant with RA 9184   |  |
| <b>Fees to be paid</b>     | The cost of bidding documents shall correspond to the ABC range as indicated in the table below. This shall be the maximum amount of fee that procuring entities can set for the acquisition of bidding documents. |  |
|                            | Approved Budget for the Contract   | Maximum Cost of Bidding Documents (in Philippine Peso) |
|                            | 500,000 and below  | 500  |
|                            | 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   |

| 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<br>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,<br>BAC Secretariat,<br>BAC TWG,<br>End-user,<br>HoPE |
| 3. Submit Performance Bond   | 3.1 Receive Performance Bond  |                                  | 10 days         | BAC Secretariat<br>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 |
|  | <b>TOTAL</b>   | Refer to prescribed bid docs fee | <b>134 days</b> |                 |

*\*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, dissemination, preservation of archival records and disposition of its official records. Other offices (government and business) and individuals with 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.

|   |  |                          |                        |   |
|---|--|--------------------------|------------------------|---|
| <b>Office or Division:</b>  | Records Unit Office  |                          |                        |   |
| <b>Classification:</b>  | Simple   |                          |                        |   |
| <b>Type of Transaction:</b>   | G2C-Government to Citizen, G2B-Government to Business, G2G-Government to Government  |                          |                        |   |
| <b>Who may avail:</b>   | Farmer Cooperatives and Associations, National Government Agencies, Non-Government Organizations, Private Entities, Local Government Units, and Others |                          |                        |   |
| <b>CHECKLIST OF REQUIREMENTS</b>  |  | <b>WHERE TO SECURE</b>   |                        |   |
| Duly Accomplished Certified Copy of Documents Request Form (1 original copy, 1 receiving copy) <ul style="list-style-type: none"> <li>a. For personal appearance:               <ul style="list-style-type: none"> <li>Present Valid ID</li> </ul> </li> <li>b. For authorized representative:               <ul style="list-style-type: none"> <li>Authorization letter duly signed by the requesting party with photocopy of the latter and representative's Valid ID</li> </ul> </li> <li>a. DA-RFO III officials / employees are not required to present IDs</li> </ul> |  | Client/Concerned Offices |                        |   |
| <b>CLIENT STEPS</b>   | <b>AGENCY ACTIONS</b>  | <b>FEES TO BE PAID</b>   | <b>PROCESSING TIME</b> | <b>PERSON RESPONSIBLE</b>   |
| 1. Secure a request form to the Records Unit  | Provide a request form to the client   | None                     | 15 minutes             | Administrative Officer III (Records Officer II)<br>Administrative Officer I (Records Officer I)<br>Records Unit Staff |

|   |   |             |                                  |  |
|---|---|-------------|----------------------------------|--|
| <p>2. Submit a duly accomplished Certified Copy of Documents Request Form and attach other requirements (if applicable)</p> | <p>2.1 Receive the duly accomplished Certified Copy of Documents Request Form and other requirements (if applicable)</p>                                    | <p>None</p> | <p>Within 2 days and 7 hours</p> | <p>Records Officer II<br/>Records Officer I<br/>Records Unit Staff</p>   |
|   | <p>2.2 Submit the duly accomplished Certified Copy of Documents Request Form and the attached requirements (if applicable) to the approving authorities</p> | <p>None</p> |                                  | <p>Records Officer II<br/>Records Officer I<br/>Records Unit Staff</p>   |
|   | <p>2.3 Evaluate, review, and approve the request</p>  | <p>None</p> |                                  | <p>Concerned Unit/Section Chief as the reviewing officer<br/><br/>Concerned Division Chief as the recommending authority<br/><br/>Regional Executive Director (RED) as the approving authority or the concerned RTD if authorized by the RED</p> |

|  |   |      |  |  |
|--|---|------|--|--|
|  | <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><b>Note:</b><br/> <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>Records Officer II</p> <p>Records Officer I</p> <p>Records Unit Staff</p> |
|  | <p>2.5 Stamp the documents with “Certified True 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</p>  | None |  | <p>Records Officer II</p> <p>Records Officer I</p>                           |

|   |  |             |                              |   |
|---|--|-------------|------------------------------|---|
| 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                   | Records Officer II<br>Records Officer I<br>Records Unit Staff |
|   | 3.2 File the Approved Duly Accomplished Certified Copy of Documents Request Form and the attached requirements (if applicable) | None        |                              | Records Officer II<br>Records Officer I<br>Records Unit Staff |
| <b>TOTAL:</b>   |  | <b>NONE</b> | <b>Within 3 Working Days</b> |   |
| <p><b>Note:</b></p> <p>1.) <b>FOR COMPLEX REQUEST</b> – 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.</p> <p>2.) <b>FOR HIGHLY TECHNICAL REQUEST</b> – 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.</p> |  |             |                              |   |

## 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.

|  |   |                          |                        |   |
|--|---|--------------------------|------------------------|---|
| <b>Office or Division:</b>   | Records Unit Office   |                          |                        |   |
| <b>Classification:</b>   | Simple  |                          |                        |   |
| <b>Type of Transaction:</b>  | G2C-Government to Citizen, G2B-Government to Business, G2G-Government to Government   |                          |                        |   |
| <b>Who may avail:</b>  | Farmer Cooperatives and Associations, National Government Agencies, Non-Government Organizations, Private Entities, Local Government Units, and Others  |                          |                        |   |
| <b>CHECKLIST OF REQUIREMENTS</b>   |   | <b>WHERE TO SECURE</b>   |                        |   |
| 1. Request letters/Letters of Intent<br>(1 original and 1 receiving copy)  |   | Client/Concerned Offices |                        |   |
| 2. Invitations<br>(1 original and 1 receiving copy)  |   | Client/Concerned Offices |                        |   |
| 3. Endorsements<br>(1 original and 1 receiving copy)   |   | Client/Concerned Offices |                        |   |
| 4. Other forms of communication concerning the office<br>(1 original and 1 receiving copy)   |   | Client/Concerned Offices |                        |   |
| <b>CLIENT STEPS</b>  | <b>AGENCY ACTIONS</b>   | <b>FEES TO BE PAID</b>   | <b>PROCESSING TIME</b> | <b>PERSON RESPONSIBLE</b>   |
| 1. Submit documents through at least one of the following:<br>a) Public Assistance and Complaint Desk for receiving and recording<br>b) E-mail<br>c) Courier/postal services | 1.1 Receive, record, and forward the document to the Records Unit<br><br><b>Note:</b><br>E-mail messages shall be printed by the concerned office/staff and forwarded to the Records Unit. E-mail messages (especially those urgent in nature) may also be forwarded directly to the e-mail account of the concerned offices/personnel as advance information or for their immediate action | None                     | 15 minutes             | a. Public Assistance and Complaint Desk<br>(for walk-in and courier)<br><br>b. RED's Staff<br>Staff of Other Offices with e-mail accounts<br><br>c. Courier / Postman |



|               |  |             |                |   |
|---------------|--|-------------|----------------|---|
|               | 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     | 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     | Administrative Officer I<br>(Records Officer I)<br><br>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        | 35 minutes     | Records Unit Staff  |
|               | 1.5 Forward, and release the physical documents to the ORED through the logbook  | None        | 15 minutes     | Records Unit Staff  |
| <b>TOTAL:</b> |  | <b>None</b> | <b>2 hours</b> |   |

**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 written in the Document Tracking Slip (DTS) or Routing Slip</p> <p><b>Note:</b><br/><i>If the 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</i></p> | None | 15 minutes | Records Unit Staff                      |
|  | <p>1.2 Input the directives / instructions of the RED in the Incoming Communications Masterlist (MS Excel Form)</p>  | None | 30 minutes | Records Officer I<br>Records Unit Staff |
|  | <p>1.3. Scanned the DTS and the documents</p>  | None | 1 hour     | Records Officer I<br>Records Unit Staff |
|  | <p>1.4 Update the required information details of the documents in the DTMS, forward, and release to the concerned offices</p>   | None | 40 minutes | 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                        | Through Logbook:<br>Records Unit Staff<br><br>Via E-mail:<br>Records Officer I<br><br>Records Unit Staff |
| <b>TOTAL:</b>   |  | <b>NONE</b> | <b>3 hours and 25 minutes</b> |  |
| <p><i>Note:</i><br/> - Time may vary depending on the volume of documents being submitted to the Records Unit.<br/><br/> - Documents disseminated through e-mail, Agency Actions 1.5 may be performed first and then Agency Actions 1.4 (Under process upon receiving the physical documents with written directives/instructions of the RED)</p> |  |             |                               |  |

## 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.

|   |  |
|---|--|
| <b>Office or Division</b>   | Administrative and Finance Division - Budget Section   |
| <b>Classification</b>   | SIMPLE   |
| <b>Type of Transaction</b>  | G2B,G2G  |
| <b>Who May Avail</b>  | Department of Agriculture – Regional Field Office III (DA-RFO III), Local Government Units (LGUs), DA – RFO III Employees, Contractors/Suppliers |
| <b>Checklist of Requirements</b>  | <b>Where to Secure</b>   |
| <b>Public Bidding:</b>  |  |
| 1.Obligation Request Status (4 Original copies)   | End User such as DA – RFO III officials and employees  |
| 2.Purchase Request approved by Head of Agency/alternate signatories and numbered) (1 Original copy) | End User such as DA – RFO III officials and employees  |
| 3.Certification of Earmarking (1 Ordinary copy)   | Budget Section   |
| 4. Annual Procurement Plan (APP)  | Bids and Awards Committee (BAC) Secretariat  |
| 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  |
| 12. Performance Bond (1 Original)   | Suppliers/ Contractors   |

| <b>Small Value Procurement:</b>   |  |
|---|--|
| 1.Obligation Request Status (4 <i>Original</i> )  | End User such as DA – RFO III officials and employees                  |
| 2.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                  |
| 3. Certification of Availability of Funds (CAF) (1 <i>Original</i> )                                      | 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  |
| <b>Reimbursements: (supplies, meals and emergency repairs)</b>  |  |
| 1.Obligation Request Status (4 <i>Originals</i> )   | End User such as DA – RFO III officials and employees                  |
| 2.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                  |
| 3. Request of Quotation (minimum of 3) (1 <i>Original</i> per quotation)                                  | End User such as DA – RFO III officials and employees                  |
| 4. Justification for reimbursement- (1 <i>Original</i> )  | End User such as DA – RFO III officials and employees                  |
| 5. Official Receipt or Sales Invoice- (1 <i>Original</i> )  | End User such as DA – RFO III officials and employees                  |
| 6. Attendance and minutes for meals-(1 <i>Original</i> )  | End User such as DA – RFO III officials and employees                  |
| <b>Travelling Expenses</b>  |  |
| 1.Obligation Request Status (4 <i>Original</i> )  | End User such as DA – RFO III officials and employees                  |
| 2.Approved Travel Orders and Certificate of Appearance (1 <i>Original</i> )                               | Claimant such as DA – RFO III officials, employees, and LGUs employees |
| 3. Itinerary of Travels (approved by Supervisor/Head Agency (1 <i>Original</i> ))                         | Claimant such as DA – RFO III officials, employees, and LGUs employees |
| 4. a.) Accomplishment Report<br>b.) Post travel report  | Claimant such as DA – RFO III officials, employees, and LGUs 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 LGUs employees |

| <b>Contract of Service – Job Order</b>  |  |   |                        |  |
|---|--|---|------------------------|--|
| 1.Obligation Request Status<br>(4 Originals)  |  | End User such as DA – RFO III officials and employees |                        |  |
| 2. Contract of Service  |  | Human Resource Management Section (HRMS)              |                        |  |
| 3. Project Proposal (for Project-based)   |  | Project Implementer such as the banner programs       |                        |  |
| <b>Mandatory Expenses (such as Electricity, Water Bill)</b>   |  |   |                        |  |
| 1.Obligation Request Status<br>(4 Originals)  |  | End User such as DA – RFO III officials and employees |                        |  |
| 2. Billing statements   |  | Requesting Unit                                       |                        |  |
| <b>Salaries and Other Compensation of Plantilla Employees</b>   |  |   |                        |  |
| 1.Obligation Request Status<br>(4 Originals)  |  | End User such as DA – RFO III officials and employees |                        |  |
| 2. Approved Payroll   |  | HRMS  |                        |  |
| 3. Department Orders/Special Orders for detailed personnel  |  | HRMS  |                        |  |
| <b>Client Steps</b>   | <b>Agency Action</b>   | <b>Fees to be paid</b>                                | <b>Processing Time</b> | <b>Person Responsible</b>                |
| 1. Secure 4 original copies of Obligation Request Status (ORS) signed at Box A and Attached with the requirements to its claims | 1.1 Receive ORS with corresponding attachments including Document Tracking and Monitoring System Slip (DTMS)                                       | None  | 5 minutes              | Admin Assistant III (COS - Budget Staff) |
|   | 1.2 Process and number ORS according to its claim and secure 1 copy of ORS to be filed at Budget   | None  | 10 minutes             | Admin Aide VI                            |
|   | 1.3 Control and record ORS in Registry of Allotment, Obligation and Disbursement for all banner and regular programs in accordance to their claims | None  | 10 minutes             | Budget Officer II                        |

|               |  |             |                               |  |
|---------------|--|-------------|-------------------------------|--|
|               | 1.4 Signs ORS Box B/oversee control of funds and utilization of all banner and regular program | None        | 10 minutes                    | Chief, Budget Officer                    |
|               | 1.5 Release vouchers to Accounting Section including DTMS                                      | None        | 5 minutes                     | Admin Assistant III (COS - Budget Staff) |
| <b>Total:</b> |  | <b>None</b> | <b>40 minutes per voucher</b> |  |



## EARMARKING OF PURCHASE REQUESTS

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

|   |  |   |                            |  |
|---|--|---|----------------------------|--|
| <b>Office or Division</b>   |  | ADMINISTRATIVE AND FINANCE<br>DIVISION: BUDGET SECTION                |                            |  |
| <b>Classification</b>   |  | SIMPLE  |                            |  |
| <b>Type of Transaction</b>  |  | G2G   |                            |  |
| <b>Who May Avail</b>  |  | Department of Agriculture – Regional<br>Field Office III (DA-RFO III) |                            |  |
| <b>Checklist of Requirements</b>  |  | <b>Where to Secure</b>  |                            |  |
| <b>Public Bidding:</b>  |  |   |                            |  |
| 1. Purchase Request approved by<br>Head of Agency/alternate signatories<br>and numbered) (1 Original copy)    |  | End User such as DA – RFO III officials<br>and employees              |                            |  |
| 2. Certification of Earmarking (1<br>Ordinary copy)   |  | End User such as DA – RFO III<br>employee                             |                            |  |
| 3. Annual Procurement Plan (APP)  |  | Bids and Awards Committee (BAC)<br>Secretariat                        |                            |  |
| <b>Small Value Procurement:</b>   |  |   |                            |  |
| 1. Purchase Request approved by<br>Head of Agency/alternate signatories<br>and numbered) (1 <i>Original</i> ) |  | End User such as DA – RFO III officials<br>and employees              |                            |  |
| 2. Certification of Earmarking<br>(1 <i>Original</i> )  |  | End User such as DA – RFO III<br>employees                            |                            |  |
| 3. Annual Procurement Plan (APP)  |  | BAC   |                            |  |
| <b>Client Steps</b>   | <b>Agency Action</b>   | <b>Fees<br/>to be<br/>paid</b>  | <b>Processing<br/>Time</b> | <b>Person<br/>Responsible</b>                  |
| 1. Secure copy of<br>Certificate of<br>Earmarking with<br>approved<br>Purchase Request                        | 1.1 Receive<br>Certificate of<br>Earmarking<br>Document<br>Tracking and<br>Monitoring<br>System Slip<br>(DTMS) | None  | 5 minutes                  | Admin Assistant<br>III (COS - Budget<br>Staff) |

|               |   |             |                               |  |
|---------------|---|-------------|-------------------------------|--|
|               | 1.2 Process and earmark funds for the purpose of the Purchase Request | None        | 10 minutes                    | Budget Officer II                        |
|               | 1.3 Check and Sign Certification of Earmarking                        | None        | 5 minutes                     | Chief, Budget Officer                    |
|               | 1.4 Released Certification of Earmarking to BAC Office                | None        | 5 minutes                     | Admin Assistant III (COS - Budget Staff) |
| <b>Total:</b> |   | <b>None</b> | <b>25 minutes per voucher</b> |  |

## 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.

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| <b>Office or Division</b>  | Administrative and Finance Division:<br>Accounting Section   |
| <b>Classification</b>  | COMPLEX  |
| <b>Type of Transaction</b>   | G2C, G2B, G2G  |
| <b>Who May Avail</b>   | Farmer Cooperatives and Association,<br>Department of Agriculture<br>Employees/Cos Personnel, Suppliers,<br>Contractors, National Government<br>Agencies, Non-Government<br>Organizations, Local Government Units    |
| <b>Checklist of Requirements</b>   | <b>Where to Secure</b>   |
| <ul style="list-style-type: none"> <li><i>(Pursuant to COA Circular No. 2012–001 dated 14 June 2012)</i></li> </ul>  |  |
| <b><u>FOR PAYROLL OF CONTRACT OF SERVICE (COS):</u></b> <ol style="list-style-type: none"> <li>CERTIFIED FINANCIAL DATA ENTRY SYSTEM <i>(3 Original Copies)</i></li> <li>PAYROLL SUMMARY <i>(2 Original Copies)</i></li> <li>DISBURSEMENT VOUCHER <i>(3 Original Copies)</i></li> <li>OBLIGATION REQUEST AND STATUS OF EACH COS <i>(3 Original Copies, only 1 Copy to be retained on file)</i></li> <li>APPROVED CONTRACT OF EACH COS <i>(1 Original Copy)</i></li> <li>APPROVED DAILY TIME RECORD (DTR) <i>(2 Original copies)</i></li> <li>APPROVED ACCOMPLISHMENT REPORT <i>(1 Original Copy)</i></li> <li>APPROVED TRAVEL ORDER, IF APPLICABLE <i>(1 Original Copy)</i></li> </ol> | <p>Human Resource Management Section (HRMS)</p> <p>HRMS</p> <p>HRMS</p> <p>End User (Concerned Banner Program)</p> <p>End User (Concerned Banner Program)</p> <p>HRMS</p> <p>End User (Concerned Banner Program)</p> |

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| <p>9. CERTIFICATE OF APPEARANCE, IF WITH TRAVEL ORDER<br/><i>(1 Original Copy)</i></p> <p>10. CERTIFICATE OF NOT BEING INCLUDED IN THE PREVIOUS PAYROLL, IF APPLICABLE<br/><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 (Concerned Banner Program)</p> <p>End User (Concerned Banner Program)</p>   |
| <p><b><u>FOR PAYROLL OF PAKYAW LABOR:</u></b></p> <p>1. DISBURSEMENT VOUCHER<br/><i>(3 Original Copies)</i></p> <p>2. OBLIGATION REQUEST AND STATUS<br/><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<br/><i>(1 Original Copy)</i></p> <p>4. APPROVED ACCOMPLISHMENT REPORT<br/><i>(1 Original Copy)</i></p> <p>5. APPROVED CONTRACT TERM OF REFERENCE, FOR DRIVERS<br/><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 (Concerned Banner Program)</p> <p>End User (Concerned Banner Program)</p> <p>End User (Concerned Banner Program)</p> <p>End User (Concerned Banner Program)</p> <p>End User (Concerned Banner Program)</p> <p>End User (Concerned Banner Program)</p> |

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| <p><b><u>FOR PAYROLL OF REGULAR EMPLOYEES (PERMANENT POSITION):</u></b></p> <ol style="list-style-type: none"> <li>1. DISBURSEMENT VOUCHER<br/><i>(3 Original Copies)</i></li> <li>2. OBLIGATION REQUEST AND STATUS<br/><i>(3 Original Copies, only 1 Copy to be retained on file)</i></li> <li>3. APPROVED PAYROLL SUMMARY (2<br/><i>Original Copies)</i></li> </ol>  | <p>End User (Concerned Banner Program)</p> <p>End User (Concerned Banner Program)</p> <p>End User (Concerned Banner Program)</p>  |
| <p><b><u>FOR TRAVELLING EXPENSES:</u></b></p> <ol style="list-style-type: none"> <li>1. DISBURSEMENT VOUCHER<br/><i>(3 Original copies)</i></li> <li>2. OBLIGATION REQUEST AND STATUS<br/><i>(3 Original Copies, only 1 Copy to be retained on file)</i></li> <li>3. APPROVED ITINERARY OF TRAVEL<br/><i>(1 Original Copy)</i></li> <li>4. CERTIFICATE OF TRAVEL COMPLETED <i>(1 Original Copy)</i></li> <li>5. APPROVED TRAVEL ORDER<br/><i>(1 Original Copy)</i></li> <li>6. CERTIFICATE OF APPEARANCE<br/><i>(1 Original copy)</i></li> <li>7. OFFICIAL RECEIPTS (OR), <i>IF ANY (1 Original Copy/ies)</i></li> <li>8. POST TRAVEL / ACCOMPLISHMENT REPORT<br/><i>(1 Original Copy)</i></li> <li>9. AUTHORITY TO ATTEND, <i>IF ANY (1 Original Copy)</i></li> <li>10. TRAINING/ SEMINAR NOMINATION FORM, <i>IF ANY (1 Original Copy)</i></li> </ol> | <p>End User (Concerned Banner Program)</p> <p>End User (Concerned Banner Program)</p> <p>End User (Concerned Banner Program)</p> <p>End User (Concern Banner Program)</p> <p>End User (Concerned Banner Program)</p> <p>End User (Concerned Banner Program)</p> <p>End User (Concerned Banner Program)</p> <p>End User (Concerned Banner Program)</p> <p>End User (Concerned Banner Program)</p> <p>End User (Concerned Banner Program)</p> |

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| <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 (Concerned Banner Program)</p> <p>End User (Concerned Banner Program)</p>   |
| <p><b><u>FOR REIMBURSEMENT OF FUEL AND OIL EXPENSES:</u></b></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 JUSTIFICATION FOR REIMBURSEMENT (<i>1 Original Copy</i>)</p> <p>4. OFFICIAL RECEIPT (<i>1 Original Copy/ies</i>)</p> <p>5. GASOLINE CONSUMPTION REPORT (<i>1 Original Copy</i>)</p> <p>6. TRIP TICKET (<i>1 Original Copy</i>)</p> <p>7. APPROVED PURCHASE REQUEST (<i>2 Original Copies</i>)</p> <p>8. SUCH OTHER DOCUMENTS PECULIAR TO THE EXPENSE AND CONSIDERED NECESSARY IN THE AUDITORIAL REVIEW AND IN THE TECHNICAL EVALUATION THEREOF</p> | <p>End User (Concern Banner Program)</p> <p>End User (Concerned Banner Program)</p> <p>End User (Concerned Banner Program)</p> <p>End User (Concerned Banner Program)</p> <p>End User (Concerned Banner Program)</p> <p>End User (Concern Banner Program)</p> <p>End User (Concerned Banner Program)</p> <p>End User (Concerned Banner Program)</p> |
| <p><b><u>FOR PAYMENT OF MEALS THROUGH SMALL VALUE PROCUREMENT (SVP) AMOUNTING TO P50,000.00 AND BELOW:</u></b></p> <p>1. DISBURSEMENT VOUCHER (<i>3 Original Copies</i>)</p> <p>2. BILLING STATEMENT (<i>1 Original Copy</i>)</p>   | <p>End User (Concerned Banner Program)</p> <p>Caterer</p>   |

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



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|---|---|
| <p>NECESSARY IN THE AUDITORIAL REVIEW AND IN THE TECHNICAL EVALUATION THEREOF</p>   |   |
| <p><b><u>FOR PAYMENT OF MEALS THROUGH SVP AMOUNTING TO P50,000.00 ABOVE:</u></b></p> <ol style="list-style-type: none"> <li>1. DISBURSEMENT VOUCHER<br/><i>(3 Original Copies)</i></li> <li>2. BILLING STATEMENT<br/><i>(1 Original Copy)</i></li> <li>3. LIST OF MEALS SERVED/ MENU<br/><br/><i>(1 Original Copy)</i></li> <li>4. PICTURE OF MEALS SERVED AND PARTICIPANTS <i>(1 Original Copy)</i></li> <li>5. POST ACTIVITY/ MINUTES OF THE MEETING <i>(1 Original Copy)</i></li> <li>6. COMPLETE ATTENDANCE, SIGNED BY THE OFFICER IN CHARGE OF THE SEMINAR/MEETING AND NOTED BY SUPERVISOR <i>(1 Original Copy)</i></li> <li>7. TRANSMITTAL RECEIPT OF CONTRACT TO COA<br/><i>(1 Certified True Copy)</i></li> <li>8. AWARD NOTICE ABSTRACT<br/><i>(1 Original Copy)</i></li> <li>9. NOTARIZED CONTRACT<br/><i>(1 Original Copy)</i></li> <li>10. OBLIGATION REQUEST AND STATUS <i>(3 Original Copies, only 1 Copy to be retained on file)</i></li> <li>11. NOTICE OF AWARD<br/><i>(1 Original Copy)</i></li> <li>12. BAC RESOLUTION<br/><i>(1 Original Copy)</i></li> </ol> | <p>End User (Concerned Banner Program)</p> <p>Caterer</p> <p>Caterer</p> <p>End User (Concerned Banner Program)</p> <p>End User (Concerned Banner Program)</p> <p>End User (Concerned Banner Program)</p> <p>General Services Section (GSS)</p> <p>Bids and Award Committee (BAC)</p> <p>End User (Concerned Banner Program)</p> <p>End User (Concerned Banner Program)</p> <p>BAC</p> <p>BAC</p> |

|   |                                     |
|---|-------------------------------------|
| 13. EVALUATION REPORT<br><i>(1 Original Copy)</i>   | BAC                                 |
| 14. ABSTRACT OF QUOTATIONS<br><i>(1 Original Copy)</i>  | BAC                                 |
| 15. REQUEST FOR QUOTATION<br><i>(1 Original Copy)</i>   | BAC                                 |
| 16. PHILGEPS REQUEST FOR QUOTATION<br><i>(1 Original Copy)</i>  | BAC                                 |
| 17. CERTIFICATION FROM THE HEAD OF BAC SECRETARIAT ON THE POSTING OF ADVERTISEMENT AT CONSPICUOUS PLACES<br><i>(1 Original Copy)</i>  | BAC                                 |
| 18. APPROVED PURCHASE REQUEST<br><i>(2 Original Copies)</i>   | End User (Concerned Banner Program) |
| 19. CERTIFICATE OF AVAILABILITY OF FUNDS (BUDGET)<br><i>(1 Original Copy)</i>   | End User (Concerned Banner Program) |
| 20. ANNUAL PROCUREMENT PLAN<br><i>(1 Original Copy)</i>   | End User (Concerned Banner Program) |
| 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 | End User (Concerned Banner Program) |
| <b><u>FOR PAYMENT OF MEALS AND ACCOMMODATION THROUGH LEASE OF VENUE:</u></b>  |                                     |
| 1. DISBURSEMENT VOUCHER<br><i>(3 Original Copies)</i>   | End User (Concerned Banner Program) |
| 2. BILLING STATEMENT<br><i>(1 Original Copy)</i>  | Caterer                             |
| 3. LIST OF MEALS SERVED/ MENU<br><i>(1 original Copy)</i>   | Caterer                             |

|   |                                     |
|---|-------------------------------------|
| 4. PICTURE OF MEALS SERVED AND PARTICIPANTS <i>(1 Original Copy)</i>  | End User (Concerned Banner Program) |
| 5. POST ACTIVITY/MINUTES OF THE MEETING <i>(1 Original Copy)</i>  | End User (Concerned 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 (Concerned 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>   | BAC                                 |
| 9. NOTARIZED CONTRACT <i>(1 Original Copy)</i>  | End User (Concerned Banner Program) |
| 10. OBLIGATION REQUEST AND STATUS <i>(3 Original Copies, only 1 Copy to be retained on file)</i>                                | End User (Concerned Banner Program) |
| 11. NOTICE OF AWARD <i>(1 Original Copy)</i>  | BAC                                 |
| 12. BAC RESOLUTION <i>(1 Original Copy)</i>   | BAC                                 |
| 13. EVALUATION REPORT <i>(1 Original Copy)</i>  | BAC                                 |
| 14. ABSTRACT OF QUOTATIONS <i>(1 Original Copy)</i>   | End User (Concerned Banner Program) |
| 15. JUSTIFICATION OR RECOMMENDATION <i>(1 Original Copy)</i>  | End User (Concerned Banner Program) |
| 16. MARKET ANALYSIS <i>(1 Original Copy)</i>  | End User (Concerned Banner Program) |
| 17. COST-BENEFIT ANALYSIS <i>(1 Original Copy)</i>  | End User (Concerned Banner Program) |

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| <p>18. TABLE OF RATINGS<br/><i>(1 Original Copy)</i></p> <p>19. REQUEST FOR QUOTATION<br/><i>(1 Certified Copy)</i></p> <p>20. APPROVED PURCHASE REQUEST (2<br/><i>Original Copies)</i></p> <p>21. CERTIFICATE OF AVAILABILITY OF FUNDS (BUDGET) <i>(1 Original Copy)</i></p> <p>22. ANNUAL PROCUREMENT PLAN<br/><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 (Concerned Banner Program)</p> <p>BAC</p> <p>End User (Concerned Banner Program)</p> <p>End User (Concerned Banner Program)</p> <p>End User (Concerned Banner Program)</p> <p>End User (Concerned Banner Program)</p> <p>End User (Concerned Banner Program)</p> |
| <p><b><u>FOR PAYMENT OF REPAIR AND MAINTENANCE THROUGH SVP AMOUNTING TO P50,000.00 AND BELOW:</u></b></p> <p>1. DISBURSEMENT VOUCHER<br/><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<br/><i>(1 Original Copy)</i></p> <p>7. TRANSMITTAL RECEIPT OF CONTRACT TO COA <i>(1 Certified True Copy)</i></p> | <p>End User (Concerned Banner Program)</p> <p>Supplier</p> <p>Property Section</p> <p>End User (Concerned Banner Program)</p> <p>Supplier</p> <p>Property Section</p> <p>GSS</p>   |

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| <p>8. APPROVED CONTRACT <i>(1 Original Copy)</i></p> <p>9. OBLIGATION REQUEST AND STATUS <i>(3 Original Copies, only 1 Copy to be retained on file)</i></p> <p>10. ABSTRACT OF QUOTATIONS AND AWARD <i>(1 Original Copy)</i></p> <p>11. REQUEST FOR QUOTATION <i>(1 Certified true copy)</i></p> <p>12. PRE-INSPECTION REPORT <i>(1 Original Copy)</i></p> <p>13. INDEX REPAIR <i>(1 Original Copy)</i></p> <p>14. APPROVED PURCHASE REQUEST <i>(2 Original Copies)</i></p> <p>15. CERTIFICATE OF AVAILABILITY OF FUNDS (BUDGET) <i>(1 Original Copy)</i></p> <p>16. ANNUAL PROCUREMENT PLAN <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>End User (Concerned Banner Program)</p> <p>End User (Concerned Banner Program)</p> <p>BAC</p> <p>BAC</p> <p>Property Section</p> <p>Property Section</p> <p>End User (Concerned Banner Program)</p> <p>End User (Concerned Banner Program)</p> <p>End User (Concerned Banner Program)</p> <p>End User (Concerned Banner Program)</p> |
| <p><b><u>FOR PAYMENT OF REPAIR AND MAINTENANCE THROUGH SVP AMOUNTING TO P50,000.00 ABOVE:</u></b></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>End User (Concerned Banner Program)</p> <p>Supplier</p> <p>Property Section</p>  |

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

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|---|---|
| <p>19. INDEX REPAIR<br/><i>(1 Original Copy)</i></p> <p>20. PURCHASE REQUEST<br/><i>(2 Original Copies)</i></p> <p>21. CERTIFICATE OF AVAILABILITY OF FUNDS (BUDGET)<br/><i>(1 Original Copy)</i></p> <p>22. ANNUAL PROCUREMENT PLAN<br/><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>Property Section</p> <p>End User (Concerned Banner Program)</p> <p>End User (Concerned Banner Program)</p> <p>End User (Concerned Banner Program)</p> <p>End User (Concerned Banner Program)</p> |
| <p><b><u>FOR PAYMENT OF GOODS THROUGH SHOPPING AND SVP AMOUNTING TO P50,000.00 AND BELOW:</u></b></p> <p>1. DISBURSEMENT VOUCHER<br/><i>(3 Original Copies)</i></p> <p>2. PROPERTY ACKNOWLEDGEMENT RECEIPT (PAR)/ CERTIFICATION ON SUBMISSION OF MASTERLIST OF BENEFICIARIES, WHICHEVER IS APPLICABLE <i>(1 Original Copy)</i></p> <p>3. INSPECTION AND ACCEPTANCE REPORT <i>(3 Original Copies)</i></p> <p>4. NOTICE OF DELIVERY TO COA<br/><i>(1 Certified true copy)</i></p> <p>5. SALES INVOICE<br/><i>(1 Original Copy/ies)</i></p> <p>6. DELIVERY RECEIPT<br/><i>(1 Original Copy/ies)</i></p> <p>7. RESULTS OF TEST ANALYSIS, IF APPLICABLE <i>(1 Original Copy)</i></p> | <p>End User (Concerned Banner Program)</p> <p>Property Section/End User</p> <p>GSS</p> <p>GSS</p> <p>Supplier</p> <p>Supplier</p> <p>Supplier</p>   |

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| <p>8. TRANSMITTAL RECEIPT OF PURCHASE ORDER TO COA<br/><i>(1 Certified true copy)</i></p> <p>9. APPROVED PURCHASE ORDER<br/><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)<br/><i>(1 Original Copy)</i></p> <p>15. ANNUAL PROCUREMENT PLAN<br/><i>(1 Original Copy)</i></p> <p>16. CERTIFICATION OF NON-AVAILABILITY OF STOCKS FROM DBM-PS, FOR ORDINARY OFFICE SUPPLIES AND EQUIPMENT<br/><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 (Concerned Banner Program)</p> <p>End User (Concerned Banner Program)</p> <p>BAC</p> <p>BAC</p> <p>End User (Concerned Banner Program)</p> <p>End User (Concerned Banner Program)</p> <p>End User (Concerned Banner Program)</p> <p>GSS</p> <p>End User (Concerned Banner Program)</p> |
| <p><b><u>FOR PAYMENT OF GOODS THROUGH SHOPPING AND SVP AMOUNTING TO P50,000.00 ABOVE:</u></b></p> <p>1. DISBURSEMENT VOUCHER <i>(3 Original Copies)</i></p>  | <p>End User (Concerned Banner Program)</p>  |



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

|   |                                     |
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| 15. ABSTRACT OF QUOTATIONS<br><i>(1 Original Copy)</i>  | BAC                                 |
| 16. REQUEST FOR QUOTATION<br><i>(1 Certified True Copy)</i>   | BAC                                 |
| 17. CERTIFICATION FROM THE HEAD OF BAC SECRETARIAT ON THE POSTING OF ADVERTISEMENT AT CONSPICUOUS PLACES<br><i>(1 Original Copy)</i>  | BAC                                 |
| 18. PHILGEPS REQUEST FOR QUOTATION <i>(1 Original Copy)</i>   | BAC                                 |
| 19. APPROVED PURCHASE REQUEST <i>(2 Original Copies)</i>  | End User (Concerned Banner Program) |
| 20. CERTIFICATE OF AVAILABILITY OF FUNDS (BUDGET)<br><i>(1 Original Copy)</i>   | End User (Concerned Banner Program) |
| 21. ANNUAL PROCUREMENT PLAN<br><br><i>(1 Original Copy)</i>   | End User (Concerned Banner Program) |
| 22. CERTIFICATE OF NON-AVAILABILITY OF STOCKS FROM DBM-PS, FOR ORDINARY OFFICE SUPPLIES AND EQUIPMENT<br><i>(1 Original Copy)</i>   | GSS                                 |
| 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 | End User (Concerned Banner Program) |
| <b><u>FOR PAYMENT OF GOODS THROUGH PUBLIC BIDDING:</u></b>  |                                     |
| 1. DISBURSEMENT VOUCHER <i>(3 Original Copies)</i>  | End User (Concerned Banner Program) |
| 2. PROPERTY ACKNOWLEDGEMENT RECEIPT / CERTIFICATION ON  | Property Section/End User           |

|  |                    |
|--|--------------------|
| 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>   | 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 |

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

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

| DBM-PS, FOR ORDINARY OFFICE SUPPLIES AND EQUIPMENT<br><i>(1 Certified True Copy)</i>  |   | End User (Concerned Banner Program) |   |                             |
|---|---|-------------------------------------|---|-----------------------------|
| 41. AUTHORITY TO PURCHASE FROM DBM OR OP, FOR MOTOR VEHICLES<br><i>(1 Original Copy)</i>  |   |                                     |   |                             |
| 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 |   |                                     |   |                             |
| Client Steps  | Agency Action   | Fees to be paid                     | Processing Time<br>(For complex transactions) | Person Responsible          |
| <b>FOR FUNDING:</b>   |   |                                     |   |                             |
| 1. Forward the documents along with all required supporting documents to the receiving  | 1.1 Receive and record the documents from the End-user                                  | None                                | 10 minutes per Documents                      | Administrative Assistant II |
|   | 1.1 Receive and record the documents from the End-user                                  | None                                |   |                             |
|   | 1.2 Update through the Document Tracking and Monitoring System (DTMS)                   | None                                |   |                             |
|   | 1.3 Forward the supporting documents to the designated accounting staff for processing. | None                                |   |                             |

|  |   |      |            |   |
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|  | <p>1.4 Perform initial review to ensure the completeness of supporting documents</p> <p>a. If complete,</p> <ul style="list-style-type: none"> <li>• Fill out the Availability of Funds and Obligation Request and Status (ORS) number to Purchase Order (P.O), Job Order (JO), and Contracts and Proceed to step 1.5.)</li> </ul> <p>b. If incomplete, document the findings and forward to designated staff for recording and tracking (proceed to step 1.6.)</p> | None | 2 days     | <p>Administrative Assistant I</p> <p>Administrative Assistant II</p> <p>Administrative Officer IV</p> <p>Administrative Officer I</p> |
|  | <p>1.5 Forward the documents to the accountant for final review of completeness. Once verified, they will affix their signature to authorize fund transactions.</p>   | None | 2 days     | <p>Accountant I</p> <p>Accountant II</p> <p>Chief Accountant</p>  |
|  | <p>1.6 Forward the documents to the End-User for compliance of comments and for completion of the required supporting documents</p>   | None | 15 minutes | Administrative Officer I  |
|  | <p>1.7 Record and forward the documents to:</p> <p>a. The Administrative and Finance Division for the initial signature. (applicable to Purchase Orders, Job Orders and Contracts)</p> <p>b. The General Services Section for the Certification of Availability of Fund (CAF)</p>   | None | 10 minutes | Administrative Officer I  |

|   |  |             |                              |  |
|---|--|-------------|------------------------------|--|
|   | <b>Total:</b>  | <b>None</b> | <b>4 days and 35 minutes</b> |  |
| <b>FOR PAYMENT :</b>  |  |             |                              |  |
| 2. Forwards the Disbursement Voucher (DV) and Complete Supporting documents to the Receiving-Accounting Section | 2.1 Receive and Record the Disbursement Voucher (DV) and supporting documents.   | None        | 5 Minutes per DV             | Administrative Assistant II  |
|   | 2.2 Update the Document Tracking Monitoring System (DTMS) on the status of the Disbursement Voucher (DV) and supporting documents  | None        |                              |  |
|   | 2.3 Forward the Disbursement Voucher (DV) and supporting documents to the designated accounting staff for processing.  | None        |                              |  |
|   | 2.4 Perform initial review of Disbursement Voucher (DV) as to the completeness of supporting documents and propriety of claims<br>a. If complete, (proceed to step 2.5 a. & b.)<br>b. If incomplete, document the findings and forward to designated staff for recording and tracking (proceed to step 2.6.) | None        | 2 days per DV                | Administrative Assistant I<br>Administrative Assistant II<br>Administrative Officer IV<br>Administrative Officer I |



|  |   |      |                   |   |
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|  | <p>2.5</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>Administrative Assistant I</p> <p>Administrative Assistant II</p> <p>Administrative Officer IV</p> <p>Administrative Officer I</p> |
|  | <p>2.6 Forward the documents to the End-User for compliance of comments and for completion of the required supporting documents</p>   | None | 10 minutes per DV | Administrative Officer I  |
|  | <p>2.7 Forward to Chief Accountant for final review of completeness of supporting documents and signature.</p>  | None | 2 days per DV     | <p>Administrative Assistant I</p> <p>Administrative Assistant II</p> <p>Administrative Officer IV</p> <p>Administrative Officer I</p> |
|  | <p>2.8 Identify mode of payment of DVs.</p> <p>a. If the DV is for check Payment Proceed to 2.12 if the DV is for LDDAP – ADA proceed to 2.9</p>  | None | 15 minutes        | <p>Accountant I</p> <p>Accountant II</p> <p>Chief Accountant</p>  |
|  | <p>2.9 Prepare index of payment, record and assign number for Disbursement Voucher (DV) for payment and forward it to the respective signatories:</p> <p>DVs: Box D – Regional Executive Director (RED) or Regional Technical</p> | None | 10 Minutes        | Administrative Officer I  |

|  |   |             |                                      |                             |
|--|---|-------------|--------------------------------------|-----------------------------|
|  | Director (RTD) as per Delegation of Authority ( <i>Amendment to General Memorandum Order No. 01, Series of 2024 re: Delegation of Authority</i> )   |             |                                      |                             |
|  | 2.10 After Approval of DV from Regional Executive Director Office or Regional Technical Director Office for payment, and the confirmation from the Cashier Section, Accounting Staff Receives and Records the DVs and prepares LDDAP-ADA with complete supporting documents | None        | 30 minutes                           | Administrative Assistant II |
|  | 2.11 Record Disbursement Voucher (DV) for payment and LDDAP-ADA with complete supporting documents to Cashier Unit.   | None        | 5 minutes                            | Administrative Officer I    |
|  | 2.12 Prepare index of payment, record and assign number for Disbursement Voucher (DV) for payment and forward it to the Cashier   | None        | 20 minutes                           | Administrative Officer I    |
|  | <b>Total:</b>   | <b>None</b> | <b>4 days, 1 hour and 40 minutes</b> |                             |

## 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.

|  |   |
|--|---|
| <b>Office or Division</b>  | Administrative and Finance Division:<br>Accounting Section  |
| <b>Classification</b>  | HIGHLY TECHNICAL  |
| <b>Type of Transaction</b>   | G2C, G2B, G2G   |
| <b>Who May Avail</b>   | Farmer Cooperatives and Association,<br>Department of Agriculture<br>Employees/Cos Personnel, Suppliers,<br>Contractors, National Government<br>Agencies, Non-Government<br>Organizations, Local Government Units |
| <b>Checklist of Requirements</b><br><br>(Pursuant to COA Circular No. 2012-001<br>dated 14 June 2012)  | <b>Where to Secure</b>  |
| <b><u>FOR PAYMENT OF GOODS THROUGH<br/>SHOPPING AND SVP AMOUNTING TO<br/>P50,000.00 AND BELOW:</u></b>   |   |
| 1. DISBURSEMENT VOUCHER (3<br><i>Original Copies</i> )   | End User (Concerned Banner<br>Program)  |
| 2. PROPERTY ACKNOWLEDGEMENT<br>RECEIPT (PAR)/ CERTIFICATION ON<br>SUBMISSION OF MASTERLIST OF<br>BENEFICIARIES, WHICHEVER IS<br>APPLICABLE (1 <i>Original Copy</i> ) | Property Section/End User   |
| 3. INSPECTION AND ACCEPTANCE<br>REPORT (3 <i>Original Copies</i> )   | General Services Section (GSS)  |
| 4. NOTICE OF DELIVERY TO COA (1<br><i>Certified true copy</i> )  | GSS   |
| 5. SALES INVOICE (1 <i>Original Copy/ies</i> )   | Supplier  |
| 6. DELIVERY RECEIPT (1 <i>Original<br/>Copy/ies</i> )  | Supplier  |
| 7. RESULTS OF TEST ANALYSIS, IF<br>APPLICABLE (1 <i>Original Copy</i> )  | Supplier  |

|  |   |
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| <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 (Concerned Banner Program)</p> <p>End User (Concerned Banner Program)</p> <p>Bids and Awards Committee (BAC)</p> <p>BAC</p> <p>End User (Concerned Banner Program)</p> <p>End User (Concerned Banner Program)</p> <p>End User (Concerned Banner Program)</p> <p>GSS</p> <p>End User (Concerned Banner Program)</p> |
| <p><b><u>FOR PAYMENT OF GOODS THROUGH SHOPPING AND SVP AMOUNTING TO P50,000.00 ABOVE:</u></b></p> <p>1. DISBURSEMENT VOUCHER (<i>3 Original Copies</i>)</p> <p>2. PROPERTY ACKNOWLEDGEMENT RECEIPT/ CERTIFICATION ON SUBMISSION OF MASTERLIST OF</p>   | <p>End User (Concerned Banner Program)</p> <p>Property/End User</p>   |

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| BENEFICIARIES, WHICHEVER IS APPLICABLE <i>(1 Original Copy)</i>                                  |                                     |
| 3. INSPECTION AND ACCEPTANCE REPORT <i>(3 Original Copies)</i>                                   | GSS                                 |
| 4. NOTICE OF DELIVERY TO COA <i>(1 Certified True Copy)</i>                                      | GSS                                 |
| 5. SALES INVOICE <i>(1 Original Copy/ies)</i>  | Supplier                            |
| 6. DELIVERY RECEIPT <i>(1 Original Copy/ies)</i>   | Supplier                            |
| 7. RESULTS OF TEST ANALYSIS, IF APPLICABLE <i>(1 Original Copy)</i>                              | Supplier                            |
| 8. TRANSMITTAL RECEIPT OF PURCHASE ORDER TO COA <i>(1 Original Copy)</i>                         | GSS                                 |
| 9. AWARD NOTICE ABSTRACT <i>(1 Original Copy)</i>  | BAC                                 |
| 10. APPROVED PURCHASE ORDER <i>(1 Original Copy)</i>   | End User (Concerned Banner Program) |
| 11. OBLIGATION REQUEST AND STATUS <i>(3 Original Copies, only 1 Copy to be retained on file)</i> | End User (Concerned Banner Program) |
| 12. NOTICE OF AWARD <i>(1 Original Copy)</i>   | BAC                                 |
| 13. BAC RESOLUTION <i>(1 Original Copy)</i>  | BAC                                 |
| 14. TECHNICAL WORKING GROUP (TWG) EVALUATION REPORT <i>(1 Original Copy)</i>                     | BAC                                 |
| 15. ABSTRACT OF QUOTATIONS <i>(1 Original Copy)</i>  | BAC                                 |
| 16. REQUEST FOR QUOTATION <i>(1 Certified True Copy)</i>   | BAC                                 |
| 17. CERTIFICATION FROM THE HEAD OF BAC SECRETARIAT ON THE POSTING OF ADVERTISEMENT AT            | BAC                                 |

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| <p>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>BAC</p> <p>BAC</p> <p>BAC</p> <p>End User (Concerned Banner Program)</p> <p>End User (Concerned Banner Program)</p>   |
| <p><b><u>FOR PAYMENT OF INFRASTRUCTURE SMALL VALUE PROCUREMENT (SVP) AMOUNTING TO P50,000.00 ABOVE:</u></b></p> <p>1. DISBURSEMENT VOUCHER <i>(3 Original Copies)</i></p> <p>2. STATEMENT OF TIME ELAPSED <i>(1 Original Copy)</i></p> <p>3. CERTIFICATE OF ACCEPTANCE <i>(1 Original Copy)</i></p> <p>4. CERTIFICATE OF COMPLETION <i>(1 Original Copy)</i></p> <p>5. INSPECTION REPORT <i>(1 Copy with IIC, IR from RAED with attach monitoring original copies)</i></p>   | <p>End User (Concerned Banner Program)</p> <p>Regional Agricultural Engineering Division (RAED)</p> <p>End User (Concerned Banner Program)</p> <p>RAED</p> <p>RAED</p> |

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| 6. PICTURES (BEFORE, DURING AND AFTER CONSTRUCTION) <i>(1 copy, if not geotagged must be signed by RAED)</i>                      | RAED                                |
| 7. STATEMENT OF WORK ACCOMPLISHED <i>(1 Original Copy per unit)</i>   | RAED                                |
| 8. REQUEST FOR BILLING AND INSPECTION <i>(1 Original Copy)</i>  | Contractor                          |
| 9. TRANSMITTAL RECEIPT OF JOB ORDER TO COA <i>(1 Certified True Copy)</i>   | GSS                                 |
| 10. AWARD NOTICE ABSTRACT <i>(1 Original Copy)</i>  | BAC                                 |
| 11. APPROVED JOB ORDER <i>(1 Original Copy)</i>   | End User (Concerned Banner Program) |
| 12. OBLIGATION REQUEST AND STATUS <i>(3 Original Copies, only 1 Copy to be retained on file)</i>                                  | End User (Concerned Banner Program) |
| 13. NOTICE OF AWARD <i>(1 Original Copy)</i>  | BAC                                 |
| 14. BAC RESOLUTION <i>(1 Original Copy)</i>   | BAC                                 |
| 15. TWG EVALUATION REPORT <i>(1 Original Copy)</i>  | BAC                                 |
| 16. ABSTRACT OF QUOTATIONS <i>(1 Original Copy)</i>   | BAC                                 |
| 17. REQUEST FOR QUOTATION <i>(1 Certified True Copy)</i>  | BAC                                 |
| 18. CERTIFICATION FROM THE HEAD OF BAC SECRETARIAT ON THE POSTING OF ADVERTISEMENT AT CONSPICUOUS PLACES <i>(1 Original Copy)</i> | BAC                                 |
| 19. PHILGEPS REQUEST FOR QUOTATION <i>(1 Electronic Copy)</i>   | BAC                                 |

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| 20. APPROVED PURCHASE REQUEST (2<br><i>Original Copy</i> )  | End User (Concerned Banner Program) |
| 21. CERTIFICATE OF AVAILABILITY OF FUNDS (BUDGET) (1 <i>Original Copy</i> )   | End User (Concerned Banner Program) |
| 22. ANNUAL PROCUREMENT PLAN (1 <i>Original Copy</i> )   | End User (Concerned Banner Program) |
| 23. PROGRAM OF WORKS ( <i>Original copy for Lot 1 for succeeding lots Certified True Copy</i> )   | RAED                                |
| 24. DETAILED ENGINEERING DESIGN ( <i>Original copy same as above</i> )  | RAED                                |
| 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 | End User (Concerned Banner Program) |
| <b><u>FOR PAYMENT OF GOODS THROUGH PUBLIC BIDDING:</u></b>  |                                     |
| 1. DISBURSEMENT VOUCHER (3<br><i>Original Copies</i> )  | End User (Concerned Banner Program) |
| PROPERTY ACKNOWLEDGEMENT RECEIPT / 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. PICTURES (1 set <i>Original Copy</i> )   | GSS                                 |
| 5. NOTICE OF DELIVERY TO COA (1 <i>Original Copy</i> )  | GSS                                 |
| 6. SALES INVOICE (1 <i>Original Copy</i> )  | Supplier                            |
| 7. DELIVERY RECEIPT (1 <i>Original Copy</i> )   | Supplier                            |
| 8. WARRANTY SECURITY (1 <i>Original</i>   | Supplier                            |



|  |                                     |
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| <i>Copy)</i>   |                                     |
| 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>   | 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>                               | End User (Concerned Banner Program) |
| 17. PERFORMANCE SECURITY <i>(1 Original Copy)</i>  | Supplier                            |
| 18. NOTICE OF AWARD <i>(1 Original Copy)</i>   | BAC                                 |
| 19. BAC RESOLUTION <i>(1 Original copy)</i>  | BAC                                 |
| 20. NOTICE OF POST-QUALIFICATION <i>(1 Original Copy)</i>  | BAC                                 |
| 21. BID EVALUATION REPORT <i>(1 Original Copy)</i>   | BAC                                 |
| 22. POST-QUALIFICATION EVALUATION REPORT <i>(1 Original Copy)</i>  | BAC                                 |

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| 23. EVIDENCE OF INVITATION TO CONDUCT POST QUALIFICATION TO AT LEAST THREE OBSERVERS (1 Original Copy)  | BAC    |
| 24. ABSTRACT OF BID AS CALCULATED (1 Original Copy)   | BAC    |
| 25. ABSTRACT OF BID AS READ (1 Original Copy)   | BAC    |
| 26. ABSTRACT OF BID AS READ (1 Original Copy)   | BAC    |
| 27. RESULTS OF ELIGIBILITY CHECK/SCREENING (1 Certified True Copy)  | BAC    |
| 28. BIDDER'S TECHNICAL AND FINANCIAL PROPOSALS (1 Certified True Copy)  | Bidder |
| 29. BIDDING DOCUMENTS (1 Original Copy)   | BAC    |
| 30. MINUTES OF BID OPENING SCREENING (1 Certified True Copy)  | BAC    |
| 31. EVIDENCE OF INVITATION FOR BID OPENING TO AT LEAST THREE OBSERVERS SCREENING (1 Certified True Copy)  | BAC    |
| 31. MINUTES OF PRE-BID CONFERENCE (ABC PHP 1.0 MILLION AND ABOVE) SCREENING (1 Certified True Copy)   | BAC    |
| 32. EVIDENCE OF INVITATION FOR PRE-BID CONFERENCE (ABC PHP 1.0 BAC MILLION AND ABOVE) TO AT LEAST THREE OBSERVERS SCREENING (1 Certified True Copy) | BAC    |
| 33. MINUTES OF PRE-PROCUREMENT CONFERENCE (FOR PROJECTS COSTING PHP2.0 MILLION AND ABOVE FOR GOODS) SCREENING (1 Certified True Copy)               | BAC    |

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| <p>34. CERTIFICATION FROM THE HEAD OF BAC SECRETARIAT ON THE POSTING OF ADVERTISEMENT AT CONSPICUOUS PLACES <i>(1 Original Copy)</i></p> <p>35. SUPPLEMENTAL BID BULLETINS, IF ANY <i>(1 Original Copy)</i></p> <p>36. PHILGEPS INVITATION TO BID <i>(1 Original Copy)</i></p> <p>37. APPROVED PURCHASE REQUEST <i>(1 Original Copy)</i></p> <p>38. CERTIFICATE OF AVAILABILITY OF FUNDS (BUDGET) <i>(1 Original Copy)</i></p> <p>39. ANNUAL PROCUREMENT PLAN <i>(1 Original Copy)</i></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>BAC</p> <p>BAC</p> <p>Bids and Award Committee (BAC)</p> <p>End User (Concerned Banner Program)</p> <p>End User (Concerned Banner Program)</p> <p>End User (Concerned Banner Program)</p> <p>GSS</p> |
| <p>31. AUTHORITY TO PURCHASE FROM DBM OR OP, FOR MOTOR VEHICLES <i>(1 Original Copy)</i></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>Department of Budget and Management (DBM)/Office of the President (OP)</p> <p>End User (Concerned Banner Program)</p>  |
| <p><b><u>FOR PAYMENT OF INFRASTRUCTURE THROUGH PUBLIC BIDDING:</u></b></p> <p>1. DISBURSEMENT VOUCHER <i>(3 Original Copies)</i></p> <p>2. STATEMENT OF TIME ELAPSED <i>(1 Original Copy)</i></p> <p>3. CERTIFICATE OF ACCEPTANCE, FOR FINAL BILLING <i>(1 Original Copy)</i></p>  | <p>End User (Concerned Banner Program)</p> <p>RAED</p> <p>End User (Concerned Banner Program)</p>   |

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| 4. CERTIFICATE OF COMPLETION, FOR FINAL BILLING <i>(1 Original Copy)</i>   | RAED                                |
| 5. INSPECTION REPORT <i>(1 Copy with Internal Inspection Committee (IIC), Inspection Report (IR) from RAED with attach monitoring original copies)</i> | RAED                                |
| 6. PICTURES (BEFORE, DURING AND AFTER CONSTRUCTION) <i>(1 copy, if not geotagged must be signed by RAED)</i>   | RAED                                |
| 7. STATEMENT OF WORK ACCOMPLISHED <i>(1 Original Copy per unit)</i>  | RAED                                |
| 8. REQUEST FOR BILLING AND INSPECTION <i>(1 Original Copy)</i>   | Contractor                          |
| 9. TRANSMITTAL RECEIPT OF JOB ORDER TO COA <i>(1 Certified True Copy)</i>  | GSS                                 |
| 10. AWARD NOTICE ABSTRACT <i>(1 Original Copy)</i>   | BAC                                 |
| 11. NOTICE TO PROCEED <i>(1 Original Copy)</i>   | GSS                                 |
| 12. APPROVED CONTRACT <i>(1 Original Copy)</i>   | GSS                                 |
| 13. CERTIFICATE OF AVAILABILITY OF FUNDS SIGNED BY THE ACCOUNTANT <i>(2 Original Copies)</i>   | Accounting Section                  |
| 14. OBLIGATION REQUEST AND STATUS <i>(3 Original Copies, only 1 Copy to be retained on file)</i>   | End User (Concerned Banner Program) |
| 15. PERFORMANCE SECURITY <i>(1 Original Copy)</i>  | Contractor                          |
| 16. NOTICE OF AWARD <i>(1 Original Copy)</i>   | BAC                                 |
| 17. BAC RESOLUTION <i>(1 Original Copy)</i>  | BAC                                 |

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|---|------------|
| 18. NOTICE OF POST-QUALIFICATION ( <i>1 Original Copy</i> )   | BAC        |
| 19. BID EVALUATION REPORT ( <i>1 Original Copy</i> )  | BAC        |
| 20. POST-QUALIFICATION EVALUATION REPORT ( <i>1 Original Copy</i> )   | BAC        |
| 21. EVIDENCE OF INVITATION TO CONDUCT POST QUALIFICATION TO AT LEAST THREE OBSERVERS ( <i>1 Original Copy</i> )                               | BAC        |
| 22. ABSTRACT OF BID AS CALCULATED ( <i>1 Original Copy</i> )  | BAC        |
| 23. ABSTRACT OF BID AS READ ( <i>1 Original Copy</i> )  | BAC        |
| 24. RESULTS OF ELIGIBILITY CHECK/SCREENING ( <i>1 Original Copy</i> )   | BAC        |
| 25. BIDDER'S TECHNICAL AND FINANCIAL PROPOSALS ( <i>1 Certified True Copy</i> )   | Contractor |
| 26. BIDDING DOCUMENTS ( <i>1 Original Copy</i> )  | BAC        |
| 27. MINUTES OF BID OPENING ( <i>1 Certified True Copy</i> )   | BAC        |
| 28. EVIDENCE OF INVITATION FOR BID OPENING TO AT LEAST THREE OBSERVERS ( <i>1 Certified True Copy</i> )                                       | BAC        |
| 29. MINUTES OF PRE-BID CONFERENCE (ABC PHP 1.0 MILLION AND ABOVE) ( <i>1 Certified True Copy</i> )  | BAC        |
| 30. EVIDENCE OF INVITATION FOR PREBID CONFERENCE (ABC PHP 1.0 MILLION AND ABOVE) TO AT LEAST THREE OBSERVERS ( <i>1 Certified True Copy</i> ) | BAC        |

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| <p>31. MINUTES OF PRE-PROCUREMENT CONFERENCE (FOR PROJECTS COSTING PHP5.0 MILLION AND ABOVE FOR INFRASTRUCTURE) <i>(1 Certified True Copy)</i></p>                                   | <p>BAC</p>                                 |
| <p>32. CERTIFICATION FROM THE HEAD OF BAC SECRETARIAT ON THE POSTING OF ADVERTISEMENT AT CONSPICUOUS PLACES <i>(1 Original Copy)</i></p>   | <p>BAC</p>                                 |
| <p>33. SUPPLEMENTAL BID BULLETINS, IF ANY <i>(1 Original Copy)</i></p>   | <p>BAC</p>                                 |
| <p>34. PHILGEPS INVITATION TO BID <i>(1 Original Copy)</i></p>   | <p>End User (Concerned Banner Program)</p> |
| <p>35. APPROVED PURCHASE REQUEST <i>(2 Original Copies)</i></p>  | <p>End User (Concerned Banner Program)</p> |
| <p>36. CERTIFICATE OF AVAILABILITY OF FUNDS (BUDGET) <i>(1 Original Copy)</i></p>  | <p>RAED</p>                                |
| <p>37. ANNUAL PROCUREMENT PLAN <i>(1 Original Copy)</i></p>  | <p>End User (Concerned Banner Program)</p> |
| <p>38. PROGRAM OF WORKS <i>(Original copy for Lot 1 for succeeding lots Certified True Copy)</i></p>   | <p>RAED</p>                                |
| <p>39. DETAILED ENGINEERING DESIGN <i>(Original copy for Lot 1 for succeeding lots Certified True Copy)</i></p>  | <p>RAED</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>End User (Concerned Banner Program)</p> |

| Client Steps   | Agency Action  | Fees to be paid | Processing Time | Person Responsible   |
|--|--|-----------------|-----------------|--|
| <b>FOR FUNDING:</b>  |  |                 |                 |  |
| 1. Forward the documents along with all required supporting documents to the receiving | 1.1 Receive and record the documents from the End-user   | None            | 10 minutes      | Administrative Assistant II  |
|  | 1.2 Update through the Document Tracking and Monitoring System (DTMS)  | None            |                 |  |
|  | 1.3 Forward the supporting documents to the designated accounting staff for processing.  | None            |                 |  |
|  | <p>1.4 Perform initial review to ensure the completeness of supporting documents</p> <p>a. If complete, prepare:</p> <ul style="list-style-type: none"> <li>• A Certification of Availability of Fund. (CAF)</li> <li>• For Purchase Order (P.O), Job Order (JO), and Contracts complete the Availability of Funds and Obligation Request and Status (ORS) number Proceed to step 1.5.)</li> </ul> <p>b. If incomplete, documents the findings and forward to designated staff for recording and tracking (proceed to step 1.6.)</p> | None            | 3 days          | Administrative Assistant I<br><br>Administrative Assistant II<br><br>Administrative Officer IV<br><br>Administrative officer I |

|  |  |             |                              |   |
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|  | 1.5 Forward the documents to the Accountant for final review of completeness. Once verified, they will affix their signature to authorize fund transactions. (proceed 1.7.)  | None        | 3 days                       | Accountant I<br>Accountant II<br><br>Chief Accountant |
|  | 1.6 Forward the documents to the End-User for compliance of comments and for completion of the required supporting documents   | None        | 20 minutes                   | Accounting Staff                                      |
|  | 1.7 Record and forward the documents to:<br>a. The Administrative and Finance Division for the initial signature. (applicable to Purchase Orders, Job Orders and Contracts)<br>b. The General Services Section for the Certification of Availability of Fund (CAF) | None        | 15 minutes                   | Administrative Officer I                              |
|  | <b>Total:</b>  | <b>None</b> | <b>6 Days and 45 minutes</b> |   |

**FOR PAYMENT:**

|   |  |      |                  |                            |
|---|--|------|------------------|----------------------------|
| 2. Forwards the Disbursement Voucher (DV) and Complete Supporting documents to the Receiving Section of the Accounting Office | 2.1 Receive and record DV and supporting documents   | None | 5 minutes per DV | Administrative Assistant I |
|   | 2.2 Update the Document Tracking Monitoring System (DTMS) on the status of the DV and supporting documents           | None |                  |                            |
|   | 2.3 Forward the Disbursement Voucher (DV) and supporting documents to the designated accounting staff for processing | None |                  |                            |



|  |   |      |                   |   |
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|  | <p>2.4 Perform initial review of DV as to the completeness of supporting documents and propriety of claims.</p> <p>a. If complete,</p> <ul style="list-style-type: none"> <li>• (Proceed to step 2.5.)</li> </ul> <p>b. If incomplete, documents the findings and forward to designated staff for recording and tracking (proceed to step 2.6.)</p> | None | 5 days per DV     | <p>Administrative Assistant I</p> <p>Administrative Assistant II</p> <p>Administrative Officer IV</p> <p>Administrative officer I</p> |
|  | <p>2.5</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>Administrative Assistant I</p> <p>Administrative Assistant II</p> <p>Administrative Officer IV</p> <p>Administrative officer I</p> |
|  | <p>2.6 Forward the documents to the End-User for compliance of comments and for completion of the required supporting documents</p>   | None | 10 minutes per DV | <p>Administrative Officer I</p>   |
|  | <p>2.7 Forward to Chief Accountant for final review of completeness of supporting documents and signature.</p>  | None | 3 days per DV     | <p>Administrative Assistant I</p> <p>Administrative Assistant II</p> <p>Administrative Officer IV</p> <p>Administrative officer I</p> |
|  | <p>2.8 Identify mode of payment of DVs.</p> <p>a. If the DV is for check Payment Proceed to 2.12 if the DV is for LDDAP – ADA proceed to 2.9</p>  | None | 15 minutes per DV | <p>Accountant I</p> <p>Accountant II</p> <p>Chief Accountant</p>  |

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|  | <p>2.9 Record and assign number for Disbursement 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>(Amendment to General Memorandum Order No. 03, Series of 2016 re: Delegation of Authority)</p> | None        | 10 Minutes                           | Administrative Officer I    |
|  | 2.10 Receive the approved DVs and prepares LDDAP–ADA with complete supporting documents.   | None        | 1 day                                | Administrative Assistant II |
|  | 2.11 Record Disbursement Voucher (DV) for payment and LDDAP–ADA with complete supporting documents to Cashier Unit.  | None        | 10 Minutes                           | Administrative Assistant II |
|  | 2.12 Record and assign number for Disbursement Voucher for payment and forward it to the Cashier with complete supporting documents for preparation of Check   | None        | 20 minutes                           | Administrative Officer I    |
|  | <b>Total:</b>  | <b>None</b> | <b>9 days, 1 hour and 10 minutes</b> |                             |

## ISSUANCE OF ORDER OF PAYMENT

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

|   |  |   |                        |                                      |
|---|--|---|------------------------|--------------------------------------|
| <b>Office or Division</b>   |  | Administrative and Finance Division – Accounting Section  |                        |                                      |
| <b>Classification</b>   |  | SIMPLE  |                        |                                      |
| <b>Type of Transaction</b>  |  | G2C, G2B, G2G   |                        |                                      |
| <b>Who May Avail</b>  |  | FARMERS, EMPLOYEES, COS PERSONNEL, SUPPLIERS, CONTRACTORS,NGAs,NGOs, and LGUs   |                        |                                      |
| <b>Checklist of Requirements</b>  |  | <b>Where to Secure</b>  |                        |                                      |
| 1. Request for issuance of order of payment (for payment of bidding documents, receipt of performance/bidders/bail bonds and collections of various fees)<br><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)<br><i>(1 Original Copy)</i>              |  | NGAs, LGUs, NGOs/PO and DA - Personnel  |                        |                                      |
| 3. Copy of Notice of Award (for payment of performance bond)<br><i>(1 Certified True Copy)</i>  |  | BAC   |                        |                                      |
| <b>Client Steps</b>   | <b>Agency Action</b>   | <b>Fees to be paid</b>  | <b>Processing Time</b> | <b>Person Responsible</b>            |
| 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  | Accounting Staff<br>Chief Accountant |

|  |  |             |                               |                                      |
|--|--|-------------|-------------------------------|--------------------------------------|
|  | 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         | Accounting Staff<br>Chief Accountant |
|  | 1.3 Sign the Order of Payment and forwards the same to the Accounting Staff                                  | None        | 5 minutes per request         | Chief Accountant                     |
| 2. Receive the order of payment with related supporting documents and proceed to cashier | 1.4 Issue the Order of Payment to the client   | None        | 2 minutes per request         | Accounting Staff<br>Chief Accountant |
| <b>Total:</b>  |  | <b>None</b> | <b>15 minutes per request</b> |                                      |

## 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.

|  |  |   |                        |  |
|--|--|---|------------------------|--|
| <b>Office or Division</b>  |  | ADMIN AND FINANCE DIVISION – CASHIER UNIT                       |                        |  |
| <b>Classification</b>  |  | SIMPLE  |                        |  |
| <b>Type of Transaction</b>   |  | G2G – G2B – G2C   |                        |  |
| <b>Who May Avail</b>   |  | EXTERNAL CREDITORS AND DEPARTMENT OF AGRICULTURE (DA) EMPLOYEES |                        |  |
| <b>Checklist of Requirements</b>   |  | <b>Where to Secure</b>  |                        |  |
| 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 (Concerned Banner Programs)         |                        |  |
| 4. Document Tracking Slip  |  | End User (Concerned Banner Programs); DA Employees              |                        |  |
| <b>Client Steps</b>  | <b>Agency Action</b>   | <b>Fees to be paid</b>  | <b>Processing Time</b> | <b>Person Responsible</b>                              |
| 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 DV with supporting documents for preparation of Checks              | None  | 5 Minutes              | Administrative Officer III<br>Administrative Officer I |
|  | 1.2 Prepares the checks through the Check Writer software installed in the computer and typewriter (electric or manual typewriter) | None  | 10 Minutes             | Administrative Officer III<br>Administrative Officer I |
|  | 1.3 Prepare the Advice of Checks Issued and  | None  | 10 Minutes             | Administrative Officer III                             |

|  |  |             |                              |  |
|--|--|-------------|------------------------------|--|
|  | Cancelled (ACIC) through Electronic Modified Disbursement System (EMDS)  |             |                              | Administrative Officer I                               |
|  | 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                   | Administrative Officer I                               |
|  | 1.5 Signs the Check and release them together with the set of documents to the Authorized Countersigning Official  | None        | 10 Minutes                   | Administrative Officer III<br>Administrative Officer I |
|  | 1.6 Receives and Countersigns the Check and return to the Cashier Unit   | None        | 20 Minutes                   | Regional Executive 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                   | Administrative Officer III<br>Administrative Officer I |
|  | <b>Total</b>   | <b>None</b> | <b>1 hour and 15 minutes</b> |  |

## 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 DV with supporting documents for preparation of Checks | None            | 5 Minutes       | Administrative Officer III<br><br>Administrative Officer I     |
|  | 1.2 Prepares the checks and Advice of Checks Issued and Cancelled   | None            | 10 Minutes      | Administrative Officer III<br><br>Administrative Officer I     |
|  | 1.3 Sign the Check and release them together with the set of documents to the Authorized Countersigning Official      | None            | 10 Minutes      | Administrative Officer III<br><br>Administrative Officer I     |
|  | 1.4 Receive and Countersigns the Check and return to the Cashier Unit   | None            | 20 Minutes      | Regional Executive Director<br><br>Regional Technical Director |
|  | 1.5 Encashed the amount of Cash Advance from the Government Servicing Bank (GSB) and keeps cash in the safety vault   | None            | 1 Hour          | Administrative Officer III<br><br>Administrative Officer I     |

|                        |   |             |                              |  |
|------------------------|---|-------------|------------------------------|--|
| 2. Receive the payment | 2.1 Pays officials and employees/<br>other payees | None        | 10 Minutes                   | Administrative Officer III<br><br>Administrative Officer I |
|                        | <b>Total</b>                                      | <b>None</b> | <b>1 hour and 55 minutes</b> |  |



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

| <b>Client Steps</b>   | <b>Agency Action</b>  | <b>Fees to be paid</b> | <b>Processing Time</b> | <b>Person Responsible</b>                                  |
|---|---|------------------------|------------------------|--|
| 1. Forward the Disbursement Vouchers (DVs) with Obligation Request and Status (ORS) with Supporting documents from the authorized signing officer | 1.1 Receives the DVs with ORS and Supporting documents from the authorized signing officer and record them transmit to Accounting for LDDAP-ADA preparation | None                   | 5 Minutes              | Cashiering Unit of Contract Services                       |
|   | 1.2 Inform the suppliers/contractors and other DA clients whenever payments are ready for ADA to issue an official receipt on their claims & to sign the DV | None                   | 10 Minutes             | Administrative Officer III<br><br>Administrative Officer I |
| 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              | Cashiering Unit of Contract Services                       |
| 3. Receives the copies of approved LDDAP-ADA, Copies of DVs and SDs   | 3.1 Verifies the total amount of DVs together with the LDDAP-ADA  | None                   | 5 Minutes              | Administrative Officer III<br><br>Administrative Officer I |
|   | 3.2 Prepare the Checks and Advice of Checks Issued and Cancelled.   | None                   | 10 Minutes             | Administrative Officer I                                   |
|   | 3.3 Retrieves from file the Check Advice to Debit Account Disbursement Record   | None                   | 5 Minutes              | Administrative Officer I                                   |

|              |   |             |                                     |  |
|--------------|---|-------------|-------------------------------------|--|
|              | (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 |             |                                     |  |
|              | 3.4 Sign the portion of LDDAP-ADA form intended for the Cashier Unit and Advice of Checks Issued and Cancelled.   | None        | 5 Minutes                           | Administrative Officer III<br><br>Administrative Officer I                                 |
|              | 3.5 Forward the LDDAP-ADA, FINDES, DVs and supporting documents to the Chief Admin Officer/Asst. Admin Officer for signing of FINDES  | None        | 20 Minutes                          | Chief Administrative Officer<br><br>Assistant Admin Officer                                |
|              | 3.6 Forward to Head of Agency/ Authorized Representative/ Approving Officer for countersigning  | None        | 20 Minutes                          | Regional Executive Director<br><br>Regional Technical Director                             |
|              | 3.7 Forward the LDDAP/ADA to the designated bank for processing/payment   | None        | One (1) Day                         | Administrative Officer III<br><br>Administrative Officer I<br><br>Administrative Assistant |
| <b>TOTAL</b> |   | <b>None</b> | <b>1 day, 1 hour and 25 minutes</b> |  |

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

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

|  |  |   |                        |  |
|--|--|---|------------------------|--|
| <b>Office or Division</b>  |  | ADMIN AND FINANCE DIVISION: GENERAL SERVICES SECTION -CASHIERING UNIT   |                        |  |
| <b>Classification</b>  |  | SIMPLE  |                        |  |
| <b>Type of Transaction</b>   |  | G2G – G2B – G2C   |                        |  |
| <b>Who May Avail</b>   |  | Department of Agriculture Employees; Suppliers, Creditors, Local Government Units (LGUs) and other private institutions |                        |  |
| <b>Checklist of Requirements</b>   |  | <b>Where to Secure</b>  |                        |  |
| 1. Order of Payment  |  | Accounting Section  |                        |  |
| <b>Client Steps</b>  | <b>Agency Action</b>   | <b>Fees to be paid</b>  | <b>Processing Time</b> | <b>Person Responsible</b>                                  |
| 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 |   | 5 Minutes              | Administrative Officer III<br><br>Administrative Officer I |
| 2. Receive the Official Receipts (OR) to acknowledge receipt of cash/check | 2.1 Issues OR to acknowledge receipt of cash/check   | None  | 10 Minutes             | Administrative Officer III<br><br>Administrative Officer I |
| <b>Total:</b>  |  |   | <b>15 Minutes</b>      |  |

## ACCEPTANCE OF PROPERTY, PLANT, AND EQUIPMENT (PPE) FROM OTHER AGENCY/ENTITY THRU PROPERTY TRANSFER RECEIPT (PTR) – INCOMING

The purpose of this process shall be used every time there will be acceptance of Property, Plant and Equipment (PPE) from another Agency/Entity thru Property Transfer Receipt (PTR).

|   |  |   |                        |                           |
|---|--|---|------------------------|---------------------------|
| <b>Office or Division</b>   |  | Administrative and Finance<br>Division: General Services Section<br>– Property Unit |                        |                           |
| <b>Classification</b>   |  | Simple  |                        |                           |
| <b>Type of Transaction</b>  |  | Government to Government  |                        |                           |
| <b>Who May Avail</b>  |  | Department of Agriculture –<br>Regional Field Office III (DA-RFO<br>III)            |                        |                           |
| <b>Checklist of Requirements</b>  |  | <b>Where to Secure</b>  |                        |                           |
| 4 Original copies of Property Transfer Report (PTR) of other Agencies transferring Property, Plant and Equipment (PPE)  |  | Head of the other Agency  |                        |                           |
| <b>Client Steps</b>   | <b>Agency Action</b>   | <b>Fees to be paid</b>  | <b>Processing Time</b> | <b>Person Responsible</b> |
| 1. Submit four (4) original copies of the PTR from the other agency or entity transferring the PPE to the Property Unit | 1.1 Property Unit will receive four (4) original copies of the PTR, duly signed and approved by the other agency or entity   | None  | 30 minutes             | Property COS Staff        |
|   | 1.2 Property Officer will affix their signature on the PTR to acknowledge the receipt of the PPE<br><i>(Property unit will secure two (2) original copies of the PTR and release two (2) original copies to the donating Agency/entity</i> | None  | 40 minutes             | Head Property Unit        |
|   | 1.3 Issue the PPE to the accountable officer and assign a property number  | None  | 2 hours and 30 minutes | Property COS Staff        |
|   | 1.4 Prepare the Property Acknowledgment Receipt (PAR) /  | None  | 1 day                  | Property COS Staff        |

|               |  |                                       |  |  |
|---------------|--|---------------------------------------|--|--|
|               | <p>Inventory Custodian Slip (ICS) and a memorandum, signed by the RED/Head of the Agency, requesting the Accounting Section to book the PPE in the DA Book of Accounts. Attached to the memorandum are the PTR copies: <i>the first copy for the other agency/entity, the second copy for COA, the third copy for the Accounting Section, and the fourth copy for record-keeping</i></p> |                                       |  |  |
| <b>Total:</b> | <b>None</b>  | <b>1 day, 3 hours, and 40 minutes</b> |  |  |

## TRANSFER OF PROPERTY, PLANT AND EQUIPMENT (PPE) TO OTHER AGENCY/ENTITY THRU PROPERTY TRANSFER RECEIPT (PTR) – OUTGOING

The purpose of this process shall be applied whenever there is transfer of Property, Plant and Equipment (PPE) from Department of Agriculture Regional Field Office III to another Agency/Entity.

|   |  |  |                        |  |
|---|--|--|------------------------|--|
| <b>Office or Division</b>   |  | Administrative and Finance Division: General Services Section – Property Unit              |                        |  |
| <b>Classification</b>   |  | Simple   |                        |  |
| <b>Type of Transaction</b>  |  | Government to Government   |                        |  |
| <b>Who May Avail</b>  |  | Provincial Local Government Unit (PLGU's) and Head of the other Agency                     |                        |  |
| <b>Checklist of Requirements</b>  |  | <b>Where to Secure</b>   |                        |  |
| 1. Letter of Intent of other Agencies/Entity or Local Government Unit requesting PPE.   |  | PLGU's (Provincial / Local Government Unit) and Head of the other Agency and Property Unit |                        |  |
| 2. 4 original copies of Property Transfer Report (PTR)  |  | General Services Section – Property Unit   |                        |  |
| <b>Client Steps</b>   | <b>Agency Action</b>   | <b>Fees to be paid</b>   | <b>Processing Time</b> | <b>Person Responsible</b>  |
| Submit documents through at least one of the following:<br>a) Public Assistance and Complaint Desk for receiving and recording<br>b) E-mail<br>c) Courier/postal services | Receive, record, and forward the document to the Records Unit<br><br><i>te:<br/>E-mail messages shall be printed by the concerned office/staff and forwarded to the Records Unit. E-mail messages (especially those urgent in nature) may also be forwarded directly to the e-mail account of the concerned offices/personnel as advance information or for their immediate action</i> | None   | 15 minutes             | a. Public Assistance and Complaint Desk (for walk-in and courier)<br><br>b. RED's Staff<br>Staff of Other Offices with e-mail accounts<br>c. Courier / Postman |
|   | 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             | 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 | Administrative Officer I (Records Officer I)<br><br>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 | 35 minutes | Records Unit Staff   |
|   | 1.5 Forward, and release the physical documents to the ORED through the logbook   | None | 15 minutes | Records Unit Staff   |
| 2. Receiving the Physical Documents with Written Directives / Instructions of the RED | <p>Receive from the ORED the physical documents with the attached directives / instructions from the RED written in the Document Tracking Slip (DTS) or Routing Slip</p> <p><b>note:</b><br/><b><i>If the 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</i></b></p> | None | 15 minutes | Records Unit Staff   |

|  |  |      |            |  |
|--|--|------|------------|--|
|  | 2.2 Input the directives / instructions of the RED in the Incoming Communications Masterlist (MS Excel Form)   | None | 30 minutes | Records Officer I<br>Records Unit Staff  |
|  | 2.3 Scanned the DTS and the documents  | None | 1 hour     | Records Officer I<br>Records Unit Staff  |
|  | 2.4 Update the required information details of the documents in the DTMS, forward, and release to the concerned offices  | None | 40 minutes | Records Unit Staff   |
|  | 2.5 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     | through Logbook:<br>Records Unit Staff<br>via E-mail:<br>Records Officer I<br>Records Unit Staff |
| 3. Receiving the Documents/ Communication from the Records Section | 3.1 The Property Unit will receive the documents/ communications ( <i>Letter of Intent</i> )   | None | 10 minutes | Property COS Staff   |
|  | 3.2 Prepare the four (4) original PTRs to be routed to the concerned Banner Coordinator  | None | 30 minutes | Property COS Staff   |
|  | 3.3 The concerned Banner Coordinator receives the PTR, affixes their initials under the 'Approved' column, and routes it to the Office of the RED for signature                              | None | 3 hours    | Banner Coordinator   |



|  |  |      |            |                             |
|--|--|------|------------|-----------------------------|
|  | 3.4 The Office of the RED receives the PTR, signs the "Approved by" portion, and returns it to the Property Unit   | None | 30 minutes | Regional Executive Director |
|  | 3.5 Receive the PTR from the Office of the RED and signed the "Issued/Released" portion of the PTR   | None | 10 minutes | Chief Property Unit         |
|  | 3.6 Issue the PPE and the PTR to the requesting party  | None | 10 minutes | Property COS Staff          |
| 4. Receipt of the requested PPE and PTR from the Property Unit | 4.1 Requesting party must verify the condition and quantity of the PPE before accepting it. After verification, they will sign the "Received by" and "Intended to" sections of the PTR and return it to the Property Unit        | None | 15 minutes | Property COS Staff          |
|  | 4.2 Property Unit will receive four (4) original copies of the PTR, which are duly accomplished and signed. Also, they will get a copy of the Journal Entry Voucher (JEV) from the accounting department of the requesting party | None | 10 minutes | Property COS Staff          |
|  | 4.3 Property Officer will secure a copy of the PTR (3 copies to the releasing agency and 1 copy for the requesting party)  | None | 10 minutes | Chief Property Unit         |
| 5. Fill out the Client Satisfaction Measurement (CSM)          | 5.1 Requesting party will fill up CSM to be dropped in designated drop box   |      | 10 minutes | Requesting party            |

|               |  |             |                                       |                  |
|---------------|--|-------------|---------------------------------------|------------------|
|               | 5.2 Prepare the memorandum, signed by the RED, addressed to the Commission on Audit (COA) and the Accounting Section, requesting the removal of the transferred PPE from the DA Book of Accounts | None        | 30 minutes                            | Supply Officer I |
| <b>Total:</b> |  | <b>None</b> | <b>1 day, 3 hours, and 10 minutes</b> |                  |

## 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.*

|  |   |                        |                        |                             |
|--|---|------------------------|------------------------|-----------------------------|
| <b>OFFICE OR DIVISION</b>  | Administrative and Finance Division: Human Resource Management Section (HRMS)     |                        |                        |                             |
| <b>CLASSIFICATION</b>  | Complex   |                        |                        |                             |
| <b>TYPE OF TRANSACTION</b>   | G2G-Government to Government  |                        |                        |                             |
| <b>WHO MAY AVAIL</b>   | DA RFO III Employees (permanent, temporary)                                       |                        |                        |                             |
| <b>CHECKLIST OF REQUIREMENTS</b>   |   | <b>WHERE TO SECURE</b> |                        |                             |
| 1. Duly Accomplished Leave Application Form (1 original)                       |   | HRMS                   |                        |                             |
| 2. Approved Letter of Intent from the Regional Executive Director (1 original) |   | Requesting Employee    |                        |                             |
| <b>CLIENT STEPS</b>  | <b>AGENCY ACTION</b>  | <b>FEES TO PAID</b>    | <b>PROCESSING TIME</b> | <b>PERSON RESPONSIBLE</b>   |
| 1. Submit all the requirements to HRMS   | 1.1 Receive and review the requirements   | None                   | 10 minutes             | Administrative Assistant II |
|  | 1.2 Prepare the payroll and list of employees who will avail the monetization     | None                   | 2 hours                | Administrative Officer IV   |
|  | 1.3 Review and Sign the payroll and attachments as to correctness and computation | None                   | 30 minutes             | Chief, HRMS                 |

|  |  |      |            |  |
|--|--|------|------------|--|
|  | 1.4 Route to ORED for approval   | None | 10 minutes | Administrative Officer IV                |
|  | 1.5 Review and sign the payroll  | None | 1 hour     | Regional Executive Director (RED)        |
|  | 1.6 Route to HRMS  | None | 10 minutes | RED's Staff                              |
|  | 1.7 Review the completeness of signatories   | None | 15 minutes | Administrative Officer IV                |
|  | 1.8 Route to Budget Section for Obligation   | None | 10 minutes | Administrative Officer IV                |
|  | 1.9 Receive ORS with corresponding attachments including Document Tracking and Monitoring System Slip (DTMS) | None | 5 minutes  | Admin Assistant III (COS - Budget Staff) |
|  | 1.10 Process and number ORS according to its claim and secure 1 copy of ORS to be filed at Budget            | None | 10 minutes | Admin Aide VI                            |
|  | 1.11 Control and record ORS in Registry of Allotment, Obligation   | None | 10 minutes | Budget Officer II                        |

|                     |   |      |                          |  |
|---------------------|---|------|--------------------------|--|
|                     | and Disbursement for all banner and regular programs in accordance to their claims              |      |                          |  |
|                     | 1.12 Signs ORS Box B/oversee control of funds and utilization of all banner and regular program | None | 10 minutes               | Chief, Budget Officer                    |
|                     | 1.13 Release vouchers to Accounting Section including DTMS                                      | None | 5 minutes                | Admin Assistant III (COS - Budget Staff) |
| <b>FOR FUNDING:</b> |   |      |                          |  |
|                     | 1.14 Receive and record the documents from the End-user   | None | 10 minutes per Documents | Administrative Assistant II              |
|                     | 1.15 Receive and record the documents from the End-user   | None |                          |  |
|                     | 1.16 Update through the Document Tracking and Monitoring System (DTMS)                          | None |                          |  |
|                     | 1.17 Forward the supporting documents to the designated accounting staff for                    | None |                          |  |

|  |  |      |        |   |
|--|--|------|--------|---|
|  | processing.  |      |        |   |
|  | <p>1.18 Perform initial review to ensure the completeness of supporting documents</p> <p>a. If complete,</p> <ul style="list-style-type: none"> <li>• Fill out the Availability of Funds and Obligation Request and Status (ORS) number to Purchase Order (P.O), Job Order (JO), and Contracts and Proceed to step 1.19.)</li> </ul> <p>b. If incomplete, document the findings and forward to designated staff for recording and tracking (proceed to step 1.20.)</p> | None | 2 days | <p>Administrative Assistant I</p> <p>Administrative Assistant II</p> <p>Administrative Officer IV</p> <p>Administrative Officer I</p> |
|  | <p>1.19 Forward the documents to the accountant for final review of completeness. Once verified, they will affix their signature to authorize fund transactions.</p>   | None | 2 days | <p>Accountant I</p> <p>Accountant II</p> <p>Chief Accountant</p>  |

|                      |   |      |                  |                             |
|----------------------|---|------|------------------|-----------------------------|
|                      | 1.20 Forward the documents to the End-User for compliance of comments and for completion of the required supporting documents   | None | 15 minutes       | Administrative Officer I    |
|                      | 1.21 Record and forward the documents to:<br><br>b. The Administrative and Finance Division for the initial signature. (applicable to Purchase Orders, Job Orders and Contracts)<br><br>b. The General Services Section for the Certification of Availability of Fund (CAF) | None | 10 minutes       | Administrative Officer I    |
| <b>FOR PAYMENT :</b> |   |      |                  |                             |
|                      | 1.22 Receive and Record the Disbursement Voucher (DV) and supporting documents.   | None | 5 Minutes per DV | Administrative Assistant II |
|                      | 1.23 Update the Document Tracking Monitoring System (DTMS) on the status of the Disbursement Voucher (DV) and   | None |                  |                             |

|  |   |      |                   |  |
|--|---|------|-------------------|--|
|  | supporting documents  |      |                   |  |
|  | 1.24 Forward the Disbursement Voucher (DV) and supporting documents to the designated accounting staff for processing.  | None |                   |  |
|  | 1.25 Perform initial review of Disbursement Voucher (DV) as to the completeness of supporting documents and propriety of claims<br>a. If complete, (proceed to step 1.26 a. & b.)<br>b. If incomplete, document the findings and forward to designated staff for recording and tracking (proceed to step 1.27.) | None | 2 days per DV     | Administrative Assistant I<br><br>Administrative Assistant II<br><br>Administrative Officer IV<br><br>Administrative Officer I |
|  | 1.26<br><br>c. Compute and deduct applicable taxes.<br><br>d. Prepare Accounting Entries in Box B of Disbursement Voucher (DV).   | None | 5 minutes per DV  | Administrative Assistant I<br><br>Administrative Assistant II<br><br>Administrative Officer IV<br><br>Administrative Officer I |
|  | 1.27 Forward the documents to the End-User for compliance of comments and for   | None | 10 minutes per DV | Administrative Officer I   |



|  |   |      |               |  |
|--|---|------|---------------|--|
|  | completion of the required supporting documents   |      |               |  |
|  | 1.28 Forward to Chief Accountant for final review of completeness of supporting documents and signature.  | None | 2 days per DV | Administrative Assistant I<br>Administrative Assistant II<br>Administrative Officer IV<br>Administrative Officer I |
|  | 1.29 Identify mode of payment of DVs.<br><br>b. If the DV is for check Payment Proceed to 1.33<br>if the DV is for LDDAP – ADA proceed to 1.30  | None | 15 minutes    | Accountant I<br>Accountant II<br><br>Chief Accountant  |
|  | 1.30 Prepare index of payment, record and assign number for Disbursement Voucher (DV) for payment and forward it to the respective signatories:<br><br>DVs: Box D – Regional Executive Director (RED) or Regional Technical Director (RTD) as per Delegation of Authority<br><i>(Amendment to General</i> | None | 10 Minutes    | Administrative Officer I   |

|  |   |      |            |                             |
|--|---|------|------------|-----------------------------|
|  | <i>Memorandum Order No. 01, Series of 2024 re: Delegation of Authority)</i>   |      |            |                             |
|  | 1.31 After Approval of DV from Regional Executive Director Office or Regional Technical Director Office for payment, and the confirmation from the Cashier Section, Accounting Staff Receives and Records the DVs and prepares LDDAP-ADA with complete supporting documents | None | 30 minutes | Administrative Assistant II |
|  | 1.32 Record Disbursement Voucher (DV) for payment and LDDAP-ADA with complete supporting documents to Cashier Unit.   | None | 5 minutes  | Administrative Officer I    |
|  | 1.33 Prepare index of payment, record and assign number for Disbursement Voucher (DV) for payment and forward it to the Cashier   | None | 20 minutes | Administrative Officer I    |

|  |  |      |            |  |
|--|--|------|------------|--|
|  | 1.34 Receives the DVs with ORS and Supporting documents from the authorized signing officer and record them transmit to Accounting for LDDAP-ADA preparation   | None | 5 Minutes  | Cashiering Unit Contract of Services                   |
|  | 1.35 Inform the suppliers/contractors and other DA clients whenever payments are ready for ADA to issue an official receipt on their claims & to sign the DV   | None | 10 Minutes | Administrative Officer III<br>Administrative Officer I |
|  | 1.36 Receives the copies of approved LDDAP-ADA, Copies of DVs and SDs  | None | 5 Minutes  | Cashiering Unit Contract of Services                   |
|  | 1.37 Verifies the total amount of DVs together with the LDDAP-ADA  | None | 5 Minutes  | Administrative Officer III<br>Administrative Officer I |
|  | 1.38 Prepare the Checks and Advice of Checks Issued and Cancelled.   | None | 10 Minutes | Administrative Officer I                               |
|  | 1.39 Retrieves from file the Check Advice to Debit Account Disbursement Record (CkADADRec) maintained per bank account and records the date and number, name of payee, nature of payment and amount of the | None | 5 Minutes  | Administrative Officer I                               |

|  |   |             |                                       |  |
|--|---|-------------|---------------------------------------|--|
|  | covering DVs date and number of LDDAP-ADA, and indicated the new balance of the Notice of Cash Allocation (NCA) /bank account         |             |                                       |  |
|  | 1.40 Sign the portion of LDDAP-ADA form intended for the Cashier Unit and Advice of Checks Issued and Cancelled.                      | None        | 5 Minutes                             | Administrative Officer III<br>Administrative Officer I                             |
|  | 1.41 Forward the LDDAP-ADA, FINDES, DVs and supporting documents to the Chief Admin Officer/Asst. Admin Officer for signing of FINDES | None        | 20 Minutes                            | Chief Administrative Officer<br>Assistant Admin Officer                            |
|  | 1.42 Forward to Head of Agency/ Authorized Representative/ Approving Officer for countersigning                                       | None        | 20 Minutes                            | Regional Executive Director<br>Regional Technical Director                         |
|  | 1.43 Forward the LDDAP/ADA to the designated bank for processing/payment  | None        | One (1) Day                           | Administrative Officer III<br>Administrative Officer I<br>Administrative Assistant |
| 2. Receive the cash thru LandBank of the Philippines |   | None        |                                       |  |
| <b>TOTAL:</b>  |   | <b>None</b> | <b>9 days, 8 hours and 45 minutes</b> |  |

## 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.

|   |  |                        |                        |                                  |
|---|--|------------------------|------------------------|----------------------------------|
| <b>OFFICE OR DIVISION</b>                                 | Administrative and Finance Division - Human Resources Management Section                   |                        |                        |                                  |
| <b>CLASSIFICATION</b>                                     | Simple   |                        |                        |                                  |
| <b>TYPE OF TRANSACTION</b>                                | G2G-Government to Government   |                        |                        |                                  |
| <b>WHO MAY AVAIL</b>                                      | Employees and former employees (permanent, temporary, casual or under contract of service) |                        |                        |                                  |
| <b>CHECKLIST OF REQUIREMENTS</b>                          |  | <b>WHERE TO SECURE</b> |                        |                                  |
| 1.Accomplished request form                               |  | HRMS                   |                        |                                  |
| <b>CLIENT STEPS</b>                                       | <b>AGENCY ACTION</b>   | <b>FEES TO PAID</b>    | <b>PROCESSING TIME</b> | <b>PERSON RESPONSIBLE</b>        |
| 1. Make a request by filling out the request form at HRMS | 1.1 Review the request form and prepare the COE/Service Record                             | None                   | 10 minutes             | Administrative Aide IV (HRMS)    |
|   | 1.2 Review the certification and initially sign the COE/Service Record                     | None                   | 5 minutes              | Administrative Officer IV (HRMS) |
|   | 1.3 Sign the COE/Service Record.   | None                   | 5 minutes              | Chief, HRMS (HRMS)               |
|   | 1.4 Dry Seal the COE/Service Record  | None                   | 2 minutes              | Administrative Aide IV (HRMS)    |

|  |   |             |                   |                               |
|--|---|-------------|-------------------|-------------------------------|
| 2. Submit the claim stub and receive the Certificate of Employment or Service Record | 2.1 Issue the Certificate of Employment or Service Record | None        | 3 minutes         | Administrative Aide IV (HRMS) |
| <b>TOTAL</b>   |   | <b>None</b> | <b>25 minutes</b> |                               |

## 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.

|  |   |  |
|--|---|--|
| <b>OFFICE OR DIVISION</b>  | Administrative and Finance Division: Human Resource Management Section (HRMS) |  |
| <b>CLASSIFICATION</b>  | Complex   |  |
| <b>TYPE OF TRANSACTION</b>   | G2G-Government to Government  |  |
| <b>WHO MAY AVAIL</b>   | Permanent, Temporary, Co-Terminous Employees                                  |  |
| <b>CHECKLIST OF REQUIREMENTS</b>   | <b>WHERE TO SECURE</b>  |  |
| 1. Accomplished request form (1 original)  | HRMS  |  |
| 2. Accomplished and duly signed Training Nomination Form (1 original)              | Requesting individual   |  |
| 3. Approved Authority to attend (1 original)                                       | Requesting individual   |  |
| 4. Invitation Letter (1 original/photocopy)  | Learning and Development Activity Sponsor or Organizer                        |  |
| 5. Fully accomplished Personal Data Sheet (CS Form 212, revised 2017) (1 original) | Requesting individual   |  |
| 6. List of Trainings Attended in 3 years (1 original)                              | Requesting individual   |  |
| 7. Position Description Form (PDF) (1 photocopy)                                   | HRMS  |  |
| 8. Valid PRC License (if applicable) (1 photocopy)                                 | Requesting individual   |  |
| 9. Service Record (1 original)   | HRMS  |  |
| 10. Certificate of No Pending Administrative Case (1 original)                     | HRMS  |  |

|  |                       |
|--|-----------------------|
| 11. Certificate of Travel Abroad in 3 years<br>(1 original)  | HRMS                  |
| 12. Certification of no unliquidated cash advance<br>(1 original)  | Accounting Section    |
| 13. Endorsement letter to DA Secretary<br>(1 original)   | HRMS                  |
| 14. Endorsement letter to DFA Secretary<br>(1 original)  | HRMS                  |
| 15. Post Travel Report for previous training/activity abroad<br><i>(if has travelled abroad in 3 years)</i><br>(1 original copy) | Requesting individual |
| 16. Briefer Form<br>(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. Secure the accomplished request form and submit documents 1 – 8 and 11 | 1.1 Receive and review the submitted documents  | None            | 10 minutes      | Administrative Officer II |
|   | 1.2 Draft the following documents and endorse it to the Chief of HRMS.:<br>Endorsement letter to DA Secretary and DFA Secretary<br>Certificate of No Pending Administrative Case (CNPAC)<br>Certificate of Travel Abroad in 3 years | None            | 20 minutes      | Administrative Officer II |
|   | 1.3 Review and initially sign the Endorsement letters and certifications  | None            | 15 minutes      | Chief, HRMS               |
|   | 1.4 Route the CNPAC to the office of the Chief of   | None            | 10 minutes      | Administrative Aide IV    |



|  |   |      |                               |   |
|--|---|------|-------------------------------|---|
|  | Administrative and Finance Division   |      |                               |   |
|  | 1.5 Review and sign the CNPAC   | None | 10 minutes                    | Chief, Administrative and Finance Division      |
|  | 1.6 Route back the CNPAC to HRMS  | None | 10 minutes                    | Administrative and Finance Division Staff       |
|  | 1.7 Receive and review the signed CNPAC   | None | 5 minutes                     | Administrative Officer II                       |
|  | 1.8 Route the Endorsement letters for DA Secretary and DFA Secretary to the Office of the Regional Executive Director | None | 10 minutes                    | HRMS Staff                                      |
|  | 1.9 Receive the Endorsement letters and endorse to the Regional Executive Director                                    | None | 5 minutes                     | Office of the Regional Executive Director Staff |
|  | 1.10 Review, and sign the Endorsement Letters   | None | 10 minutes                    | Regional Executive Director                     |
|  | 1.11 Route the Endorsement letters to HRMS  | None | 5 minutes                     | Office of the Regional Executive Director Staff |
|  | 1.12 Receive the signed Endorsement letters   | None | 10 minutes                    | Administrative Officer II                       |
|  | 1.13 Scan all the documents and Create a QR Code  | None | 20 minutes                    | Administrative Officer II                       |
|  | 1.14 Draft the Briefer Form and attach all the documents  | None | 10 minutes                    | Administrative Officer II                       |
|  | 1.15 Photocopy all the documents (as receiving copy)  | None | 10 minutes                    | Administrative Officer II                       |
|  | 1.16 Submit the documents to DA-OSEC  | None | 1 day                         | HRMS Staff                                      |
|  | 1.17 Sign the Travel Authority  | None | 3 days <i>(this may vary)</i> | DA Secretary                                    |

|   |   |             |  |                           |
|---|---|-------------|--|---------------------------|
|   | 1.18 Send back the documents and the travel authority duly signed by the DA Secretary         | None        | 1 day  | DA OSEC Staff             |
|   | 1.19 Receive the Travel Authority from the DA Secretary and reproduce a copy for the 201 file | None        | 1 day  | Administrative Officer II |
| 2.Receive the original travel authority | 2.1 Issue the original to requesting employee   | None        | 15 minutes   | Administrative Officer II |
|   | <b>Total</b>  | <b>None</b> | <b>6 days and 3 hours</b><br><i>(this may vary depends on the issuance of the DA OSEC)</i> |                           |

## 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.

|  |  |  |                        |                           |
|--|--|--|------------------------|---------------------------|
| <b>OFFICE OR DIVISION</b>  | Administrative and Finance Division: Human Resource Management Section (HRMS)                        |  |                        |                           |
| <b>CLASSIFICATION</b>  | Complex  |  |                        |                           |
| <b>TYPE OF TRANSACTION</b>   | G2G-Government to Government   |  |                        |                           |
| <b>WHO MAY AVAIL</b>   | Permanent, Temporary, Co-Terminous Employees   |  |                        |                           |
| <b>CHECKLIST OF REQUIREMENTS</b>   |  | <b>WHERE TO SECURE</b>   |                        |                           |
| 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 |  | 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) |                        |                           |
| <b>*Note: All documents must be submitted 1 month and 1 week before the date of travel</b>   |  |  |                        |                           |
| <b>CLIENT STEPS</b>  | <b>AGENCY ACTION</b>   | <b>FEES TO BE PAID</b>   | <b>PROCESSING TIME</b> | <b>PERSON RESPONSIBLE</b> |
| 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             | Records Unit Staff        |

|  |   |      |            |   |
|--|---|------|------------|---|
|  | 1.2 Conduct appropriate action on the request                                     | None | 15 minutes | Regional Executive Director                     |
|  | 1.3 Route the documents to HRMS   | None | 10 minutes | Office of the Regional Executive Director Staff |
|  | 1.4 Review the completeness of submitted requirements                             | None | 10 minutes | Administrative Assistant II                     |
|  | 1.5 Prepare Endorsement from the Regional Executive Director                      | None | 15 minutes | Administrative Officer II                       |
|  | 1.6 Review and initially sign the Endorsement letter from the Regional Executive  | None | 10 minutes | Chief, HRMS                                     |
|  | 1.7 Route the Endorsement letter to the Office of the Regional Executive Director | None | 10 minutes | HRMS Staff                                      |

|  |  |      |  |   |
|--|--|------|--|---|
| <b>PAYMENTS FOR<br/>BID DOCUMENTS,<br/>REGISTRATION<br/>FEES,<br/>LABORATORY F</b> | 1.8 Review and sign the Endorsement letter   | None | 15 minutes   | Regional Executive Director   |
|  | 1.9 Route the documents to the HRMS  | None | 10 minutes   | Office of the Regional Executive Director Staff   |
|  | 1.7 Review and photocopy the documents   | None | 30 minutes   | Administrative Officer II   |
|  | 1.8 Submit the documents to DA Central Office, Personnel Division  | None | 1 day  | HRMS Staff  |
|  | 1.9 Process the documents and send the approved travel authority back to the DA RFO III                          | None | 5 days<br>( <i>this may vary depends on the availability of DA Secretary</i> ) | DA Central Office, Personnel Division<br>DA Secretary or a duly authorized representative |
|  | 1.10 Receive the Travel Authority and attached documents from DA Secretary and reproduce a copy for the 201 file | None | 5 minutes  | HRMS Staff  |

|   |   |             |   |                           |
|---|---|-------------|---|---------------------------|
| 2. Receive an original of approved travel authority | 2.1 Issue the original to the requesting employee | None        | 5 minutes   | Administrative Officer II |
|   | <b>TOTAL</b>                                      | <b>None</b> | <b>6 days, 2 hours and 25 minutes (this may vary depends on the availability of DA Secretary)</b> |                           |

## 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.

|   |  |  |                        |                           |
|---|--|--|------------------------|---------------------------|
| <b>OFFICE OR DIVISION</b>   | Administrative and Finance Division-Human Resource Management Section (HRMS) |  |                        |                           |
| <b>CLASSIFICATION</b>   | Highly Technical   |  |                        |                           |
| <b>TYPE OF TRANSACTION</b>  | G2G-Government to Government   |  |                        |                           |
| <b>WHO MAY AVAIL</b>  | Employees a (permanent, temporary, casual)                                   |  |                        |                           |
| <b>CHECKLIST OF REQUIREMENTS</b>  |  | <b>WHERE TO SECURE</b>   |                        |                           |
| 1. Request letter approved by the Head of Agency ( <i>optional retirement and separation from service</i> )<br>(1 original) |  | Applicant  |                        |                           |
| 2. Accomplished Leave Application Form<br>(1 original)  |  | HRMS   |                        |                           |
| 3. Office Clearance<br>(4 original)   |  | HRMS   |                        |                           |
| 4. Sworn Statement of Assets Liabilities and Net Worth (SALN)<br>(3 original)   |  | Please download the form at <a href="http://www.csc.gov.ph">www.csc.gov.ph</a> |                        |                           |
| <b>CLIENT STEPS</b>   | <b>AGENCY ACTION</b>   | <b>FEES TO PAID</b>  | <b>PROCESSING TIME</b> | <b>PERSON RESPONSIBLE</b> |
| 1. Submit all the requirements  | 1.1 Receive and review the submitted requirements                            | None   | 20 minutes             | 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 | HRMS Staff                                      |
|  | 1.3 Initially sign the request letter for motor clearance   | None | 10 minutes | Chief, HRMS                                     |
|  | 1.4 Route to ORED for signature   | None | 10 minutes | HRMS Staff                                      |
|  | 1.5 Sign the request letter for motor clearance   | None | 15 minutes | Regional Executive Director                     |
|  | 1.6 Route to HRMS   | None | 15 minutes | Office of the Regional Executive Director Staff |
|  | 1.7 Endorse the letter to PCAF and ATI  | None | 1 day      | 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      | 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 released, prepare the DV and ORS | None | 2 hours    | Administrative Officer IV                       |
|  | 1.10 Route to ORED for signature  | None | 15 minutes | Administrative Officer IV                       |
|  | 1.11 Sign the DV and ORS  | None | 15 minutes | Regional Executive Director                     |
|  | 1.12 Route to HRMS  | None | 10 minutes | Office of the Regional Executive Director Staff |
|  | 1.13 Review the completeness of signatories                                       | None | 5 minutes  | Administrative Officer IV<br>(HRMS)             |

|  |   |      |            |  |
|--|---|------|------------|--|
|  | 1.14 Route to Budget Section for Obligation   | None | 10 minutes | Administrative Officer IV (HRMS)         |
|  | 1.15 Receive ORS with corresponding attachments including Document Tracking and Monitoring System Slip (DTMS)                                       | None | 5 minutes  | Admin Assistant III (COS - Budget Staff) |
|  | 1.16 Process and number ORS according to its claim and secure 1 copy of ORS to be filed at Budget   | None | 10 minutes | Admin Aide VI                            |
|  | 1.17 Control and record ORS in Registry of Allotment, Obligation and Disbursement for all banner and regular programs in accordance to their claims | None | 10 minutes | Budget Officer II                        |
|  | 1.18 Signs ORS Box B/oversee control of funds and utilization of all banner and regular program   | None | 10 minutes | Chief, Budget Officer                    |
|  | 1.19 Release vouchers to Accounting Section including DTMS  | None | 5 minutes  | Admin Assistant III (COS - Budget Staff) |

| <b>FOR FUNDING:</b> |  |      |                          |  |
|---------------------|--|------|--------------------------|--|
|                     | 1.20 Receive and record the documents from the End-user  | None | 10 minutes per Documents | Administrative Assistant II  |
|                     | 1.21 Receive and record the documents from the End-user  | None |                          |  |
|                     | 1.22 Update through the Document Tracking and Monitoring System (DTMS)   | None |                          |  |
|                     | 1.23 Forward the supporting documents to the designated accounting staff for processing.   | None |                          |  |
|                     | 1.24 Perform initial review to ensure the completeness of supporting documents<br><br>a. If complete, <ul style="list-style-type: none"> <li>• Fill out the Availability of Funds and Obligation Request and Status (ORS) number to Purchase Order (P.O), Job Order (JO), and Contracts and Proceed</li> </ul> | None | 2 days                   | Administrative Assistant I<br><br>Administrative Assistant II<br>Administrative Officer IV<br><br>Administrative Officer I |

|  |  |      |            |   |
|--|--|------|------------|---|
|  | to step 1.25.)<br>b. If incomplete, document the findings and forward to designated staff for recording and tracking (proceed to step 1.26.)   |      |            |   |
|  | 1.25 Forward the documents to the accountant for final review of completeness. Once verified, they will affix their signature to authorize fund transactions.  | None | 2 days     | Accountant I<br>Accountant II<br>Chief Accountant |
|  | 1.26 Forward the documents to the End-User for compliance of comments and for completion of the required supporting documents  | None | 15 minutes | Administrative Officer I                          |
|  | 1.27 Record and forward the documents to:<br><br>c. The Administrative and Finance Division for the initial signature. (applicable to Purchase Orders, Job Orders and Contracts)<br><br>b. The General Services Section for the Certification of | None | 10 minutes | Administrative Officer I                          |

|                      |   |      |                  |  |
|----------------------|---|------|------------------|--|
|                      | Availability of Fund (CAF)  |      |                  |  |
| <b>FOR PAYMENT :</b> |   |      |                  |  |
|                      | 1.28 Receive and Record the Disbursement Voucher (DV) and supporting documents.   | None | 5 Minutes per DV | Administrative Assistant II  |
|                      | 1.29 Update the Document Tracking Monitoring System (DTMS) on the status of the Disbursement Voucher (DV) and supporting documents                                  | None |                  |  |
|                      | 1.30 Forward the Disbursement Voucher (DV) and supporting documents to the designated accounting staff for processing.  | None |                  |  |
|                      | 1.31 Perform initial review of Disbursement Voucher (DV) as to the completeness of supporting documents and propriety of claims<br>a. If complete, (proceed to step | None | 2 days per DV    | Administrative Assistant I<br>Administrative Assistant II<br>Administrative Officer IV<br>Administrative Officer I |

|  |   |      |                   |  |
|--|---|------|-------------------|--|
|  | 1.32 a. & b.)<br><br>b. If incomplete, document the findings and forward to designated staff for recording and tracking (proceed to step 1.33.) |      |                   |  |
|  | 1.32<br><br>e. Compute and deduct applicable taxes.<br><br>Prepare Accounting Entries in Box B of Disbursement Voucher (DV).                    | None | 5 minutes per DV  | Administrative Assistant I<br><br>Administrative Assistant II<br><br>Administrative Officer IV<br><br>Administrative Officer I |
|  | 1.33 Forward the documents to the End-User for compliance of comments and for completion of the required supporting documents                   | None | 10 minutes per DV | Administrative Officer I   |
|  | 1.34 Forward to Chief Accountant for final review of completeness of supporting documents and signature.  | None | 2 days per DV     | Administrative Assistant I<br><br>Administrative Assistant II<br><br>Administrative Officer IV<br><br>Administrative Officer I |
|  | 1.35 Identify mode of payment of DVs.<br><br>c. If the DV is for check Payment  | None | 15 minutes        | Accountant I<br><br>Accountant II  |

|  |   |      |            |                                |
|--|---|------|------------|--------------------------------|
|  | Proceed to 1.39<br>if the DV is for<br>LDDAP – ADA<br>proceed to 1.36   |      |            | Chief Accountant               |
|  | 1.36 Prepare<br>index of<br>payment,<br>record and<br>assign number<br>for<br>Disbursement<br>Voucher (DV)<br>for payment<br>and forward it<br>to the<br>respective<br>signatories:<br><br>DVs: Box D –<br>Regional<br>Executive Director<br>(RED) or Regional<br>Technical Director<br>(RTD) as per<br>Delegation of<br>Authority<br><br><i>(Amendment to<br/>General Memorandum<br/>Order No. 01, Series<br/>of 2024 re: Delegation<br/>of Authority)</i> | None | 10 Minutes | Administrative<br>Officer I    |
|  | 1.37 After<br>Approval of DV<br>from Regional<br>Executive<br>Director Office<br>or<br>Regional<br>Technical<br><br>Director Office for<br>payment, and the<br>confirmation from  | None | 30 minutes | Administrative<br>Assistant II |

|  |   |      |            |  |
|--|---|------|------------|--|
|  | the Cashier Section,<br><br>Accounting Staff Receives and Records the DVs and prepares LDDAP-ADA with complete supporting documents |      |            |  |
|  | 1.38 Record Disbursement Voucher (DV) for payment and LDDAP-ADA with complete supporting documents to Cashier Unit.                 | None | 5 minutes  | Administrative Officer I                                   |
|  | 1.39 Prepare index of payment, record and assign number for Disbursement Voucher (DV) for payment and forward it to the Cashier     | None | 20 minutes | Administrative Officer I                                   |
|  | 1.40 Receives and checks the completeness of signatories in the DV with supporting documents for preparation of Checks              | None | 5 Minutes  | Administrative Officer III<br><br>Administrative Officer I |
|  | 1.41 Prepares the checks through the Check Writer software installed in the computer and typewriter (electric or manual typewriter) | None | 10 Minutes | Administrative Officer III<br><br>Administrative Officer I |



|  |   |      |            |  |
|--|---|------|------------|--|
|  | 1.42 Prepare the Advice of Checks Issued and Cancelled (ACIC) through Electronic Modified Disbursement System (EMDS)  | None | 10 Minutes | Administrative Officer III<br>Administrative Officer I |
|  | 1.43 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 | Administrative Officer I                               |
|  | 1.44 Signs the Check and release them together with the set of documents to the Authorized Countersigning Official  | None | 10 Minutes | Administrative Officer III<br>Administrative Officer I |
|  | 1.45 Receives and Countersigns the Check and return to the Cashier Unit   | None | 20 Minutes | Regional Executive Director                            |
|  | 1.46 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  | None | 10 Minutes | Administrative Officer III<br>Administrative Officer I |

|               |                  |             |                               |  |
|---------------|------------------|-------------|-------------------------------|--|
|               | Registry/Logbook |             |                               |  |
| <b>TOTAL:</b> |                  | <b>None</b> | <b>11 days and 40 minutes</b> |  |

*\*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

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

|   |   |   |  |
|---|---|---|--|
| <b>OFFICE OR DIVISION</b>   | Administrative and Finance Division: Human Resource Management Section (HRMS) |   |  |
| <b>CLASSIFICATION</b>   | Highly Technical  |   |  |
| <b>TYPE OF TRANSACTION</b>  | G2C-Government to Citizens  |   |  |
| <b>WHO MAY AVAIL</b>  | All interested applicants   |   |  |
| <b>CHECKLIST OF REQUIREMENTS</b>  |   | <b>WHERE TO SECURE</b>  |  |
| <b>For Application</b>  |   |   |  |
| 1. Application Letter with specific position applied for and the plantilla item number (1 original) |   | Applicant   |  |
| 2. Fully accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017) (4 Original)        |   | Please download the form at <a href="https://bit.ly/darfo3appreqs">https://bit.ly/darfo3appreqs</a> |  |

|  |   |
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| 3. Work Experience Sheet<br>(4 original)   | Please download the form at<br><a href="https://bit.ly/darfo3appregs">https://bit.ly/darfo3appregs</a>  |
| 4. Employment Application Form<br>(1 original)   | Please download the form at<br><a href="https://bit.ly/darfo3appregs">https://bit.ly/darfo3appregs</a>  |
| 5. Recruitment and Selection Process<br>Information and Agreement<br>(1 original)  | Please download the form at<br><a href="https://bit.ly/darfo3appregs">https://bit.ly/darfo3appregs</a>  |
| 6. Certificate/s of Employment<br>(1 photocopy)  | Previous/current employer   |
| 7. Performance Rating in the last<br>rating period (if applying for<br>promotion or transfer in the<br>government)<br>(1 photocopy)          | Previous/current employer   |
| 8. Diploma<br>(1 photocopy)  | Previous School   |
| 9. Transcript of Records<br>(TOR) (1 photocopy)  | Previous School   |
| 10. Certificate of Eligibility<br>(1 photocopy)<br><br>If PRC License Holder:<br>a. Certificate of Passing/ Board<br>Rating<br>(1 photocopy) | Civil Service Commission (CSC)<br><br>Professional Regulation Commission (PRC)                          |
| 11. Valid PRC License ( <i>if applicable</i> )<br>(1 photocopy)  | PRC   |
| 12. Certificate/s of Trainings<br>(1 photocopy)  | Applicant   |
| 13. Certificate of Non-Academic<br>distinctions/awards relevant to<br>the position applied for<br>(1 photocopy)                              | Applicant   |
| 14. Authorization to Conduct<br>Background Investigation<br>(1 original)   | Please download the forms at<br><a href="https://bit.ly/darfo3appregs">https://bit.ly/darfo3appregs</a> |
| 15. Authenticated TOR and<br>Diploma (1 authenticated copy)<br><i>*additional requirements as<br/>supporting documents for</i>               | Previous School   |

|  |   |
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| <i>Authorization to Conduct Background Investigation</i>   |   |
| <b>Upon Promotion:</b>   |   |
| 14. Position Description Form (PDF) (DBM-CSC Form No. 1(revised version no. 1 series of 2017)<br>(1 original)      | Please download the PDF at <a href="http://www.dbm.gov.ph">www.dbm.gov.ph</a>                       |
| 15. Valid PRC License (if applicable)  | PRC   |
| 16. Fully accomplished and notarized Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017)<br><br>(3 original) | Please download the form at <a href="https://bit.ly/darfo3appreqs">https://bit.ly/darfo3appreqs</a> |
| 17. Work Experience Sheet<br>(1 original, 1 photocopy)   | Please download the form at <a href="https://bit.ly/darfo3appreqs">https://bit.ly/darfo3appreqs</a> |

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| <b>Upon Original Appointment</b>  |   |
| 18. Position Description Form (PDF) (DBM-CSC Form No. 1(revised version no. 1 series of 2017)<br>(2 original) | Please download the PDF at <a href="http://www.dbm.gov.ph">www.dbm.gov.ph</a> |
| 19. Valid PRC License ( <i>if applicable</i> )<br>(2 Authenticated Copy)                                      | PRC   |
| 20. Certificate of Passing or Board Rating ( <i>if applicable</i> )<br>(2 Authenticated copy)                 | PRC   |
| 21. Certificate of Eligibility ( <i>if applicable</i> )<br>(2 Authenticated copy)                             | CSC   |
| 22. Valid NBI Clearance<br>(1 original)   | National Bureau of Investigation (NBI)  |

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

|   |   |
|---|---|
| 34. Diploma<br>(1 Authenticated copy)   | Previous School   |
| 35. Medical Certificate (CSC Form 211, revised 2018)<br>(1 Original Copy with test result attached)                                   | Please download the Medical Certificate Form at <a href="http://www.csc.gov.ph">www.csc.gov.ph</a> and have it signed by a government physician |
| 36. Work Experience Sheet<br>(2 original)   | Please download the form <a href="https://bit.ly/darfo3appreqs">https://bit.ly/darfo3appreqs</a>  |
| 37. Valid PRC License<br>(if applicable)<br>(2 Authenticated Copies)  | PRC   |
| 38. Board Rating (if applicable)<br>(2 Authenticated copies)  | PRC   |
| 39. Certificate of Eligibility<br>(if applicable)<br>(2 Authenticated copies)   | 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)<br>(1 Certified True Copy) | Previous employer   |

|                                       |                   |
|---------------------------------------|-------------------|
| 42. Office Clearance<br>(2 originals) | Previous employer |
| 43. Service Record<br>(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 and upload the scanned application using the Google Form link provided in | 1.1 Receive, record, and forward the document to the Records Unit<br><br><b>Note:</b><br><b><i>E-mail messages shall be printed by the concerned office/staff and forwarded to the Records Unit. E-mail messages</i></b> | None         | 15 minutes      | a. Public Assistance and Complaint Desk (for walk-in and courier)<br><br>b. RED's Staff Staff of Other Offices with e-mail accounts |

|                      |  |      |            |  |
|----------------------|--|------|------------|--|
| the publication/post | <i>(especially those urgent in nature) may also be forwarded directly to the e-mail account of the concerned offices/personnel as advance information or for their immediate action</i>  |      |            | c. Courier / Postman   |
|                      | 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 | 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 | Administrative Officer I (Records Officer I)<br><br>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   | None | 35 minutes | Records Unit Staff   |

|   |   |      |            |   |
|---|---|------|------------|---|
|   | the Office of the Regional Executive Director (ORED)  |      |            |   |
|   | 1.5 Forward, and release the physical documents to the ORED through the logbook   | None | 15 minutes | Records Unit Staff                      |
| 2. Receiving the Physical Documents with Written Directives / Instructions of the RED | <p>2.1 Receive from the ORED the physical documents with the attached directives / instructions from the RED written in the Document Tracking Slip (DTS) or Routing Slip</p> <p><b>Note:</b><br/> <i>If the 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</i></p> | None | 15 minutes | Records Unit Staff                      |
|   | 2.2 Input the directives / instructions of the RED in the Incoming Communications Masterlist (MS Excel Form)  | None | 30 minutes | Records Officer I<br>Records Unit Staff |



|  |  |      |            |  |
|--|--|------|------------|--|
|  | 2.3 Scanned the DTS and the documents  | None | 1 hour     | Records Officer I<br>Records Unit Staff  |
|  | 2.4 Update the required information details of the documents in the DTMS, forward, and release to the concerned offices  | None | 40 minutes | Records Unit Staff   |
|  | 2.5 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     | Through Logbook:<br>Records Unit Staff<br><br>Via E-mail:<br>Records Officer I<br><br>Records Unit Staff |
|  | 2.6 Receive and review the application   | None | 45 minutes | HRMPSB Secretariat   |
|  | 2.7 Receive and review the application   | None | 45 minutes | HRMPSB Secretariat   |
|  | 2.8 Encode the needed information  | None | 3 hours    | HRMPSB Secretariat   |
|  | 2.9 Schedule the evaluation of applicants  | None | 1 hour     | HRMPSB Secretariat   |
|  | 2.10 Conduct evaluation of applicants  | None | 5 days     | HRMPSB,<br><br>Concerned Division Chief,<br><br>HRMPSB<br><br>Secretariat                                |

|                   |   |      |                       |  |
|-------------------|---|------|-----------------------|--|
|                   | 2.11 Email the qualified applicants for the schedule of Pre-Qualifying Exam (PREQX) (for DA RFO III Contract of Service and Outsider applicants)                        | None | 1 day                 | HRMPSB Secretariat   |
| 3. Take the PREQX | 3.1 Conduct the PREQX   | None | 1 hour and 30 minutes | HRMPSB Secretariat   |
|                   | 3.2 Checking of PREQX   | None | 3 days                | HRMPSB Secretariat,<br>DAEA President,<br>Level Representative |
|                   | 3.3 Conduct meeting regarding the number of applicants who will take the Job Knowledge Test (JKT) and schedule the JKT.   | None | 2 days                | HRMPSB,<br>Concerned Division Chief,<br>HRMPSB Secretariat     |
|                   | 3.4 Notify the applicants regarding the results of PREQX and notify the applicants who passed the PREQX to submit the authenticated TOR and Diploma on the JKT schedule | None | 1 hour                | HRMPSB Secretariat   |
|                   | 3.5 Prepare and submit the JKT to Chief, HRMS or HRMPSB   | None | 10 days               | Concerned Division Chief                                       |

|   |   |      |         |  |
|---|---|------|---------|--|
|   | Secretariat   |      |         |  |
|   | 3.6 Notify the applicants regarding the schedule of JKT   | None | 2 days  | HRMPSB Secretariat   |
| 4. Take the JKT                             | 4.1 Conduct the JKT   | None | 3 hours | HRMPSB Secretariat   |
|   | 4.2 Checking of JKT   | None | 10 days | Concerned Division Chief,<br><br>DAEA President,<br><br>Level Representative |
|   | 4.3 Meeting regarding the number of applicants who passed the JKT and scheduling of job interview | None | 2 hours | HRMPSB,<br><br>Concerned Division Chief,<br><br>HRMPSB Secretariat           |
| 5. Submit the authenticated TOR and Diploma | 5.1 Receive and review the authenticated TOR and Diploma  | None | 2 hours | HRMPSB Secretariat   |

|  |   |      |        |                               |
|--|---|------|--------|-------------------------------|
|  | 5.2 Conduct the Background Investigation (BI) | None | 5 days | BIC                           |
|  | 5.3 Prepare the BI report                     | None | 1 day  | BIC<br><br>HRMPSB Secretariat |

|                           |  |      |                          |  |
|---------------------------|--|------|--------------------------|--|
|                           | 5.4 Present the BI report and schedule the Job Interview   | None | 1 day                    | BIC<br>Chairperson<br><br>HRMPSB   |
|                           | 5.5 Notify the applicants regarding their job interview schedule   | None | 2 days                   | HRMPSB<br>Secretariat  |
| 6. Take the Job Interview | 6.1 Conduct the Job Interview  | None | 45 minutes per applicant | HRMPSB   |
|                           | 6.2 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<br>Secretariat  |
|                           | 6.3 Deliberate on the final ranking of the applicants  | None | 1 day                    | HRMPSB,<br><br>Concerned<br>Division Chief,<br><br>HRMPSB<br>Secretariat |

|  |  |      |       |                                   |
|--|--|------|-------|-----------------------------------|
|  | 6.4 Endorse the shortlist of applicants to RED                                 | None | 1 day | HRMPSB                            |
|  | 6.5 Review, and approve the shortlist. Recommend an applicant for appointment. | None | 1 day | Regional<br>Executive<br>Director |
|  | 6.6 Prepare all the necessary documents  | None | 1 day | HRMPSB<br>Secretariat             |

|  |   |      |                                 |                             |
|--|---|------|---------------------------------|-----------------------------|
|  | 6.7 Endorse the recommended applicants for appointment to DA Secretary through the DA OSEC Personnel Division                   | None | 1 day                           | Regional Executive Director |
|  | 6.8 Route the Endorsement and Shortlist to DA OSEC  | None | 1 day                           | Chief, HRMS                 |
|  | 6.9 Sign the recommendation for appointment and issue a memorandum on the approval of the selected applicant for appointment    | None | 20 days<br><i>(it may vary)</i> | DA Secretary                |
|  | 6.10 Notify the successful applicants regarding with the schedule of Oath taking and prepare the appointment form and oath form | None | 1 day                           | HRMPSB Secretariat          |

|                                    |   |             |  |   |
|------------------------------------|---|-------------|--|---|
|                                    | 6.11 Schedule the oath taking   | None        | 1 day  | HRMPSB Secretariat  |
|                                    | 6.12 Notify the successful applicants regarding with the schedule of Oath taking and prepare the appointment form and oath form | None        | 1 day  | HRMPSB Secretariat  |
| 7. Attend the oath taking ceremony | 7.1 Conduct the oath taking ceremony  | None        | 1 hour   | Regional Executive Director<br><br>HRMPSB,<br><br>Concerned Division Chief,<br><br>HRMPSB Secretariat |
|                                    | 7.2 Signing of Appointment Form   | None        | 1 hour   | Regional Executive Director<br><br>Chief, HRMS  |
| 8. Attend the On-Boarding Program  | 8.1 Conduct the On-Boarding Program   | None        | 2 hours  | Chief, HRMS   |
|                                    | 8.2 Post the list of appointees in 3 conspicuous places in the office   | None        | 20 minutes   | HRMS Staff  |
|                                    | 8.3 Submit the appointment to CSC Field Office  | None        | 4 hours  | Administrative Officer IV (HRMS)  |
|                                    | <b>TOTAL</b>  | <b>None</b> | <b>75 days, 5 hours and 30 minutes (This may vary)</b> |   |

## 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.

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

|  |   |      |            |  |
|--|---|------|------------|--|
|  | document/s received.  |      |            |  |
|  | 1.2<br>Forward the request letter to the Office of the Regional Executive Director  | None | 5 minutes  | Ms. Rolibeth B. Zapata<br>Chief, Records Unit  |
|  | 1.3<br>Receive the request letter and endorse it to the RAFIS Chief   | None | 30 minutes | Dr. Eduardo L. Lapuz, Jr.<br>Regional Executive Director   |
|  | 1.4<br>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<br>Chief, Regional Agriculture and Fisheries Information Section (RAFIS) |



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

|   |  |   |                        |  |
|---|--|---|------------------------|--|
| <b>Division/Section/Unit</b>  |  | AGRIBUSINESS AND MARKETING ASSISTANCE DIVISION (AMAD)/AGRIBUSINESS AND INDUSTRY SUPPORT SECTION (AIPS)  |                        |  |
| <b>Classification</b>   |  | Simple transactions   |                        |  |
| <b>Type of Transaction</b>  |  | G2B & G2C   |                        |  |
| <b>Who May Avail</b>  |  | Agri-fishery Enterprises.   |                        |  |
| <b>Checklist of Requirements</b>  |  | <b>Where to Secure</b>  |                        |  |
| 1. Latest Business Permit/ Mayor's Permit (1 scanned copy)<br><br>2. Business Registration (DTI CDA, SEC, DOLE) (1 scanned copy)<br><br>3. Valid ID to be presented upon claiming or authorization letter of customer |  | 1. Mayor's Office<br><br>2. Department of Trade and Industry (DTI), Cooperative Development Authority (CDA), Security and Exchange Commission (SEC), Department of Labor and Employment (DOLE)<br><br>3. Customer |                        |  |
| <b>Client Steps</b>   | <b>Agency Action</b>   | <b>Fees to be paid</b>  | <b>Processing Time</b> | <b>Person Responsible</b>                              |
| 1. The client will open the FFEDIS website: <a href="http://www.ffedis.da.gov.ph">www.ffedis.da.gov.ph</a> and will sign up to acquire user account.  | 1.1 Provide instruction and information in the process of online registration                            | None  | 10 minutes             | AIS (Agribusiness Industry Support) Section Head, 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             | AIS (Agribusiness Industry Support) Section Head, 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 | AIS (Agribusiness Industry Support) Section Head, AMAD |
|  | 3.2 Verification of the data encoded and the attached supporting documents   | None | 5 minutes | AIS (Agribusiness Industry Support) Section Head, 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 | AIS (Agribusiness Industry Support) Section Head, 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 | AIS (Agribusiness Industry Support) Section Head, 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>AIS (Agribusiness Industry Support) Section Head, AMAD</p> <p>Chief, AMAD</p> |
|   | 3.6 Final approval and signing of FFEDIS Certificate  | None        | 5 minutes                    | Chief, AMAD  |
|   |   |             | 2 hours                      | Regional Executive Director  |
|   | 3.7 Notification via call, SMS and e-mail for the Issuance of FFEDIS Certificate                          | None        | 5 minutes                    | <p>AIS Section Head, AMAD</p> <p>AISS Project Assistant II</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>AIS Section Head, AMAD</p> <p>AIS Project Assistant II</p>                    |
|   | <b>Total:</b>   | <b>None</b> | <b>3 hours and 2 minutes</b> |  |

## 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.

|   |   |  |                        |   |
|---|---|--|------------------------|---|
| <b>Division/Section/Unit</b>  |   | AGRIBUSINESS AND MARKETING ASSISTANCE DIVISION (AMAD)/AGRIBUSINESS INDUSTRY SUPPORT SECTION (AISS)   |                        |   |
| <b>Classification</b>   |   | Simple transaction   |                        |   |
| <b>Type of Transaction</b>  |   | G2C, G2B   |                        |   |
| <b>Who May Avail</b>  |   | Agri-fishery Enterprises FCAs, MSMEs   |                        |   |
| <b>Checklist of Requirements</b>  |   | <b>Where to Secure</b>   |                        |   |
| <ol style="list-style-type: none"> <li>1. Duly accomplished enrollment form (1 original copy)</li> <li>2. Latest Business Permit/ Mayor's Permit (Certified photocopy)</li> <li>3. Business Registration (DTI CDA, SEC, DOLE) (Certified photocopy)</li> <li>4. Valid ID to be presented</li> </ol> |   | <ol style="list-style-type: none"> <li>1. DA-AMAD</li> <li>2. Mayor's Office</li> <li>3. Department of Trade and Industry (DTI), Cooperative Development Authority (CDA), Securities and Exchange Commission (SEC), Department of Labor and Employment (DOLE)</li> </ol> |                        |   |
| <b>Client Steps</b>   | <b>Agency Action</b>  | <b>Fees to be paid</b>   | <b>Processing Time</b> | <b>Person Responsible</b>                               |
| 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             | AIS Section Head, AMAD<br><br>AISS Project Assistant II |

|  |   |                         |                                   |  |
|--|---|-------------------------|-----------------------------------|--|
| <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>AIS Section Head, AMAD<br/><br/>AISS Project Assistant II</p> |
|  | <p>2.2 Encodes the data from the Enrollment Form to FFEDIS Website.</p>   | <p>None</p>             | <p>5 minutes</p>                  | <p>AIS Section Head, AMAD<br/><br/>AISS Project Assistant II</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>AIS Section Head, AMAD<br/><br/>AISS Project Assistant II</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 <b>none</b> proceed to <b>2.6</b></p> | None | 5 minutes                       | <p>AIS Section Head, AMAD</p> <p>AISS Project Assistant II</p> |
|  | <p>2.6 FFEDIS database system online pre-approval prior to issuance and printing of FFEDIS Certificate</p>   | None | 10 minutes                      | <p>AIS Section Head, AMAD</p> <p>Chief,AMAD</p>                |
|  | <p>2.7 Final approval and signing of FFEDIS Certificate</p>  | None | <p>5 minutes</p> <p>2 hours</p> | <p>Chief,AMAD</p> <p>Regional Executive Director</p>           |



|   |  |             |                |   |
|---|--|-------------|----------------|---|
|   | 2.8 Notification via call, SMS and e-mail for the Issuance of FFEDIS Certificate | None        | 5 minutes      | AIS Section Head, AMAD<br><br>AISS Project Assistant II |
| 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      | AIS Section Head, AMAD<br><br>AISS Project Assistant II |
| <b>Total:</b>   |  | <b>None</b> | <b>3 hours</b> |   |

## 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.

|  |   |
|--|---|
| <b>Division/Section/Unit</b>   | AGRIBUSINESS AND MARKETING ASSISTANCE DIVISION (AMAD)/AGRIBUSINESS INDUSTRY SUPPORT SECTION                                   |
| <b>Classification</b>  | Simple transactions   |
| <b>Type of Transaction</b>   | G2B, G2B  |
| <b>Who May Avail</b>   | Agri-fishery truckers, traders, distributors and producers  |
| <b>Checklist of Requirements</b>   | <b>Where to Secure</b>  |
| 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       | AIS Section Head, AMAD<br><br>AISS Project Assistant II |
|  | 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       | AIS Section Head, AMAD<br><br>AISS Project Assistant II |

|   |   |      |            |  |
|---|---|------|------------|--|
| 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    | AIS Section Head, AMAD<br><br>AISS Project Assistant II  |
|   | 2.2 Assist in the inspection of hauling/delivery trucks.                              | None | 4 hours    | AIS Section Head, AMAD<br><br>AIS Project Assistant II<br><br>Representative from Regional PNP & Provincial PNP. |
|   | 2.3 Prepare Certificate of Foodlane Accreditation & Sticker.                          | None | 10 minutes | AIS Section Head, AMAD<br><br>AISS Project Assistant II  |
|   | 2.4 Certificate of Foodlane Accreditation to be initial by AMAD Chief.                | None | 2 minutes  | Chief, AMAD  |
|   | 2.5 Approval and signing of Certificate of Foodlane Accreditation & Foodlane Sticker. | None | 1 hour     | Regional Executive Director  |

|   |  |      |                              |   |
|---|--|------|------------------------------|---|
|   | 2.6 Notification via call, SMS and e-mail for the Issuance of Foodlane Certificate & Sticker | None | 10 minutes                   | AIS Section Head, AMAD<br><br>AISS Project Assistant II |
| 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                    | AIS Section Head, AMAD<br><br>AISS Project Assistant II |
|   | <b>Total:</b>  | 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.

|  |  |  |                        |                           |
|--|--|--|------------------------|---------------------------|
| <b>Division/Section/Unit</b>   |  | Agribusiness and Marketing Assistance Division (AMAD)/Agribusiness Promotion Section (APS)   |                        |                           |
| <b>Classification</b>  |  | Simple Transaction   |                        |                           |
| <b>Type of Transaction</b>   |  | G2C & G2B  |                        |                           |
| <b>Who May Avail</b>   |  | Farmer<br>Groups/Association/Cooperative/MSMEs   |                        |                           |
| <b>Checklist of Requirements</b>   |  | <b>Where to Secure</b>   |                        |                           |
| 1. Letter of Intent (1 original copy, Certified photocopy)<br>2. Business Permit (Certified photocopy)<br>3. Mayor's Permit (Certified photocopy)<br>4. Certificate of Registration (CDA/SEC) (Certified photocopy)<br>5. Audited FS (Certified photocopy)<br>6. FFEDIS Certification (Certified photocopy)<br>7. Board Resolution for FCA (Certified photocopy)<br>8. Certificate of Compliance (CDA) (Certified photocopy)<br>9. Business Plan (Certified photocopy) |  | From the requesting client<br><br>Municipal Business Licensing Office MLGU<br><br>Cooperative Development Authority (CDA), Security and Exchange Commission (SEC)<br><br>Department of Trade and Industry (DTI)<br><br>Agribusiness and Marketing Assistance Division (AMAD) |                        |                           |
| <b>Client Steps</b>  | <b>Agency Action</b>   | <b>Fees to be paid</b>   | <b>Processing Time</b> | <b>Person Responsible</b> |
| 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    | Regional Agri Credit Desk Officer/<br>Chief, AMAD<br><br>Project Development Assistant II |
|  | 1.4 The RACDO will affix her initial in the endorsement letter   | None | 5 minutes | Regional Agri Credit Desk Officer/<br>Chief, AMAD   |
|  | 1.4 Approval and signing of loan endorsement   | None | 2 hours   | Regional Executive Director   |
|  | 1.5 Send scan copy of loan endorsement and application requirements to ACPC and client via email.  | None | 5 minutes | Regional Agri Credit Desk Officer/<br>Chief, AMAD<br><br>Project Development Assistant II |
|  | 1.6 Notify the client that the loan endorsement is approved  | None | 2 minutes | Project Development Assistant II  |

|   |   |             |                               |  |
|---|---|-------------|-------------------------------|--|
| 2. Customer confirmation and completion of Customer Satisfaction Form (CSF) | 2.1 Record the date of confirmation and consolidate CSF<br><br>Facilitate filling up of feedback form | None        | 5 minutes                     | Project Development Assistant II<br><br>Malasakit Center |
| <b>Total:</b>   |   | <b>None</b> | <b>4 hours and 27 minutes</b> |  |



## 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.

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

|  |   |
|--|---|
| 4. Articles of Incorporation or Articles of Cooperation (1 photocopy)            |   |
| 5. Secretary's certificate of incumbent officers (1 original copy/notarized)     | from the requesting customer                |
| 6. 3 years Audited Financial Statement (1 photocopy)                             | from the requesting customer                |
| 7. Disclosure statement (1 photocopy)  | from the requesting customer                |
| 8. Work and Financial Plan (1 original signed copy)                              | from the requesting customer                |
| 9. Project Proposal (1 original signed copy)                                     | from the requesting customer                |
| 10. List and/or photographs of previous similar project (1 original signed copy) | from the requesting customer                |
| 11. Sworn affidavit of the Secretary of FCA/CBO (1 original copy/notarized)      | from the requesting customer                |
| 12. Civil Society Organization Accreditation certificate (1 photocopy)           | Planning Monitoring and Evaluation Division |
|  | Client                                      |

| <b>Client Steps</b>  | <b>Agency Action</b>  | <b>Fees to be paid</b> | <b>Processing Time</b> | <b>Person Responsible</b>   |
|--|---|------------------------|------------------------|---|
| 1. Submission of letter of intent applying for the KADIWA Grant to DA RFO III addressed to the Regional Director | 1.1 DA Records will receive the required documents  | None                   | 5 minutes              | DA Records  |
|  | 1.2. Evaluate and verify the completeness and correctness of submitted documentary requirements | None                   | 30 minutes             | Agriculturist II, APS AMAD<br><br>Agriculturist I, APS AMAD<br><br>Market Specialist I, APS AMAD                    |
|  | 1.3. Project Proposal evaluation (Table evaluation)   | None                   | 30 minutes             | Chief, AMAD<br><br>Agriculturist II, APS AMAD<br><br>Agriculturist I, APS AMAD<br><br>Market Specialist I, APS AMAD |

|  |   |      |         |  |
|--|---|------|---------|--|
|  | 1.4. Site validation to ensure the existence of the applicant and assess the existing operation                                       | None | 1 day   | Chief AMAD<br><br>Agriculturist II, APS AMAD<br><br>Agriculturist I, APS AMAD<br><br>Market Specialist I, APS AMAD |
|  | 1.5. Prepare the grant proposal evaluation report and ensure that all the supporting documents are attached to the evaluation report. | None | 1 day   | Agriculturist II, APS AMAD<br><br>Agriculturist I, APS AMAD<br><br>Market Specialist I, APS AMAD                   |
|  | The evaluation report shall be then reviewed by the Chief AMAD,   | None | 1 hour  | Chief, AMAD  |
|  | 1.5.1 Recommending Approval and signing of the  | None | 2 hours | Chief AMAD   |

|  |   |      |         |   |
|--|---|------|---------|---|
|  | <p>project proposal evaluation report</p> <p>1.5.2 Approval and signing of the project proposal evaluation report</p> | None | 2 hours | <p>RTD for Operations &amp; Extension &amp; AMAD, DA RFO III</p> <p>Regional Executive Director, DA RFO III</p> |
|  | <p>1.10 Preparation of MOA for signing</p> <p>1.10.1 Notify the client for the signing of MOA</p>                     | None | 1 hour  | <p>Agriculturist II, APS AMAD</p> <p>Agriculturist I, APS AMAD</p> <p>Market Specialist I, APS AMAD</p>         |
| 2. Submission/completion of MOA signed |   | None | 1 day   | Customer  |

|   |   |             |                            |  |
|---|---|-------------|----------------------------|--|
| 3. Processing of documents for fund release | 3.1 Notify client regarding the result of the review and evaluation of the regional accountant and if there's any compliance, should be complied within 5 days or the documents will be forfeited | None        | 5 days                     | Agriculturist II, APS AMAD<br><br>Agriculturist I, APS AMAD<br><br>Market Specialist I, APS AMAD |
| <b>Total:</b>                               |   | <b>None</b> | <b>20 days and 6 hours</b> |  |

## 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.

|   |   |  |                        |  |
|---|---|--|------------------------|--|
| <b>Division/Section/Unit</b>  |   | Agribusiness and Marketing Assistance Division (AMAD)/Market Development Section (MDS)   |                        |  |
| <b>Classification</b>   |   | Complex transactions   |                        |  |
| <b>Type of Transaction</b>  |   | G2C & G2B  |                        |  |
| <b>Who May Avail</b>  |   | Individual farmer, groups, MSMEs, Institutional buyers   |                        |  |
| <b>Checklist of Requirements</b>  |   | <b>Where to Secure</b>   |                        |  |
| 1. Profile form of the buyer/supplier or whoever is requesting for the service (1 photocopy or electronic copy)<br>2. Business registrations (1 photocopy CTC)<br>3. Business Permit or Mayor's Permit if SME/Group<br>4. FEEDIS Registration Certificate<br>Refer of intent address to RED |   | 1. Agribusiness and Marketing Assistance Division (AMAD)<br>2. Department of Trade and Industry<br>Cooperative Development Authority (if cooperative)<br>Securities and Exchange Commission (if sec registered)<br>3. Business Licensing Office MLGU |                        |  |
| <b>Client Steps</b>   | <b>Agency Action</b>                              | <b>Fees to be paid</b>   | <b>Processing Time</b> | <b>Person Responsible</b>  |
| 1. The customer request for assistance to look for supplier or buyer and vice versa   | 1.1 If email<br>Conduct of profiling of customer. | None   | 5 mins                 | Section Head,<br>MDS AMAD<br><br>Market Specialist II,<br>MDS AMAD |
|   | 1.2 Validation of the production site/facility    | None   | 1 day                  | Market Specialist I,<br>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   | Section Head,<br>MDS AMAD<br><br>Market Specialist II,<br>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<br><br>2.2 Determine AMAD assistance needed   | None        | 1 day   | Section Head,<br>MDS AMAD<br><br>Market Specialist II,<br>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  | Market Specialist II,<br>MDS AMAD<br><br>Market Specialist I,<br>MDS AMAD |
| 3. Client completion of Client Satisfaction Measurement (CSM) Form                                | 5. Facilitate filling up of feedback form  | None        | 5 minutes                                     | Malasakit Center  |
| <b>Total:</b>   |  | <b>None</b> | <b>3 days,<br/>1 hour<br/>and 10<br/>mins</b> |   |



## 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.

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

|  |   |                           |                                  |  |
|--|---|---------------------------|----------------------------------|--|
| <p>The applicant to submit requirements<br/>If FCA/SME<br/>Business registration<br/>Business Permit<br/>FFEDIS<br/>Certificate (Notify applicant to apply for FFEDIS if it is not yet available)<br/>If individual farmer<br/>RSBSA</p> | <p>Conduct evaluation of requirements<br/>Validation of the production site/ processing facility together with the P/M/LGU</p>  | <p>None<br/><br/>None</p> | <p>15 minutes<br/><br/>1 day</p> | <p>Section Head, MDS AMAD<br/><br/>Market Specialist II, MDS AMAD<br/><br/>Market Specialist I, MDS AMAD</p> |
| <p>3. Schedule the participation of the customer</p>   | <p>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)</p> <p>(For regional level trade fair, the provincial agribusiness coordinators will endorse exhibitors to AMAD per agreed schedule of events)</p> <p>3.2 Invite the exhibitor to the scheduled trade fair</p> | <p>None</p>               | <p>1 day</p>                     | <p>Section Head, MDS AMAD<br/><br/>Market Specialist II, MDS AMAD<br/><br/>Market Specialist I, MDS AMAD</p> |

|  |  |             |                              |  |
|--|--|-------------|------------------------------|--|
| 4. The customer to sign into an exhibit contract form                    | 4.1 Collect and evaluate the exhibit contract form   | None        | 3 minutes                    | Market Specialist II,<br>MDS AMAD<br><br>Market Specialist I,<br>MDS AMAD                                  |
| 5. Exhibitor to participate and conduct selling of agricultural products | 5.1 Facilitate the conduct of trade fair   | None        | 3 days                       | Section Head,<br>MDS AMAD<br><br>Market Specialist II,<br>MDS AMAD<br><br>Market Specialist I,<br>MDS AMAD |
| 6. Submit sales report and client satisfaction form                      | 6.1. Consolidate and analyze sales report.<br><br>6.1 Consolidate and submit to Planning Monitoring and Evaluation Division (PMED) | None        | 1 day                        | Market Specialist II,<br>MDS AMAD<br><br>Market Specialist I,<br>MDS AMAD                                  |
| 7. Client completion of Client Satisfaction Measurement (CSM) Form       | 7.1 Facilitate filling up of feedback form   | None        | 5 minutes                    | Malasakit Center   |
|  | <b>Total:</b>  | <b>None</b> | <b>6 days and 25 minutes</b> |  |

# **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 aim to assist farmers to increase grain yield resulting to higher income.

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

|   |  |      |            |                             |
|---|--|------|------------|-----------------------------|
| request/s intervention in accordance to the Banner Program Guidelines | (DTMS) the submitted documents requirements for the request intervention and route to the Record Section Unit. |      |            |                             |
|   | 1.2 The request/s will then be routed to the Office of the Regional Executive Director.                        | None | 15 minutes | Records Unit Staff          |
|   | 1.3 Review and instruct the concerned Division Office to make an appropriate action on the request/s.          | None | 1 day      | Regional Executive Director |
|   | 1.4 The request/s will then be routed to the Office of the Field Operations Division Chief.                    | None | 5 minutes  | RED's Staff                 |
|   | 1.5 Review and instruct the concerned Banner Program to make an appropriate action on the request/s.           | None | 1 day      | FOD Chief                   |
|   | 1.6 Check the availability of the requested intervention   | None | 10 minutes | Agriculturist II            |
|   | 1.7 Inform the client/ FCAs for the availability of their request.   | None | 10 minutes | Corn Program Staff          |
|   | 1.8 Prepare the Requisition Issuance Slip (RIS).   | None | 15 minutes | Corn Program Staff          |

|   |   |      |                    |                                     |
|---|---|------|--------------------|-------------------------------------|
| 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              | Agriculturist II/Corn Program Staff |
| 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         | Farm Superintendent II              |
| <b>TOTAL</b>  |   | 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 whose 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.

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| <b>Office or Division</b>  | <b>Field Operations Division (FOD) - Corn Program</b>  |
| <b>Classification</b>  | Simple   |
| <b>Type of Transaction</b>   | Government to Citizens (G2C)   |
| <b>Who May Avail</b>   | Qualified Farmers' Cooperatives/ Associations (FCAs)   |
| <b>Checklist of Requirements</b>   | <b>Where to Secure</b>   |
| <ol style="list-style-type: none"> <li>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>)</li> <li>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>)</li> <li>3. Certificate of Registration (SEC/CDA/DOLE/DA and other agencies accreditation/ certification) (<i>1 photocopy</i>)</li> <li>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>)</li> </ol> <p>Endorsements from the following:</p> <ol style="list-style-type: none"> <li>1. Municipal/ City Agriculturist (<i>1 original copy</i>)</li> </ol> | <p>Requesting Party (FCAs)</p> <p>Municipal Agriculture Office (MAO)/ City Agriculture Office (CAO) Provincial Agriculture</p> |



| 2. Provincial Agriculturist<br>(1 original copy)   |   | 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:<br>b. APCOs<br>c. Courier/Postal Services | 1.1 Receive, record and forward documents to Records Unit   | None            | 15 minutes            | a. Help Desk Staff<br><br>b. Concerned Agricultural Program Coordinating Officers (APCOs) |
|  | 1.2 Receive, record, control and forward the documents to the office of the Regional Executive Director (RED) with the Document Tracking Slip (DTS) | None            | 1 hour and 50 minutes | Chief, Records Unit<br>Records Unit Staff   |
|  | 1.3 Receive and record the documents,   | None            | 15 minutes            | RED's Office Staff  |

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|  | maintain a file and attach a DTS for the action of the RED   |      |                        |   |
|  | 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             | Regional Executive Director                   |
|  | 1.5 Maintain and forward the documents with written directives to the Records Unit   | None | 10 minutes             | 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 | Chief, Records Unit<br><br>Records Unit Staff |
|  | 1.7 Receive and maintain a file forwarded by the Records Unit and forward to the Office of the   | None | 10 minutes             | Agriculturist I<br>FOD Staff                  |

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|  | FOD Chief   |      |            |   |
|  | 1.8 Review and provide instructions to the Corn Program to make an appropriate action on the request/s  | None | 10 minutes | FOD Chief   |
|  | 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 | Agriculturist II<br>Corn Program Staff  |
|  | 1.10 Validate the requesting party for possible recommendation  | None | 1 day      | Concerned Agricultural Program Coordinating Officers' (APCOs)<br>Regional Corn Program Focal Person/<br>Agriculturist II/<br>Agriculturist II<br>Corn Program Staff |
|  | 1.11 Draft a reply letter & validation report based on the result of the conducted  | None | 10 minutes | Agriculturist II/<br>Agriculturist II<br><br>Corn Program Staff   |

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|  | validation and forward to the Regional Corn Program Focal Person for review   |      |            |                                    |
|  | 1.12 Review and countersign the draft reply letter and sign the validation report   | None | 10 minutes | Regional Corn Program Focal Person |
|  | 1.13 Receive and record the reply letter with validation report and forward to the Office of the FOD Chief for countersign and approval         | None | 10 minutes | FOD Staff                          |
|  | 1.14 Review and countersign the reply letter with validation report   | None | 10 minutes | 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 | Agriculturist I<br><br>FOD Staff   |

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|  | 1.16 Receive and document the reply letter with validation report<br>f<br>or signature and approval of the RTD | None | 15 minutes | ORTD Staff                             |
|  | 1.17 Review and sign the reply letter with validation report as recommending approval                          | None | 1 hour     | RTD for Operations and Extension, AMAD |
|  | 1.18 Receive and document the reply letter with validation report<br>f<br>or signature and approval of the RED | None | 10 minutes | RED's Office Staff                     |
|  | 1.19 Review, sign and approved the reply letter with validation report   | None | 1 hour     | Regional Executive Director            |
|  | 1.20 Forward the approved reply letter with validation report to the office of the Co                          | None | 10 minutes | RED's Office Staff                     |

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|  | rn<br>Program  |      |               |   |
|  | *1.21<br>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<br>minutes | Agriculturist II<br><br>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<br>minutes | Agriculturist II/<br>Agriculturist II<br><br>Corn Program Staff |
|  | 1.23 Review and sign the draft RIS   | None | 10<br>minutes | Regional Corn<br>Program Focal<br>Person                        |

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|   | 1.24<br>Receive and record the RIS and forward to the Office of the FOD Chief for signature and approval  | None | 10 minutes | Agriculturist I<br>FOD Staff   |
|   | 1.25<br>Review, sign and approved the RIS   | None | 30 minutes | FOD Chief  |
|   | 1.26 Forward the approved RIS to the Office of the Corn Program   | None | 10 minutes | Agriculturist I<br>FOD Staff   |
| 2. Affix the signature to the Requisition and Issuance Slip (RIS).  | 2.1 Assist the requesting party to sign the RIS prior releasing of interventions.<br><br>Maintain and file a copy of the signed RIS   | None | 30 minutes | Agriculturist II<br>Corn Program Staff   |
| 3. Releasing of the interventions at DA-Central Luzon Integrated Agricultural Research Center – Lowland Development (DA-CLIARC) Station | 3.1 Present the valid ID together with the approved RIS to the Authorize Inventory Custodian and Stock Card Keeper<br><br><i>(*In case of absence of the beneficiary when</i> | None | 10 minutes | Station Manager,<br>DA-CLIARC<br><br>Inventory Custodian and Stock Card Keeper,<br>DA-CLIARC<br><br>DA-CLIARC<br>Station Staff |

|   |  |      |            |  |
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|   | <p>claiming the intervention, an Authorization Letter with valid Identification Card should be presented.)</p> |      |            |  |
|   | <p>3.2 Prepare the gate pass and release the interventions to the client.</p>                                  | None | 10 minutes | <p>Inventory Custodian and Stock Card Keeper, DA-CLIARC</p> <p>DA-CLIARC Station Staff</p> |
|   | <p>3.3 Conduct photo documentation as a proof of the released interventions</p>                                | None | 5 minutes  | <p>Inventory Custodian and Stock Card Keeper, DA-CLIARC</p> <p>DA-CLIARC Station Staff</p> |
| <p>4. Completion and submission of the Signed List of Recipients, Customer Satisfaction Measurement (CSM) Form and Oath of Undertakings</p> | <p>4.1 Sign the masterlist; accomplish the CSM Form and Oath of Undertakings by the client</p>                 | None | 10 minutes | <p>Requesting Party (FCAs)</p>   |



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|--------------|--|--|-----------|--|
|              | <p>4.2<br/> Submission<br/> of the<br/> signed-list<br/> of<br/> recipients<br/> ,<br/> CSM<br/> Form,<br/> Photo<br/> documentation<br/> ,<br/> Oath<br/> of<br/> Undertakings<br/> to the<br/> Accounting<br/> Section for<br/> their<br/> transmittal to<br/> Commission<br/> on Audit<br/> (COA)</p> | None                                       | 5 minutes | Agriculturist II<br><br>Corn Program Staff |
| <b>TOTAL</b> | None   | 2 days,<br>4 hours<br>and<br>25<br>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.

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

| <p>(1 original copy)</p> <p>4. Certificate of Registration (SEC/CDA/DOLE/DSWD)<br/>(1 photocopy)</p> <p><b>Government Agencies</b></p> <p>1. Project Proposal/Business Plan (1 original copy)</p> |  |  |                   |   |
|---|--|--|-------------------|---|
| <p>Endorsements from the following:</p> <p>1. Municipal/City Agriculturist<br/>(1 original copy)</p> <p>2. Provincial Agriculturist<br/>(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<br/>or receiving and recording<br/>b) E-mail<br/>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) Malasakit Help Desk Staff</p> <p>b) /Other Offices with Email accounts</p> <p>Office of Regional Executive Director (RED) staff/other staff of offices with e-mail accounts</p> |

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| <p>2. Submit document/s through at least one of the following:</p> <p>a) Malasakit Help Desk<br/>or receiving and recording<br/>b) E-mail<br/>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>c) Malasakit Help Desk Staff</p> <p>d) /Other Offices with Email accounts</p> <p>Office of Regional Executive Director (RED) staff/other staff of offices with e-mail accounts</p> |
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|  | <p>1.2 Receive, record, control, and forward the documents to the office of the RED with the Document Tracking and Monitoring System (DTMS)</p> | <p>None</p> | <p>1 hour and 50 minutes</p> | <p>Chief, Records Unit</p> <p>Records Unit Staff</p> |
|  | <p>1.3 Receive and record the documents, maintain a file, and attach a DTMS for action</p>  | <p>None</p> | <p>10 minutes</p>            | <p>RED's Office Staff</p>                            |

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|  | by the RED   |      |                        |   |
|  | 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             | Regional Executive Director                   |
|  | 1.6 Maintain and forward the documents with written directives to the Records Unit   | None | 4 minutes              | 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 NUPAP                   | None | 3 hours and 25 minutes | Chief, Records Unit<br><br>Records Unit Staff |

|  |  |      |                       |  |
|--|--|------|-----------------------|--|
|  | 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            | Agriculturist II<br><br>NUPAP Staff                              |
|  | 1.9 Validate the requesting party for possible recommendations   | None | 1 day                 | Concerned APCOs<br>APCO Staff<br><br>Regional NUPAP Focal Person |
|  | 1.10 Draft a reply letter based on the result of the conducted validation  | None | 3 hours               | Regional NUPAP Focal Person                                      |
|  | 1.11. Draft the issuance slip/gate pass ( <i>if the request is granted</i> )   |      |                       | 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 | Chief, FOD<br><br>FOD Staff                                      |

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|   | 1.13 Receive and document the letter for review and countersignature by the RTD, then forward the letter to the Office of RED for signature                         | None | 1 hour and 15 minutes | RTD for Operations, Extension and AMAD<br><br>ORTD Staff           |
|   | 1.14 Receive and document the letter for review and signature by the RED, then return the signed letter to the office of the NUPAP                                  | None | 1 hour and 30 minutes | Regional Executive Director<br><br>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                | Agriculturist II<br><br>NUPAP Staff                                |
| 2. Affix signature to the issued Issuance Slips | 2.1 Assist the requesting party in signing the issuance slip prior to release.<br><br>Maintain and file a copy of the signed issuance slip                          | None | 30 minutes            | NUPAP Releasing Officer<br><br>Agriculturist II<br><br>NUPAP Staff |

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| <p>3. Receive the interventions through the following:</p> <p>a) NUPAP Office</p> <p>b) DA-Central Luzon Integrated Agricultural Research Center – Lowland Development</p> <p>c) <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>NUPAP Releasing Officer</p> <p>Agriculturist II</p> <p>NUPAP Staff</p> <p>Station Manager, DA CLIARC LD</p> <p>DA CLIARC LD Staff</p> |
| <p><b>TOTAL</b></p>  |  | <p>None</p> | <p>2 days, 3 hours and 36 minutes</p> |  |

\* 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

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| <b>Office or Division</b>  | <b>Field Operations Division – High Value Crops Development Program (FOD-HVCDP)</b> |
| <b>Classification</b>  | Simple  |
| <b>Type of Transaction</b>   | Government to Citizens (G2C) and Government to Government (G2G)                     |
| <b>Who May Avail</b>   | Farmer Cooperatives/Associations (FCAs) and other government agencies               |
| <b>Checklist of Requirements</b>   | <b>Where to Secure</b>  |
| <ol style="list-style-type: none"> <li>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>)</li> <li>2. List of farmer-members with signature, cultivated area, and RSBSA control number (<i>1 original copy</i>)</li> <li>3. Certificate of Registration (SEC/CDA/DOLE/DSWD) (<i>1 photocopy</i>)</li> <li>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>)</li> </ol> | Requesting Party (FCAs)   |
| Endorsements from the following:   |   |

| <p>1. Municipal/City Agriculturist<br/>(1 original copy)</p> <p>2. Provincial Agriculturist<br/>(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 the Records Unit</p>   | <p>None</p>     | <p>15 minutes</p>            | <p>1. Aileen Garcia – Malasakit Help Desk Staff</p> <p>2. Femy Jean Tuazon/Other Offices with E-mail accounts</p> <p>Office of OIC-Regional Executive Director (OIC-RED) staff/other staff of offices with e-mail accounts</p> |
|   | <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)</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>   |
|   | <p>1.3 Receive and record the documents, maintain a file, and attach a DTMS for action by the OIC-RED</p>   | <p>None</p>     | <p>10 minutes</p>            | <p>Ms. Melinda Dizon/<br/>Femy Jean Tuazon<br/>OIC-RED's Office Staff</p>  |

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|  | 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.<br>Regional Executive Director                             |
|  | 1.5 Maintain and forward the documents with written directives to the Records Unit   | None | 4 minutes              | Ms. Melinda Dizon/<br>Femy Jean Tuazon<br>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<br>Chief, Records Unit<br><br>Carlyn Joy Cortez<br>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<br>Agriculturist II<br><br>Clarisse Asas<br>HVCDP Staff           |
|  | 1.8 Validate the requesting party for possible recommendations   | None | 1 day                  | <b>APCOs</b><br><br>Ms. Zenaida Castañeda<br><b>(APCO Aurora)</b>                         |

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|  |  |      |         | <p>Ms. Marilou Ramos<br/><b>(APCO, Bataan)</b></p> <p>Mr. Memito Luyun, III<br/><b>(APCO, Bulacan)</b></p> <p>Ms. Analou S. Morelos<br/><b>(APCO, Nueva Ecija<br/>Districts I and II)</b></p> <p>Mr. June H.<br/>Lacasandile<br/><b>(APCO, Nueva Ecija<br/>Districts III and IV)</b></p> <p>Mr. Gil David<br/><b>(APCO, Pampanga)</b></p> <p>Dr. Ricky Manguerra<br/><b>(APCO, Tarlac)</b></p> <p>Mr. Jan Exequiel<br/>Soriano<br/><b>(APCO, Zambales)</b></p> <p>APCO Staff</p> <p>Engr. AB P. David<br/>Regional HVCDP Focal<br/>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<br/>Regional HVCDP Focal<br/>Person</p> <p>Clarisse Asas/Melody<br/>Alejandre</p> <p>HVCDP Staff</p>  |
|  | 1.10. Draft the issuance slip/gate pass <i>(if the request is granted)</i> |      |         |  |

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|--|---|--------------|-----------------------|--|
|  | 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<br>None | 1 hour and 15 minutes | Ms. Elma S. Mananes<br>Chief, FOD<br><br>Fedeliza Dizon/ MJ Lazatin/ Maricon David<br>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.<br>RTD for Operations, Extension and AMAD<br><br>Arleen Pamintuan<br><br>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.<br>Regional Executive Director<br><br>Ms. Melinda Dizon/<br>Femy Jean Tuazon<br><br>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<br>Agriculturist II<br><br>Clarisse Asas<br><br>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<br/>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<br/><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<br/>Agriculturist II</p> <p>Melody Alejandre</p> <p>HVCDP Staff</p> <p>Ms. Josephine Muñoz<br/>OIC Station Manager, DA<br/>CLIARC LD</p> <p>Exequiel Macugay<br/>DA CLIARC LD Staff</p> |
| <p><b>TOTAL</b></p>  |   | <p>None</p> | <p>2 days,<br/>5 hours<br/>and 57<br/>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.

|  |                      |  |                        |                           |
|--|----------------------|--|------------------------|---------------------------|
| <b>Office or Division</b>  |                      | <b>Field Operations Division – High Value Crops Development Program (FOD-HVCDP)</b>  |                        |                           |
| <b>Classification</b>  |                      | Simple   |                        |                           |
| <b>Type of Transaction</b>   |                      | Government to Citizens (G2C) and Government to Government (G2G)  |                        |                           |
| <b>Who May Avail</b>   |                      | Public Primary and Secondary Schools for the Gulayan sa Paaralan Program (GPP)<br>Barangay Councils for the Gulayan sa Barangay Program (GSB)                          |                        |                           |
| <b>Checklist of Requirements</b>   |                      | <b>Where to Secure</b>   |                        |                           |
| <b>Gulayan sa Paaralan Program (GPP)</b><br>1. Letter of Intent ( <i>1 original copy</i> )<br><b>Gulayan sa Barangay Program (GSB)</b><br>5. Letter of Intent with attached Board Resolution stating the need for interventions for the establishment of Gulayan ( <i>1 original copy</i> )  |                      | Requesting Party   |                        |                           |
| Endorsements from the following:<br><b>Gulayan sa Paaralan Program (GPP)</b><br>1. School's Division Superintendent ( <i>1 original copy</i> )<br>2. Municipal/City Agriculturist ( <i>1 original copy</i> )<br>3. Provincial Agriculturist ( <i>1 original copy</i> )<br><b>Gulayan sa Barangay Program (GSB)</b><br>1. Municipal/City Agriculturist ( <i>1 original copy</i> )<br>2. Provincial Agriculturist ( <i>1 original copy</i> ) |                      | School's Division Office<br><br>Municipal Agriculture Office<br><br>Provincial Agriculture Office<br><br>Municipal Agriculture Office<br>Provincial Agriculture Office |                        |                           |
| <b>Client Steps</b>  | <b>Agency Action</b> | <b>Fees to be paid</b>   | <b>Processing Time</b> | <b>Person Responsible</b> |

|   |  |             |                |  |
|---|--|-------------|----------------|--|
| <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>1.1 receive, record and forward the documents to Records Unit</p> | <p>None</p> | <p>15 mins</p> | <p>a) Malasakit Help Desk Staff</p> <p>b) Other Offices with E-mail accounts</p> |
|---|--|-------------|----------------|--|

|                                   |   |             |                              |  |
|-----------------------------------|---|-------------|------------------------------|--|
| <p>c) Courier/postal services</p> |   |             |                              | <p>Office of Regional Executive Director (RED) staff/other staff of offices with e-mail accounts</p> |
|                                   | <p>1.3 Receive, record, control, and forward the documents to the office of the RED with the Document Tracking and Monitoring System (DTMS)</p> | <p>None</p> | <p>1 hour and 50 minutes</p> | <p>Chief, Records Unit</p> <p>Records Unit Staff</p>   |
|                                   | <p>1.4 Receive and record the documents, maintain a file, and attach a DTMS for action by the OIC-RED</p>                                       | <p>None</p> | <p>10 minutes</p>            | <p>RED's Office Staff</p>  |



|  |  |      |                        |                             |
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|  | 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             | Regional Executive Director |
|  | 1.6 Maintain and forward the documents with written directives to the Records Unit   | None | 4 minutes              | 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 HVCDP                   | None | 3 hours and 15 minutes | Records Unit Staff          |

|  |  |      |                       |  |
|--|--|------|-----------------------|--|
|  | 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            | Agriculturist II<br><br>HVCDP Staff            |
|  | 1.9 Validate the requesting party through checking on the previous list of beneficiaries<br><br>Draft a reply letter   | None | 3 hours               | Regional HVCDP Focal Person<br><br>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 | Chief, FOD<br><br>FOD Staff                    |

|  |   |      |                       |  |
|--|---|------|-----------------------|--|
|  | 1.12 Receive and document the letter for review and countersignature by the RTD, then forward the letter to the Office of RED for signature | None | 1 hour and 15 minutes | RTD for Operations, Extension and AMAD<br>ORTD Staff |
|--|---|------|-----------------------|--|

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|--|--|------|-----------------------|---|
|  | 1.13 Receive and document the letter for review and signature by the RED, then return the signed letter to the office of the HVCDP | None | 1 hour and 30 minutes | Regional Executive Director<br><br>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 | Agriculturist II<br><br>HVCDP Staff |
|--|--|------|--------|-------------------------------------|

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|---|--|------|------------|--|
| 2. Affix signature to the issued Issuance Slips | 2.1 Assist the requesting party in signing the issuance slip prior to release.<br><br>Maintain and file a copy of the signed issuance slip | None | 30 minutes | HVCDP Releasing Officer<br><br>Agriculturist II<br><br>HVCDP Staff |
|---|--|------|------------|--|

|   |  |             |                                     |  |
|---|--|-------------|-------------------------------------|--|
| <p>3. Receive the interventions through the following:</p> <p>a) HVCDP Office</p> <p>b) DA-Central Luz on 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>Agriculturist II</p> <p>HVCDP Staff</p> <p>Station Manager, DA CLIARC LD</p> <p>DA CLIARC LD Staff</p> |
| <p><b>TOTAL</b></p>   |  | <p>None</p> | <p>1 day ,7 hours and 9 minutes</p> |  |

\* 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.

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

|  |  |      |            |   |
|--|--|------|------------|---|
|  | 1.3 Inform the requester of the availability of frozen semen.  | None | 5 minutes  | Regional AI Coordinator<br>Project Assistant I<br>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 | Regional AI Coordinator<br><br>Project Assistant I<br>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<br><br><b>if the LN2 tank is not filled with Liquid Nitrogen,</b> the LP Staff instructs the client to proceed to the process for the Sales of Liquid Nitrogen to avail.<br><b>if the LN2 tank is filled with Liquid Nitrogen,</b> fill the tank with frozen semen and return to the customer. | None | 15 minutes | Regional AI Coordinator<br><br>Project Assistant I<br><br>Administrative Aide I |

|   |  |      |                       |   |
|---|--|------|-----------------------|---|
| 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             | Regional AI Coordinator<br>Project Assistant I<br>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            | Regional AI Coordinator<br><br>Project Assistant I<br><br>Administrative Aide I |
| <b>TOTAL</b>  |  | None | 3 hours and 3 minutes |   |

## DISTRIBUTION OF LIVE ANIMALS (GOVERNMENT STATIONS)

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 raisers.

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.

|   |  |
|---|--|
| <b>Division/Section/Unit</b>  | Field Operations Division (FOD) / Livestock Program  |
| <b>Classification</b>   | Complex Transaction  |
| <b>Type of Transaction</b>  | G2C - government services whose client is the transacting public; G2G  |
| <b>Who May Avail</b>  | Registered individuals, farmers' associations/cooperatives (FCAs), State Universities and Colleges (SUCs), Local Government Units (LGUs) |
| <b>Checklist of Requirements</b>  | <b>Where to Secure</b>   |
| <p>For individual customer</p> <ol style="list-style-type: none"> <li>1. Letter of Intent stating the name of requester/group, the requested project, and their contact information</li> <li>2. Photocopy of valid ID with 3 specimen's signatures</li> <li>3. Geotagged photo/s of animal housing</li> <li>4. 3 pcs - 2x2 photo ID (white background)</li> <li>5. Photocopy of registration to the RSBSA with certified true copy</li> </ol> | 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"> <li>1. Letter of Request / Letter of Intent stating the number of animal/s request and justification and contact details. (original)</li> <li>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</li> <li>3. List of members with RSBSA control number and signature</li> <li>4. Fill-up Utilization proposal provided by the DARFOIII</li> <li>5. Geotagged photo/s of animal housing</li> <li>6. Photocopy of valid ID with 3 specimen's signatures</li> <li>7. 3 pcs 2x2 photo ID of the Authorized Representative</li> <li>8. Certificate of Registration (SEC, CDA, DOLE, etc.,)</li> <li>9. Photocopy of Certificate of Accreditation with the Department of Agriculture with certified true copy</li> <li>10. Endorsement of</li> </ol> | <p>People's organization / Civil Society Organization / Cooperatives / Non-government organizations</p> <p>Authorized representative</p> <p>Applicant</p> <p>Office of the Municipal/City Agriculturist</p> <p>Office of the Provincial Veterinarian</p> |

|  |  |
|--|--|
| Municipal Agriculturist or Veterinarian (original)<br>11. Endorsement from Provincial Veterinary Office (original) |  |
|--|--|

|  |  |
|--|--|
| Local Government Units, State College/University, and other government institutions<br><br>1. Project proposal stating the objectives, strategy of implementation, production plan, and budget allocation for the project approved and endorsed by duly authorized officers.<br>2. Letter of request / letter of intent stating the number of requests and justification and contact details.<br>3. Endorsement from PVO (if MLGU and SUC is requesting)<br>4. Geotagged photo of the animal housing | Local Government Units, State College/University, and other government institutions<br><br><br><br><br><br><br><br><br><br><br><br><br>Office of the Provincial Veterinarian (if MLGU and SUC is requesting) |
|--|--|

|   |                           |
|---|---------------------------|
| 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 | Chief, Records Unit<br>Records Unit<br><br>Staff |
|  | 1.2 Review the request/s and instruct the concerned personnel to act on the request. | None            | 10 minutes             | 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 | FOD Chief   |
|  | 1.5 Review the request/s and instruct the concerned personnel to act on the request.  | None | 10 minutes | Livestock Program Coordinator   |
|  | 1.6 Check for the availability of stocks in Government Stock Farms or Research stations.  | None | 1 hour     | Agriculturist I   |
|  | 1.7 Inform the customer of the availability of stocks.<br><br>If the animals are not available, the staff will inform the customer; if the animals are available the staff proceed to step 1.8. | None | 30 minutes | Agriculturist I   |

|  |   |      |        |                         |
|--|---|------|--------|-------------------------|
|  | 1.8 Scheduling of activity (site validation and evaluation) | None | 7 days | Agriculturist I         |
|  | 1.8 Validation of customer.                                 | None | 2 days | Agriculturist I M/PLGUs |

|  |  |      |        |  |
|--|--|------|--------|--|
|  | 1.9 Inform the customer of the result of validation. Once feasible, prepare MOA. | None | 3 days | Agriculturist I  |
| 2. Review and sign the MOA                               | 2.1 Review and sign the MOA  | None | 5 days | Regional Executive Director<br><br>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 | Agriculturist I  |

|  |   |      |                     |  |
|--|---|------|---------------------|--|
|  | (Veterinary Health Certificate, Shipping permit, Issuance Slip)   |      |                     | Science Research Specialist II<br><br>Regional Livestock Coordinator<br><br>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 filled 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  |
| <b>TOTAL</b>   |   | 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.

|  |  |   |                        |   |
|--|--|---|------------------------|---|
| <b>Office or Division</b>  |  | Livestock – Field Operations Division                                     |                        |   |
| <b>Classification</b>  |  | Simple transaction  |                        |   |
| <b>Type of Transaction</b>   |  | G2G   |                        |   |
| <b>Who May Avail</b>   |  | PVOs, CVs, MVs, MAs, MAOs, AI Technicians, VBAITs & nearby RFOs           |                        |   |
| <b>Checklist of Requirements</b>   |  | <b>Where to Secure</b>  |                        |   |
| 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:<br>DA-RFO III - Livestock Program<br>Staff/s |                        |   |
| 3. Avoid Liquid Nitrogen tank to be empty (dried-up) of LN2 to minimize spill-out of LN2 when refilling. |  | customer  |                        |   |
| <b>Client Steps</b>  | <b>Agency Action</b>                                       | <b>Fees to be paid</b>  | <b>Processing Time</b> | <b>Person Responsible</b>   |
| 1. Call for the availability of liquid nitrogen tank   | 1.1 Check the availability of nitrogen tank from the plant | none  | 5 minutes              | Regional AI Coordinat or Project Assistant I, Livestock Program 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>Regional AI Coordinator</p> <p>Project Assistant I, Livestock Program</p> <p>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"> <li>- Field Tank (Moist)</li> <li>- Field Tank (dry)</li> <li>- Mother Tank (moist)</li> <li>- Mother Tank (dry)</li> </ul> | <p>none</p> | <p>3 minutes</p> <p>5 minutes</p> <p>30 minutes</p> <p>45 minutes</p> | <p>Regional AI Coordinator</p> <p>Project Assistant I, Livestock Program</p> <p>Administrative Aide II, Livestock Program</p> |
|  | <p>2.3 Prepare the Statement of Account (SOA)</p>  | <p>none</p> | <p>5 minutes</p>  | <p>Regional AI Coordinator</p> <p>Project Assistant I, Livestock Program</p> <p>Administrative Aide II, Livestock Program</p> |

|  |   |                                 |                         |  |
|--|---|---------------------------------|-------------------------|--|
|  | 2.4<br>Approval<br>of<br>Statement<br>of Account<br>(SOA)   | none                            | 3 minutes               | Regional<br>AI<br>Coordinato<br>r  |
| 3. Receive<br>the<br>Approved SOA<br>and submit to the<br>(SOA) to<br>Accounti<br>ng Section | 3.1 Receive<br>the Statement<br>of Account<br>and<br>prepare<br>th<br>e<br>Order<br>of<br>Payment | none                            | 5 minutes               | Accounting<br>Section  |
| 4. Receive the<br>Order of Payment<br>and submit to the<br>Cashier Section for<br>payment    | 4.1 Receive<br>the<br>Order<br>of<br>Payment and<br>provide Official<br>receipt (OR)              | 80.00<br>per liter <sup>p</sup> | 10 minutes              | Cashier Section  |
| 5. Received the<br>(OR) from the<br>Cashier and<br>present to the the<br>UNAIP staff         | 5.1 Photoco<br>py the OR and<br>file.<br><br>Release<br>th<br>e<br>refilled<br>L<br>N2 tank/s     | none                            | 5 minutes               | Regional<br>AI<br>Coordinato<br>r<br><br>Project Assistant<br>I, Livestock<br>Program<br><br>Administrative<br>Aide II, Livestock<br>Program |
| <b>Total:</b>  |   | Php<br>80.00                    | 2 hours and<br>1 minute |  |



## LIVESTOCK ECONOMIC ENTERPRISE DEVELOPMENT (LEED) PROGRAM

The livestock and Poultry Multiplier/Production Farm Modules will involve the distribution of Multiplier/Production Farms modules as grant, which could either be goat, sheep, cattle and ducks, ready to lay chicken, 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 services and post-harvest facilities and agricultural equipment to help Farmer Cooperative and Association, Local Government Units and State Universities and Colleges bring their multiplier/production farm 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.

|   |  |
|---|--|
| <b>Office or Division</b>   | <b>Field Operations Division – Livestock Section</b>               |
| <b>Classification</b>   | Highly Technical Transactions – 20 Working Days                    |
| <b>Type of Transaction</b>  | G2C - Government to Farmers (Group)<br>G2G -                       |
| <b>Who May Avail</b>  | Farmers Association,<br>Farmers Cooperative,<br>Groups, SUCs, LGUs |
| <b>Checklist of Requirements</b>  | <b>Where to Secure</b>   |
| 1. Letter of Intent (original)<br>- Name of the group / organization<br>- Specify the requested project<br>- With contact details | Customer   |

|  |                 |
|--|-----------------|
| <p>2. Photocopy of Certificate of Registration</p> <p>3. Articles of Incorporation and By-Laws of the Group (CDA/SEC)</p> <p>4. List of Members and Officers with the following data (in hardcopy and softcopy):</p> <ul style="list-style-type: none"> <li>○ RSBSA Control Number</li> <li>○ Birth date</li> <li>○ Sex</li> <li>○ Farm Address (including Sitio and Barangay)</li> <li>○ Designation</li> </ul> <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"> <li>○ name of the group</li> <li>○ office address of the group</li> <li>○ availment of the project</li> </ul> <p>- total number will be benefited to the project</p> <p>- specific address/ location of the granted project</p> <p>-authorized representative</p> <p>* all pages must have been signed at least by the Chairman and majority of the Board.</p> | <p>Customer</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> |
|--|---|

|   |  |
|---|--|
| 12. Endorsement letter from PLGU (original)   | Provincial Agriculture Office and Provincial Veterinary Office |
| if the customer is feasible from the validation result of the DA-RFO III provide the additional requirements: | Customer   |

|   |   |
|---|---|
| <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 counterparts in the requested project signed by the Chairman</p> |   |
| 19. Barangay Clearance / Permit for the requested project   | Respective Barangay where to locate the project |
| <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>  | DA-RFO III                                      |
| 25. Notarized Certificate of Non-Coverage (CNC) and Environmental Compliance Certificate (ECC)  | DENR-EMB  |
| 26. Building Permit   | Respective Municipality of the customer         |

| <b>Client Steps</b> | <b>Agency Action</b> | <b>Fees to be paid</b> | <b>Processing Time</b> | <b>Person Responsible</b> |
|---------------------|----------------------|------------------------|------------------------|---------------------------|
|---------------------|----------------------|------------------------|------------------------|---------------------------|

|   |  |      |                       |                    |
|---|--|------|-----------------------|--------------------|
| 1. Submit the following documentary requirements (requirement #1-12) to the Records Unit. | 1.1 Receive the documents from the customer/s and sign as received.<br><br>Forward the received documents to the Office of the Regional Executive Director (ORED)                          | None | 2 hours and 5 minutes | Records Unit Staff |
|   | 1.2 Receive the documents and review the request.<br><br>Write a letter of instruction and forward the documents to the Field Operations Division (FOD) and Livestock Banner Program (LBP) | None | 15 minutes            | RED's Office Staff |
|   | 1.3 The LBP receives documents with the instructions from ORED.  | None | 15 minutes            | Agriculturist II   |
|   | 1.4 Review the submitted requirements; plot the geotagged photos into Google earth verifying that  | None | 2 hour                | Agriculturist II   |

|  |                |  |  |  |
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|  | the area meets |  |  |  |
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|  |   |      |        |                  |
|--|---|------|--------|------------------|
|  | <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 | Agriculturist II |
|  | 1.6 Prepare communication letter for the activity addressed to the concern LGUs signed by the ORED  | None | 1 hour | Agriculturist II |

|  |  |      |        |   |
|--|--|------|--------|---|
|  | 1.7 Conduct Site Validation and Evaluation | None | 3 days | Livestock Technical Staff<br>RAED<br>Agriculture Program Coordinator Officer (APCO) |
|--|--|------|--------|---|

|  |  |      |            |  |
|--|--|------|------------|--|
|  |  |      |            | Municipal Agriculture Office (MAO)<br>Provincial Veterinary Office (PVO) |
|  | 1.8 Notify the applicant for the result of validation and evaluation   | None | 1 days     | Agriculturist II   |
|  | 1.9 <i>If the applicants found to be feasible:</i><br><br>Informed the customer to submit the additional documentary | None | 30 minutes | Agriculturist II   |

|  |   |      |            |                              |
|--|---|------|------------|------------------------------|
|  | requirements (#13-21) refer to the list of requirements stated above                                  |      |            |                              |
| 2. Submit the additional requirements (#13-26) | 2.1 Review the submitted documents  | None | 1 day      | Livestock Banner Coordinator |
|  | 2.2 Prepare the Memorandum of Agreement to be signed by the Livestock Banner Program, APCOs, and ORED | None | 3 days     | Agriculturist II             |
|  | 2.3 Inform the customer to sign MOA   | None | 1 hour     | 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 | Agriculturist II             |

|              |   |      |                                 |                 |
|--------------|---|------|---------------------------------|-----------------|
|              | 4.2 Notify the customer of the status and to wait for further notice. | None | 4 days                          | Agriculturist I |
|              | 4.3 Turn Over the Project   | None |                                 | FOD, LBP, ORED  |
| <b>TOTAL</b> |   | 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.

|   |  |
|---|--|
| <b>Office or Division</b>   | Field Operations Division (FOD)  |
| <b>Classification</b>   | Highly Technical Transaction   |
| <b>Type of Transaction</b>  | G2C - government services whose client is the transacting public   |
| <b>Who May Avail</b>  | Qualified farmers' associations/cooperatives (FCAs)  |
| <b>Checklist of Requirements</b>  | <b>Where to Secure</b>   |
| <ol style="list-style-type: none"> <li>1. Letter of Intent</li> <li>2. MAO/ CAO &amp; PAO Endorsement</li> <li>3. SEC/ CDA/ DOLE/ DTI - Certificate Registration</li> <li>4. Board Resolution duly signed by the majority of the BOD's Organization (<i>Annex A.1</i>)</li> <li>5. Pre-validation report signed by an Agricultural and Biosystems Engineer (ABE) in the P/C/MLGU (<i>Annex D</i>)</li> <li>6. Endorsement/ Certification from an ABE (<i>Annex A.3</i>)</li> <li>7. Utilization Proposal (<i>Annex-C</i>)</li> <li>8. Profile of the Organization (<i>Annex B</i>)</li> <li>9. List of Farmer - members with RSBSA Control Number and their corresponding agricultural/ cultivated area</li> <li>10. DA-RCEF Accreditation (Rice Program Applicants ONLY)</li> </ol> <p><b>Service Area/Production Volume:</b></p> <ol style="list-style-type: none"> <li>11. Map of the service/ production area</li> <li>12. Geotagged photos of the service</li> </ol> | <p>Requesting Party (FCAs)<br/>Municipal Agriculture Office (MAO)/<br/>City Agriculture Office (CAO)<br/>Provincial Agriculture Office</p> |

area

13. Geotagged photos of the existing shed or ongoing construction (Annex A.5)

**Land Equity:**

14. Authenticated proof of land of ownership or copy of Certificate of Land Title and/or Usufruct/ Lease of Agreement (Annex A.6).  
(For infra only)
15. National Certificate (NC) II/ Training Certificates awarded to the operator by the ATI/ PhilMech/ DA-RFO/ other accredited training centers
16. RSBSA Certification (100% Registered and at least 85% encoded to FFRS)

| 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 | Chief, Records Unit<br>Records Unit Staff                               |
|  | 1.2 Review the request/s and instruct the concerned office to facilitate and act on the request. | None            | 20 minutes             | Regional Executive Director   |
|  | 1.3 The requests will be routed to the Office of the FOD Chief.                                  | None            | 20 minutes             | Administrative Staff from the Office of the Regional Executive Director |

|  |  |      |            |  |
|--|--|------|------------|--|
|  | <p>1.4 Review the request/s and instruct the Concern Program for action.</p> <p>-will be subject for on-site validation.</p> | None | 20 minutes | FOD Chief  |
|  | <p>1.5 Validate the authenticity of the submitted documents through ground validation or site visit</p>                      | None | 3 days     | Evaluation Team (Authorized Representative)  |
|  | <p>1.6 Evaluate and rank the qualified FCAs applicants per banner program.</p>   | None | 1 day      | <p>Evaluation Team (Authorized Representative)</p> <p>Concerned Program, RAED-OPA PAFC</p> |
|  | <p>1.7 Finalize the ranking of the FCA applicants</p>  | None | 1 day      | <p>Evaluation Team (Authorized Representative)</p> <p>Concerned Program, RAED-OPA PAFC</p> |
|  | <p>1.8 Prepare and facilitate the releasing documents and coordinate to the client/s for their signature.</p>                | None | 45 minutes | Concerned APCOs and Concerned Regional Program   |

|   |  |               |                           |   |
|---|--|---------------|---------------------------|---|
| 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          | 3 days                    | Regional Program  |
|   | 2.3 The releasing documents will be route and signed by the concern APCO, Program focal, FOD Chief, Concern Directors                                | None          | 3 days                    | APCO & Regional Program<br><br>Chief, FOD<br>RTD for Operations<br>Extension<br>and RED |
|   | 2.4 Received back by the concern APCO/Banner Program and will coordinate with the client/s for the notarization process of MOA and DOD.              | None          | 2 days                    | APCO & Regional<br>Banner Program   |
|   | 3.1 Review the completeness of the accomplished releasing documents and issue a releasing slip as well as secure a copy of the documents for filing. | Notary<br>Fee | 45<br>minutes             | Releasing Officer<br>(Assigned for<br>Agricultural<br>Machinery &<br>Equipment)         |
|   | 4.1 Counter Check the completeness and file the documents presented by the client/s.   | None          | 45<br>minutes             | Releasing Officer<br>from Research<br>Outreach Stations<br>(ROS)                        |
|   | 4.2 Complete the details in the form/s required and take pictures (Geotag) for documentation of the releasing process.                               | None          | 45<br>minutes             | Releasing Officer<br>from Research<br>Outreach Stations<br>(ROS)                        |
|   | <b>Total:</b>  | None          | 13 days<br>and<br>4 hours |   |

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

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

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

|  |  |  |  |  |
|--|--|--|--|--|
|  |  |  |  | DRRMO<br>Alternate<br>Focal Person<br>Rice Program<br>APCOs and<br>staff |
|--|--|--|--|--|

|   |  |      |            |   |
|---|--|------|------------|---|
|   | 1.3 Determine the final Damage Report  | None | 8 hours    | DRRMO Focal<br>Person Rice Program<br><br>DRRMO Alternate<br>Focal<br>Person<br>Rice<br>Program<br><br>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  | Regional Seed<br>Coordinator<br>Seed Component<br><br>Project<br>Assistant II RED<br>Seeds Component<br>Program<br>APCOs and<br>staff Rice<br>Program |
|   | 2.2 Prepare and issue three (3) copies of Issuance Slip and Gate pass          | None | 10 minutes | Regional Seed<br>Coordinator<br>Seed Component<br><br>Project<br>Assistant II RED<br>Seeds Component<br>Program                                       |
|   | 2.3 Inform the client on the designated ROS station where the seeds are stored | None | 5 minutes  | Regional Seed<br>Coordinator<br>Seed Component<br><br>APCOs and<br>staff Rice<br>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 | Chief, Field Operations Division<br>Regional Seed Coordinator<br>Seed Component |
|--|---|------|------------|---|

|  |  |      |            |   |
|--|--|------|------------|---|
|  |  |      |            | Project Assistant II<br>RED<br>Seeds Component<br>Program<br><br>APCOs and<br>staff Rice<br>Program   |
| 4. Proceed to designated ROS Station   | 4.1 Released seeds indicated in the issuance slip and gate pass                                  | None | 20 minutes | Center Chief<br>ROS Tarlac Station<br><br>Center Chief<br>ROS Magalang<br>Station<br><br>Warehouseman   |
|  | 4.2 Photo documentation as proof of the released seeds by the Municipal/City Agriculture Offices | None | 3 minutes  | Center Chief<br>ROS Tarlac Station<br><br>Center Chief<br>ROS Magalang<br>Station<br><br>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  | Regional Seed<br>Coordinator<br>Seed Component<br><br>Project<br>Assistant II RED<br>Seeds Component<br>Program<br><br>APCOs and<br>staff Rice<br>Program |

|               |  |      |  |  |
|---------------|--|------|--|--|
|               | 5.2<br>Submission<br>of signed-list<br>of recipients | None | *May vary<br>depending<br>on<br>circumstan<br>ce s | City/Municipal<br>Agricultural<br>Extension Workers<br>(AEWs)<br><br>APCOs and staff |
| <b>Total:</b> |  | None | 1 day<br>5 hours and 1<br>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      | Chief, ICTU RSBSA  |
|  | 1.2. Notification of LGUs with the verified list of farmer beneficiaries thru email                        | None  | 1 day           | Chief, ICTU RSBSA<br>Regional Seed Coordinator<br>Seed Component |

|  |   |      |            |  |
|--|---|------|------------|--|
|  |   |      |            | Project Assistant II RED Seeds Component Program   |
| 2. LGUs will identify farmer beneficiaries from the verified list/ FFRS based on the allocation of the municipality/city . | 2.1 Scheduling of delivery of Hybrid Seeds  | None | 15 minutes | LGUs thru the Municipal/City Agriculture Offices<br><br>Regional Seed Coordinator Seed Component<br><br>Project Assistant II RED Seeds Component Program |
|  | 2.2 Notification of LGUs on the scheduled delivery of Hybrid Seeds                                      | None | 5 minutes  | Regional Seed Coordinator Seed Component<br><br>Project Assistant II RED Seeds Component Program   |
|  | 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 positioning of the delivered Hybrid Seeds on the identified warehouse by the LGUs | None | 20 minutes | LGUs thru the Municipal/City Agriculture Offices<br><br>APCOs and staff Rice Program<br><br>Internal Inspection Committee Seed Component                 |
| 4. Completion of the Custom er   | 4.1 Consolidate   | None | 5 minutes  | Regional Seed Coordinator Seed   |

|               |          |  |  |
|---------------|----------|--|--|
| <b>Total:</b> | No<br>ne | <i>1 day ,4<br/>hours<br/>and<br/>15 minutes</i> |  |
|---------------|----------|--|--|

|  |  |  |  |   |
|--|--|--|--|---|
| Satisfaction Form and Signed list of the Municipal/ City Agriculture Offices | and submit the CSF in the Planning, Monitoring and Evaluation Division (PMED)<br><br>4.2 Submission of signed-list of recipients |  |  | Component<br><br>Project Assistant II RED Seeds Component Program<br><br>APCOs and staff Rice Program |
|--|--|--|--|---|

## 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.

|   |   |                                      |                        |  |
|---|---|--------------------------------------|------------------------|--|
| <b>Office or Division</b>   |   | <b>Rice Program</b>                  |                        |  |
| <b>Classification</b>   |   | Highly Technical                     |                        |  |
| <b>Type of Transaction</b>  |   | G2C/G2G/G2B                          |                        |  |
| <b>Who May Avail</b>  |   | Rice farmers registered in the RSBSA |                        |  |
| <b>Checklist of Requirements</b>  |   | <b>Where to Secure</b>               |                        |  |
| 1. Certified list of RSBSA registered rice farmers                          |   | 1. CAO/MAO                           |                        |  |
| <b>Client Steps</b>   | <b>Agency Action</b>                                    | <b>Fees to be paid</b>               | <b>Processing Time</b> | <b>Person Responsible</b>  |
| 1. Execution and approval of Supplemental Agreement (SA) between DA and DBP | 1.1. Affix signature on the Supplemental Agreement (SA) | None                                 | 2 days                 | Regional Executive Director<br>RTD for Operations and Extension<br>DBP CSFP Branch   |
|   | 1.2. Notary of signed Supplemental Agreement (SA)       | None                                 | 1 hour                 | ACC-II<br>Regional Rice Program Focal Person<br>Administrative Assistant VI, RED<br>Rice Program Regional Executive Director<br>RTD for Operations and Extension |

|                                      |  |      |   |  |
|--------------------------------------|--|------|---|--|
|                                      | 1.3. Obligation of funds                             | None | 1 hour                                      | ACC-II<br>Regional Rice Program Focal Person<br>Administrative Assistant VI RED<br>Rice Program Chief,<br>Budget Section   |
|                                      | 1.4. COA to review Supplemental Agreement (SA)       | None | 1 hour                                      | State Auditor III<br>Commission on Audit   |
|                                      | 1.5. Transfer of funds                               | None | 1 day                                       | ACC-II<br>Regional Rice Program Focal Person<br><br>Administrative Assistant VI RED<br>Rice Program<br><br>DBP CSFP Branch |
| 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  |

|  |   |      |   |   |
|--|---|------|---|---|
|  | 2.2. Collect and submit documentary requirements of fertilizer merchants  | None |   |   |
|  | <ul style="list-style-type: none"> <li>- Endorsement Letter from C/MAO and PAO</li> <li>Letter of Intent</li> <li>- Registration under Department of Trade and Industry (DTI), Securities and Exchange Commission (SEC) or Cooperative Development Authority (CDA) &amp; CDA</li> </ul> |      | <i>*May vary depending on circumstances</i> | <p style="text-align: center;">LGU thru the office of the city/municipal agriculturist</p> <p style="text-align: center;">APCOs and staff</p> |

|  |  |      |       |   |
|--|--|------|-------|---|
|  | <p>Certificate of Compliance<br/> - BIR Registration<br/> - Fertilizer and Pesticides Authority (FPA) License<br/> - Copy of passbook for bank account<br/> - Copy of BIR-issued receipts or invoices<br/> -Memorandum of Agreement<br/> 2.3. Conduct fertilizer merchant training</p> | None | 1 day | DA NRP<br><br>DA ICTS   |
|  | 2.4. Conduct fertilizer merchant orientation   | None | 1 day | ACC-II<br><br>Regional Rice Program Focal Person<br><br>Agriculturist I<br>Rice Program |

|   |   |      |   |   |
|---|---|------|---|---|
|   | 2.5. Release of Certificate of Accreditation  | None | 5 minutes                                   | ACC-II<br>Regional<br>Rice<br>Program<br>Focal<br>Person<br><br>Agriculturist I<br>Rice Program   |
| 3. Validation of list of RSB SA 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> | LGU thru the office of the city/municipal agriculturist   |
|   | 3.2. Validation of LGU submitted list of farmers  | None | 1 day                                       | ACC-II<br>Regional<br>Rice<br>Program<br>Focal<br>Person<br><br>Admin Assistant II<br>RED<br>Rice Program<br><br>Admin Assistant V<br>RED<br>Rice Program |



|  |   |      |   |  |
|--|---|------|---|--|
|  |   |      |   | Project Assistant<br>II RED<br>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                                       | ACC-II<br>Regional Rice Program Focal Person   |
|  | 4.2. Generation of Fertilizer Discount Vouchers (FDV)   | None | 1 day                                       | Admin Assistant II RED<br>Rice Program   |
|  | 4.3. Sending of FDV to LGUs                             | None | 1 day                                       | Project Assistant II<br>RED<br>Rice Program<br><br>Admin Assistant V RED<br>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  |      |           | City/Municipal Agricultural Extension Workers (AEWs) APCOs and staff                            |
|  | 6.2. Data capture and submission of the following:<br>- Farmer-beneficiary with the commodity<br>- Government Issued ID                         |      |           | LGUs Accredited Fertilizer Merchant   |
|  | - BIR-issued Receipts or invoices<br>- RSBSA Updating slip A (if applicable)<br>- Authorization letter and supporting documents (if applicable) | None | 5 minutes | City/Municipal Agricultural Extension Workers (AEWs)<br><br>APCOs and staff                     |
|  | 6.3. Farmer to affix signature on the signed-list and accomplishment of Client Satisfactory Feedback (CSF) Form                                 | None | 1 minute  | LGUs Accredited Fertilizer Merchant<br><br>City/Municipal Agricultural Extension Workers (AEWs) |

|  |  |      |   |   |
|--|--|------|---|---|
|  |  |      |   | APCOs and staff   |
| 7. Payment of FDV transactions to accredited fertilizer merchant | 7.1. Review and validation of FDV transactions   | None | 1 day                                       | ACC-II<br>Regional Rice Program Focal Person<br><br>Rice Program Staff  |
|  | 7.2. Credit of payment of validated transactions | None | 2 days                                      | ACC-II<br>Regional Rice Program Focal Person<br>Agriculturist I<br>Rice Program Accountant II<br>Chief,<br>Accounting Section<br>DA ICTS<br>DBP |
|  | 7.3. Submission of signed-list of recipients     | None | <i>*May vary depending on circumstances</i> | City/Municipal Agriculture Office<br><br>Provincial Agriculture Office<br>APCOs and staff   |
| <b>Total:</b>  |  | None | 12 days ,3 hours and 12 minutes             |   |

## DISTRIBUTION OF AGRICULTURAL INPUTS ASSORTED VEGETABLE SEEDS, VARIOUS GARDEN TOOLS, BANANA SUCKERS, LUYA RHIZOMES, AND ORGANIC FERTILIZER UNDER 4K PROGRAM)

IPOs provided with commodity production and livelihood subprojects and other farm inputs can be availed by duly registered IP farmers partner-beneficiaries. The program aims to develop Ancestral Agricultural Lands of the Indigenous People to be productive, profitable, self-sustained and developed resilient agricultural enterprises.

|   |   |
|---|---|
| <b>Office or Division</b>   | Field Operations Division (FOD)                                 |
| <b>Classification</b>   | Simple Transactions   |
| <b>Type of Transaction</b>  | Government to Indigenous People Organizations (IPOs)            |
| <b>Who May Avail</b>  | Qualified IP Farmers' Associations/ Cooperatives (FCAs)         |
| <b>Checklist of Requirements</b>  | <b>Where to Secure</b>  |
| <p>Letter of Intent stating the requests for interventions, Project Proposal by Indigenous People Organizations (IPOs), Board Resolution Requesting for Intervention to DA-RFO3<br/><i>(1 original copy)</i></p> <p>Board Resolution with Master list/ List of Members indicating the Cultivated Area with RSBSA Control Number<br/><i>(1 original copy)</i></p> <p>Certificate of Registration (SEC/ CDA/ DOLE)<br/><i>(1 photocopy)</i></p> <p>Endorsement Letter from:<br/> a. NCIP Chief Service Center/NCIP Province or NCIP Regional Office<br/> b. Municipal Agriculture Office<br/> b. Provincial Agricultural Office<br/> <i>(1 photocopy)</i></p> <p>Copy of CADT, CADC and/or CALT Certificate<br/> <i>(1 photocopy)</i></p> <p><i>In case of absence of the beneficiaries, an</i></p> | <p>Requesting IP Farmers' Associations/ Cooperatives (FCAs)</p> |

| Authorization Letter with valid ID should be presented. (1 original copy)                              |  |                        |                        |  |
|--|--|------------------------|------------------------|--|
| <b>Client Steps</b>  | <b>Agency Action</b>   | <b>Fees to be paid</b> | <b>Processing Time</b> | <b>Person Responsible</b>                    |
| 1. The IPOs Submit document/s request to NCIP PROVINCIAL LEVEL   | Recognize and Endorsement from NCIP  | None                   | 1 day                  | National Commission Indigenous People (NCIP) |
| 2. The NCIP submit the document request to the Municipal Agriculture Office                            | Endorsement from Municipal Agriculture Office  | None                   | 1 day                  | Municipal Agriculture Office                 |
| 3. the Municipal Agriculture Office submit the document/s request to the Provincial Agriculture Office | Endorsement from Provincial Agriculture Office   | None                   | 1 day                  | Provincial Agriculture Office                |
| 4. the Provincial Agriculture Office submit the document/s request to the DA-RFO III Records Section   | and Monitoring System (DTMS) the submitted documents requirements for the request intervention and route to the Record Section Unit. | None                   | 2 hours                | Records Unit Staff                           |
| 5.   | The request/s will then be routed to the Office of the Regional Executive Director.  | None                   | 1 hour                 | Records Unit Staff                           |
| 6.   | Review and instruct the concerned Division Office to make an appropriate action on the request/s.                                    | None                   | 2 minutes              | Regional Executive Director                  |
|  | Review and instruct the concerned Banner Program to make an appropriate action on the request/s.                                     | None                   | 2 minutes              | FOD Chief                                    |

|  |   |      |                                   |                        |
|--|---|------|-----------------------------------|------------------------|
| 7.   | Review and instruct the concerned Banner Program to make an appropriate action on the request/s.  | None | 5 minutes                         |                        |
|  | Review the document request.  | None | 5 minutes                         |                        |
| 8.   | Inform the NCIP/IP Farmers for the availability of their request.                                 | None | 10 minutes                        | 4K Staff               |
| 9.   | Prepare the Requisition Issuance Slip (RIS) and Signed list.                                      | None | 5 minutes                         | 4K Staff               |
| 10. Affix the signature to the Issuance Slip and Signed list.  | Assist the requesting party to sign the Issuance Slip prior releasing of interventions.           | None | 10 minutes                        | 4K Staff               |
| 11. Present the valid ID for proper identity and Issuance Slip to the Authorize Inventory Custodian at Research Outreach Stations (ROS). | Evaluate the presented ID, Requisition Issuance Slip and release the interventions to the client. | None | 10 minutes                        | Farm Superintendent II |
| <b>TOTAL</b>   |   | None | 3 days and 3 hours and 49 minutes |                        |

## ISSUANCE AND RENEWAL OF FARMERS' COOPERATIVE AND ASSOCIATIONS ACCREDITATION FOR RICE COMPETITIVE ENHANCEMENT FUND

The Institutional Development Unit issued Accreditation of FCA - Rice Enhancement Fund (RCEF) for the FCA who want to avail Farm Mechanization Equipment in PhilMech.

|  |  |   |                        |   |
|--|--|---|------------------------|---|
| <b>Office or Division</b>                                  |  | <b>Institutional Development Unit (IDU)</b> |                        |   |
| <b>Classification</b>                                      |  | <b>Simple Transaction</b>                   |                        |   |
| <b>Type of Transaction</b>                                 |  | <b>G2C</b>                                  |                        |   |
| <b>Who May Avail</b>                                       |  | <b>Farmers' Cooperative Association</b>     |                        |   |
| <b>Checklist of Requirements</b>                           |  | <b>Where to Secure</b>                      |                        |   |
| <b>Client Steps</b>  | <b>Agency Action</b>   | <b>Fees to be paid</b>                      | <b>Processing Time</b> | <b>Person Responsible</b>                                   |
| 1. Submit the required documents in the assigned personnel | 1.1 Check the completeness of the documents  | None  | 15 mins                | Agriculturist II<br>Agriculturist I<br>Project Assistant II |
|  | 1.2 Process the certificate of FCA-Accreditation if the requirements are completed | None  | 1 day                  | Agriculturist II<br>Agriculturist I<br>Project Assistant II |
| 2. Signed in the receiving log book                        | 2.1 Release the FCA-Accreditation  | None  | 5 mins                 | Agriculturist II<br>Agriculturist I<br>Project Assistant II |
| Total  |  | None  | 1 day and 20 mins      |   |

# **INTEGRATED LABORATORIE S 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.

|                            |   |
|----------------------------|---|
| <b>Office or Division</b>  | REGIONAL SOILS LABORATORY (RSL) - INTEGRATED LABORATORIES DIVISION  |
| <b>Classification</b>      | G2B, G2C, G2G   |
| <b>Type of Transaction</b> | Highly Technical Transaction  |
| <b>Who May Avail</b>       | 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<br>(Proper collection of soil samples can be downloaded on this link:<br><a href="https://rfo3.da.gov.ph">https://rfo3.da.gov.ph</a> )            |                    |  |
| b). Fertilizer sample<br>(Minimum of 500g (solid) or 250 mL (liquid))   |   | CLIENT   |                    |  |
| c). Plant tissue sample<br>(Minimum of 100g, air dried and grinded)   |   | CLIENT   |                    |  |
| d) Water sample<br>(Minimum of 1L, submitted within 24hrs upon sampled)   |   | CLIENT<br>(Proper collection and handling of water samples can be downloaded on this link: <a href="https://rfo3.da.gov.ph">https://rfo3.da.gov.ph</a> ) |                    |  |
| 2. Sample Receiving Form (SRF)  |   | Regional Soils Laboratory<br>(Forms can be downloaded on this link: <a href="https://rfo3.da.gov.ph">https://rfo3.da.gov.ph</a> )                        |                    |  |
| 3. Request Letter for Discount (for CLIENTS eligible for discount as stated in the RSL's Guidelines in Giving Discount) |   | CLIENT<br>(Guidelines can be downloaded on this link: <a href="https://rfo3.da.gov.ph">https://rfo3.da.gov.ph</a> )                                      |                    |  |
| 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 | Agriculturist /Customer Relation Officer |

|   |   |  |                   |   |
|---|---|--|-------------------|---|
| <p>2. Fill out Sample Receiving Form (SRF).</p> | <p>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</p> <p>(Note: The CRO will discuss with the customer the agreed release date (ARD) of the result and writes it on the form. The estimated start of analysis and date of follow-up will also be noted in the SRF. The customer shall sign the SRF after agreeing to the laboratory terms and conditions and date of release of result.)</p> | <p>None</p>                            | <p>10 minutes</p> | <p>Agriculturist<br/>I/ Customer Relation Officer</p> |
| <p>3. Secure Request of Order of Payment</p>    | <p>3.1 Issue Request of Order of Payment</p>  | <p>None</p>                            | <p>5 minutes</p>  | <p>Agriculturist<br/>I/ Customer Relation Officer</p> |
| <p>4. Pay laboratory fees</p>                   | <p>4.1 Issue Order of Payment</p>   | <p>Guidelines for Laboratory Fees*</p> | <p>1 hour**</p>   | <p>Accounting staff</p>                               |

|   |   |                                 |                |   |
|---|---|---------------------------------|----------------|---|
|   | 4.2 Issue Official Receipt (OR)   | Guidelines for Laboratory Fees* | 1 hour**       | Cashier section staff   |
| 5. Present OR to RSL  | 5.1 Verify payment and give a copy of signed SRF to the CLIENT  | None                            | 1 minute       | Agriculturist<br>I/ Customer Relation Officer   |
| 6. Wait for the test report. (The CLIENT may follow up via RSL's email, phone number or Facebook page as indicated in the SRF.) | 6.1 Prepare samples for analysis:<br><br>Soil (air drying, pulverizing and sieving)<br>Water (filtering and preservation) | None                            | 3 days         | Agriculturist<br>I/ Customer Relation Officer<br><br>Admin Aide IV, COS<br><br>Lab Tech III, COS<br><br>RSL Chief |
|   | <b>SOIL ANALYSIS</b>  |                                 | <b>20 DAYS</b> |   |
|   | 6.2 Analysis of Soil Texture (Feel Method)  | P30.00                          | 5 minutes      | Project Assistant II, COS<br><br>RSL Chief  |

|  |  |                            |         |   |
|--|--|----------------------------|---------|---|
|  | 6.3 Analysis of pH   | P100.00                    | 2 hours | Agricultur<br>ist II<br><br>Chemist II      |
|  | 6.4 Analysis of Electrical Conductivity (EC)   | P 160.00                   | 2 hours | Chemist II                                  |
|  | 6.5 Analysis of Organic Carbon (OC)/ Organic Matter (OM)   | P 250.00                   | 2 days  | Lab<br>Tech III,<br>COS<br><br>RSL<br>Chief |
|  | 6.6 Analysis of Available Phosphorus (P)   | P 250.00                   | 1 day   | Lab Tech<br>III, COS<br><br>RSL<br>Chief    |
|  | 6.7 Analysis of Exchangeable Bases:<br><br>Potassium(K)<br><br>Calcium (Ca)<br><br>Magnesium (Mg)<br>Sodium (Na) | P 160.00<br>per<br>element | 1 day   | Chemist III<br><br>Agriculturi<br>st II     |
|  | 6.8 Analysis of Trace Elements:<br><br>Zinc (Zn)<br><br>Copper (Cu)<br><br>Mangane<br>se (Mn)<br>Iron (Fe)       | P 160.00<br>per<br>element | 2 days  | Lab Tech<br>III, COS<br><br>RSL Chief       |

|  |  |                      |                |                                    |
|--|--|----------------------|----------------|------------------------------------|
|  | 6.9 Analysis of Sulfate  | P 250.00             | 1 day          | Lab Tech III, COS<br><br>RSL Chief |
|  | 6.10 Analysis of Heavy Metals<br>Arsenic (As)<br>Cadmium (Cd)<br>Chromium (Cr)<br>Lead (Pb)<br>Mercury (Hg)<br>Nickel (Ni) | P 500.00 per element | 3 days         | Chemist III                        |
|  | 6.11 Analysis of Cation Exchange Capacity (CEC)  | P 300.00             | 2 days         | Chemist III                        |
|  | 6.12 Analysis of Total Nitrogen (N)  | P 250.00             | 1 day          | Chemist II                         |
|  | 6.13 Analysis of Moisture Content  | P 100.00             | 1 day          | Lab Tech III, COS<br><br>RSL Chief |
|  | 6.14 Analysis of Particle Size (Textural Class)  | P 300.00             | 2 days         | Lab Tech III, COS<br><br>RSL Chief |
|  | <b>FERTILIZER ANALYSIS &amp; PLANT TISSUE ANALYSIS</b>   |                      | <b>17 DAYS</b> |                                    |
|  | 6.2 Analysis of Moisture Content (for fertilizer only)   | P 100.00             | 2 days         | Lab Tech III, COS<br><br>RSL Chief |

|  |  |          |        |                                    |
|--|--|----------|--------|------------------------------------|
|  | 6.3 Analysis of pH<br>(for fertilizer samples only)                                    | P 100.00 | 1 day  | Chemist II                         |
|  | 6.4 Analysis of Total Nitrogen (N)   | P 300.00 | 2 days | Lab Tech III, COS<br><br>RSL Chief |
|  | 6.5 Sample Digestion   | None     | 1 day  | Lab Tech III, COS<br><br>RSL Chief |
|  | 6.6 Analysis of Total Phosphorus (P)   | P 300.00 | 1 day  | Lab Tech III, COS<br><br>RSL Chief |
|  | 6.7 Analysis of Total Potassium (K)  | P 250.00 | 1 day  | Lab Tech III, COS<br><br>RSL Chief |
|  | 6.8 Analysis of Organic Carbon (OC)/ Organic Matter (OM) (for fertilizer samples only) | P 250.00 | 1 day  | SRS I, COS<br><br>RSL Chief        |

|  |  |                      |               |                                    |
|--|--|----------------------|---------------|------------------------------------|
|  | 6.9 Analysis of Trace Elements:<br>Zinc (Zn)<br>Copper (Cu)<br>Manganese (Mn)<br>Iron (Fe)                                 | P 160.00 per element | 1 day         | Lab Tech III, COS<br><br>RSL Chief |
|  | 6.10 Analysis of Total Calcium, Total Magnesium, Total Sodium  | P 250.00 per element | 1 day         | Lab Tech III, COS<br><br>RSL Chief |
|  | 6.11 Analysis of Sulfur (for inorganic fertilizer samples only)  | P 300.00             | 3 days        | Lab Tech III, COS<br><br>RSL Chief |
|  | 6.12 Analysis of Heavy Metals<br>Arsenic (As)<br>Cadmium (Cd)<br>Chromium (Cr)<br>Lead (Pb)<br>Mercury (Hg)<br>Nickel (Ni) | P 500.00 per element | 3 days        | Chemist III                        |
|  | <b>WATER ANALYSIS</b>  |                      | <b>9 DAYS</b> |                                    |
|  | 6.2 Analysis of pH   | P100.00              | 4 hours       | Lab Tech III, COS<br><br>RSL Chief |
|  | 6.3 Analysis of Electrical conductivity (EC)   | P 160.00             | 4 hours       | Lab Tech III, COS<br><br>RSL Chief |



|  |  |   |       |  |
|--|--|---|-------|--|
|  | 6.4 Analysis of Dissolved Cations:<br>Potassium (K)<br>Calcium (Ca)<br>Magnesium (Mg)<br>Sodium (Na) | P 160.00 per element                    | 1 day | Chemist III  |
|  | 6.5 Analysis of Dissolved Anions<br>Carbonate<br>Bicarbonate<br>Chloride<br>Sulfate                  | P 160.00 per element                    | 1 day | Lab Tech III, COS<br><br>RSL Chief                     |
|  | 6.6 Analysis of Dissolved Nutrients:<br>Nitrate-N<br><br>Nitrate+ Ammonia N<br>Phosphorus            | P 300.00<br><br>P160.00<br><br>P 160.00 | 1 day | Chemist III<br><br>Chemist II<br><br>Lab Tech III, COS |
|  | 6.7 Analysis of Dissolved Micronutrients:<br>Zinc (Zn)<br>Copper (Cu)<br>Manganese (Mn)<br>Iron (Fe) | P 160.00 per element                    | 1 day | Lab Tech III, COS<br><br>RSL Chief                     |

|  |   |                      |  |  |
|--|---|----------------------|--|--|
|  | 6.8 Analysis of Heavy Metals<br>Arsenic (As)<br>Cadmium (Cd)<br>Chromium (Cr)<br>Lead (Pb)<br>Mercury (Hg)<br>Nickel (Ni) | P 500.00 per element | 4 days   | Chemist III  |
|  | 6.15 Draft laboratory reports, interpret test results (recommended rate) and compute fertilizer recommendation            | None                 | 15 minutes/crop for fertilizer recommendation        | Senior Agriculturist<br>Agriculturist II<br>Agriculturist II |
|  | 6.16 Encode laboratory reports  | None                 | 5 minutes / crop                                     | Laboratory Technician II<br>Admin Assistant II, COS          |
|  | 6.17 Proofread, review and certify laboratory reports   | None                 | 5 minutes/test report with fertilizer recommendation | Chemist III<br>RSL Chief                                     |

|   |  |   |            |   |
|---|--|---|------------|---|
| 7. Claim laboratory report  | 7.1 Verify payment. Release laboratory report                  | None  | 5 minutes  | Agriculturist<br>/Customer Relation Officer |
| 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  | Agriculturist<br>/Customer Relation Officer |
| <b>Total</b>  |  | Varies*<br><br>(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.

|                                  |   |   |                        |  |
|----------------------------------|---|---|------------------------|--|
| <b>Office or Division</b>        |   | REGIONAL SOILS LABORATORY – INTEGRATED LABORATORIES DIVISION)   |                        |  |
| <b>Classification</b>            |   | G2B, G2C, G2G   |                        |  |
| <b>Type of Transaction</b>       |   | Highly Technical Transaction  |                        |  |
| <b>Who May Avail</b>             |   | 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 |                        |  |
| <b>Checklist of Requirements</b> |   | <b>Where to Secure</b>  |                        |  |
| 1. CFA Request Form              |   | Regional Soils Laboratory<br>(Form can be downloaded on this link: <a href="https://rfo3.da.gov.ph">https://rfo3.da.gov.ph</a> )  |                        |  |
| <b>Client Steps</b>              | <b>Agency Action</b>  | <b>Fees to be paid</b>  | <b>Processing Time</b> | <b>Person Responsible</b>                |
| 1. Fill out CFA Request Form     | 1.1 Give CFA Request Form and interview CLIENT on the number of packs needed. | None  | 15 minutes             | Agriculturist/ Customer Relation Officer |
| 2. Wait for the CFA produced     | 2.1 Prepare growing media   | None  | 1 day and 6 hours      | SRA, COS                                 |

|   |  |      |                       |   |
|---|--|------|-----------------------|---|
|   |  |      |                       | Agriculturist I, COS<br><br>RSL Chief                     |
|   | 2.2 Inoculate CFA to culture media, check the quality of CFA and label the CFA packs | None | 14 days               | Lab Tech III, COS<br><br>RSL Chief                        |
|   | 2.3 Place CFA packs in bags based on CLIENT'S request                                | None | 1 hour and 30 minutes | Lab Tech III, COS<br><br>Agriculturist I<br><br>RSL Chief |
| 3. Fill up Acknowledgement Receipt Form and claim CFA | 3.1 Give Acknowledgement Receipt Form and release CFA to CLIENT                      | None | 10 minutes            | Agriculturist I/Customer Relation Officer                 |

|   |   |      |           |  |
|---|---|------|-----------|--|
| 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 | Agriculturist I/ Customer Relation Officer |
| <b>Total</b>  |   | 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.

|   |  |  |                        |  |
|---|--|--|------------------------|--|
| <b>Office or Division</b>   |  | REGIONAL SOILS<br>LABORATORY – INTEGRATED<br>LABORATORIES DIVISION   |                        |  |
| <b>Classification</b>   |  | G2B, G2C, G2G  |                        |  |
| <b>Type of Transaction</b>  |  | Simple Transaction   |                        |  |
| <b>Who May Avail</b>  |  | Farmers, Farmer Cooperatives and Associations, LGUs, SUCs, Academe, Researchers, Students, DA Attached Bureaus, other Government Agencies,<br><br>DA RFO III (Research Stations, Divisions, Banner Programs and other Programs), other DA RFOs, Private Companies, Private Farm Owners and Private Individuals |                        |  |
| <b>Checklist of Requirements</b>  |  | <b>Where to Secure</b>   |                        |  |
| 1. STK Refill Request Form  |  | Regional Soils Laboratory<br><br>(Form can be downloaded on this link: <a href="https://rfo3.da.gov.ph">https://rfo3.da.gov.ph</a> )   |                        |  |
| 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: <a href="https://rfo3.da.gov.ph">https://rfo3.da.gov.ph</a> )   |                        |  |
| <b>Client Steps</b>   | <b>Agency Action</b>   | <b>Fees to be paid</b>   | <b>Processing Time</b> | <b>Person Responsible</b>                  |
| 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             | Agriculturist I/ Customer Relation Officer |

|   |                                       |  |            |   |
|---|---------------------------------------|--|------------|---|
| 2. Secure Request of Order of Payment               | 2.1 Issue Request of Order of Payment | None   | 10 minutes | Agriculturist I/Customer Relation Officer |
| 3. Pay laboratory fees                              | 3.1 Issue Order of Payment            | P300.00/kit*   | 1 hour**   | Accounting Staff                          |
|   | 3.2 Issue Official Receipt (OR)       | 300.00/kit*<br><br>kit contains:<br><br>30 mL<br>30 mL<br>K1: 15 mL<br>30 mL<br>K2: 15 mL<br>K2: 30 mL<br>CPR: 30 mL<br>BCG: 30 mL<br>BTB: 30 mL | 1 hour**   | Cashiering Section Staff                  |
| 4. Present OR and wait for the refilled STK bottles | 4.1 Refill STK reagent bottles        | None   | 1 hour/kit | Lab Tech III, COS<br><br>RSL Chief        |



|  |  |                |            |  |
|--|--|----------------|------------|--|
| 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 | Agriculturist I/ Customer Relation Officer |
| 6. Answer Client Satisfaction Measurement (CSM) Form                   | 6.1 Give Client Satisfaction Measurement (CSM) Form to CLIENT                    | None           | 5 minutes  | Agriculturist I/ Customer Relation Officer |
| <b>Total</b>   |  | 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).

|   |   |
|---|---|
| <b>Office or Division</b>   | FEED CHEMICAL ANALYSIS LABORATORY (FCAL) – INTEGRATED LABORATORIES DIVISION   |
| <b>Classification</b>   | G2B, G2C, G2G   |
| <b>Type of Transaction</b>  | Highly Technical Transaction  |
| <b>Who May Avail</b>  | Feed millers, livestock, and aqua raisers, LGU, academe, researchers, DA-RFO3 research stations and banner programs                       |
| <b>Checklist of Requirements</b>  | <b>Where to Secure</b>  |
| 1. Sample<br>a). Feed sample, at least 200 grams<br>b). feed ingredient, at least 200 grams (e.g. corn, soya, copra meal etc)<br>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<br>(Forms can be downloaded on this link: <a href="https://rfo3.da.gov.ph">https://rfo3.da.gov.ph</a> ) |
| 3. Request Letter for Discount (for customers eligible for discount as stated in the FCAL's Procedures Manual)  | Client<br>(Guidelines can be downloaded on this link: <a href="https://rfo3.da.gov.ph">https://rfo3.da.gov.ph</a> )                       |
| 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      | Admin Assistant II, COS/ Customer Relation Officer (CRO)<br><br>Chemist II |
| 2. Submit sample                       | 2. Compute total cost to be paid<br><br>(Note: Fees are aligned with the Bureau of Animal Industry Administrative Order No. 17, series of 2003) | Fees are aligned with the Bureau of Animal Industry Administrative Order No. 17 series 2023 | 15 minutes      | Admin Assistant II, COS/ Customer Relation Officer (CRO)<br><br>Chemist II |
|  | 2.1 Inform due date of laboratory report  |   |                 |  |
|  | 2.2 Inspect sample (quantity, type of sample, sample condition, and its suitability of laboratory testing)                                      |   |                 |  |
|  | 2.3 Receive, accept and code sample<br><br>(Note: The CRO   |   |                 |  |

|   |  |      |                            |   |
|---|--|------|----------------------------|---|
|   | will discuss with the customer the agreed release date (ARD) of the result and writes it on the form. The estimated start of analysis and date of follow-up will also be noted in the SRF. The customer shall sign the SRF after agreeing to the laboratory terms and conditions and date of release of result.) |      |                            |   |
| 3. Receive Request of Order of Payment  | 3.1 Issue Request of Order of Payment  | None | 5 minutes                  | Admin Assistant II, COS/<br>Customer Relation Officer<br><br>Chemist II |
| 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<br><br>4.2 Issuance of Official Receipt   | None | 1 hour***<br><br>1 hour*** | Accounting Section Staff<br><br>Cashier Section Staff                   |
| 5. Wait for the laboratory result (may follow up result on the date indicated in the SRF via                                | 5.1 Sample Preparation   | None | 10 minutes                 | Admin Aide IV, COS  |

|  |   |          |            |                           |
|--|---|----------|------------|---------------------------|
| FCAL's official email address or phone number) | 5.2. Conduct of Laboratory Analysis                       |          |            |                           |
|  | Complete Proximate Analysis                               |          |            |                           |
|  | a. Moisture content                                       | 120.00** | 2 days*    | Project Assistant II, COS |
|  | b. Ash content  | 120.00** | 2 days*    |                           |
|  | c. Crude Protein Content                                  | 216.00** | 3 days*    |                           |
|  | d. Crude Fat Content                                      | 216.00** | 3 days*    | Project Assistant II, COS |
|  | e. Crude Fiber Content                                    | 240.00** | 3 days*    |                           |
|  | f. Complete Proximate (all 5 parameters) Mineral Analysis | 912.00** | 13 days ** |                           |
|  | g. Phosphorus Content                                     | 240.00** | 3 days*    | Project Assistant II, COS |
|  | h. Calcium Content  | 240.00** | 4 days*    |                           |
| i. Salt Content                                | 240.00**  | 2 days*  | Chemist I  |                           |

|  |  |                 |         |                           |
|--|--|-----------------|---------|---------------------------|
|  | <b>TOTAL NO. OF DAYS (Mineral Analysis)</b>      | <b>9 days*</b>  |         |                           |
|  | Mycotoxin Analysis                               |                 |         |                           |
|  | j. Total Aflatoxin                               | 1,300.00**      | 2 days* | Chemist II                |
|  | k. Ochratoxin                                    | 1,300.00**      | 2 days* |                           |
|  | l. T2/HT2  | 1,300.00**      | 2 days* |                           |
|  | m. Zearalenone                                   | 1,300.00**      | 2 days* |                           |
|  | n. Fumonisin                                     | 1,300.00**      | 2 days* |                           |
|  | <b>TOTAL NO. OF DAYS (Mycotoxin in Analysis)</b> | <b>10 days*</b> |         |                           |
|  | Pesticide Residue Analysis                       | None            | 3 days* | Chemist II                |
|  | o. Pesticide Residue (Rapid Test Kit)****        |                 |         | Project Assistant II, COS |

|  |   |                |            |                           |
|--|---|----------------|------------|---------------------------|
|  | <b>TOTAL NO. OF DAYS (Pesticide Residue Analysis)</b> | <b>3 days*</b> |            |                           |
|  | Other Analysis  |                |            |                           |
|  | p. Nitrogen Free Extract                              | 100.00**       | 1 day***** | Project Assistant II, COS |
|  | q. Metabolizable Energy                               | 100.00**       | 1 day***** |                           |

|   | <b>TOTAL NO. OF DAYS<br/>(Other Analysis)</b>                     | <b>2 days*****</b> |                              |  |
|---|---|--------------------|------------------------------|--|
|   | 5.3 Encoding of Laboratory Report                                 | None               | 7 minutes /laboratory report | Admin Assistant II ,<br>COS<br>Project Assistant II,<br>COS                |
|   | 5.4 Proofreading, review, and certification of laboratory reports | None               | 5 minutes /laboratory report | Chemist II<br><br>FCAL Chief   |
| 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                    | Admin Assistant II,<br>COS/<br>Customer Relation Officer<br><br>Chemist II |

|  |                      |      |           |  |
|--|----------------------|------|-----------|--|
| 7. Accomplish Client Satisfaction Measurement (CSM) Form and drop in designated drop box | 7.1 Provide CSM form | None | 5 minutes | Admin Assistant II,<br>COS/<br>Customer Relation Officer<br><br>Chemist II |
|--|----------------------|------|-----------|--|

|   |  |   |  |
|---|--|---|--|
| <p style="text-align: center;"><b>Total</b></p> | <p>Varies (depending on the test parameters requested)</p> | <p>Will depend on type of analysis requested</p> <ul style="list-style-type: none"> <li>· Complete Proximate Analysis: 13 days*</li> <li>· Mineral Analysis: 9 days*</li> <li>· Mycotoxin Analysis: 10 days*</li> <li>· Pesticide Analysis: 3 days*</li> <li>· Other analysis: 2 days*</li> </ul> |  |
|---|--|---|--|

\* 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.

|   |  |   |                                  |  |
|---|--|---|----------------------------------|--|
| <b>Office or Division</b>   |  | Integrated Laboratories Division - Regional Crop Protection Center (ILD - RCPC)   |                                  |  |
| <b>Classification</b>   |  | Simple transaction  |                                  |  |
| <b>Type of Transaction</b>  |  | G2C, G2B, G2G   |                                  |  |
| <b>Who May Avail</b>  |  | Farmers, Local Government Units (LGUs), Farmer's Cooperative/Organization, State Colleges and Universities, Non-government Organizations, Private Sectors, Students and Other Research Institutions |                                  |  |
| <b>Checklist of Requirements</b>  |  | <b>Where to Secure</b>  |                                  |  |
| 1. Request letter (1 Original copy)   |  | Regional Crop Protection Center Office/Laboratory   |                                  |  |
| <b>Client Steps</b>   | <b>Agency Action</b>   | <b>Fees to be paid</b>  | <b>Processing Time</b>           | <b>Person Responsible</b>                              |
| 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<br><br>1.2. Received request letter<br><br>1.3. Approval of the request letter | None  | 2 minutes<br><br><br><br>4 hours | SRS I<br><br>Customer Relation Officer / Admin Officer |

|   |  |      |                           |                  |
|---|--|------|---------------------------|------------------|
|   |  |      |                           | Center Chief     |
| 2. Fill up the Requisition Form and Client's Satisfaction Form for filing | 2.1.<br>Forward to the concerned laboratory head for the preparation of the BCA for the establishment of village-type production |      | 30 minutes                | Laboratory Staff |
| <b>Total:</b>   |  | 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*).

|   |   |   |                        |                           |
|---|---|---|------------------------|---------------------------|
| <b>Office or Division</b>   |   | Integrated Laboratories Division - Regional Crop Protection Center (ILD - RCPC)   |                        |                           |
| <b>Classification</b>   |   | Simple transaction  |                        |                           |
| <b>Type of Transaction</b>  |   | G2C, G2B, G2G   |                        |                           |
| <b>Who May Avail</b>  |   | Farmers, Local Government Units (LGUs), Farmer's Cooperative/Organization, State Colleges and Universities, Non-government Organizations, Private Sectors, Students and Other Research Institutions |                        |                           |
| <b>Checklist of Requirements</b>  |   | <b>Where to Secure</b>  |                        |                           |
| 1. Request letter<br>(1 Original copy)  |   | Regional Crop Protection Center Office/Laboratory   |                        |                           |
| <b>Client Steps</b>   | <b>Agency Action</b>  | <b>Fees to be paid</b>  | <b>Processing Time</b> | <b>Person Responsible</b> |
| 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<br><br>1.2. Received request letter | None  | 2 minutes              | SRS I                     |

|   |   |      |               |  |
|---|---|------|---------------|--|
| Executive Director  | 1.3. Forward to the concerned laboratory for the preparation of the requested BCA   |      |               | Customer Relation Officer /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<br><br>2.2. Discuss the proper way of releasing BCAs and proper field utilization for effective result | None | 30 minutes    | Laboratory Staff                         |
| <b>Total:</b>   |   | 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.

|  |   |   |                        |  |
|--|---|---|------------------------|--|
| <b>Office or Division</b>  |   | Integrated Laboratories Division - Regional Crop Protection Center (ILD - RCPC)   |                        |  |
| <b>Classification</b>  |   | Simple transaction  |                        |  |
| <b>Type of Transaction</b>   |   | G2C, G2B, G2G   |                        |  |
| <b>Who May Avail</b>   |   | Farmers, Agricultural Extension Workers (AEWs), Farmer's Cooperative/Organization, State Colleges and Universities, Non-government Organizations, Private Sectors, Students and Other Research Institutions |                        |  |
| <b>Checklist of Requirements</b>   |   | <b>Where to Secure</b>  |                        |  |
| 1. Request letter (1 Original copy)  |   | Regional Crop Protection Center Office/Laboratory   |                        |  |
| <b>Client Steps</b>  | <b>Agency Action</b>                              | <b>Fees to be paid</b>  | <b>Processing Time</b> | <b>Person Responsible</b>                |
| 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               | SRS I                                    |
|  | 1.2. Received request letter                      |   |                        | Customer Relation Officer/ Admin Officer |
|  | 1.3. Approval of the request letter               | None  | 1 day                  | 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                      | Center Chief<br><br>SSRS<br><br>SRS II<br><br>SRS I<br><br>Technical staff |
| <b>Total:</b>   |   | 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.

|  |                                     |   |                        |                           |
|--|-------------------------------------|---|------------------------|---------------------------|
| <b>Office or Division</b>  |                                     | INTEGRATED LABORATORIES DIVISION - REGIONAL CROP PROTECTION CENTER III (ILD - RCPC)   |                        |                           |
| <b>Classification</b>  |                                     | Simple transaction  |                        |                           |
| <b>Type of Transaction</b>   |                                     | G2G   |                        |                           |
| <b>Who May Avail</b>   |                                     | Farmers, Agricultural Extension Workers (AEWs), Farmer's Cooperative/Organization, State Colleges and Universities, Non-government Organizations, Private Sectors, Students and Other Research Institutions |                        |                           |
| <b>Checklist of Requirements</b>   |                                     | <b>Where to Secure</b>  |                        |                           |
| Request letter<br>(1 Original copy)  |                                     | Regional Crop Protection Center Office/Laboratory   |                        |                           |
| <b>Client Steps</b>  | <b>Agency Action</b>                | <b>Fees to be paid</b>  | <b>Processing Time</b> | <b>Person Responsible</b> |
| 1. Submit a request letter addressed to the Regional Executive Director through emails | 1.1. Received request letter        | None  | 1 day                  | SRS I                     |
|  | 1.2. Printing of the request letter |   | 1 minute               | Admin Officer             |
|  | 1.3. Approval of the request letter | None  | 1 day                  | 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                     | Center Chief, Sr. SRS       |
| 3. Pre-test  | 3.1. Distribution of questionnaire   |      |                            | COS                         |
|  | 3.2. Check the answers   |      |                            | SRS II, SRS I, COS          |
| 4. Presentation of subject matter or course outline              | 4.1. Presentation of different subject matter related to crop pest identification and management |      |                            | Sr. SRS, SRS II, SRS I      |
| 5. Post test   | 5.1. Distribution of questionnaires  |      |                            | COS                         |
|  | 5.2. Check the answer sheets   |      |                            | COS                         |
| 6. Accomplish evaluation form for RP and Training Provider       | 6.1. Consolidate forms   |      |                            | Sr. SRS, SRS II, SRS I      |
|  | 5.2. Analyze results, comments and suggestions for reference and future use                      |      |                            | Sr. SRS, SRS II, SRS I, COS |
| 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

|   |  |   |                        |  |
|---|--|---|------------------------|--|
| <b>Office or Division</b>   |  | Integrated Laboratories Division - Regional Crop Protection Center (ILD - RCPC)   |                        |  |
| <b>Classification</b>   |  | Simple transaction  |                        |  |
| <b>Type of Transaction</b>  |  | G2C, G2B, G2G   |                        |  |
| <b>Who May Avail</b>  |  | Farmers, Local Government Units (LGUs), Farmer's Cooperative/Organizations, State Colleges and Universities, Non-government Organizations, Private Sectors, Other Research Institutions |                        |  |
| <b>Checklist of Requirements</b>  |  | <b>Where to Secure</b>  |                        |  |
| 1. Report<br>(1 Original copy)  |  | Regional Crop Protection Center Office/Laboratory   |                        |  |
| <b>Client Steps</b>   | <b>Agency Action</b>   | <b>Fees to be paid</b>  | <b>Processing Time</b> | <b>Person Responsible</b>                              |
| 1. Sign in the Client Log Book in the Office/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<br><br>1.2. Received report through letter, phone calls, SMS, emails | None<br><br>None  | 1 day                  | SRS I<br><br>Customer Relation Officer / Admin Officer |

|  |  |      |                     |   |
|--|--|------|---------------------|---|
|  | 1.3. Approval of the request letter  |      | 1 day               | <i>Center Chief</i>   |
| 2. Accompany the RCPC technical staff and AEWs in the field for validation | 2.1. Coordinate with the respective LGUs<br><br>2.2. Actual field validation and monitoring activities<br><br>2.3. Discuss the problem and the management options to be employed to prevent the outbreak | None | 1 day upon reported | Center Chief, SSRS, SRS II, SRS I<br><br>Technical Staff<br><br>Technical Staff |

|                                |  |      |                   |  |
|--------------------------------|--|------|-------------------|--|
| 3. Fill up CSM Form for filing | 3.1 Provision of recommendation/ remedy to the problem | None | During monitoring | Center Chief<br><br>SSRS<br><br>SRS II<br><br>SRS I<br><br>Technical staff |
| <b>Total:</b>                  |  | 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.

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

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

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).

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

| 3. Disease Investigation Form (for outbreak investigations (1 originally signed))  |   | RADDL Front Desk/receiving area<br>Download the form this link <a href="https://rfo3.da.gov.ph">https://rfo3.da.gov.ph</a> (Services tab – ILD - RADDL)<br><br>Official Facebook page: <a href="https://www.facebook.com/region3addl">https://www.facebook.com/region3addl</a><br><br>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      | Lab Tech II                                       |
|  |   |  |                 | Lab Tech II, COS                                  |
|  |   |  |                 | Lab Tech III, COS                                 |
|  |   |  |                 | Admin Officer I, COS (Customer Relations Officer) |
|  |   |  |                 | Lab 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       | Admin Officer I, COS (Customer Relations Officer) |
|  |   |  |                 | Lab Tech II, COS                                  |
|  |   |  |                 | Lab Tech III, COS                                 |
|  |   |  |                 | Lab Tech II                                       |
|  |   |  |                 | Lab Aide II                                       |

|   |  |      |           |   |
|---|--|------|-----------|---|
| <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: <a href="https://drive.google.com/file/d/1JzXERaW2Uv1UP7VCHexc59zYtQMaP5R5/view?usp=sharing">https://drive.google.com/file/d/1JzXERaW2Uv1UP7VCHexc59zYtQMaP5R5/view?usp=sharing</a></p> <p>Download the forms these link <a href="https://docs.google.com/document/d/12qp3jBRCWOwfEVMgSNH6jXp0MfYYfTIx/edit?usp=sharing&amp;oid=106800666322819445719&amp;rtpof=true&amp;sd=true">https://docs.google.com/document/d/12qp3jBRCWOwfEVMgSNH6jXp0MfYYfTIx/edit?usp=sharing&amp;oid=106800666322819445719&amp;rtpof=true&amp;sd=true</a></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>Admin Officer I, COS/CRO</p> <p>Lab. Tech. III, COS</p> <p>Lab. Tech. II, COS</p> <p>Lab. Tech. II</p> <p>Lab. 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>RADDL<br/>Collection<br/>Officer</p> <p>Admin Officer<br/>I, COS/CRO</p> <p>Lab. Tech. III,<br/>COS</p> <p>Lab. Tech. II,<br/>COS</p> <p>Lab. Tech. II</p> <p>Lab. 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>Admin Officer<br/>I, COS/CRO</p> <p>Lab. Tech. III,<br/>COS</p> <p>Lab. Tech. II,<br/>COS</p> <p>Lab. Tech. II</p> <p>Lab. Aide<br/>II</p> |
|---|--|-------------|------------------|---|

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| 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)<br><br><b>Note:</b> Fees are aligned with the ADDRL<br><br>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   | Vet III   |
|   | 6.1.b AI-HI Test   | PHP 200.00   | 2 days   | Vet III   |
|   | 6.1.c CAE- ELISA Test  | Free until further notice (local shipment and surveillance)<br><br>See A.O. #29 Series of 2020<br>HP 300.00                                | 2 days   | Vet IV<br><br>Vet III<br><br>Lab Tech II<br><br>Lab Tech III, COS |

|  |   |  |        |   |
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|  | 6.1.d AI – ELISA Test                   | Free until further notice (local shipment and surveillance)<br><br>See DA A.O. #21 Series of 2022<br><br>Export/Import:<br><br>PHP 300.00 per sample | 3 days | Vet IV<br><br>Vet III<br><br>Lab Tech II<br><br>Lab Tech II, COS<br><br>Lab Tech III, COS |
|  | 6.1.e ASF-ELISA Test                    | Free (until further notice)<br><br>See DA A.O. #07 Series of 2021  | 2 days | Vet III   |
|  | 6.1.f Bluetongue-ELISA Test             | TBD  | 2 days | Vet III   |
|  | 6.1.g Brucella abortus Rapid Plate Test | Free until further notice (local shipment and surveillance)<br><br>See A.O. #40 Series of 2020   | 2 days | Lab Tech II<br><br>Lab Tech II, COS<br>Lab Tech III, COS                                  |

|  |  |                  |        |  |
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|  | 6.1.h Salmonella pullorum Rapid Plate Test | PHP150.00/sample | 2 days | Lab Tech II<br>Lab Tech II, COS<br>Lab Tech III, COS |
|--|--|------------------|--------|--|

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|  | 6.2. Note the clinical findings with proper documentation | None | 30 minutes | RADDL Chief/Vet IV<br>Vet III<br>Lab Tech II<br>Lab Tech II, COS<br>Lab Tech III, COS |
|--|---|------|------------|---|

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|--|---|------|--------|--|
|  | 6.3. Encode findings in the official report form, print, and affix signatures | None | 1 hour | RADDL Chief/Vet IV<br>Vet III<br>Lab Tech II<br>Lab Tech II, COS<br>Lab Tech III, COS<br><br>Admin Officer I, COS (Customer Relations Officer) |
|--|---|------|--------|--|

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| <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> | None | 10 minutes | <p>Admin Officer I, COS<br/>(Customer Relations Officer)</p> <p>Lab Tech II</p>     |
|  | <p>7.2 Discuss results and give recommendations (if any)</p>   | None | 20 minutes | <p>RADDL Chief/Vet IV</p> <p>Vet III</p> <p>Lab Tech II</p> <p>Lab Tech II, COS</p> |

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| 8. Fill out the Client Satisfaction Measure 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  | Admin Officer I, COS (Customer Relations Officer)<br><br>Lab Tech II<br><br>Lab Tech II, COS<br><br>Lab Tech III, COS |
|  | <b>TOTAL</b>   | <b>PhP 75-300 (depends on the test)</b> | <b>3 days, 2 hours, and 38 minutes per sample / batch</b> |   |

## 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.

|   |   |
|---|---|
| <b>Office or Division:</b>  | Integrated Laboratory Division - Regional Animal Disease Diagnostic Laboratory  |
| <b>Classification:</b>  | Highly Technical  |
| <b>Type of Transaction:</b>   | G2C, G2G, G2B   |
| <b>Who may avail:</b>   | Farmers, Traders, Cooperatives, Veterinarians, Pet Owners, Researchers, LGUs, Technicians, Students, NGOs, Other Agencies   |
| <b>Checklist of Requirements</b>  | <b>Where to Secure</b>  |
| 1. Sample Submission Form (1 originally signed)                                   | RADDL Front Desk/receiving area<br>Download the form this link <a href="https://rfo3.da.gov.ph">https://rfo3.da.gov.ph</a> (Services tab – ILD - RADDL)<br><br>Official Facebook page:<br><a href="https://www.facebook.com/region3addl">https://www.facebook.com/region3addl</a><br><br>LGUs – Provincial/Municipal/City Veterinary Office |
| 2. Sample Collection Form (1 originally signed)                                   | RADDL Front Desk/receiving area<br>Download the form this link <a href="https://rfo3.da.gov.ph">https://rfo3.da.gov.ph</a> (Services tab – ILD - RADDL)<br><br>Official Facebook page:<br><a href="https://www.facebook.com/region3addl">https://www.facebook.com/region3addl</a><br><br>LGUs – Provincial/Municipal/City Veterinary Office |
| 3. Disease Investigation Form (for outbreak investigations) (1 originally signed) | RADDL Front Desk/receiving area<br>Download the form this link <a href="https://rfo3.da.gov.ph">https://rfo3.da.gov.ph</a> (Services tab – ILD - RADDL)<br><br>Official Facebook page:<br><a href="https://www.facebook.com/region3addl">https://www.facebook.com/region3addl</a><br><br>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   |                        |  |
| <b>Client Steps</b>  | <b>Agency Actions</b>   | <b>Fees to be Paid</b>                             | <b>Processing Time</b> | <b>Person Responsible</b>  |
| 1. Fill out 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             | Admin Officer I, COS (Customer Relations Officer)<br><br>Lab Tech II<br><br>Lab Tech II, COS<br><br>Lab Tech III, COS<br><br>Lab 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              | Admin Officer I, COS (Customer Relations Officer)  |



|   |  |      |           |  |
|---|--|------|-----------|--|
|   |  |      |           | Lab Tech II<br>Lab Tech II,<br>COS<br>Lab Tech III,<br>COS<br>Lab Aide II            |
| 3. UNFIT samples: Fill out and sign the Sample Rejection Release Form (SRRF) (Releasor) and comply with the recommendations as soon as possible   | 3.1 Explain the findings and recommendations to the client, sign the SRRF (Releasee), and collect the samples for proper disposal. | None | 5 minutes | Admin Officer I, COS (Customer Relations Officer)<br>Lab Tech II<br>Lab Tech II, COS |
| 2. UNFIT samples: Fill out and sign the Sample Rejection Release Form (SRRF) (Releasor) and comply with the recommendations as soon as possible<br><br>See Guidelines:<br><a href="https://drive.google.com/file/d/1JzXERaW2Uv1UP7VCHexc59zYtQMaP5R5/view?usp=sharing">https://drive.google.com/file/d/1JzXERaW2Uv1UP7VCHexc59zYtQMaP5R5/view?usp=sharing</a><br><br>Download the forms these link<br><a href="https://docs.google.com/document/d/12qp3jBRCWOfEVMgSNH6jXp0MfYYfTIX/edit?usp=sharing&amp;oid=10">https://docs.google.com/document/d/12qp3jBRCWOfEVMgSNH6jXp0MfYYfTIX/edit?usp=sharing&amp;oid=10</a> |  |      |           | Lab Tech III, COS<br>Lab Aide II   |

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| <a href="https://drive.google.com/file/d/1JzXERaW2Uv1UP7VCHexc59zYtQMaP5R5/view?usp=sharing">6800666322819445719&amp;rtpof=true&amp;sd=true</a>  |  |  |  |
| <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:<br/> <a href="https://drive.google.com/file/d/1JzXERaW2Uv1UP7VCHexc59zYtQMaP5R5/view?usp=sharing">https://drive.google.com/file/d/1JzXERaW2Uv1UP7VCHexc59zYtQMaP5R5/view?usp=sharing</a></p> <p>Download the forms these link<br/> <a href="https://docs.google.com/document/d/12qp3jBRCWOfEVMgSNH6jXp0MfYYfTIX/edit?usp=sharing&amp;oid=106800666322819445719&amp;rtpof=true&amp;sd=true">https://docs.google.com/document/d/12qp3jBRCWOfEVMgSNH6jXp0MfYYfTIX/edit?usp=sharing&amp;oid=106800666322819445719&amp;rtpof=true&amp;sd=true</a></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>RADDL Chief/Vet IV<br/>Admin Officer I, COS (Customer Relations Officer)<br/>Lab Tech II<br/>Lab Tech II, COS<br/>Lab Tech III, COS<br/>Lab 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>Admin Officer I, COS (Customer Relations Officer)<br/>Lab Tech II<br/>Lab Tech II, COS<br/>Lab Tech III, COS<br/>Lab 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 see in this link <a href="https://rfo3.da.gov.ph">https://rfo3.da.gov.ph</a></p> | <p>(Please see test-specific processing time below)</p> |   |
|  | <p>6.1.a Rabies Examination - direct Flourescent Antibody Test (dFAT)</p>             | <p>Free until further notice</p> <p>See DA A.O. #39 Series of 2020</p>  | <p>2 days</p>   | <p>RADDL Chief/Vet IV</p> <p>Lab Tech II, COS</p> |
|  | <p>6.1.b Hog Cholera Real Time - Polymerase Chain Reaction (HC RT- PCR)</p>           | <p>PHP 3,000.00 per pool of 5 samples</p>   | <p>5 days</p>   | <p>Vet III</p>                                    |
|  | <p>6.1.c Avian Influenza Real-Time - Polymerase Chain Reaction (AI RT- PCR)</p>       | <p>Free until further notice (local shipment and surveillance)</p> <p>See DA A.O. #21 Series of 2022</p> <p>Export/Import: PHP 3,000.00 per pool of 5 samples</p>   | <p>5 days</p>   | <p>Vet III</p> <p>Lab Tech III, COS</p>           |

|  |   |   |            |                              |
|--|---|---|------------|------------------------------|
|  | 6.1.d Swine Influenza Real Time - Polymerase Chain Reaction (SI - RT PCR)                                     | PHP 3,000.00 per pool of 5 samples                            | 5 days     | Vet III<br>Lab Tech III, COS |
|  | 6.1.e African Swine Fever Real Time - Polymerase Chain Reaction (ASF - RT PCR)                                | Free (until further notice)<br>See DA A.O. #07 Series of 2021 | 5 days     | Vet III                      |
|  | 6.1.f Porcine Respiratory Reproductive Syndromes<br><br>Real Time - Polymerase Chain Reaction (PRRS - RT PCR) | PHP 3,000.00 per pool of 5 samples                            | 5 days     | Vet III<br>Lab Tech III, COS |
|  | 6.1.g Newcastle Disease Real Time-Polymerase Chain Reaction (ND RT-PCR)                                       | PHP 3,000.00 per pool of 5 samples                            | 5 days     | Vet III<br>Lab Tech III, COS |
|  | 6.2. Note the clinical findings with proper documentation   | None  | 30 minutes | Vet III<br>Lab Tech III, COS |

|   |   |      |            |  |
|---|---|------|------------|--|
|   | 6.3. Encode findings in the official report form, print, and affix signatures   | None | 1 hour     | Admin Officer I, COS (Customer Relations Officer)<br><br>Lab Tech II Technician II |
| 7. Claim the official report of test(s).<br><br>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)<br><br>Note: (If results are not yet available) answer client follow-up calls and provide the real-time status of the analysis | None | 10 minutes | Admin Officer I, COS (Customer Relations Officer)<br><br>Lab Tech II               |

|   |  |  |   |   |
|---|--|--|---|---|
|   | 7.2 Discuss results and give recommendations (if any)  | None   | 20 minutes  | RADDL<br>Chief/Vet IV<br><br>Vet III<br><br>Lab Tech II,<br>COS   |
| 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  | Admin<br>Officer I,<br>COS<br>(Customer<br>Relations<br>Officer)<br><br>Lab Tech II<br><br>Lab Tech II,<br>COS<br><br>Lab Tech III,<br>COS<br><br>Lab Aide II |
|   | <b>TOTAL</b>   | <b>PhP 200 – 3,000<br/>(depends on the<br/>test)</b> | <b>5 days, 2<br/>hours,<br/>and<br/>38<br/>minutes<br/>per<br/>sample<br/>/ batch</b> |   |

## 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.

|   |   |
|---|---|
| <b>Office or Division:</b>  | Integrated Laboratory Division - Regional Animal Disease Diagnostic Laboratory  |
| <b>Classification:</b>  | Highly Technical  |
| <b>Type of Transaction:</b>   | G2C, G2G, G2B   |
| <b>Who may avail:</b>   | Farmers, Traders, Cooperatives, Veterinarians, Pet Owners, Researchers, LGUs, Technicians, Students, NGOs, Other Agencies   |
| <b>Checklist of Requirements</b>  | <b>Where to Secure</b>  |
| 1. Sample Submission Form (1 Originally signed)                                   | RADDL Front Desk/receiving area<br>Download the form this link <a href="https://rfo3.da.gov.ph">https://rfo3.da.gov.ph</a> (Services tab – ILD - RADDL)<br><br>Official Facebook page:<br><a href="https://www.facebook.com/region3addl">https://www.facebook.com/region3addl</a><br><br>LGUs – Provincial/Municipal/City Veterinary Office |
| 2. Sample Collection Form (1 Originally signed)                                   | RADDL Front Desk/receiving area<br>Download the form this link <a href="https://rfo3.da.gov.ph">https://rfo3.da.gov.ph</a> (Services tab – ILD - RADDL)<br><br>Official Facebook page:<br><a href="https://www.facebook.com/region3addl">https://www.facebook.com/region3addl</a><br><br>LGUs – Provincial/Municipal/City Veterinary Office |
| 3. Disease Investigation Form (for outbreak investigations) (1 Originally signed) | RADDL Front Desk/receiving area<br>Download the form this link <a href="https://rfo3.da.gov.ph">https://rfo3.da.gov.ph</a> (Services tab – ILD - RADDL)<br><br>Official Facebook page:<br><a href="https://www.facebook.com/region3addl">https://www.facebook.com/region3addl</a><br><br>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      | Admin Officer I, COS<br>(Customer Relations Officer)<br><br>Lab Tech II<br><br>Lab Tech II, COS<br><br>Lab Tech III, COS<br><br>Lab 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       | Admin Officer I, COS<br>(Customer Relations Officer)<br><br>Lab Tech II<br><br>Lab Tech II, COS<br><br>Lab Tech III, COS<br><br>Lab 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: <a href="https://drive.google.com/file/d/1JzXERaW2Uv1UP7VCHexc59zYtQMaP5R5/view?usp=sharing">https://drive.google.com/file/d/1JzXERaW2Uv1UP7VCHexc59zYtQMaP5R5/view?usp=sharing</a></p> <p>Download the forms these link <a href="https://docs.google.com/document/d/12qp3jBRCWOwfEVMgSNH6jXp0MfYYfTI/edit?usp=sharing&amp;oid=106800666322819445719&amp;rtpof=true&amp;sd=true">https://docs.google.com/document/d/12qp3jBRCWOwfEVMgSNH6jXp0MfYYfTI/edit?usp=sharing&amp;oid=106800666322819445719&amp;rtpof=true&amp;sd=true</a></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>Admin Officer I, COS (Customer Relations Officer)</p> <p>Lab Tech II</p> <p>Lab Tech II, COS</p> <p>Lab Tech III, COS</p> <p>Lab 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>Collecting Officer</p> <p>Admin Officer I, COS (Customer Relations Officer)</p> <p>Lab Tech II, COS</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>Lab Tech III, COS</p> <p>Lab Tech II</p> <p>Lab 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>Admin Officer I, COS (Customer Relations Officer)</p> <p>Lab Tech II, COS</p> <p>Lab Tech III, COS</p> <p>Lab Tech II</p> <p>Lab 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><b>Note:</b> 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<br/>250.00/case</p>  | <p>5 days</p>   | <p>Lab Tech II,<br/>COS</p> <p>Lab Tech III,<br/>COS</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<br/>250.00/<br/>sample</p>   | <p>5 days</p>   |  |
|  | <p>6.1.d Water coliform count</p>   | <p>PHP<br/>300.00/<br/>sample</p>   | <p>5 days</p>   |  |
|  | <p>6.2. Note the clinical findings with proper documentation</p>                      | <p>None</p>   | <p>30 minutes</p>                                       |  |

|   |   |      |            |  |
|---|---|------|------------|--|
|   | 6.3. Encode findings in the official report form, print, and affix signatures   | None | 1 hour     | Admin Officer I, COS (Customer Relations Officer)<br><br>Lab Tech II |
| 7. Claim the official report of test(s).<br><br>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)<br><br>Note: (If results are not yet available) answer client follow-up calls and provide the real-time status of the analysis | None | 10 minutes | Admin Officer I, COS (Customer Relations Officer)<br><br>Lab Tech II |

|   |  |   |   |  |
|---|--|---|---|--|
|   | 7.2 Discuss results and give recommendations (if any)  | None                                    | 20 minutes  | RADDL<br>Chief/Vet IV<br><br>Vet III<br><br>Lab Tech II,<br>COS  |
| 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  | Admin Officer I, COS (Customer Relations Officer)<br><br>Lab Tech III, COS<br><br>Lab Tech II, COS<br><br>Lab Tech II<br><br>Lab Aide II |
|   | <b>TOTAL</b>   | <b>PhP150-300 (Depends on the test)</b> | <b>5 days, 2 hours, and 38 minutes per sample / batch</b> |  |

## 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.

|   |   |
|---|---|
| <b>Office or Division:</b>                      | Integrated Laboratory Division -<br>Regional Animal Disease<br>Diagnostic Laboratory  |
| <b>Classification:</b>                          | Highly Technical  |
| <b>Type of Transaction:</b>                     | G2C, G2G, G2B   |
| <b>Who may avail:</b>                           | Farmers, Traders, Cooperatives,<br>Veterinarians, Pet Owners,<br>Researchers, LGUs, Technicians,<br>Students, NGOs, and Other<br>Agencies   |
| <b>Checklist of Requirements</b>                | <b>Where to Secure</b>  |
| 1. Sample Submission Form (1 Originally signed) | RADDL Front Desk/receiving<br>area<br>Download the form this link<br><a href="https://rfo3.da.gov.ph">https://rfo3.da.gov.ph</a> (Services<br>tab – ILD - RADDL)<br><br>Official Facebook page:<br><a href="https://www.facebook.com/regio&lt;br/&gt;n3addl">https://www.facebook.com/regio<br/>n3addl</a><br><br>LGUs – Provincial/Municipal/City<br>Veterinary Office |
| 2. Sample Collection Form (1 Originally signed) | RADDL Front Desk/receiving<br>area<br>Download the form this link<br><a href="https://rfo3.da.gov.ph">https://rfo3.da.gov.ph</a> (Services<br>tab – ILD - RADDL)<br><br>Official Facebook page:<br><a href="https://www.facebook.com/regio&lt;br/&gt;n3addl">https://www.facebook.com/regio<br/>n3addl</a><br><br>LGUs – Provincial/Municipal/City<br>Veterinary Office |

| 3. Disease Investigation Form (for outbreak investigations) (1 Originally signed) |   | RADDL Front Desk/receiving area<br>Download the form this link <a href="https://rfo3.da.gov.ph">https://rfo3.da.gov.ph</a> (Services tab – ILD - RADDL)<br><br>Official Facebook page: <a href="https://www.facebook.com/regio n3addl">https://www.facebook.com/regio n3addl</a><br><br>LGUs – Provincial/Municipal/City Veterinary Office |                 |  |
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| 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      | Admin Officer I, COS (Customer Relations Officer)<br><br>Lab Tech II<br><br>Lab Tech II, COS<br><br>Lab Tech III, COS<br><br>Lab Aide II |



|  |   |             |                  |   |
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| <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>Admin Officer I, COS (Customer Relations Officer)</p> <p>Lab Tech II</p> <p>Lab Tech II, COS</p> <p>Lab Tech III, COS</p> <p>Lab 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:<br/> <a href="https://drive.google.com/file/d/1JzXERaW2Uv1UP7VCHexc59zYtQMaP5R5/view?usp=sharing">https://drive.google.com/file/d/1JzXERaW2Uv1UP7VCHexc59zYtQMaP5R5/view?usp=sharing</a></p> <p>Download the forms these link<br/> <a href="https://docs.google.com/document/d/12qp3jBRCWOWfEVMgSNH6jXp0MfYYfTIX/edit?usp=sharing&amp;oid=106800666322819445719&amp;rtpof=true&amp;sd=true">https://docs.google.com/document/d/12qp3jBRCWOWfEVMgSNH6jXp0MfYYfTIX/edit?usp=sharing&amp;oid=106800666322819445719&amp;rtpof=true&amp;sd=true</a></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>Admin Officer I, COS (Customer Relations Officer)</p> <p>Lab Tech II</p> <p>Lab Tech II, COS</p> <p>Lab Tech III, COS</p> <p>Lab Aide II</p> |

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| <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>Collecting Officer<br/><br/>Admin Officer I, COS (Customer Relations Officer)<br/><br/>Lab Tech II, COS<br/><br/>Lab Tech III, COS<br/><br/>Lab Tech II<br/><br/>Lab Aide II</p> |
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| <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>Admin Officer I, COS (Customer Relations Officer)</p> <p>Lab Tech II</p> <p>Lab Tech II, COS</p> <p>Lab Tech III, COS</p> <p>Lab 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:<br/>Fees are aligned with the ADDRL</p> <p>See DA A.O. #25 Series of 2003</p> | (Please see test-specific processing time below) |   |
|  | <p>6.1.a Blood Parasite Examination</p>  | None   | 2 days   | Lab Tech II   |

|  |                               |               |        |  |
|--|-------------------------------|---------------|--------|--|
|  | 6.1.b Direct Smear            | PHP<br>15.00  | 2 days | Lab Tech II,<br>COS<br><br>Lab Tech III,<br>COS II |
|  | 6.1.c Stained Smear           | PHP<br>25.00  | 3 days |  |
|  | 6.1.d Fecal Examination       | PHP<br>60.00  | 2 days |  |
|  | 6.1.d.i Direct Smear          | PHP<br>15.00  | 2 days |  |
|  | 6.1.d.ii Floatation           | PHP<br>20.00  | 3 days |  |
|  | 6.1.d.iii Sedimentation       | PHP<br>20.00  | 3 days |  |
|  | 6.1.e Larval Culture          | PHP<br>35.00  | 3 days |  |
|  | 6.1.f Egg count               | PHP<br>50.00  | 4 days |  |
|  | 6.1.g Skin scraping           | PHP<br>25.00  | 30 min |  |
|  | 6.1.h Parasite Identification | PHP<br>150.00 | 5 days |  |
|  | 6.1.h.i Tissue Parasite       | PHP<br>200.00 | 2 days | Lab Tech II  |
|  | 6.1.h.ii Whole Parasite       | PHP<br>50.00  | 2 days | Lab Tech II,<br>COS<br><br>Lab Tech III,<br>COS II |

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|  | 6.2 Note the clinical findings with proper documentation                     | None | 30 minutes | Lab Tech II<br>Lab Tech II, COS<br>Lab Tech III, COS II                              |
|  | 6.3 Encode findings in the official report form, print, and affix signatures | None | 1 hour     | Admin Officer I, COS (Customer Relations Officer)<br>Lab Tech II<br>Lab Tech II, COS |

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| <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> | None                                      | 10 minutes                                       | <p>Admin Officer I, COS (Customer Relations Officer)</p> <p>Lab Tech II</p>  |
|  | <p>7.2 Discuss results and give recommendations (if any)</p>   | None                                      | 20 minutes                                       | <p>Chief, RADDL</p> <p>Vet III</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>               | None                                      | 1 minute   | <p>Admin Officer I, COS (Customer Relations Officer)</p> <p>Lab Tech II<br/>Lab Tech II, COS</p> <p>Lab Tech III, COS</p> <p>Lab Aide II</p> |
|  | <b>TOTAL</b>   | <b>Php 15 – 200 (depends on the test)</b> | <b>5 days, 2 hours and 38 minutes per sample</b> |  |

## PATHOLOGY

The Regional Animal Disease Diagnostic Laboratory also caters to disease diagnosis by means of Gross and Clinical Pathology. Gross Pathology inspects specimens obtained during necropsy to note their size, shape, color, texture and abnormalities present, and records detailed descriptions of their findings. This visual assessment provides crucial clues about the nature and extent of the disease process. Clinical Pathology, on the other hand, are tests performed on bodily fluids and other samples to assess a patient's overall health and diagnose disease. This includes hematology and clinical chemistry. Gross and clinical pathology are highly complementary. Findings from a gross examination often guide the selection of appropriate clinical pathology tests. Conversely, clinical pathology results can help interpret and refine the findings of gross pathology. Together, they provide a comprehensive understanding of the disease process, leading to more accurate diagnoses and treatment plans.

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

| <p>2. Sample Collection Form (1 Originally signed), if applicable</p>   | <p>RADDL Front Desk/receiving area</p> <p>Download the form this link <a href="https://rfo3.da.gov.ph">https://rfo3.da.gov.ph</a> (Services tab – ILD - RADDL)</p> <p>Official Facebook page: <a href="https://www.facebook.com/region_3addl">https://www.facebook.com/region_3addl</a></p> <p>LGUs – Provincial/Municipal/City Veterinary Office</p> |                               |                               |  |
|---|---|-------------------------------|-------------------------------|--|
| <p>3. Disease Investigation Form (for outbreak investigations) (1 Originally signed)</p>  | <p>RADDL Front Desk/receiving area</p> <p>Download the form this link <a href="https://rfo3.da.gov.ph">https://rfo3.da.gov.ph</a> (Services tab – ILD - RADDL)</p> <p>Official Facebook page: <a href="https://www.facebook.com/region_3addl">https://www.facebook.com/region_3addl</a></p> <p>LGUs – Provincial/Municipal/City Veterinary Office</p> |                               |                               |  |
| <p>4. Endorsement Letter (1 Originally signed), if applicable</p>   | <p>LGUs – Provincial/Municipal/City Veterinary Office</p>   |                               |                               |  |
| <p>5. Necropsy: Live sick animals (for Disease Investigation) Live representative animal (Diagnostic and Monitoring); Clinical Pathology: 1ml whole blood in EDTA (Purple) Tube (for CBC); 1ml whole blood in Li-Heparin (Green) Tube (Blood Chemistry)</p> | <p>Farm or from the animal health section (walk-in clients)</p>   |                               |                               |  |
| <p><b>Client Steps</b></p>  | <p><b>Agency Actions</b></p>  | <p><b>Fees to be Paid</b></p> | <p><b>Processing Time</b></p> | <p><b>Person Responsible</b></p>   |
| <p>1. Fill out and/or submit filled-out required forms (see above checklist)</p>  | <p>1.1 Interview or verify if forms and data are complete, and input data in the Samples Logbook</p>  | <p>None</p>                   | <p>15 minutes</p>             | <p>Admin Officer I, COS (Customer Relations Officer)</p> <p>Lab Tech II</p> <p>Lab Tech II, COS</p> <p>Lab Tech III, COS</p> |



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|   |   |      |           | Lab 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<br>Check if samples are fit for testing.   | None | 5 minutes | Admin Officer I, COS (Customer Relations Officer)<br><br>Lab Tech II<br>Lab Tech II, COS<br><br>Lab Tech III, COS<br><br>Lab Aide II |
| 3. UNFIT samples: Fill out and sign the Sample Rejection Release Form (SRRF) (Releasor) and comply with the recommendations as soon as possible<br><br>See Guidelines:<br><a href="https://drive.google.com/file/d/1JzXERaW2Uv1UP7VCHexc59zYtQMaP5R5/view?usp=sharing">https://drive.google.com/file/d/1JzXERaW2Uv1UP7VCHexc59zYtQMaP5R5/view?usp=sharing</a><br><br>Download the forms these link<br><a href="https://docs.google.com/document/d/12qp3jBRCWOwfEVMgSNH6jXp0MfYYfTIX/edit?usp=sharing&amp;oid=106800666322819445719&amp;rtpof=true&amp;sd=true">https://docs.google.com/document/d/12qp3jBRCWOwfEVMgSNH6jXp0MfYYfTIX/edit?usp=sharing&amp;oid=106800666322819445719&amp;rtpof=true&amp;sd=true</a> | 3.1 Explain the findings and recommendations to the client, sign the SRRF (Releasee), and collect the samples or proper disposal.<br><br>3.2 Samples FIT for Testing: accept and endorse for testing. | None | 5 minutes | Admin Officer I, COS (Customer Relations Officer)<br><br>Lab Tech II<br>Lab Tech II, COS<br><br>Lab Tech III, COS<br><br>Lab Aide II |

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| <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<br/>         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>Collecting Officer<br/><br/>         Admin Officer I, COS (Customer Relations Officer)<br/><br/>         Lab Tech II, COS<br/><br/>         Lab Tech III, COS<br/><br/>         Lab Tech II<br/><br/>         Lab Aide II</p> |
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| <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>Admin Officer I, COS (Customer Relations Officer)</p> <p>Lab Tech II Lab Tech II, COS</p> <p>Lab Tech III, COS</p> <p>Lab 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 Necropsy Poultry 0-8w</p>   | <p>PHP 50.00/ head</p>   | <p>2 days</p>   | <p>Lab Tech II</p>   |
|   | <p>6.1.b Necropsy Poultry &gt;2m</p>   | <p>PHP 75.00/ head</p>   | <p>2 days</p>   | <p>Lab Tech II, COS</p>  |
|   | <p>6.1.c Necropsy Swine 0-8w</p>   | <p>PHP 100.00/ head</p>  | <p>2 days</p>   | <p>Lab Tech III, COS</p>   |

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|  | 6.1.d<br>Necropsy<br>Swine >2m   | PHP<br>150.0<br>0/<br>head     | 2 days        |  |
|  | 6.1.e<br>Necropsy<br>Swine<br>(Sow/Boar)   | PHP<br>200.0<br>0/<br>head     | 2 days        |  |
|  | 6.1.f<br>Necrop<br>sy<br>Goat  | PHP<br>150.0<br>0/<br>head     | 2 days        |  |
|  | 6.1.g<br>Necropsy<br>Cattle,<br>Carabao,<br>Horse 0-8w   | PHP<br>200.0<br>0/<br>head     | 2days         |  |
|  | 6.1.e<br>Necropsy<br>Cattle,<br>Carabao,<br>Horse >2m  | PHP<br>300.0<br>0/<br>head     | 2 days        |  |
|  | 6.1.f<br>Complete<br>Blood Count<br>for animals  | PHP<br>180.0<br>0/sam<br>ple   | 1 day         |  |
|  | 6.1.g Blood<br>Chemistry<br>for animals  | PHP<br>2,000.<br>00/sa<br>mple | 1 day         |  |
|  | 6.2 Note the<br>clinical<br>findings with<br>proper<br>documentati<br>on                       | None                           | 30<br>minutes | Lab Tech<br>II<br><br>Lab Tech<br>II, COS<br><br>Lab Tech<br>III, COS                      |
|  | 6.3 Encode<br>findings in<br>the official<br>report form,<br>print, and<br>affix<br>signatures | None                           | 1 hour        | Admin<br>Officer I,<br>COS<br>(Custome<br>r<br>Relations<br>Officer)<br><br>Lab Tech<br>II |

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| <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>Admin Officer I, COS (Customer Relations Officer)</p> <p>Lab Tech II</p>   |
|  | <p>7.2 Discuss results and give recommendations (if any)</p>   | <p>None</p> | <p>20 minutes</p> | <p>RADDL Chief/Vet IV</p> <p>Vet III</p> <p>Lab Tech II, COS</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>Admin Officer I, COS (Customer Relations Officer)</p> <p>Lab Tech II</p> <p>Lab Tech II, COS</p> <p>Lab Tech III, COS</p> <p>Lab Aide II</p> |

|  |              |  |   |  |
|--|--------------|--|---|--|
|  | <b>TOTAL</b> | Php 15<br>– 2000<br>(depends on<br>the test) | 2 days,<br>2 hours<br>and<br>38<br>minutes<br>per<br>sample |  |
|--|--------------|--|---|--|

## RESEARCH

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

|  |  |   |                        |                                   |
|--|--|---|------------------------|-----------------------------------|
| <b>Office or Division:</b>   |  | Integrated Laboratory Division - Regional Animal Disease Diagnostic Laboratory  |                        |                                   |
| <b>Classification:</b>   |  | Highly Technical  |                        |                                   |
| <b>Type of Transaction:</b>  |  | G2C, G2G, G2B   |                        |                                   |
| <b>Who may avail:</b>  |  | Farmers, Traders, Cooperatives, Veterinarians, Pet Owners, Researchers, LGUs, Technicians, Students, NGOs, Other Agencies |                        |                                   |
| <b>Checklist of Requirements</b>                                       |  | <b>Where to Secure</b>  |                        |                                   |
| 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.   |                        |                                   |
| <b>Client Steps</b>  | <b>Agency Actions</b>  | <b>Fees To Be Paid</b>  | <b>Processing Time</b> | <b>Person Responsible</b>         |
| 1. Submit Letter of intent and wait for the feedback from the DA RFO 3 | 1.1 Receive letter of intent   | None  | 3 hours and 25 minutes | Chief of Records                  |
|  | 1.2 Receive routed letter of intent  | None  | 1 minute               | Chief Agriculturist (Head of ILD) |
|  | 1.3 Receive endorsement from the Chief Agriculturist                                       | None  | 1 minute               | RADDL Chief/Vet 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              | RADDL Chief/Vet IV                |

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| 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  | RADDL<br>Chief/Vet 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      | Lab Tech II, COS<br>Lab Tech III, COS<br>RADDL<br>Chief/Vet IV |
| 5. Arrive on-time  | 5.1 Assist in the preparation and setting up of the materials and the work area.                    | None | 15 minutes | Lab Tech II, COS<br>Lab Tech III, COS<br>RADDL<br>Chief/Vet IV |
| 6. Conduct research  | 6.1 Assist during the research proper (depends on the methodology of the study).                    | None | 1 month    | Lab Tech II, COS<br>Lab Tech III, COS<br>RADDL<br>Chief/Vet IV |



|   |   |      |            |   |
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| 7. Take proper documentation of the processes and the results | 7.1 Validate the results  | None | 1 month    | Lab Tech II, COS<br>Lab Tech III, COS<br><br>RADDL<br>Chief/Vet IV      |
| 8. Clean all the materials used                               | 8.1 Assist in the aftercare   | None | 30 minutes | Lab Tech II, COS<br>Lab Tech III, COS<br><br>RADDL<br>Chief/Vet IV      |
|   | 8.2 Encode complete findings into the official report form, print, and affix signatures | None | 1 hour     | Admin Officer I,<br>COS (Customer Relations Officer)<br><br>Lab Tech II |

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| <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<br/><br/>See DA A.O. #25 Series of 2003</p> | <p>9 minutes</p>  | <p>Collecting Officer<br/><br/>Admin Officer I, COS (Customer Relations Officer)<br/><br/>Lab Tech II, COS<br/><br/>Lab Tech III, COS<br/><br/>Lab Tech II<br/><br/>Lab 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>Admin Officer I, COS (Customer Relations Officer)<br/><br/>Lab Tech II</p>   |
|  | <p>10.2 Discuss results and give recommendations (if any)</p>   | <p>None</p>  | <p>20 minutes</p> | <p>RADDL Chief/Vet IV<br/><br/>Vet III<br/><br/>Lab Tech II, COS</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>Admin Officer I,<br/>COS (Customer Relations Officer)</p> <p>Lab Tech II</p> <p>Lab Tech II, COS</p> <p>Lab Tech III, COS</p> <p>Lab Aide II</p> |
|  | <p><b>TOTAL</b></p>  | <p>Vary</p> | <p>1 month,<br/>1 day,<br/>5 hours,<br/>and<br/>56 minutes<br/>per<br/>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.

|  |  |
|--|--|
| <b>Office or Division</b>  | Integrated Laboratories Division Office and Satellite Laboratory (ILD SL)  |
| <b>Classification</b>  | Highly Technical Transaction   |
| <b>Type of Transaction</b>   | G2C, G2B, and G2G  |
| <b>Who May Avail</b>   | Local Government Units (LGUs), Farmers, Cooperatives, Pet Owners, Private Sectors, Students, and other government agencies   |
| <b>Checklist of Requirements</b>   | <b>Where to Secure</b>   |
| <p>1. Sample Receiving Form (according to the Test Requested)</p> <p>a. Rabies Examination:<br/>Sample Receiving Form (SRF) - Rabies (1 original copy)</p> <p>b. African Swine Fever cPCR:<br/>Sample Receiving Form (SRF) – ASF (1 original copy)</p> <p>Filled up Sample Collection Form (Porcine) (1 original copy)</p>   | <p>Integrated Laboratories Division – Satellite Laboratory (Reception/Receiving Area)</p> <p>Integrated Laboratories Division – Regional Animal Disease Diagnostic Laboratory (RADDL)</p> <p>Download the forms from this link:<br/><a href="https://rfo3.da.gov.ph">https://rfo3.da.gov.ph</a></p> <p>Official Facebook page:<br/><a href="https://www.facebook.com/region3addl">https://www.facebook.com/region3addl</a></p> |
| <p>2. Samples to be tested – properly identified or labelled, packed, and transported</p> <p><b>Acceptance Criteria:</b></p> <p>a. <u>Rabies Examination:</u></p> <ul style="list-style-type: none"> <li>Animal head - chilled or frozen for not more than 12 hours after death, packed with coolants or ice packs during transport</li> </ul> <p>b. <u>cPCR ASF:</u></p> <ul style="list-style-type: none"> <li>Blood strips</li> <li>Whole blood - chilled but not frozen -</li> </ul> | Client   |

|  |  |
|--|--|
| <p>placed in purple top vacutainer tubes (with anticoagulant - EDTA), packed with coolants or ice packs during transport</p> <p>Spleen - chilled but not frozen, with coolants or ice packs during transport</p> |  |
|--|--|

| <b>Client Steps</b>   | <b>Agency Action</b>  | <b>Fees to be paid</b> | <b>Processing Time</b> | <b>Person Responsible</b>                    |
|---|---|------------------------|------------------------|--|
| 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             | ILD SL Staff, COS<br><br>ILD Chief           |
| 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              | ILD SL Staff, COS<br><br>ILD Chief           |
|   | 2.2 Accept and check the sample if fit for examination (as to quantity and quality) | None                   | 15 minutes             | ILD SL Technical Staff, COS<br><br>ILD Chief |
|   | 2.3 Assign a laboratory code and record into the Sample Log Book                    | None                   | 3 minutes              | ILD SL Staff, COS                            |

|  |   |      |   |  |
|--|---|------|---|--|
| 3. Get Claim Stub  | 3.1 Prepare and issue the Claim Stub  | None | 2 minutes   | ILD SL Staff, COS<br><br>ILD Chief           |
| 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  | ILD SL Staff, COS<br><br>ILD Chief           |
| 5. Wait for the Laboratory Report                                    | 5.1 Perform the laboratory test requested<br><br>5.1.1 Preparation and processing of samples for the test requested | None | 2 days*<br><br>*May vary depending on the bulk of the samples submitted in the laboratory | ILD SL Technical Staff, COS<br><br>ILD Chief |

|                                |  |             |                             |   |
|--------------------------------|--|-------------|-----------------------------|---|
|                                | 5.1.2 Read and record the result of the rabies examination or cPCR Test for African Swine Fever  | None        | 30 minutes                  | ILD SL<br>Technical Staff, COS<br><br>ILD Chief |
|                                | 5.2 Encoding of the laboratory reports   | None        | 20 minutes                  | ILD SL<br>Technical Staff, COS                  |
|                                | 5.3 Verification and signing of laboratory reports   | None        | 5 minutes/<br>lab. report   | ILD SL<br>Technical Staff, COS<br><br>ILD Chief |
| 6. Claim the laboratory report | 6.1 Release laboratory report – can be claimed by either personal appearance or via email.<br><br>*Note:<br>- Lab. reports for rabies examination are released every 4:30 PM for non-frozen samples submitted before 2:00 PM<br><br>- 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**                | ILD SL<br>Technical Staff, COS<br><br>ILD Chief |
|                                | <b>Total:</b>  | <b>None</b> | <b>2 days and 2 hours**</b> |   |

\* 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 FARMER COOPERATIVE ASSOCIATION (FCA) CERTIFICATION REQUEST

The RSBSA Farmer Cooperative Association Certification is issued to Farmer Cooperative Associations (FCAs) that require documentary evidence of their association's full registration (100%) in the Registry System for Basic Sectors in Agriculture (RSBSA) and substantial encoding (85%) in the RSBSA Profiling Platform (RSBSAPP).

|  |   |                        |                        |                           |
|--|---|------------------------|------------------------|---------------------------|
| <b>Office or Division</b>  | <b>RSBSA Regional Program Management Office (RPMO)</b>  |                        |                        |                           |
| <b>Classification</b>  | Simple  |                        |                        |                           |
| <b>Type of Transaction</b>   | G2G – Government to Employees   |                        |                        |                           |
| <b>Who May Avail</b>   | All Department of Agriculture (DA) Banner Program (Rice Program, Corn Program, High Value Crops Development Program, Livestock Program, Organic Agriculture Program, Adaptation and Mitigation Initiative in Agriculture)<br>All Agricultural Program Coordinating Officer (APCO) |                        |                        |                           |
| <b>Checklist of Requirements</b>   | <b>Where to Secure</b>  |                        |                        |                           |
| 1: Accomplished RSBSA Farmer Cooperative Association Certification Request Form<br>2: E-copy (excel and/or word file) of the FCAs members' list<br>3: E-copy (scanned or .pdf file) of the FCAs Board Resolution | Department of Agriculture - Information Communications Technology Unit  |                        |                        |                           |
| <b>Customer Steps</b>  | <b>Agency Action</b>  | <b>Fees to be paid</b> | <b>Processing Time</b> | <b>Person Responsible</b> |
| 1. Fill out the RSBSA Request form for Certification and attach the required documents   | 1.1. Check the RSBSA FCA Certification Request (Responses) and evaluate the completeness of the submitted documents   | None                   | 10 minutes             | Administrative Officer I  |
|  | 1.1.1. In case that the requesting office or individual did not comply all initial requirements, the office will reject the request and notify the requesting office or individual via email, stating the reason for denial.  | None                   | 10 minutes             | Administrative Officer I  |
|  | 1.1.2. If the requesting office or individual complied all initial requirements, the office will proceed in comparing and verifying if the submitted total number of FCA members' list is tally with the FCA's Board Resolution   | None                   | 10 minutes             | Administrative Officer I  |
|  | 1.2.1. If the total number of members failed to tally with the submitted Board Resolution, the office will reject the request and notify the requesting office or   | None                   | 10 minutes             | Administrative Officer I  |

|  |   |      |                |   |
|--|---|------|----------------|---|
|  | individual via email, stating the reason for denial.  |      |                |   |
|  | 1.2.2. If the total number of members tallied with the submitted Board Resolution, the office proceeds in crossmatching and verifying if the officers and members of the Farmer Cooperative Association are 100% registered and at least 85% of the FCA members are encoded in the RSBSA Profiling Platform (RSBSAPP) | None | 30 minutes     | Administrative Officer I  |
|  | 1.3.1. Failure to comply the required 100% registration and at least 85% encoded in the RSBSA Profiling Platform (RSBSAPP), the office will reject the request and notify the requesting office or individual via email, stating the reason for denial.   | None | 10 minutes     | Administrative Officer I  |
|  | 1.3.2. Successful compliance of the required 100% registration and at least 85% encoded in the RSBSA Profiling Platform (RSBSAPP), the office will prepare the requested FCA Certification  | None | 15 minutes     | Administrative Officer I  |
|  | 1.4. Affix signature of RSBSA Focal Person and Chief, Planning, Monitoring, and Evaluation Division to the requested Certification  | None | 10 minutes     | RSBSA Focal Person Chief, Planning, Monitoring, & Evaluation Division |
| 2. The requesting office or individual will receive the signed FCA Certification         | 2.1. Issuance of the FCA Certification to the Customer  | None | 5 minutes      | Administrative Officer I  |
| 3. The office will provide a CSF Form to the requesting office or individual to fill out | 3.1. The office will provide a Client Satisfaction Feedback Form (CSF Form) to the customer   | None | 5 minutes      | Customer  |
|  | 3.2. Receive and document the CSF Form from the Customer  | None | 5 minutes      | Administrative Officer I  |
| <b>Total:</b>  |   |      | <b>2 hours</b> |   |

## 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.

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

|   |   |
|---|---|
| <p><b>3.</b> List of members with Registry System for Basic Sectors in Agriculture (RSBSA)<br/><i>(1 original copy)</i></p>   | <p>Client for CSO Accreditation</p>   |
| <p><b>4.</b> Accomplished and notarized officers' datasheet/biodata with photocopy of IDs<br/><i>(1 certified true copy)</i></p>  | <p>Client for CSO Accreditation</p>   |
| <p><b>5.</b> Organizational set-up with latest picture<br/><i>(1 original copy)</i></p>   | <p>Client for CSO Accreditation</p>   |
| <p><b>6.</b> 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.<br/><i>(1 certified true copy)</i></p> | <p>From respective proposing Institutions/ Client for CSO Accreditation</p> |
| <p><b>7.</b> Valid Mayor's Permit<br/><i>(1 certified true copy)</i></p>  | <p>Office of the Municipal Mayor</p>  |
| <p><b>8.</b> Bureau of Internal Revenue (BIR) Registration<br/><i>(1 certified true copy)</i></p>   | <p>Office of the BIR</p>  |
| <p><b>9.</b> 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)<br/><i>(1 certified true copy)</i></p>  | <p>From respective proposing Institutions/ Client for CSO Accreditation</p> |
| <p><b>10.</b> For Cooperatives, attach latest CDA Certificate of Compliance<br/><i>(1 certified true copy)</i></p>  | <p>Office of the CDA/ Client for CSO Accreditation</p>                      |

|  |   |
|--|---|
| <p><b>11. Certificate of Good Standing or Good Performance from government agencies where the CSO client receive any government fund, support intervention, projects, or programs</b></p> <p><b>Type of case:</b></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<br/><i>(1 original copy)</i></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<br/><i>(1 original copy)</i></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><b>12. Notarized Omnibus Sworn Statement</b><br/><i>(1 original copy)</i></p>   | <p>Client for CSO Accreditation;<br/>Prescribed template available at the CSO Secretariat and/ or maybe downloaded at the agency's website</p>  |
| <p><b>13. Declaration of Other businesses of the CSO and its key personnel</b><br/><i>(1 original copy)</i></p>  | <p>Client for CSO Accreditation;<br/>Prescribed template available at the CSO Secretariat and/ or maybe downloaded at the agency's website</p>  |

|   |   |
|---|---|
| <p><b>14.</b> 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<br/><br/><i>(1 certified true copy)</i></p>  | <p>Client for CSO Accreditation</p>   |
| <p><b>15.</b> Notarized Secretary's Certificate for Incumbent Officers<br/><br/><i>(1 original copy)</i></p>  | <p>Client for CSO Accreditation.<br/><br/>Prescribed template available at the CSO Secretariat and/ or maybe downloaded at the agency's website</p> |
| <p><b>16.</b> Financial Statement and other Related Document<br/><br/><i>(1 certified true copy)</i></p>  | <p>Client for CSO Accreditation</p>   |
| <p><b>17.</b> Additional Financial Related Documentary Requirements</p> <p>-17.1:<br/><br/>Restructuring Plan with a Board Resolution <i>(1 original copy)</i></p> <p>-17.2:<br/><br/>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:<br/><br/>3 Years Business Plan with a Board Resolution <i>(1 original copy)</i>;<br/><br/>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 | Records Unit Chief Administrative Officer I  |
|   | 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            |                        | Records Unit Staff (COS)<br><br>Laboratory Inspector III/ RED Staff<br><br>Regional Executive Director Staff (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 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>None</p> |                   | <p>Regional Executive Director</p> <p>Project Evaluation Officer V</p> <p>Information System Analyst II</p> <p>Project Evaluation Officer II</p> <p>PMED Staff (Contract of Service)</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>Project Evaluation Officer V</p> <p>Information System Analyst II</p> <p>Project Evaluation Officer II</p> <p>PMED Staff (COS)</p>  |



|  |  |                         |                                    |   |
|--|--|-------------------------|------------------------------------|---|
|  | <p>1.2.c Do an initial interview, and discuss/ explain the CSO Accreditation on 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>Project Evaluation Officer V</p> <p>Information System Analyst II</p> <p>Project Evaluation Officer II</p> <p>PMED Staff (COS)</p>   |
| <p>2. Presence of customer during onsite validation e.g. (BODs) and prepare the original documentary requirements for validation</p> | <p>2.1 Conduct field validation of the customer's business operation, check the veracity and validity of the duly accomplished form, and documents.</p> <p>2.2 Evaluate the completeness as to content of the submitted documents.</p> | <p>None</p> <p>None</p> | <p>1 day</p> <p>10 minutes</p>     | <p>Project Evaluation Officer V</p> <p>Information System Analyst II</p> <p>Project Evaluation Officer II</p> <p>PDA II (COS)</p> <p>Project Evaluation Officer V</p> <p>Information System Analyst II</p> <p>Project</p> |

|  |  |      |       |  |
|--|--|------|-------|--|
|  |  |      |       | Evaluation Officer II<br><br>PMED Staff (COS)  |
|  | 2.3 If submitted documentary requirements are correct, the Regional Technical Secretariat (RTS) will recommend to the Regional Technical Committee (RTC) the conduct of CSO accreditation on deliberation of the customer. | None | 1 day | Project Evaluation Officer V<br><br>Information System Analyst II<br><br>Project Evaluation Officer II<br><br>PMED Staff (COS) |



|   |  |      |            |  |
|---|--|------|------------|--|
|   | of documents   |      |            |  |
| 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      | RTD for Operations, Extension & AMAD/<br><br>Chairperson on CSO Accreditation;<br><br>RTC - refer to latest Regional Special Order |
|   | 3.2 If the customers meet all CSO Accreditation criteria, RTC will recommend to the Regional Executive Director (RED) the approval of their accreditation. | None | 30 minutes | RTC - refer to latest Regional Special Order<br>Regional Executive Director  |
| 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   | None | 5 days     | Customer for CSO Accreditation   |

|  |  |             |                   |                                     |
|--|--|-------------|-------------------|-------------------------------------|
|  | <p>documents, the RTC shall issue a written letter requiring the customers to submit the necessary documents within 30 working days after the deliberation for the approval of their accreditation along with their documents submitted to the RTS.</p> <p>4.2 If the CSO did not comply within the given period for their revised documents, the costumer is subject for re-evaluation.</p> |             |                   |                                     |
|  | <p>4.2 RTS prepare the CSO Accreditation Certificate</p>   | <p>None</p> | <p>15 minutes</p> | <p>Project Evaluation Officer V</p> |

|   |   |      |           |   |
|---|---|------|-----------|---|
|   | <p>4.2 If approved by RED, RTS will notify them of the 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> | None | 5 minutes | <p>Information System Analyst II</p> <p>Project Evaluation Officer II</p> <p>PMED Staff (COS)</p> |
|   | <b>Total:</b>   | None | 15 days   |   |
| <p><b>Note:</b> Processing time may vary on the compliance/submission of client's documentary requirements.<br/> <i>* 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.</i></p> |   |      |           |   |

## REPAIR OF INFORMATION COMMUNICATION TECHNOLOGY EQUIPMENT (ICT) REQUEST

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   | minutes         | Computer Maintenance Technologist II,<br>Technical staff |
|   | 1.2 Diagnose the equipment and logged the unit information<br><br><i>Note: In case that the unit needs a spare part or is beyond repairable, the requesting individual shall be informed.</i> | None   | Day             | Computer Maintenance Technologist II,<br>Technical staff |
|   | 1.2 Start to troubleshoot the submitted unit  | None   | 3 working days  | Computer Maintenance Technologist II,<br>Technical staff |
| 2. Receive the repaired unit  | 2.1 Issuance of the   | None   | 5 minutes       | Computer Maintenance                                     |

|               |               |  |  |                                     |
|---------------|---------------|--|--|-------------------------------------|
|               | repaired unit |  |  | Technologist II,<br>Technical staff |
| <b>Total:</b> |               |  | <b>4<br/>working<br/>days<br/>and 10<br/>minutes</b> |                                     |





# **REGIONAL AGRICULTURAL ENGINEERING DIVISION**



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

Irrigation Network Services (INS) and Small-Scale Irrigation Projects (SSIP) being implemented under the Department of Agriculture Regional Field Office Region III (DA-RFO III) thru Regional Agricultural Engineering Division, (RAED). These irrigation projects will cover the upland and 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.

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

|   |  |   |  |                           |
|---|--|---|--|---------------------------|
| <b>Office or Division</b>   |  | Regional Agricultural Engineering Division (RAED)<br>Engineering Plans Designs and Specifications Section (EPDSS)   |  |                           |
| <b>Classification</b>   |  | Highly Technical  |  |                           |
| <b>Type of Transaction</b>  |  | G2G- Government to Government<br>G2C- Government to Client  |  |                           |
| <b>Who May Avail</b>  |  | FCAs and Group of Farmers willing to be organized,<br>Agricultural demonstration areas of primary/secondary schools, State Universities and Colleges (SUC)<br>Local Government Units (LGU),<br>DA Research Centers,<br>Urban and Rural Communities.<br>refer to DA MO No. 67 Series of 2022 |  |                           |
| <b>Checklist of Requirements</b>  |  | <b>Where to Secure</b>  |  |                           |
| 1: Letter of Intent and/or Board Resolution (whichever is applicable)<br>1 original   |  | Applicant   |  |                           |
| 2: Endorsement letter by the Municipal/City Local Government Unit (M/CLGU)<br>1 original  |  | Municipal/City Agriculture Office (M/CAO)   |  |                           |
| 3: Endorsement Letter from Provincial Local Government Unit (PLGU)<br>1 original  |  | Provincial Agriculture Office (PAO)   |  |                           |
| 4: Additional requirements if found feasible:<br>1. Notarized Deed of donation/usufruct ( 1 original)<br>2. Certificate of no Right of Way Problem ( 1 original)<br>3. Certificate that the service area is not covered by NIA, (if applicable) (1 original)<br>4. Environmental Compliance Certificate (ECC) and Certificate of Non-Coverage (CNC) |  | Additional requirements if found feasible:<br>1. FCA/Land owner/Applicant<br>2. Barangay Office or its equivalent<br>3. NIA Office<br>4. Department of Environment and Natural Resources - Environmental Management Bureau (DENR-EMB)   |  |                           |
| <b>Client Steps</b>   | <b>Agency Action</b>                                   | <b>Fees to be paid</b>  | <b>Processing Time</b>                     | <b>Person Responsible</b> |
| 1. Submission of documentary requirements to the Records Unit   | 1.1. Receives documentary requirements<br>1.2 Regional | None  | Refer to Citizen's Charter of Records Unit | Records Unit<br>RED       |

|  |  |      |                 |  |
|--|--|------|-----------------|--|
|  | Executive Director (RED) provides action/instruction   |      |                 |  |
|  | 1.3 RAED Chief for action/provide instruction to the concerned personnel                                     | None | 10 minutes      | RAED Chief                               |
| 2. Assist in the conduct of site validation                            | 2.1 Schedule and conduct site validation; Preparation of validation report                                   | None | 5 working days  | RAED-EPDSS/<br>Engineer I<br>Engineer II |
|  | 2.2 Notify the applicant regarding the result of validation through a letter if not feasible.                | None | 1 working day   | Records Unit                             |
|  | 2.3 If the proposed area is found feasible; the topographic survey will be conducted                         | None | 5 working days  | RAED-EPDSS/<br>Engineer I<br>Engineer II |
| 3. Submit the additional requirements if the project is found feasible | 3.1 Prepare of Detailed Engineering Design and Program of Works  | None | 20 working days | RAED-EPDSS/<br>Engineer I<br>Engineer II |
|  | 3.2 Reviews DED and POW  |      | 1 working day   | RAED-EPDSS<br>Chief                      |
|  | 3.3 Finalizes DED and POW  |      | 2 working days  | RAED-EPDSS/<br>Engineer I<br>Engineer II |
|  | 3.4 Approval of DED and POW and signing of endorsement letter<br>3.5 Include in the master list of qualified |      | 1 working day   | RAED-EPDSS,<br>RAED Chief, RED           |

|   |   |      |                                |                  |
|---|---|------|--------------------------------|------------------|
|   | beneficiaries   |      |                                |                  |
|   | 3.6. Endorses of the DED and POW to BSWM  |      | 30 minutes                     | Records Unit     |
| 4. Notified that the project is endorsed to BSWM for possible funding | 4.1 Send the signed letter that the request was already endorsed to BSWM for possible funding |      | 1 working day                  | Records unit     |
| 5. Fill-up the Customer Satisfaction Monitoring (CSM) Form            | Assist the applicant in filling up of the CSM form  |      | 5 minutes                      | Malasakit Center |
| End of Transaction  |   |      |                                |                  |
| Total:  |   | None | 36 working days and 40 minutes |                  |

\* Process 2.1 may vary depending on the type of irrigation project

\* This citizen's charter involves three (3) highly technical process which are found in 2.1, 2.3 and 3.1.

## 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.

|   |  |  |                        |                             |
|---|--|--|------------------------|-----------------------------|
| <b>Office or Division:</b>                                      | Regional Agricultural Engineering Division (RAED)                          |  |                        |                             |
| <b>Classification:</b>  | Highly Technical   |  |                        |                             |
| <b>Type of Transaction:</b>                                     | G2C_Government to Business   |  |                        |                             |
| <b>Who may avail:</b>   | DA RFO III Suppliers and Contractors                                       |  |                        |                             |
| <b>CHECKLIST OF REQUIREMENTS</b>                                |  | <b>WHERE TO SECURE</b>                       |                        |                             |
| 1. Request for inspection for payment<br>(1 original)           |  | Requesting Party (Suppliers and Contractors) |                        |                             |
| <b>CLIENT STEPS</b>   | <b>AGENCY ACTIONS</b>  | <b>FEES TO BE PAID</b>                       | <b>PROCESSING TIME</b> | <b>PERSON RESPONSIBLE</b>   |
| 1.Submission of documentary requirements to the Records Section | 1.1. Receives documentary requirements                                     | None   | 3 hours and 25 minutes | Chief,<br>Records Unit      |
|   | 1.2. Regional Executive Director provides action/instruction               |  |                        | Regional Executive Director |
|   | 1.2. RAED Chief for action/ provide instruction to the concerned personnel |  |                        | RAED Chief                  |
|   | 1.3. Coordination and preparation of logistics for the inspection          | None   | 5 days                 | 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                                 | PPMS Chief<br><br>Engineer II<br><br>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:<br><br>Engineer I<br><br>For Irrigation Projects:<br><br>Engineer I |
| <b>TOTAL</b>   |   | <b>None</b> | <b>11 days, 4 hours and 35 minutes</b> |  |



## 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).

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



|   |  |
|---|--|
| 5. Photocopy of Certificate of Distributorship/ Dealership; if applicable<br>(2 certified true copy)  | Applicant  |
| 6. Photocopy of Certificate of Free Sale/ Registration or equivalent documentary requirement indicating the country of Manufacture for imported agricultural and Fishery Machinery<br>(2 certified true copy) | 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;<br>(2 original)                             | Applicant  |
| 8. Letter of Intent<br>(2 original)   | Applicant<br><br>form to be download at the BAFE Website<br>( <a href="http://bit.ly/BAFE_CC_Forms_">bit.ly/BAFE_CC_Forms_</a> ) |
| <b>FOR RENEWAL OF APPLICATION:</b>  |  |
| 9. Duly accomplished CC Application Form and Authority to Use Form<br>(2 Original)  | Applicant<br><br>form to be download at the BAFE Website<br>( <a href="http://bit.ly/BAFE_CC_Forms_">bit.ly/BAFE_CC_Forms_</a> ) |
| 10. Certified true copy of previously issued CC<br>(2 copies)   | Applicant  |
| 11. Authenticated copy of final Test Report (TR) issued by AMTEC<br>(2 copies)  | 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;<br>(2 original)   |   |   |                               |                             |
|---|---|---|-------------------------------|-----------------------------|
| 13. Letter of Intent<br>( 2 original)   |   | Applicant<br>form to be download at the BAFE Website<br>(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        | Chief, Records Unit         |
|   | 1.2 Regional Executive Director provides action/instruction   |   |                               | Regional Executive Director |
|   | 1.3 RAED Chief for action/ provide instruction to the concerned personnel   | None  | 10 minutes                    | 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 | Engineer I<br>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                 | Engineer I |
| <b>TOTAL</b>                                  |  | 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.

|   |   |  |                        |                           |
|---|---|--|------------------------|---------------------------|
| <b>Office or Division:</b>  | Regional Agricultural Engineering Division (RAED)   |  |                        |                           |
| <b>Classification:</b>  | Highly Technical  |  |                        |                           |
| <b>Type of Transaction:</b>   | G2G_ Government to Government/ G2C_ Government to Citizen   |  |                        |                           |
| <b>Who may avail:</b>   | Farmers Association/Cooperatives (FCA)<br>Provincial and Local Government Units (LGUs)<br>Congressional Representatives<br>other Concerned Citizens |  |                        |                           |
| <b>CHECKLIST OF REQUIREMENTS</b>  |   | <b>WHERE TO SECURE</b>   |                        |                           |
| 1. Letter of Intent/ Request with specific sites and length of the requested project (1 original)<br><br>Additional Requirements if found feasible: <ol style="list-style-type: none"> <li>1. Right of Way Certificate (original)</li> <li>2. Deed of Donation/Sale/Waiver of Rights (for affected private property) (original)</li> <li>3. Certification from LGU or DPWH that the road is classified as Barangay Road (original)</li> </ol> |   | Requesting Party<br><br>1. Municipal LGU<br>2. Municipal LGU<br><br>3. Municipal LGU or concerned DPWH District Office |                        |                           |
| <b>CLIENT STEPS</b>   | <b>AGENCY ACTIONS</b>   | <b>FEES TO BE PAID</b>   | <b>PROCESSING TIME</b> | <b>PERSON RESPONSIBLE</b> |

|  |  |      |                        |             |
|--|--|------|------------------------|-------------|
| 1. Submit request  | 1.1. RAED Chief for action and instruction                                   | None | 10 minutes             | RAED Chief  |
| 2. Assist in the validation  | 2.1. Schedule and validate the proposed project                              | None | 15 days                | EPDSS Chief |
|  | 2.2 Prepare validation report and process Keyhole Markup Language (kml) file | None | 2 days                 | EPDSS Chief |
|  | 2.3 Endorse the validation report to DA Central Office for possible funding  | None | 2 days                 | Engineer II |
| 3. If found feasible, submit the additional documentary requirements |  | None |                        | Client      |
|  | <b>Total</b>   | 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.

|   |   |                        |
|---|---|------------------------|
| <b>Office or Division:</b>  | Regional Agricultural Engineering Division (RAED)   |                        |
| <b>Classification:</b>  | Highly Technical  |                        |
| <b>Type of Transaction:</b>   | G2B- Government to Business   |                        |
| <b>Who may avail:</b>   | Manufacturer, Fabricator, Assembler, Distributor, Dealer, Importer or Exporter (MFADDIE) of Agricultural and Fisheries Machinery  |                        |
| <b>CHECKLIST OF REQUIREMENTS</b>  |   | <b>WHERE TO SECURE</b> |
| <p>Note: <i>The applicant shall submit 1 set of application and documentary requirements during the initial application and be updated where appropriate</i></p>  |   |                        |
| <b>FOR NEW APPLICATION:</b>   |   |                        |
| 1. Duly accomplished application form and product listing<br><br>(1 original)   | DA RFO III-Regional Agricultural Engineering Division- Standards, Regulation and Enforcement Section (SRES)<br>or download the forms at the BAFE Website ( <a href="http://bit.ly/BAFE_PTO_Forms_">bit.ly/BAFE_PTO_Forms_</a> ) |                        |
| 2. Photocopy of Business/Mayor's Permit for the current year<br><br>(1 certified true copy)   | Applicant   |                        |
| 3. Location Map of the establishment<br><br>( 1 original)   | Applicant   |                        |
| 4. Accreditation issued by National Agricultural and Fisheries Machinery Assemblers, Manufacturers, Importers, Distributors and Dealers Accreditation and Classification Board (NAMDAC) ( <i>if applicable</i> )<br><br>(1-certified true copy)                                 | Applicant   |                        |
| 5. Proof of accreditation from DA Technology Generators (if applicable)<br><br>(1 certified true copy)  | DA Technology Generators ( PhilMech,PhilRice, PhilFida, etc.)   |                        |
| 6.1 Photocopy of Certificate of Business Name Registration (for sole proprietorship)<br>(1 certified true copy)<br>6.2 Photocopy of Certificate of Registration, Article of Incorporation, and By Laws and all amendments thereto (for corporations)<br>(1 certified true copy) | DTI Applicant<br><br>Applicant  |                        |
| 7. Company ID and Notarized Special Power of Attorney or Board Resolution (for applicants represented by its authorized representative)   | Applicant   |                        |

|  |  |
|--|--|
| (1 -certified true copy for company ID)<br>(1- original for SPA or Board Resolution)   |  |
| 8. Brochures and/or Pictures with Technical Specifications of product lines<br>(1 original for each product line)  | Applicant form to be download at the BAFE Website ( <a href="http://bit.ly/BAFE_PTO_Forms_">bit.ly/BAFE_PTO_Forms_</a> )   |
| 9. Letter of Intent<br>(1 original)  | BAFE form to be download at the BAFE Website ( <a href="http://bit.ly/BAFE_PTO_Forms_">bit.ly/BAFE_PTO_Forms_</a> )  |
| Additional requirements for importers:<br>1. Photocopy of Certificate of Free Sale/ Registration indicating the country of manufacture of the product listed<br><br>(1 certified true copy)<br>2. Photocopy of Distributorship/ Distributorship Agreement<br><br>(1 certified true copy)   | Applicant  |
| <b>FOR RENEWAL OF APPLICATION:</b>   |  |
| 1. Duly accomplished application form<br>(1 original)  | DA RFO III-Regional Agricultural Engineering Division- Standards, Regulation and Enforcement Section (SRES)<br>or download the forms at the BAFE Website ( <a href="http://bit.ly/BAFE_PTO_Forms_">bit.ly/BAFE_PTO_Forms_</a> )                  |
| 2. Photocopy of Previously issued PTO<br>(1 certified true copy)   | Applicant  |
| 3. Photocopy of Valid Business/ Mayor's Permit for the current year<br>(1 certified true copy)   | Applicant  |
| 4. Company ID and Notarized Special Power of Attorney or Board Resolution (for applicants represented by its authorized representative)<br><br>(1 -certified machine copy from the original for company ID)<br>(1- original for SPA or Board Resolution)   | Applicant  |
| <b>FOR AMENDMENT</b><br>(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. |  |
| Document for Change in Location/ Address<br>(Within the Region/To another Region)<br><br>1. Letter of Request (1 Original)<br>2. Application Form (1 Original)<br>3. PTO Certificate and Notification Letter (1 Original)<br>4. Valid Mayor's/ Business Permit (1 certified machine copy)<br>5. Location Map (1 Original)  | Applicant<br><br>DA RFO III-Regional Agricultural Engineering Division- Standards, Regulation and Enforcement Section (SRES)<br>or download the forms at the BAFE Website ( <a href="http://bit.ly/BAFE_PTO_Forms_">bit.ly/BAFE_PTO_Forms_</a> ) |

|   |   |   |  |                           |
|---|---|---|--|---------------------------|
|   |   |   |  |                           |
| <b>Documents for Change in Business Name</b><br>1. Letter of Request (1 Original )<br>2. Application Form (1 Original)<br>3. PTO Certificate and Notification Letter (1 Original)<br>4. Department of Trade and Industry (DTI)/ Securities and Exchange Commission (SEC) Registration (1 certified true copy)<br>5. Valid Mayor's/Business Permit (1 Certified Machine Copy)  |   | <b>Applicant</b><br><br>DA RFO III-Regional Agricultural Engineering Division- Standards, Regulation and Enforcement Section (SRES)<br>or download the forms at the BAFE Website (bit.ly/BAFE_PTO_Forms_) |  |                           |
| <b>Documents for Change in Ownership</b><br>1. Letter of Request (1 Original)<br>2. Application Form (1 Original)<br>3. PTO Certificate and Notification Letter (Original)<br>4. Valid Mayor's/Business Permit (1 Certified true copy)<br>5. Deed of Sale or Donation (1 certified true copy)<br>6. Death Certificate (if previous owner is deceased) (1 certified true copy) |   | <b>Applicant</b><br><br>DA RFO III-Regional Agricultural Engineering Division- Standards, Regulation and Enforcement Section (SRES)<br>or download the forms at the BAFE Website (bit.ly/BAFE_PTO_Forms_) |  |                           |
| <b>Documents for Additional or Change Product Lines</b><br>1. Letter Request (1 Original Copy)<br>2. Application Form (1 Original)<br>3. Valid Mayor's/Business Permit (1 Certified true copy)<br>4. Product Listing Form (1 Original)<br>5. Technical Specifications/Brochures (1 Certified True Copy)   |   | <b>Applicant</b><br><br>DA RFO III-Regional Agricultural Engineering Division- Standards, Regulation and Enforcement Section (SRES)<br>or download the forms at the BAFE Website (bit.ly/BAFE_PTO_Forms_) |  |                           |
| <b>CLIENT STEPS</b>   | <b>AGENCY ACTIONS</b>   | <b>FEES TO BE PAID</b>  | <b>PROCESSING TIME</b>                     | <b>PERSON RESPONSIBLE</b> |
| 1. Submission of documentary requirements to the Records Unit   | 1.1. Receives documentary requirements<br>1.2 Regional Executive Director (RED) provides action/instruction | None  | Refer to Citizen's Charter of Records Unit | Records Unit<br>RED       |
|   | 1.3 RAED Chief for action/ provide instruction to the concerned personnel                                   | None  | 10 minutes                                 | RAED Chief                |
|   | 1.4. Review the completeness of the documentary requirements and endorse to BAFE                            | none  | 2 working days                             | SRES Staff                |



|  |  |  |                                       |                  |
|--|--|--|---------------------------------------|------------------|
|  | for verification   |  |                                       |                  |
|  | 1.5 Notify the client that the documents are endorsed to BAFE  | none   | 1 hours                               | SRES Staff       |
| 2. Payment of fee at the BAFE Cashier or through online  |  | Php 6,000 for new application<br>Php 120 for amendment                       | -                                     | Applicant        |
| 3. Send a copy of receipt/proof of payment at <a href="mailto:darfo3.raed.sres@gmail.com">darfo3.raed.sres@gmail.com</a> email of BAFE | 3.1 Issuance of Work Order to RAED   |  | Refer to the Citizens Charter of BAFE | BAFE             |
| 4. Participate to the on-site inspection and evaluation  | 4.1. Scheduling and conduct on-site inspection to check the authenticity and veracity of submitted documents | none   | 5 working days                        | SRES Staff       |
|  | 4.2. Prepare inspection and evaluation report<br>4.3. Signing and approval of<br>4.4. Endorse to DA-BAFE     | None   | 2 working days                        | SRES Staff       |
|  | 4.5. Review, process and recommend 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 and/or decision to deny notification letter          | None   | 30 minutes                            | SRES Staff       |
| 6. Fill-up the Citizen's Monitoring (CSM) Form   | Issue the CSM  | None   | 5 minutes                             | Malasakit Center |
| <b>TOTAL</b>   |  | <b>Php 6,000 for new application and renewal/<br/>Php 120- for amendment</b> | <b>9 days, 2 hours and 45 minutes</b> |                  |

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.



## PROVISION OF DRILLING SERVICE

Based on the interpreted data after the conduct of geo-resistivity survey, drilling is performed at identified sites. It will confirm the presence and depth of the target water wells for irrigation purposes.

Furthermore, it will support Groundwater Water Development for Irrigation under the Department of Agriculture (DA). This equipment will facilitate the smooth implementation of Small-Scale Irrigation Projects (SSIPs) such as Solar-powered Irrigation System (SPIS), Solar-Powered Fertigation System (SPFS), and Shallow Tubewell (STW) that are being implemented under the National Banner Programs of the DA.

|   |   |  |  |                               |
|---|---|--|--|-------------------------------|
| <b>Office or Division:</b>  | Regional Agricultural Engineering Division (RAED)<br>Programs and Projects Management Section (PPMS)  |  |  |                               |
| <b>Classification:</b>  | Highly Technical  |  |  |                               |
| <b>Type of Transaction:</b>   | G2G_ Government to Government/ G2C_ Government to Citizen   |  |  |                               |
| <b>Who may avail:</b>   | Farmers Association/Cooperatives (FCAs)<br>Provincial and Municipal Local Government Units (P/MLGUs)<br>State Colleges and Universities (SUCs)<br>Learning Sites for Agriculture" (LSAs)<br>DA Research Centers |  |  |                               |
| <b>CHECKLIST OF REQUIREMENTS</b>  |   | <b>WHERE TO SECURE</b>   |  |                               |
| 1. Letter of Request or Board Resolution reflecting specific site/s of the requested project (1 original) |   | Requesting Party   |  |                               |
| 2. Results of Geo-resistivity Survey (1 certified machine copy)   |   | RAED-EPDSS or other private or government entity conducting Geo-resistivity survey |  |                               |
| <b>CLIENT STEPS</b>   | <b>AGENCY ACTIONS</b>   | <b>FEE S TO BE PAID</b>  | <b>PROCES SING TIME</b>                    | <b>PERS ON RESP ON SIB LE</b> |
| 1. Submission of request to Records Unit  | 1.1. Receives documentary requirement   | None   | Refer to Citizen's Charter of Records Unit | Records Unit<br>RED           |
|   | 1.2 Regional Executive Director (RED) provides action/ instruction  |  |  |                               |
|   | 1.3 RAED Chief provides instruction to the concerned  | None   | 10 minutes                                 | RAED Chief                    |

|   | personnel  |      |                                |                        |
|---|--|------|--------------------------------|------------------------|
| Assist in the conduct of drilling                       | 2.1. Schedule and deployment of drilling rig and equipment | None | 5 working days                 | PPMS Staff             |
|   | 2.2. Conduct of drilling activities                        | None | 20 working days                | Driller, PPMS Staff    |
|   | 2.3 Prepare post activity report                           | None | 1 working day                  | Driller, PPMS Staff    |
|   | 2.4 Review and signing of post activity report             | None | 1 working day                  | PPMS Chief, RAED Chief |
|   | 2.5 Transmittal of post-activity report to RED             | None | 1 hour                         | Records Unit           |
| Fill-up the Customer Satisfaction Monitoring (CSM) Form | Issue the CSM  | None | 5 minutes                      | Malasa kit Center      |
| End of transaction                                      |  |      | 27 days, 1 hour and 15 minutes |                        |

*Note: This process is applicable if the proposed site was found feasible based on geo-resistivity survey and the counterpart of the requisitioner (e.g., Bentonite, Diesel, Additional man-power for labor, pipes and other materials needed for drilling, food and accommodation for the driller) is already available.*



## REQUEST FOR VALIDATION TO AVAIL FARM-TO-MARKET ROAD PROJECTS

Farm to Market Road Development Program (FMRDP) 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.

The validation of Farm-to-Market Road covers site evaluation and ends with an endorsement to the DA Central Office for possible funding.

|  |  |   |  |                           |
|--|--|---|--|---------------------------|
| <b>Office or Division:</b>   | Regional Agricultural Engineering Division (RAED)  |   |  |                           |
| <b>Classification:</b>   | Highly Technical   |   |  |                           |
| <b>Type of Transaction:</b>  | G2G_ Government to Government/ G2C_ Government to Citizen  |   |  |                           |
| <b>Who may avail:</b>  | Farmers Association/Cooperatives (FCA)<br>Provincial and Local Government Units (LGUs)<br>Congressional Representatives<br>other Concerned Agencies/Citizens |   |  |                           |
| <b>CHECKLIST OF REQUIREMENTS</b>   |  | <b>WHERE TO SECURE</b>  |  |                           |
| 19. Letter of Intent/ Request with specific sites and length of the requested project (1 original)<br>Additional Requirements to be submitted during the validation:<br>1. Right of Way Certificate (1 original)<br>2. Deed of Donation/Sale/Waiver of Rights (for affected private property) (1 original)<br>3. Certification from Barangay Official and Municipal LGU that the road is classified as Barangay Road (1original)<br>4. Certification from MENRO/CENRO/PENRO that the proposed FMR is not within the protected area (1 original)<br>5. Certification from NCIP that the proposed FMR is not within Ancestral Domain ( 1 original) |  | Requesting Party<br><br>19. Municipal LGU<br>19. Municipal LGU or property owner(private property)<br>19. Municipal LGU<br><br>19. MENRO/CENRO/PENRO<br><br>5.NCIP Office |  |                           |
| <b>CLIENT STEPS</b>  | <b>AGENCY ACTIONS</b>  | <b>FEES TO BE PAID</b>  | <b>PROCESSING TIME</b>                     | <b>PERSON RESPONSIBLE</b> |
| 1. Submission of documentary requirements to the Records Unit  | 1.1. Receives documentary requirements<br>1.2 Regional Executive Director  | None  | Refer to Citizen's Charter of Records Unit | Records Unit<br>RED       |

|   |   |      |                                |                                       |
|---|---|------|--------------------------------|---------------------------------------|
|   | (RED) provides action/instruction   |      |                                |                                       |
|   | 1.3 RAED Chief for action/ provide instruction to the concerned personnel   | None | 10 minutes                     | RAED Chief                            |
| 2. Assist in the validation and submission of the additional documentary requirements | 2.1. Schedule and validate the proposed project*  | None | 15 working days per site       | FMR/ EPDSS Staff                      |
|   | 2.2 Prepare validation report and process Keyhole Markup Language (kml)   | None | 2 working days                 | FMR/ EPDSS Staff                      |
|   | 2.3 Signing and approval of the validation report   | None | 1 Working Day                  | FMR Staff, EPDSS Chief and RAED Chief |
|   | 2.3.a. If found not feasible inform the proponent thru a letter on the result of the validation signed by RED<br><br>2.3.b. If found feasible, prepare the endorsement letter to DA Central Office for possible funding signed by RED | None | 1 working days                 | FMR Staff and RED                     |
| 3. Receives copy of letter reflecting the result of validation                        | 3.1 Provide a letter and a copy of endorsement letter to the proponent  | None | 1 hour                         | FMR Staff                             |
| 4. Fill up the Customer Satisfaction Form   | Issue the CSM   | None | 5 minutes                      | Malasakit Center                      |
|   | Total   | None | 19 days, 1 hour and 15 minutes |                                       |

## REQUEST FOR THE CONDUCT OF GEO RESISTIVITY SURVEY

A geo-resistivity survey is a geophysical method that measures the electrical resistance of subsurface materials to determine the depth and thickness of underlying layers, aiding in groundwater exploration for irrigation purposes.

It will support Groundwater Water Development for Irrigation under the Department of Agriculture (DA). This equipment will facilitate the smooth implementation of drilling for Small-Scale Irrigation Projects (SSIPs) such as Solar-powered Irrigation System (SPIS), Solar-Powered Fertigation System (SPFS), and Shallow Tubewell (STW) that are being implemented under the National Banner Programs of the DA.

|  |   |                        |
|--|---|------------------------|
| <b>Office or Division:</b>   | Regional Agricultural Engineering Division (RAED)<br>Engineering Plans Designs and Specifications Section (EPDSS)               |                        |
| <b>Classification:</b>   | Highly Technical  |                        |
| <b>Type of Transaction:</b>  | G2G_Government to Government/ G2C_Government to Citizen   |                        |
| <b>Who may avail:</b>  | Farmers Association/Cooperatives (FCA)<br>Provincial and Local Government Units (LGUs)<br>State Colleges and Universities (SUC) |                        |
| <b>CHECKLIST OF REQUIREMENTS</b>   |   | <b>WHERE TO SECURE</b> |
| 1.1 Board Resolution duly signed by the majority of the board of directors of the organization for recipient for Registered Farmer Cooperatives and Associations (FCA) applicant |   | Applicant              |
| 1.2 Letter request for individual applicant  |   |                        |
| 1.3 Letter of Intent signed by the Local Chief Executive for LGU applicant   |   |                        |
| 1.4 Letter of Intent signed by the School's President for SUCs applicant   |   |                        |
| (1 original)   |   |                        |

| 2. Endorsement letter by the Municipal/City / Provincial Agriculturist<br>1 original |   | Municipal Agriculture Office (MAO) / City Agriculture Office (CAO)/ Provincial Agriculture Office (PAO) |  |                   |
|--|---|---|--|-------------------|
| CLIENT STEPS   | AGENCY ACTIONS  | FEES TO BE PAID   | PROCESSING TIME                            | RESPONSIBLE       |
| 1. Submission of documentary requirements to the Records Section                     | 1.1. Receives documentary requirements                                    | None  | Refer to Citizen's Charter of Records Unit | Records Unit      |
|  | 1.2 Regional Executive Director (RED) provides action/ instruction        |   |  | RED               |
|  | 1.3 RAED Chief for action/ provide instruction to the concerned personnel |   |  | RAED Chief        |
| 2. Conduct of Geo Resistivity Survey   | 2.1. Schedule and survey the proposed project                             | None  | 10 working days                            | RAED- EPDSS       |
|  | 2.2 Prepare geo resistivity survey report                                 | None  | 3 working days                             | RAED- EPDSS Staff |
|  | 2.3. Signing and approval of the Geo-Resistivity Report and Transmittal   | None  | 1 working day                              |                   |

|   |  |      |                                |                  |
|---|--|------|--------------------------------|------------------|
| 3. Receives Geo-Resistivity Report                        | 3.1 Provide a copy of the geo resistivity survey report through endorsement letter | None | 30 minutes                     | RAED Chief       |
| 4.Fill-up the Customer Satisfaction Monitoring Form (CSM) | Issue the CSM  | None | 5 minutes                      | Malasakit Center |
| End of transaction  |  |      | 14 working days and 45 minutes |                  |





## CONDUCT OF SITE VALIDATION FOR PROPOSED AGRICULTURAL MACHINERY AND INFRASTRUCTURE PROJECTS

Agricultural Machinery and Infrastructure Projects being implemented under the Department of Agriculture Regional Field Office Region III (DA-RFO III) aim to enhance farm productivity, efficiency, and sustainability. These projects will be distributed to farmers cooperatives, State universities and colleges and local government units (LGUs) across the seven (7) provinces of Region III – Central Luzon: Aurora, Bataan, Bulacan, Nueva Ecija, Pampanga, Tarlac, and Zambales. This focuses on modernizing agricultural operations by providing mechanized farm equipment, post-harvest facilities, irrigation systems and cold storage facilities.

|                            |   |
|----------------------------|---|
| <b>Office or Division</b>  | Regional Agricultural Engineering Division (RAED)<br>Engineering Plans Designs and Specifications Section (EPDSS)   |
| <b>Classification</b>      | Highly Technical  |
| <b>Type of Transaction</b> | G2G- Government to Government<br>G2C- Government to Client  |
| <b>Who May Avail</b>       | Based from MC 41 Series of 2024 Registered Farmer Cooperatives and Associations ( FCA), Agrarian Reform Beneficiaries Organization ( ARBO), Irrigators' Association ( IA), Accredited Civil Society Organization ( CSO), group managed Learning Site for Agriculture ( LSA)' in the form of cooperative and association or network LSA, Schools offering agricultural/ agricultural biosystems engineering course like State Universities and Colleges ( SUCs) and Farm schools; and Provincial, City, and Municipal Local Government Units ( PLGU/ CLGU/ MLGU) |

| Checklist of Requirements  | Where to Secure   |
|--|---|
| <p>1.1 Board Resolution duly signed by the majority of the board of directors of the organization for recipient for Registered Farmer Cooperatives and Associations ( FCA), Agrarian Reform Beneficiaries Organization ( ARBO), Irrigators' Association ( IA), Accredited Civil Society Organization ( CSO), group managed Learning Site for Agriculture ( LSA)' in the form of cooperative and association or network LSA applicant</p> <p>1.2 Letter of Intent duly signed by Head of the Municipal Agricultural and Biosystems Engineering Office/Unit and duly noted by the Local Chief Executive for Provincial, City, and Municipal Local Government Units ( PLGU/ CLGU/ MLGU) applicant</p> <p>1.3 Duly approved proposal endorsed by the President of the Agricultural Schools, State Universities and Colleges (SUCs) for Schools offering agricultural/ agricultural biosystems engineering course like State Universities and Colleges ( SUCs) and Farm schools applicant</p> <p>1 original</p> | <p>Applicant</p>  |
| <p>2.1 Pre-validation report signed by an Agricultural and Biosystems Engineer (ABE) in the P/ C/ MLGU</p> <p>2.2 Pre-validation report signed by an Agricultural and Biosystems Engineer (ABE) in the SUC</p> <p>1 original</p>   | <p>Municipal/City Agricultural and Biosystems Engineering Office (M/CABEO) /<br/>Municipal/City Agriculture Office (M/CAO)<br/>State Universities and Colleges ( SUCs)<br/>and Farm schools</p> |
| <p>3. Endorsement or Certification from an ABE (1 original)</p>  | <p>Municipal/City Agricultural and Biosystems Engineering Office (M/CABEO) /<br/>Municipal/City Agriculture Office (M/CAO)</p>  |
| <p>4. Endorsement letter by the Municipal/City Local Government Unit (M/CLGU) (1 original)</p>   | <p>Municipal/City Agriculture Office (M/CAO)</p>  |

|   |  |
|---|--|
| 5. Endorsement Letter from Provincial Local Government Unit (PLGU)<br>(1 original)  | Provincial Agriculture Office (PAO)          |
| 6. Utilization Proposal<br>(1 original)   | Applicant<br>(provide downloadable template) |
| 7. Certificate of No Unliquidated Funds on the Department of Agriculture Regional Field Office III<br>(1 original)  | DA Accounting Section                        |
| 8. Profile of the Organization<br>(1 original)  | Applicant                                    |
| 9. Map of the service area/production area<br>(1 original)  | Applicant                                    |
| 10. Geotagged photos of the existing shed and/or ongoing construction of shed<br>(1 original)   | Applicant                                    |
| 11.1 Proof of land ownership or copy of Certificate of Land Title or Usufruct/Lease of Agreement for Registered Farmer Cooperatives and Associations (FCA), Agrarian Reform Beneficiaries Organization (ARBO), Irrigators' Association (IA), Accredited Civil Society Organization (CSO), group managed Learning Site for Agriculture (LSA)' in the form of cooperative and association or network LSA<br>(1 certified true copy) | Applicant                                    |

| 11.2 Proof of ownership and Site Development Plan for Schools offering agricultural/ agricultural biosystems engineering course like State Universities and Colleges (SUCs) and Farm schools Provincial, City, and Municipal Local Government Units<br>(1 certified true copy) |  | Applicant       |  |                     |
|--|--|-----------------|--|---------------------|
| Client Steps   | Agency Action  | Fees to be paid | Processing Time                            | Person Responsible  |
| 1. Submission of documentary requirements to the Records Unit  | 1.1. Receives documentary requirements<br>1.2 Regional Executive Director (RED) provides action/ instruction   | None            | Refer to Citizen's Charter of Records Unit | Records Unit<br>RED |
|  | 1.3 Receives documentary requirements with instruction from RED<br>1.4 Checks the completeness of the documents<br>1.5.a Endorses list of proposed projects with complete documents to RAED<br>1.5.b Notify the applicant through a letter for lacking documents | None            |  | FOD                 |
|  | Receive documents from FOD with request for validation   |                 |  | RAED Admin Staff    |
|  | 1.6 RAED Chief for action/ provides instruction to the concerned personnel   | None            | 10 minutes                                 | RAED Chief          |

|  |   |      |  |  |
|--|---|------|--|--|
| 2. Assist in the conduct of site validation                | 2.1 Schedules and conducts site validation; prepares validation report      | None | 5 working days                           | RAED-EPDS Section/<br>Engineer I<br>Engineer II<br>Section Chief |
|  | 2.2 Prepares validation report to be signed by Section Chief and RAED Chief | None | 1 working day                            | RAED-EPDSS Staff   |
|  | 2.2 Endorses validation report to the FOD for appropriate action            | None | 1 working day                            | RAED-EPDSS Staff,<br>RAED Chief,<br>RED                          |
| 3. Fill-up the Customer Satisfaction Monitoring (CSM) Form | Assist the applicant in filling up of the CSM form                          | None | 5 minutes                                | Malasakit Center   |
| End of Transaction   |   |      |  |  |
| Total:   |   | None | 7 working days,<br>1 hour and 45 minutes |  |

\* Process 1.4 MC 41 Series of 2024 "General Guidelines on the Provision of Agricultural Machinery, Equipment, and Facilities FY 2024 Onwards"

\* Step 3 is only for not feasible projects

## External Service

### 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 (MFAI's) which guarantees that agricultural and fisheries machinery conforms 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).

|  |   |                        |
|--|---|------------------------|
| <b>Office or Division:</b>   | Regional Agricultural Engineering Division (RAED)   |                        |
| <b>Classification:</b>   | Highly Technical  |                        |
| <b>Type of Transaction:</b>  | G2B- Government to Business   |                        |
| <b>Who may avail:</b>  | Manufacturer, Fabricator, Assembler and Importer (MFAI) of Agricultural Machinery and Equipment   |                        |
| <b>CHECKLIST OF REQUIREMENTS</b>   |   | <b>WHERE TO SECURE</b> |
| Note: Applicant shall submit 1 set of application and documentary requirements   |   |                        |
| <b>FOR NEW APPLICATION:</b>  |   |                        |
| 1. Duly accomplished CC Application and Authority to Use Form<br><br><i>(1 original)</i>   | DA RFO III-Regional Agricultural Engineering Division- Standards, Regulation and Enforcement Section (SRES)<br>or download the forms at the BAFE Website ( <a href="http://bit.ly/BAFE_CC_Forms_">bit.ly/BAFE_CC_Forms_</a> ) |                        |
| 2. Authenticated copy of final Test Report (TR) issued by UPLB-AMTEC or accredited testing center<br><br><i>(1 authenticated copy)</i>   | Applicant   |                        |
| 3. Photocopy of Business Permit<br><br><i>(1 certified machine copy)</i>   | Applicant   |                        |
| 4. Original Operator's Manual of the Machine<br><br><i>(1 original)</i>  | Applicant   |                        |
| 5. Certificate of Distributorship/ Dealership; if applicable<br><br><i>(1 certified machine copy)</i>  | Applicant   |                        |
| 6. Certificate of Free Sale/ Registration or equivalent documentary requirement indicating the country of Manufacture for imported agricultural and Fishery Machinery<br><br><i>(1 certified machine copy)</i>                                 | Applicant   |                        |
| 7. Duly Notarized Special Power of Attorney (SPA) or Board Resolution and any government issued I.D. for applications represented by its authorized representatives and;<br><br><i>(1-certified machine copy for any government issued ID)</i> | Applicant   |                        |

|   |  |
|---|--|
| <i>(1- original for SPA or board resolution)</i>  |  |
| 8. Letter of Intent<br><i>(1 original)</i>  | Applicant form to be download at the BAFE Website ( <a href="http://bit.ly/BAFE_CC_Forms_">bit.ly/BAFE_CC_Forms_</a> ) |
| <b>FOR RENEWAL OF APPLICATION:</b>  |  |
| 1. Duly accomplished CC Application Form and Authority to Use Form<br><i>(1 Original)</i>   | Applicant form to be download at the BAFE Website ( <a href="http://bit.ly/BAFE_CC_Forms_">bit.ly/BAFE_CC_Forms_</a> ) |
| 2. Previously issued CC<br><i>(1-certified machine copy)</i>  | Applicant  |
| 3. Authenticated copy of final Test Report (TR) issued by UPLB-AMTEC or accredited testing center<br><i>(1 copy)</i>  | Applicant  |
| 4. Duly Notarized Special Power of Attorney or Board Resolution and any government-issued I.D for applications represented by its authorized representatives and;<br><br><i>(1-certified machine copy for any government issued ID)<br/>(1- original for SPA or board resolution)</i> | Applicant  |
| 5. Letter of Intent<br><i>( 1 original)</i>   | Applicant form to be download at the BAFE Website ( <a href="http://bit.ly/BAFE_CC_Forms_">bit.ly/BAFE_CC_Forms_</a> ) |

| CLIENT STEPS  | AGENCY ACTIONS  | FEES TO BE PAID | PROCESSING TIME                            | PERSON RESPONSIBLE        |
|---|---|-----------------|--|---------------------------|
| 1. Submission of documentary requirements to the Records Unit | 1.1. Receives documentary requirements<br>1.2 Regional Executive Director (RED) provides action/instruction | None            | Refer to Citizen's Charter of Records Unit | Records Unit<br>RED       |
|   | 1.3 RAED Chief for action/ provide instruction to the concerned personnel                                   | None            | 10 minutes                                 | RAED Chief                |
|   | 1.4. Review the completeness of the submitted documents and   | none            | 3 working days per complete documents      | SRES Staff,<br>SRES Chief |

|   |  |                 |                               |                   |
|---|--|-----------------|-------------------------------|-------------------|
|   | 1.5. Endorse the submitted documents to BAFE for inspection and issuance of certificates |                 |                               | SRES Staff<br>RED |
| 2. Notified through electronic mail that the documents are already endorsed at the BAFE Office for evaluation and issuance of the certificate | 2.1. BAFE processes the application and issues the certificate                           | Php<br>3,500.00 |                               | BAFE              |
| 3. Notified of the release of the certificate   | 3.1 Notify the client of the release of the certificate                                  | None            | 30 minutes                    | SRES Staff        |
| 4. Fill-up the Customer Satisfaction Monitoring (CSM) Form  | 4.1 Issue CSM  | None            | 5 minutes                     | EPDSS Staff       |
| End of transaction  |  |                 |                               |                   |
| <b>TOTAL</b>  |  |                 | 4 working days and 15 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.

Furthermore, the Regional Evaluation Committee (REC) was constituted under a special order to conduct the evaluation of contractors. The Regional Agricultural Engineering Division (RAED) serve as the secretariat of the committee and the RAED Chief is the designated Chairperson of the committee

|   |   |  |  |                           |
|---|---|--|--|---------------------------|
| <b>Office or Division:</b>                                | Office of the Regional Executive Director (RED)   |  |  |                           |
| <b>Classification:</b>                                    | Highly Technical  |  |  |                           |
| <b>Type of Transaction:</b>                               | G2B_ Government to Business   |  |  |                           |
| <b>Who may avail:</b>                                     | DA RFO III Suppliers and Contractors  |  |  |                           |
| <b>CHECKLIST OF REQUIREMENTS</b>                          |   | <b>WHERE TO SECURE</b>                       |  |                           |
| 1. Request for Certificate of Performance<br>(1 original) |   | Requesting Party (Suppliers and Contractors) |  |                           |
| <b>CLIENT STEPS</b>                                       | <b>AGENCY ACTIONS</b>   | <b>FEES TO BE PAID</b>                       | <b>PROCESSING TIME</b>                     | <b>PERSON RESPONSIBLE</b> |
| 1.Submission of letter request to the Records Unit        | 1.1. Receives documentary requirements<br>1.2 Regional Executive Director (RED) provides action/instruction | None   | Refer to Citizen’s Charter of Records Unit | Records Unit<br>RED       |
|   | 1.3 REC Chairperson for action/ provide instruction to the concerned personnel                              | None   | 10 minutes                                 | REC Chairperson           |
|   | 1.4. Access and review the database of ratings for the projects evaluated by the Regional Evaluation        | None   | 2 working days                             | REC Member                |

|  |  |      |                       |                        |
|--|--|------|-----------------------|------------------------|
|  | Committee (REC)  |      |                       |                        |
|  | 1.5. Preparation of Certificate of Performance                                     | None | 1 working day         | REC Secretariat        |
|  | 1.6. Approval of the Regional Executive Director on the Certificate of Performance | None | 1 working day         | REC Chairperson<br>RED |
| 2. Receives the Certificate of Performance                 | 2.1 Issue the Certificate to Contractor  | None | 30 minutes            | Records Unit           |
| 3. Fill-up the Customer Satisfaction Monitoring (CSM) Form | Assist the applicant in filling up of the CSM form                                 |      | 5 minutes             | Malasakit Center       |
| End of transaction   |  |      |                       |                        |
| <b>TOTAL</b>   |  |      | 4 days and 45 minutes |                        |



## 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).

|   |   |   |                        |                             |
|---|---|---|------------------------|-----------------------------|
| <b>Office or Division</b>                             |   | Office of the Regional Executive Director |                        |                             |
| <b>Classification</b>                                 |   | Highly Technical                          |                        |                             |
| <b>Type of Transaction</b>                            |   | G2G- Government to Government             |                        |                             |
| <b>Who May Avail</b>                                  |   | Mines and Geosciences Bureau Region 3     |                        |                             |
| <b>Checklist of Requirements</b>                      |   | <b>Where to Secure</b>                    |                        |                             |
| 1. Letter Requesting for SAFDZ Joint Field Validation |   | Mines and Geosciences Bureau Region 3     |                        |                             |
| <b>Client Steps</b>                                   | <b>Agency Action</b>  | <b>Fees to be paid</b>                    | <b>Processing Time</b> | <b>Person Responsible</b>   |
| 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             | 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 | Member - SAFDZ Validating Team  |
|  | <p>1.3 Signing of endorsement letter to Bureau of Soil and Water Management (BSWM)</p>   | None | 10 minutes | Regional Executive Director   |
|  | <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    | (Member - SAFDZ Validating Team)  |
| 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>(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     | (Member -   |

|   |   |             |                                       |  |
|---|---|-------------|---------------------------------------|--|
|   | prescribed format and signing by the members of the SAFDZ Joint Validating Team                   |             |                                       | SAFDZ Validating Team)<br>- BSWM Member<br>- MGB R3 Member |
|   | 2.3 Prepare an Endorsement letter to BSWM and attached the original signed validation report      | None        | 10 minutes                            | (Member - SAFDZ Validating Team)                           |
|   | 2.4 For signature of endorsement letter to MGB R3   | None        | 10 minutes                            | 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                            | Chief - Records Unit                                       |
| 4. Accomplishment of Client Satisfaction Measurement (CSM) Form | 4.1 Issue the CSM Form  | None        | 10 minutes                            | MGR R3   |
| <b>Total:</b>   |   | <b>None</b> | <b>19 days, 1 hour and 20 minutes</b> |  |

\*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.

|                             |  |   |
|-----------------------------|--|---|
| <b>Office or Division:</b>  | Regulatory Division  |   |
| <b>Classification:</b>      | Highly Technical   |   |
| <b>Type of Transaction:</b> | G2B, G2C, G2G  |   |
| <b>Who may avail:</b>       | Animal Farm Owners<br>Veterinary Clinic and Animal Grooming/Boarding Owners<br>Students (Academy)<br>Researchers<br>Other Government Offices with Animal Facility<br>Private Individuals/Groups with Animal Facility |   |
|                             | <b>Checklist of Requirements</b>   | <b>Where to Secure</b>  |
|                             | <b>Initial Application</b> (BAI MC 19 series of 2022)  |   |
|                             | 1. Animal Facilities Registration Application Form<br>(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)<br>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   |
| <b>Other Facility-Specific Documentary Requirements (BAI MC 19 series of 2022)</b>  |   |
| 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   |
| <b>Renewal Application (BAI MC 19 series of 2022)</b>   |   |
| 1. Same requirements as stated above  |   |



| 2. Business/Mayor's Permit   |   | Mayor's Office  |                 |  |
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| 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<br>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<br>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<br>–Agriculturist I<br><br>Ms. Maria Luisa A. Pamintuan<br>–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<br>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.<br><br>5.2. Inform the CLIENT of the initial findings and non-compliances (if any) and provide a timeline for compliance.<br><br>5.3. Provide suggestions and recommendations. | None            | 1 day           | Dr. Xandre D. Baccay<br>Division Chief<br><br>Dr. Jermaine D.<br><br>Juco Veterinarian II<br><br>Mr. Mark Joseph B. Pineda<br>Agriculturist II<br><br>Mr. Enrile B. Manio<br><br>Agriculturist II<br><br>Dr. Arianne Bel D. Baluyut<br>Agriculturist I |

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|   |   |  |            | Ms. Crizel D. Alimurung<br>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<br>Division Chief<br><br>Dr. Jermaine D.<br><br>Juco<br>Veterinarian II<br><br>Mr. Mark Joseph B. Pineda<br>Agriculturist II<br><br>Mr. Enrile B. Manio<br>Agriculturist II<br><br>Dr. Arianne Bel D.<br><br>Baluyut<br>Agriculturist I<br><br>Ms. Crizel D. Alimurung<br>Agriculturist I |
| 7. If the facility passed the inspection process, secure an Order of Payment and pay for registration fees. | Calculate Total costs to be paid and issue an Order of Payment to be signed by the Accountant.<br><br>Issue an Official Receipt (OR). | (DA AO 04 s. 2015: Section 7. Schedule of Fees)<br><br><b>Initial (Valid for 1 Year)</b><br><br>a. Animal Boarding and | 15 minutes | Ms. Leticia D. Pili<br>Agriculturist I<br><br>Mr. Laeison C. Cabigao OIC-Chief, Accounting Section<br><br>Ms. Jeanny P. Aquino<br>Agriculturist II, Cashier Unit   |

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|  |  | <p>Recreation Facility<br/>– P300.00</p> <p>Animal Show (Television)<br/>– P1,000.00</p> <p>Animal Show (Movie/Film)<br/>– P5,000.00</p> <p>Aviary<br/>– P500.00</p> <p>Canine Facility/Canine Security<br/>– P300.00</p> <p>Cattery/Kennel/Laboratory Animal Facilities/Pet Shops<br/>– P500.00</p> <p>Circus/Carnival/Animal Show<br/>– P1,000.00</p> <p>Crocodile Farm<br/>– P1,000.00</p> <p>Grooming Facility<br/>– P300.00</p> <p>Hog/Poultry/Cattle/Goat Farm<br/>– P1,000.00</p> <p>Monkey Farm<br/>– P1,000.00</p> <p>Ostrich Farm<br/>– P300.00</p> |  |  |
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|  |  | <p>Pounds/She<br/>lter<br/>– P200.00</p> <p>Racetrack/E<br/>questrian<br/>Establishme<br/>nt<br/>– P500.00</p> <p>Slaughterho<br/>use/Poultry<br/>Dressing Plant<br/>– P500.00</p> <p>Small Animal<br/>Show<br/>- P500.00</p> <p>Stock<br/>Farm/Coral/<br/>Stockyard/S<br/>tud Farm<br/>– P300.00</p> <p>Veterinary<br/>Hospital/Cli<br/>nic<br/>– P300.00</p> <p>Wildlife<br/>Rescue<br/>Center<br/>– P300.00</p> <p>Zoo<br/>– P1,000.00</p> <p>Other Related<br/>Animal Facility<br/>– P300.00</p> <p><b>Renewal<br/>(Valid for 3.<br/>Years)</b></p> |  |  |
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|  |  | <p>Animal Boarding and Recreation Facility<br/>– P900.00</p> <p>Animal Show (Television)<br/>– P3,000.00</p> <p>Animal Show (Movie/Film) –<br/>P15,000.00</p> <p>Aviary<br/>– P1500.00</p> <p>Canine Facility/Canine Security<br/>– P900.00</p> <p>Cattery/Kennel/Laboratory Animal Facilities/Pet Shops<br/>– P1500.00</p> <p>g. Circus/Carnival/Animal Show<br/>– P3,000.00</p> <p>Crocodile Farm<br/>– P3,000.00</p> <p>Grooming Facility<br/>–P900.00</p> <p>Hog/Poultry/Cattle/Goat Farm<br/>– P3,000.00</p> <p>Monkey Farm<br/>– P3,000.00</p> |  |  |
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|  |  | <p>Ostrich Farm<br/>– P900.00</p> <p>m.<br/>Pounds/She<br/>lter<br/>– P600.00</p> <p>n. Racetrack/E<br/>questrian<br/>Establishme<br/>nt<br/>– P1500.00</p> <p>o. Slaughterho<br/>use/Poultry<br/>Dressing Plant<br/>– P1500.00</p> <p>Small Animal<br/>Show –<br/>P1500.00</p> <p>Stock<br/>Farm/Coral/<br/>Stockyard/S<br/>tud Farm<br/>– P900.00</p> <p>Veterinary<br/>Hospital/Cli<br/>nic<br/>– P900.00</p> <p>Wildlife<br/>Rescue<br/>Center<br/>– P900.00</p> <p>Zoo<br/>– P3,000.00</p> <p>Other Related<br/>Animal Facility<br/>– P900.00</p> |  |  |
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| <p>8. Present OR.</p> | <p>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.</p> <p>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.</p> | <p>None</p> | <p>30 minutes</p> <p>1 day</p> | <p>Ms. Leticia D. Pili<br/>Agriculturist I</p> <p>Dr. Xandre D. Baccay<br/>Division Chief</p> <p>Dr. Eduardo L. Lapuz, Jr.<br/>OIC – RED</p> |
|                       | <p>8.3. For Initial Application, scan filled out application form, documentary requirements and</p>  | <p>None</p> | <p>15 minutes</p>              | <p>Ms. Crizel D. Alimurung<br/>Agriculturist I</p>   |

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|   | 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<br>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<br>Agriculturist I<br><br>Ms. Maria Luisa A. Pamintuan<br>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.<br><br>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<br>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.<br><br>10.2. For Renewal Application, release the approved Animal  | None | 5 minutes  | Ms. Leticia D. Pili<br>Agriculturist I<br><br>Ms. Maria Luisa A. Pamintuan<br>COS |



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|   | 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<br>Agriculturist II |
| <b>Total:</b>   |  | Please refer to the fees above | <b>Initial:</b> 8 days, 2 hours and 15 minutes<br><br><b>Renewal:</b> 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.

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| <b>Office or Division:</b>  | Regulatory Division   |  |                        |   |
| <b>Classification:</b>  | Simple  |  |                        |   |
| <b>Type of Transaction:</b>   | G2C   |  |                        |   |
| <b>Who may avail:</b>   | Animal Farm Owners  |  |                        |   |
| <b>Checklist of Requirements</b>  |   | <b>Where to Secure</b>   |                        |   |
| 1. <u>For ASF and AI</u> : Negative RT-PCR Laboratory Result<br>(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<br>(1 photocopy, e-copy or hardcopy)) |   | Department of Agriculture Regional Field Office (DA RFO) III – Regulatory Division |                        |   |
| <b>Client Steps</b>   | <b>Agency Actions</b>   | <b>Fees to be Paid</b>   | <b>Processing Time</b> | <b>Person Responsible</b>   |
| 1. Submit documentary requirements via email.   | 1.1. Receive and evaluate the submitted documentary requirements. | None   | 10 minutes             | Dr. Jermaine D. Juco Veterinarian II<br><br>Mr. Ryan Nino C. Manarang |

|   |   |      |            | Contract of Service (COS)   |
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|   | 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<br><br>Mr. Ryan Nino C. Manarang (COS)<br><br>Dr. Xandre D. Baccay Division Chief<br><br>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<br><br>Mr. Ryan Nino C. Manarang (COS)<br><br>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.<br><br>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<br><br>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<br><br>Mr. Ryan Nino C. Manarang (COS)   |

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| <b>Total:</b> | None | <b>For CFS-ASF:</b><br>1 day and 1 hour<br><br><b>For CFS-AI:</b> 1<br>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.

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| <b>Office or Division</b>  | Regulatory Division   |
| <b>Classification</b>  | Highly Technical  |
| <b>Type of Transaction</b>   | G2B   |
| <b>Who May Avail</b>   | Feed manufacturer, Non-commercial feed manufacturer, commercial feed trader, feed ingredient manufacturer, dealer, distributor, indentor, importer, exporter, supplier, repacker and retailer |
| <b>Checklist of Requirements</b>   | <b>Where to Secure</b>  |
| <p>1. Under R.A. 1556, the Livestock and Poultry Feeds Act and R.A. 10611, the Food Safety Act of 2013</p> <p><b>A. COMMERCIAL MIXED FEED (Commercial Feed Trader/Toll/ Feed Ingredient Manufacturers)</b></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  |

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| <p>Incorporation and By-Laws from the Securities and Exchange Commission (1 <i>photocopy</i>)<br/>;<br/><i>(for initial application)</i></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>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>);<br/><i>(for initial application)</i></p> <p>5. * For Toll Feed Manufacturer or Commercial Feed Trader: Memorandum of Agreement between the concerned parties (1 <i>photocopy</i>);</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>Securities and Exchange Commission</p> <p>DENR</p> <p>Municipal Hall</p> <p>CLIENT/Applicant</p> <p>Toll Manufacturer and Commercial Feed Trader</p> |
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| <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"> <li>a. Less than 25.0 MT – Php450.00</li> <li>b. 25.1 to 50.0 MT – Php 540.00</li> <li>c. 50.1 to 100.0 MT – Php630.00</li> <li>d. More than 100.0 MT – Php 720.00</li> </ul> | <p>Department of Agriculture/Bureau of Animal Industry</p> <p>Bureau of Animal Industry Recognized Laboratory</p> <p>ARAFVDABCO &amp; PAFVDABCOs</p> <p>CLIENT (GPS/Google Map)</p> <p>Online payment thru Landbank Link.BizPortal</p> |
| <p><b>B. NON-COMMERCIAL MIXED FEED MANUFACTURER</b></p> <p>1. For business organization: (select only what is applicable)</p> <ul style="list-style-type: none"> <li>a. For Sole Proprietorship: Registration from the Department of Trade and Industry (<i>1 photocopy</i>)</li> </ul>   | <p>Department of Trade and Industry (DTI)</p>  |

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| <p>b. For Corporations:<br/>Registration and Articles of Incorporation and By-Laws from the Securities and Exchange Commission (<i>1 photocopy</i>);</p> <p>c. For Cooperatives:<br/>Registration from the Cooperative Development Authority (<i>1 photocopy</i>);<br/>(<i>for initial application only</i>)</p> <p>2. * Business/Mayor's Permit for the current year (<i>1 photocopy</i>)</p> <p>3. * Valid PTO or ECC from the DENR (<i>1 photocopy</i>);</p> <p>4. * Affidavit of animal population (<i>1 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 (<i>1 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><b>C. FEED IMPORTER/ EXPORTER/INDENTOR</b></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 (<i>1 photocopy</i>)</p> <p>b. For Corporations: Photocopy of Registration and Articles of Incorporation and By-Laws from the Securities and Exchange Commission (<i>1 photocopy</i>);</p> <p>c. For Cooperatives: Photocopy of Registration from the Cooperative Development Authority (<i>1 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 (<i>1 original or photocopy</i>);</p> <p>3. * Business/Mayor's Permit for the current year (<i>1 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><b>D. FEED SUPPLIER/ REPACKER</b></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>   |

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| <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.<br/>For supplier: Php 240.00<br/>For repacker: Php 120.00</p>   | <p>Municipal Hall</p> <p>Online payment thru Landbank Link.bizportal</p> |
| <p><b>E. FEED DISTRIBUTOR/ RETAILER/DEALER</b></p> <p>1. * Business/Mayor's Permit for the current year (1 photocopy);</p> <p>2. * Payment of LTO Fee.<br/>For Feed Dealer – Php 240.00<br/>For Feed Distributor – Php 120.00<br/>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"> <li>a) Commercial Mixed Feed Manufacturer</li> <li>b) Toll Feed Manufacturer</li> <li>c) Commercial Feed Trader</li> <li>d) Feed Ingredient Manufacturer</li> <li>e) Non-Commercial Mixed Feed Manufacturer</li> <li>f) Feed Importer</li> <li>g) Feed Exporter</li> <li>h) Feed Indentor</li> <li>i) Feed Supplier</li> <li>j) Feed Dealer</li> <li>k) Feed Distributor</li> <li>l) Feed Repacker and,</li> <li>m) Feed Retailer;</li> </ul> <p>PLEASE USE ONE APPLICATION FOR EACH NATURE OF BUSINESS (via online)</p> | <p>Intercommerce Network System (INS) Account</p>                        |

| <b>CHANGE IN CIRCUMSTANCES (CIC)</b> <ul style="list-style-type: none"> <li>- Official letter regarding change of address/ownership/business name (<i>1 original copy</i>);</li> <li>- Filled out application form thru online</li> </ul> |  | CLIENT<br><br>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<br>Senior Agriculturist<br><br>Ms. Golda Kimberly Fernandez<br>Agriculturist II<br><br>Dr. Paula Angelie C. David<br>Agriculturist I,<br><br>Ms. Lovely Lyka J. Tamayo<br>Agriculturist I |
| 2. Creation of Account in Intercommerce Network Services  |  | Minimum load balance (P600.00)                           | 1 day           | CLIENT/<br>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: <a href="mailto:op.licensetooperate@gmail.com">op.licensetooperate@gmail.com</a> (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.<br/>(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<br/>Php 480</p> <p>Dealer/Supplier<br/>Php 240</p> | <p>1-2 days</p> | <p>CLIENT</p> |
|--|---|---|-----------------|---------------|

|  |  |   |             |   |
|--|--|---|-------------|---|
|  |  | Distributor/Repacker<br>Php 120<br><br>Retailer<br>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.<br><br>6.2 Conduct the inspection of office/warehouse/feed establishments.<br><br>6.3 Prepare inspection report.<br><br>Only compliant applicant will be endorsed to BAI. | None  | 10 days     | Ms. Corazon S. Aquino<br><br>Senior Agriculturist,<br><br>Ms. Golda Kimberly Fernandez<br><br>Agriculturist II<br><br>Dr. Paula Angelie C. David<br><br>Agriculturist I<br><br>Ms. Lovely Lyka J. Tamayo<br><br>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<br><br>Senior Agriculturist,<br><br>Ms. Golda Kimberly  |

|                                |                             |                                |                  |  |
|--------------------------------|-----------------------------|--------------------------------|------------------|--|
|                                |                             |                                |                  | FernandezAgriculturist II<br>Dr. Paula Angelie C. David<br>Agriculturist I<br>Ms. Lovely Lyka J. Tamayo<br>Agriculturist I |
| 8. Print LTO (End Transaction) | of 8.1 (End of Transaction) | None                           | 30 minutes       | CLIENT   |
| <b>TOTAL:</b>                  |                             | 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)

|   |   |
|---|---|
| <b>Office or Division</b>   | Regulatory Division   |
| <b>Classification</b>   | Complex   |
| <b>Type of Transaction</b>  | G2B   |
| <b>Who May Avail</b>  | Single Proprietor, Cooperatives, Corporations                       |
| <b>Checklist of Requirements</b>  | <b>Where to Secure</b>  |
| <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><b>A. Handlers License Requirements</b></p> <ol style="list-style-type: none"> <li>1. Mayor's or Business Permit (1 photocopy)</li> <li>2. DTI Registration (1 photocopy)</li> <li>3. Cedula (1 photocopy)</li> </ol> | <p>Municipal Hall</p> <p>Department of Trade and Industry (DTI)</p> |

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



| conducted by the government (1 photocopy)  |  | BAI  |                 |  |
|--|--|--|-----------------|--|
| 2. Application Form for Livestock, Poultry and By-Products Handler's License (1 original copy)<br>2 Types of Application Form <ul style="list-style-type: none"> <li>- For Corporation, Company, Cooperative, Association and Club</li> <li>- For Single Proprietorship or Individual Applicants</li> </ul>                            |  | Department of Agriculture/ BAI official website (bai.gov.ph) |                 |  |
| 3. Application Form for The Accreditation of Transport Carrier (1 original copy)<br>2 Types of Application Form <ul style="list-style-type: none"> <li>- Application and Inspection Form for Large, Small Animal, and By-Products Carrier</li> <li>- Application and Inspection Form for Birds (Poultry, Ducks, and Pigeon)</li> </ul> |  | 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.<br><br>1.2 Provide list of documentary requirements together with the application form. | None   | 15 minutes      | Mr. Roderick G. Salonga<br><br>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<br><br>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<br/>Agriculturist II</p> <p>Dr. Paula Angelie C. David<br/>Agriculturist I</p> <p>Ms. Lovely Lyka J. Tamayo<br/>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<br/>Senior Agriculturist,<br/>Ms. Golda Kimberly Fernandez<br/>Agriculturist II<br/>Dr. Paula Angelie C. David<br/>Agriculturist I,<br/>Ms. Lovely Lyka J. Tamayo<br/>Agriculturist I</p> |

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|--|--|------|------------|--------------------------------|
|  | <p>4.3 Issuance of Temporary Certificate signed by the Division Chief valid for three months</p> <p>4.4 Record on the log sheet.</p> |      | 15 minutes | Mr. Roderick G. Salonga<br>COS |
|  | 4.5 Endorsement of Initial Application to the BAI Director thru email  | None | 1 day      | Mr. Roderick G. Salonga<br>COS |
|  | 4.6 Endorsement of Renewal Application to be signed by the Regional Executive Director   | None | 1-2 days   | Mr. Roderick G. Salonga<br>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<br>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<br>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<br>COS |

|  |              |                                |   |  |
|--|--------------|--------------------------------|---|--|
|  | <b>TOTAL</b> | 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> |  |
|--|--------------|--------------------------------|---|--|



## 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.

|                             |  |   |
|-----------------------------|--|---|
| <b>Office or Division:</b>  | Regulatory Division  |   |
| <b>Classification:</b>      | Highly Technical   |   |
| <b>Type of Transaction:</b> | G2B  |   |
| <b>Who may avail:</b>       | Food Animal Farm Owners  |   |
|                             | <b>Checklist of Requirements</b>   | <b>Where to Secure</b>  |
|                             | 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> )<br>Bureau of Animal Industry (BAI) Web Page Downloadable at <a href="http://www.bai.da.gov.ph">www.bai.da.gov.ph</a> ( <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)<br>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<br/>GAHP Region III Secretariat</p> <p>Ms. Leticia D. Pili<br/>–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<br/>Veterinarian III</p> <p>Dr. Jermaine Juco<br/>Veterinarian II</p> <p>Ms. Golda Kimberly M. Fernandez<br/>Agriculturist II</p> <p>Mr. Mark Joseph B. Pineda<br/>Agriculturist II</p> <p>Ms. Crizel D. Alimurung<br/>Agriculturist I</p> <p>Dr. Arianne Baluyut<br/>Agriculturist I</p> <p>Dr. Paula Angelie C. David<br/>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<br/>GAHP Region III<br/>Coordinator</p> <p>Ms. Golda Kimberly M. Fernandez<br/>GAHP Region III<br/>Secretariat</p> <p>Ms. Leticia D. Pili<br/>GAHP Region III<br/>Secretariat</p>  |



|   |   |      |  |  |
|---|---|------|--|--|
| 3. Prepare farm for the final inspection and audit.   | 3.1. Conduct final inspection and audit on the farm with the National GAHP Team (BAI).<br><br>3.2. Present the initial findings and non-compliances (if any) to the CLIENT and provide a timeline for compliance. | None | 3 days   | Dr. Xandre D. Baccay<br>Division Chief<br><br>Mr. Enrile B. Manio<br>GAHP Region III<br>Coordinator<br><br>National GAHP<br>Inspectors<br>BAI<br><br>GAHP Secretariat<br>BAI |
| 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<br>GAHP Region III<br>Coordinator  |
| 5. Fill out Client Satisfaction Feedback (CSM) Form   | 5.1. Receive the CSM Form.  | None | 5 minutes  | Leticia D. Pili<br>GAHP Region III<br>Secretariat  |
|   | <b>Total:</b>   | None | <b>Initial:</b> 9 days<br>and 35<br>minutes<br><br><b>Renewal:</b> 6<br>days and 35<br>minutes |  |

*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.

|  |  |
|--|--|
| <b>Office or Division</b>  | Regulatory Division  |
| <b>Classification</b>  | Highly Technical   |
| <b>Type of Transaction</b>   | G2C, G2B, G2G  |
| <b>Who May Avail</b>   | Individual farmers   |
|  | Partnership/joint venture  |
|  | Cooperatives   |
|  | Corporations   |
|  | Associations/organizations   |
|  | Demonstration farms  |
| <b>Checklist of Requirements</b><br>(as per Administrative Circular no. 01, series of 2018)                | <b>Where to Secure</b>   |
| 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<br>or maybe downloaded forms from Bureau of Plant Industry website:<br><a href="https://ppssd.buplant.da.gov.ph/storage/app/public/PhilGAP/PhilGAP_Application_Form.pdf">https://ppssd.buplant.da.gov.ph/storage/app/public/PhilGAP/PhilGAP_Application_Form.pdf</a> |
| 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<br>Department of Agriculture- RFO III, DMGC<br>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<br>(Municipal/City Agriculture)   |
| 9.b.2 For association  | Securities and Exchange Commission/<br>Department of Labor and Employment/RSBSA<br>(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   |
|---|---|-----------------|-----------------|--|
| 1. Submit letter of intent for PhilGAP training (address to Regional Executive Director) thru emails or personal. | 1.1 Receive the letter and forward it to the Regional Executive Director to Regulatory Division | None            | 1 day           | Rolibeth Zapata,<br>Records Unit Head<br><br>Dr. Eduardo L. Lapuz,<br>Regional Executive Director<br><br>Dr. Xandre D. Baccay,<br>Division Chief                                   |
|   | 1.2 Inform CLIENT to attend orientation via email or phone call                                 | None            | 15 minutes      | Marilyn G. Velarde,<br>Supervising Agriculturist<br><br>Roel R. Rubion,<br>Agriculturist II<br><br>Christian M. Canlas,<br>Agriculturist I   |
| 2. Attend GAP Orientation Training  | 2.1 Conduct Orientation Training on farmers.  | None            | 1 day           | Marilyn G. Velarde,<br>Supervising Agriculturist<br><br>Roel R. Rubion,<br>Agriculturist II<br><br>Christian M. Canlas,<br>Agriculturist I<br><br>Jomar T. Ped,<br>Technical Staff |

|   |  |      |            |  |
|---|--|------|------------|--|
|   | 2.2 Issue Certificate of Training on GAP to the CLIENT                                 | None | 1 day      | Christian M. Canlas,<br>Agriculturist I<br><br>Jomar T. Ped,<br>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,<br>Supervising Agriculturist   |
|   | 3.2 CLIENTs with complete documents will proceed to pre-assessment of farms.           | None | 2 hours    | Marilyn G. Velarde,<br>Supervising Agriculturist<br><br>Roel R. Rubion,<br>Agriculturist II<br><br>Christian M. Canlas,<br>Agriculturist I<br><br>Jomar T. Ped,<br>Technical Staff |
|   | 3.3 CLIENT who passed the pre-assessment of farm will upload the complete documents to | None | 1 Day      | Christian M. Canlas,<br>Agriculturist I<br><br>Deichelle F. Roxas,<br>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<br>Agriculturist I<br><br>Deichelle F. Roxas<br>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<br><br>Marilyn G. Velarde<br>Supervising Agriculturist<br><br>Roel R. Rubion<br>Agriculturist II<br><br>Christian M. Canlas<br>Agriculturist I<br><br>Evelyn Villafane<br>Agriculturist I |

|  |   |      |                                      |  |
|--|---|------|--------------------------------------|--|
|  | 4.2 Conduct Inspection of Farm and submit inspection report   | None | 3 hours                              | Bureau of Plant Industry-<br>Plant Product Safety<br>Services Division,<br>Philippine Good<br>Agricultural Practices<br>Inspector<br><br>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-<br>Plant Product Safety<br>Services Division,<br>Philippine Good<br>Agricultural Practices<br>Inspector<br><br>Regional GAP Team |
|  | 4.4 Approval by the Bureau of Plant Industry Director   | None | Refer to BPI<br>Citizen's<br>Charter | Bureau of Plant Industry<br>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<br>Division Chief<br><br>Marilyn G. Velarde<br>Supervising Agriculturist  |
| 6. Fill-out Client Satisfaction Feedback (CSM) Form. | 6.1. Receive CSM Form.  | None | 1 minute                             | Christian M. Canlas<br>Agriculturist I   |
|  | <b>Total:</b>   | None | 10 days 6 hrs<br>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.

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| <b>Office or Division:</b>   | Regulatory Division   |
| <b>Classification:</b>   | Complex   |
| <b>Type of Transaction:</b>  | G2B, G2C, G2G   |
| <b>Who may avail:</b>  | Department of Agriculture (DA) - Regional Field Offices and its Centers/Station;<br>State Colleges and Universities (SCUs),<br>Local Government Units (LGUs) and other Government Agencies;<br>Private Individuals; and<br>Private Groups (cooperative, Association, Corporation, etc.) |
| <b>Checklist of Requirements</b><br><i>(as per Department Circular No. 1 Series of 2020, section no. 5.1.1) for Private Nurseries</i>  | <b>Where to Secure</b>  |
| <b>For Plant Nursery Accreditation</b>   |   |
| 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:<br/> <a href="https://bpinsqcs.da.gov.ph/forms/PMC%20forms%202020withMEMO.pdf">https://bpinsqcs.da.gov.ph/forms/PMC%20forms 2020withMEMO.pdf</a></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<br>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  |
| <b>Checklist of Requirements</b><br><br><i>(as per Department Circular No. 1 Series of 2020, section no. 5.1.2) for Government Nurseries</i>  | <b>Where to Secure</b>  |
| <b>For Certification of Mother Trees</b>  |   |
| 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: <a href="https://bpinsqcs.da.gov.ph/forms/PMC%20forms%202020withMEMO.pdf">https://bpinsqcs.da.gov.ph/forms/PMC%20forms 2020withMEMO.pdf</a> |                 |  |
| 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<br><br>Dr. Eduardo L. Lapuz, OIC–Regional Executive Director<br><br>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,<br/>Supervising<br/>Agriculturist</p> <p>Roel R. Rubion,<br/>Agriculturist II</p> <p>Christian M. Canlas,<br/>Agriculturist I</p> <p>Evelyn A. Villafane,<br/>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,<br/>Supervising<br/>Agriculturist</p> <p>Roel R. Rubion,<br/>Agriculturist II</p> <p>Christian M. Canlas,<br/>Agriculturist I</p> <p>Evelyn A. Villafane,<br/>Agriculturist I</p> |
|  | 2.2 Issue Certificate of Training on Plant Nursery establishment and | None | 1 Day      | <p>Marilyn G. Velarde,<br/>Supervising</p>   |

|   |   |      |            |  |
|---|---|------|------------|--|
|   | operation, and plant material certification to the CLIENT   |      |            | <p>Agriculturist</p> <p>Roel R. Rubion,<br/>Agriculturist II</p> <p>Christian M. Canlas,<br/>Agriculturist I</p> <p>Evelyn A. Villafane,<br/>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,<br/>Agriculturist II</p> <p>Christian M. Canlas,<br/>Agriculturist I</p> <p>Evelyn A. Villafane,<br/>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,<br/>Agriculturist II</p> <p>Christian M. Canlas,<br/>Agriculturist I</p> <p>Evelyn A. Villafane,<br/>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,<br>Division Chief<br><br>Marilyn G. Velarde,<br>Supervising Agriculturist                  |
| <b>Total:</b>  |  | 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

|  |   |
|--|---|
| <b>Office or Division:</b>   | Regulatory Division   |
| <b>Classification:</b>   | Complex   |
| <b>Type of Transaction:</b>  | G2B, G2C, G2G   |
| <b>Who May Avail:</b>  | Department of Agriculture (DA) - Regional Field Offices and its Centers/Station;<br>State Colleges and Universities (SCUs),<br>Local Government Units (LGUs) and other Government Agencies;<br>Private Individuals; and<br>Private Groups (cooperative, Association, Corporation, etc.  |
| <b>Checklist of Requirements</b><br><i>(as per Department Circular No. 2 Series of 2020, section no. 5a)</i> | <b>Where to Secure</b>  |
| 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<br><br>Downloadable from the Bureau of Plant Industry – National Seeds Quality Control Services (BPI–NSQCS) Website:<br><a href="https://bpinsqcs.da.gov.ph/forms/PMC%20forms2020withMEMO.pdf">https://bpinsqcs.da.gov.ph/forms/PMC%20forms2020withMEMO.pdf</a> |

|   |  |
|---|--|
| 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   |
| <b>Checklist of Requirements</b><br><i>(as per Department Circular No. 2 Series of 2020, section no. 5b)</i>  | <b>Where to Secure</b>   |



| 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:<br><a href="https://bpinsqcs.da.gov.ph/forms/PMC%20forms2020withMEMO.pdf">https://bpinsqcs.da.gov.ph/forms/PMC%20forms2020withMEMO.pdf</a> |                 |  |
| 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,<br>Agriculturist II  |
|   | 1.2 the DA-RFO III pre-assess/Check on the completeness of documents |   | 30 minutes      | Christian M. Canlas,<br>Agriculturist I<br><br>Evelyn A. Villafane,<br>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<br><br>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-<br>National Seeds Quality<br>Control Services Region 03<br><br>DA RFO 3 Plant Material<br>Inspector     |
|  | 2.3, Final Review of the submitted Documents by Central Office  | None |            | Bureau of Plant Industry-<br>National Seeds Quality<br>Control Services<br><br>Central Office                                     |
|  | 2.4 Approval by the Bureau of Plant Industry Director   | None |            | Bureau of Plant Industry-<br>National Seeds Quality<br>Control Services   |
|  | 2.5 Preparation and Printing and shipping of Tagging Materials  | None |            | Bureau of Plant Industry-<br>National Seeds Quality<br>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,<br>Agriculturist II<br><br>Christian M. Canlas,<br>Agriculturist 1<br><br>Evelyn A. Villafane,<br>Agriculturist I |

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

|   |   |
|---|---|
| <b>Office or Division:</b>  | Regulatory Division   |
| <b>Classification:</b>  | Highly Technical  |
| <b>Type of Transaction</b>  | G2B, G2C, G2G   |
| <b>Who May Avail</b>  | Department of Agriculture (DA) - Regional Field Offices and its Centers/Station;<br><br>State Colleges and Universities (SCUs), PLocal Government Units (LGUs) and other Government Agencies;<br><br>Private Individuals; and<br><br>Private Groups (cooperative, Association, Corporation, etc.) |
| <b>Checklist of Requirements (as per Department Circular No. 3 Series of 2020, section no. 5.1.1)</b> | <b>Where to Secure</b>  |
| <b>For Plant Nursery Accreditation</b>  |   |
| 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. 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<br><br>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<br><br>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,<br>Division Chief   |





|   |                   |      |                                |   |
|---|-------------------|------|--------------------------------|---|
|   |                   |      |                                | <p>Marilyn G. Velarde, Supervising<br/>Agriculturist</p> <p>Christian M. Canlas<br/>Agriculturist I</p> |
| 4. Fill-out Client Satisfaction Feedback (CSM) Form | Receive CSM Form. | None | 1 minute                       |   |
|   | <b>Total</b>      | 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

|  |   |
|--|---|
| <b>Office or Division:</b>   | Regulatory Division   |
| <b>Classification:</b>   | Highly Technical  |
| <b>Type of Transaction:</b>  | G2B, G2C  |
| <b>Who may avail:</b>  | Farmers/Fisherfolks   |
| <b>CHECKLIST OF REQUIREMENTS</b><br><i>Department Circular No.3 S.2022/<br/>Article IV or RA 11511</i><br><br><i>5.3.4.2 Process Requirements (for<br/>membership)</i> | <b>WHERE TO SECURE</b>  |
| <b>Initial Application</b>   |   |
| 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<br>Organic Agriculture Program (Central Office /Region III) |
| <b>CHECKLIST OF REQUIREMENTS</b><br><i>Republic Act 11511</i><br><i>5.3.5 Records Management (for PGS Group)</i>  | <b>WHERE TO SECURE</b>   |
| 1. Accomplished Application Forms (Annex B.1) ( <i>1 original copy</i> )  | Bureau of Agriculture and Fisheries Standard<br>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<br>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<br>Organic Agriculture Program (Central Office /Region III) |
| 4. Records generated from peer review and certification activities such ( <i>1 original copy</i> );<br>4.1 accomplished self-review and peer review form,<br>4.2 accomplished certification decision form: and<br>4.3 other documents that provide evidence of compliance | Bureau of Agriculture and Fisheries Standard<br>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<br>Organic Agriculture Program (Central Office /Region III) |
| 6. Accomplished Appeals Decision Forms and records generated from   | Bureau of Agriculture and Fisheries Standard<br>Organic Agriculture Program (Central Office /Region III) |

| verifying the filed appeals and complaints ( <i>1 original copy</i> );     |  |                                  |                        |  |
|--|--|----------------------------------|------------------------|--|
| 7. Other records deemed necessary by the group ( <i>1 original copy</i> ). |  |                                  |                        |  |
| 7.1 Procedure Manuals/Organic Management Plan)                             |  | CLIENTs                          |                        |  |
| 7.2 Proof of registration to Municipal Council of Agriculture              |  | Municipal Council of Agriculture |                        |  |
| 7.3 Proof of Physical Office   |  | CLIENTs                          |                        |  |
| <b>CLIENT STEPS</b><br><i>For Inspection</i>                               | <b>AGENCY ACTIONS</b>  | <b>FEES TO BE PAID</b>           | <b>PROCESSING TIME</b> | <b>PERSON RESPONSIBLE</b>  |
| 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<br>Chief, Regulatory Division<br><br>Marilyn G. Velarde<br>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<br>Chief, Regulatory Division<br><br>Marilyn G. Velarde<br>Supervising Agriculturist, |

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

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

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



|  |  |  |      |                        |  |
|--|--|--|------|------------------------|--|
|  |  | 4.11. Prepare Monitoring Report<br><br>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<br>Agriculturist I |
| <b>Total:</b>  |  |  | 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.

|   |  |   |                        |  |
|---|--|---|------------------------|--|
| <b>Office or Division:</b>  | Regulatory Division  |   |                        |  |
| <b>Classification:</b>  | Highly Technical   |   |                        |  |
| <b>Type of Transaction:</b>   | G2G  |   |                        |  |
| <b>Who may avail:</b>   | Provincial Veterinarians<br>Municipal/City Veterinarians<br>Municipal/City Agriculturists                |   |                        |  |
| <b>Checklist of Requirements</b>  |  | <b>Where to Secure</b>  |                        |  |
| 1. Request Letter ( <i>1 original copy</i> )  |  | Provincial Veterinary Office<br>Municipal/City Veterinary Office<br>Municipal/City Agriculture Office |                        |  |
| <b>Client Steps</b>   | <b>Agency Actions</b>  | <b>Fees to be Paid</b>  | <b>Processing Time</b> | <b>Person Responsible</b>  |
| 1. Submit 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<br>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.<br>OIC –RED  |
|   | 1.3. Receive and review the request letter.  | None  | 15 minutes             | Dr. Xandre D. Baccay<br>Division Chief   |
|   | 1.4. Make an activity plan and check for the availability of surveillance materials.                     | None  | 4 hours                | Dr. Xandre D. Baccay<br>Division Chief<br><br>Dr. Agnes DC. Uera<br>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<br>Division Chief<br><br>Dr. Agnes DC. Uera<br>Veterinarian III<br><br>Mr. Enrile B. Manio<br>Agriculturist II<br><br>Dr. Arianne Bel D.<br>Baluyut<br>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<br>Veterinarian III<br><br>Mr. Enrile B. Manio<br>Agriculturist II<br><br>Dr. Arianne Bel D.<br>Baluyut<br>Agriculturist I  |
| 3. Assist the Surveillance Team in the conduct of the activity. | 5.1. Conduct disease surveillance through sample collection from animals and gather information from animal owners.<br><br>5.2. Consolidate all the data gathered from the interview before submitting the forms to the laboratory.                 | None | 1 day      | Dr. Jermaine D. Juco<br>Veterinarian II<br><br>Mr. Enrile B. Manio<br>Agriculturist II<br><br>Mr. Mark Joseph B.<br>Pineda<br>Agriculturist II<br><br>Dr. Arianne Bel D.<br>Baluyut<br>Agriculturist I<br><br>Ms. Crizel D.<br>Alimurung<br>Agriculturist I<br><br>Fatimah G. Manapul,<br>Kessa Adrienne F.<br>Cruz, Angelo Miguel<br>M. Bundalian, Rizhel<br>Allen M. Santos, |

|   |   |      |                                |  |
|---|---|------|--------------------------------|--|
|   |   |      |                                | Jovinel G. Culasi,<br>Lealyn Sanchez,<br>Elmhar Del Mundo,<br>Edilberto Layco<br>Contract of Service<br>(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<br>Agriculturist II<br><br>Rizhel Allen M. Santos, Jovinel G. Culasi, Edilberto Layco<br>(COS)   |
| 4. Acknowledge receipt of laboratory result via email.<br><br>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<br>Division Chief<br><br>Dr. Agnes DC. Uera<br>Veterinarian III<br><br>Mr. Enrile B. Manio<br>Agriculturist II<br><br>Dr. Arianne Bel D. Baluyut<br>Agriculturist I |
| <b>Total:</b>   |   | 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.

|  |   |   |                        |   |
|--|---|---|------------------------|---|
| <b>Office or Division:</b>                                       | Regulatory Division   |   |                        |   |
| <b>Classification:</b>   | Simple  |   |                        |   |
| <b>Type of Transaction:</b>                                      | G2G, G2B, G2C   |   |                        |   |
| <b>Who may avail:</b>  | Animal Raisers<br>Animal Farm Owners<br>Farm Veterinarians<br>Provincial Veterinarians<br>Municipal/City Veterinarians<br>Municipal/City Agriculturists |   |                        |   |
| <b>Checklist of Requirements</b>                                 |   | <b>Where to Secure</b>  |                        |   |
| 1. Incident Report ( <i>1 original copy</i> )                    |   | Animal Raisers<br>Animal Farm Owners<br>Farm Veterinarians<br>Provincial Veterinary Office<br>Municipal/City Veterinary Office<br>Municipal/City Agriculture Office |                        |   |
| <b>Client Steps</b>  | <b>Agency Actions</b>   | <b>Fees to be Paid</b>  | <b>Processing Time</b> | <b>Person Responsible</b>   |
| 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<br>Division Chief<br><br>Dr. Agnes DC. Uera<br>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<br>Division Chief<br><br>Dr. Agnes DC. Uera<br>Veterinarian III<br><br>Mr. Enrile B. Manio<br>Agriculturist II<br><br>Dr. Arianne Bel D.<br>Baluyut<br>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<br/>Veterinarian II</p> <p>Mr. Enrile B. Manio<br/>Agriculturist II</p> <p>Dr. Arianne Bel D.<br/>Baluyut<br/>Agriculturist I</p> <p>Fatimah G. Manapul,<br/>Kessa Adrienne F.<br/>Cruz, Angelo Miguel<br/>M. Bundalian, Rizhel<br/>Allen M. Santos,<br/>Jovinel G. Culasi,<br/>Lealyn Sanchez,<br/>Elmhar Del Mundo,<br/>Edilberto Layco<br/>Contract of Service<br/>(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<br/>Agriculturist II</p> <p>Rizhel Allen M.<br/>Santos, Jovinel G.<br/>Culasi, Edilberto<br/>Layco<br/>(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<br/>Division Chief</p> <p>Dr. Agnes DC. Uera<br/>Veterinarian III</p> <p>Mr. Enrile B. Manio<br/>Agriculturist II</p> <p>Dr. Arianne Bel D.<br/>Baluyut<br/>Agriculturist I</p>   |
| <b>Total:</b>  |   | 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.

|  |  |  |                        |  |
|--|--|--|------------------------|--|
| <b>Office or Division:</b>   | Regulatory Division  |  |                        |  |
| <b>Classification:</b>   | Highly Technical   |  |                        |  |
| <b>Type of Transaction:</b>  | G2G  |  |                        |  |
| <b>Who may avail:</b>  | Provincial Veterinarians<br>Municipal/City Veterinarians<br>Municipal/City Agriculturists  |  |                        |  |
| <b>Checklist of Requirements</b>   |  | <b>Where to Secure</b>   |                        |  |
| 1. RT-PCR Positive Laboratory Result<br>(1 e-copy or hardcopy)   |  | Regional Animal Disease Diagnostic Laboratory (RADDL) III<br>Animal Disease Diagnosis and Reference Laboratory (ADDRL) |                        |  |
| <b>Client Steps</b>  | <b>Agency Actions</b>  | <b>Fees to be Paid</b>   | <b>Processing Time</b> | <b>Person Responsible</b>  |
| 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<br>– Division Chief<br><br>Mr. Rizhel Allen M. Santos<br>– Contract of Service (COS)<br><br>Ms. Kessa Adrienne F. Cruz<br>– (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<br>– Division Chief<br><br>Dr. Agnes DC. Uera<br>– Veterinarian III<br><br>Mr. Enrile B. Manio<br>– Agriculturist II<br><br>Dr. Arianne Bel D. Baluyut<br>– Agriculturist I |

|  |  |             |                   |  |
|--|--|-------------|-------------------|--|
| <p>2. Acknowledge receipt of coordination letter via email.</p>                      | <p>2.1. Receive the approved coordination letter and forward it to the CLIENT via electronic and physical mail.</p>        | <p>None</p> | <p>15 minutes</p> | <p>Dr. Agnes DC. Uera<br/>– Veterinarian III</p> <p>Mr. Enrile B. Manio<br/>– Agriculturist II</p> <p>Dr. Arianne Bel D. Baluyut<br/>– Agriculturist I</p>   |
| <p>3. Assist the team from the Regulatory Division in the conduct of activities.</p> | <p>3.1. Conduct audit and depopulation of the remaining animals in the ground zero.</p>                                    | <p>None</p> | <p>1 day</p>      | <p>Mr. Enrile B. Manio<br/>– Agriculturist II</p> <p>Mr. Mark Joseph B. Pineda<br/>– Agriculturist II</p> <p>Mr. Angelo M. Bundalian<br/>– COS</p> <p>Mr. Rizhel Allen M. Santos<br/>– COS</p>   |
|  | <p>3.2. Conduct cleaning and disinfection of the infected premises after depopulation.</p>                                 | <p>None</p> | <p>2 days</p>     | <p>Mr. Mark Joseph B. Pineda<br/>– Agriculturist II</p> <p>Mr. Edilberto Layco<br/>– COS</p> <p>Mr. Jovinel G. Culasi<br/>– COS</p>  |
|  | <p>3.3. Conduct disease surveillance through sample collection from animals and gather information from animal owners.</p> | <p>None</p> | <p>1 day</p>      | <p>Dr. Jermaine D. Juco<br/>– Veterinarian II</p> <p>Dr. Arianne Bel D. Baluyut<br/>– Agriculturist I</p> <p>Ms. Crizel D. Alimurung<br/>– Agriculturist I</p> <p>Fatimah G. Manapul,<br/>Kessa Adrienne F. Cruz,<br/>Lealyn Sanchez, Elmhar Del Mundo<br/>– 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<br>– Agriculturist II<br><br>Rizhel Allen M. Santos, Jovinel G. Culasi, Edilberto Layco<br>– (COS)   |
| 4. Acknowledge receipt of the laboratory result via email.<br><br>4.a. If positive: go back to <i>Step 1</i> .<br><br>4.b. If negative (for AI): refer to BAI<br>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<br>– Division Chief<br><br>Dr. Agnes DC. Uera<br>– Veterinarian III<br><br>Mr. Enrile B. Manio<br>– Agriculturist II<br><br>Dr. Arianne Bel D. Baluyut<br>– Agriculturist I |
| <b>Total:</b>   |   | 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.

|  |   |
|--|---|
| <b>Office or Division</b>  | Research Division   |
| <b>Classification</b>  | Highly Technical  |
| <b>Type of Transaction</b>   | G2G Government to Government<br>G2B Government to NGO/ Business Entity  |
| <b>Who May Avail</b>   | State Colleges and Universities with agricultural and/or related courses<br>Local Government Units (Municipal or Provincial)<br>Non-Government Organizations accredited with DA-RFO III |
| <b>Checklist of Requirements</b>   | <b>Where to Secure</b>  |
| 1. Research/ Development Project Proposal approved by the agency head<br><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<br><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<br><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<br><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<br><i>(1 certified true copy)</i>   | Securities and Exchange Commission/<br>Cooperative Development Authority/<br>Department of Labor and Employment   |

| 6. Certificate of no liquidated Cash Advance from the Department of Agriculture<br>(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<br>(1 original copy)                              | Provincial Local Government Unit/ Municipal Local Government Unit   |                 |                 |   |
| 8. Memorandum of Agreement<br>(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:<br>- Documents 1,2 & 6 for SUCs<br><br>- Documents 1,2,& 6 for LGUs<br><br>- 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<br/>Chief, Records Unit</p> <p>Carlyn Joy Cortez<br/>Record Unit Staff</p> <p>Melinda Dizon/<br/>Femy Jean Tuazon<br/>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<br/>OIC-Chief,<br/>Research Division</p> <p>Regional Technical Evaluation and Review Committee (RTERC)</p> <p>Wescselma S. Lingat</p> |



|  |           |      |         |                  |
|--|-----------|------|---------|------------------|
| transfer via ADA or check and issue official receipt and accomplish a Client Feedback Form | reporting |      |         | Secretariat Head |
| <b>Total:</b>  |           | 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.

|  |                      |   |                        |                           |
|--|----------------------|---|------------------------|---------------------------|
| <b>Office or Division</b>  |                      | Research Division   |                        |                           |
| <b>Classification</b>  |                      | Highly Technical  |                        |                           |
| <b>Type of Transaction</b>   |                      | G2G Government to Government<br>G2B Government to NGO/ Business Entity  |                        |                           |
| <b>Who May Avail</b>   |                      | State Colleges and Universities with agricultural and/or related courses<br>Local Government Units (Municipal or Provincial)<br>Non-Government Organizations accredited with DA-RFO III |                        |                           |
| <b>Checklist of Requirements</b>   |                      | <b>Where to Secure</b>  |                        |                           |
| 1. Research/ Development Project Proposal approved by the agency head<br><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<br><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<br><i>(1 original or certified true copy)</i> |                      | DA-RFO III (Planning, Monitoring & Evaluation Division)   |                        |                           |
| <b>Client Steps</b>  | <b>Agency Action</b> | <b>Fees to be paid</b>  | <b>Processing Time</b> | <b>Person Responsible</b> |

|   |   |             |   |   |
|---|---|-------------|---|---|
| <p>1. Submit personally or via postal services the following:</p> <ul style="list-style-type: none"> <li>- Documents 1 &amp; 2 for government agencies (SUC/LGU)</li> <li>- Documents 1 &amp; 3 for NGOs</li> </ul> | <p>1.1 Receives and logs documents, check for completeness</p>  | <p>None</p> | <p><b>August 30</b><br/>End of Call for Proposal<br/><br/>1 day</p> | <p>Regional Research for Development &amp; Extension Network (RRDEN)–Tarlac City<br/><br/>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 &amp; 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)                   |
| <b>Total:</b>  |  | 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

|  |  |   |                        |  |
|--|--|---|------------------------|--|
| <b>Office or Division</b>  |  | Research Division and its Research Outreach Stations  |                        |  |
| <b>Classification</b>  |  | Simple  |                        |  |
| <b>Type of Transaction</b>   |  | G2G Government to Government<br>G2B Government to NGO/ Business Entity<br>G2C Government to Clients   |                        |  |
| <b>Who May Avail</b>   |  | State colleges and universities with agricultural and/or related courses<br>Local Government Units (municipal or provincial)<br>Non-Government Organizations accredited with DA-RFO III Individual farmers, raisers |                        |  |
| <b>Checklist of Requirements</b>   |  | <b>Where to Secure</b>  |                        |  |
| 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  |                        |  |
| <b>Client Steps</b>  | <b>Agency Action</b>                                   | <b>Fees to be paid</b>  | <b>Processing Time</b> | <b>Person Responsible</b>  |
| 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.<br><br>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:<br><br>RS for Lowland Development- Josephine J. Muñoz<br><br>RS for Upland Development- Dr. Marielle Dizon<br><br>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:<br><br>RS for Lowland Development-   |

|   |  |      |                |  |
|---|--|------|----------------|--|
|   |  |      |                | Josephine J. Muñoz<br><br>RS for Upland Development- Dr. Marielle S. Dizon<br><br>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  |
| <b>Total:</b>                             |  | 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.

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

|  |  |      |         |  |
|--|--|------|---------|--|
|  | 1.2 Conduct on-site validation of requesting party   | None | 1 day   |  |
|  | <b><u>If found qualified:</u></b><br>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.<br><br>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:<br><br>RS for Lowland Development- Josephine J. Muñoz<br><br>RS for Upland Development- Dr. Marielle S. Dizon<br><br>RS for Hillyland Development and Lahar Areas – Robinel M. Ocampo |
| 3. Accomplish a Client Feedback Form   | 3.1 Files Client Feedback Form for consolidation & reporting   | None | 1 hour  |  |
| 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  |
| <b>Total:</b>  |  | 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.

|  |  |   |                        |  |
|--|--|---|------------------------|--|
| <b>Office or Division</b>                                      |  | Research Division   |                        |  |
| <b>Classification</b>  |  | Simple  |                        |  |
| <b>Type of Transaction</b>                                     |  | G2G Government to Government<br>G2B Government to NGO/ Business Entity<br>G2C Government to Clients |                        |  |
| <b>Who May Avail</b>   |  | Individuals, Farmers, Cooperatives & Farmers' Association   |                        |  |
| <b>Checklist of Requirements</b>                               |  | <b>Where to Secure</b>  |                        |  |
| 1. Request letter (1 original copy) and 1 Government issued ID |  | Cooperatives & Farmers' Association, LGUs, NGOs, National Government Agencies                       |                        |  |
| <b>Client Steps</b>  | <b>Agency Action</b>   | <b>Fees to be paid</b>  | <b>Processing Time</b> | <b>Person Responsible</b>  |
| 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) |
| <b>Total:</b>   |  | 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

|   |   |   |                        |   |
|---|---|---|------------------------|---|
| <b>Office or Division</b>   |   | Research Division   |                        |   |
| <b>Classification</b>   |   | Simple  |                        |   |
| <b>Type of Transaction</b>  |   | G2G Government to Government<br>G2B Government to NGO/ Business Entity<br>G2C Government to Clients |                        |   |
| <b>Who May Avail</b>  |   | Individuals, Farmers, Cooperatives & Farmers' Association   |                        |   |
| <b>Checklist of Requirements</b>  |   | <b>Where to Secure</b>  |                        |   |
| For groups:<br>1. Request letter<br>(1 original)  |   | Requesting entity   |                        |   |
| <b>Client Steps</b>   | <b>Agency Action</b>  | <b>Fees to be paid</b>  | <b>Processing Time</b> | <b>Person Responsible</b>               |
| 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.<br><br><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<br>(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<br>(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                    |
| <b>Total:</b>                              |   | None | 30 minutes |                                      |



# 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, dissemination, preservation of archival records and disposition of its official records. Other offices (government and business) and individuals with 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.

|  |  |                          |                        |   |
|--|--|--------------------------|------------------------|---|
| <b>Office or Division:</b>   | Records Unit Office  |                          |                        |   |
| <b>Classification:</b>   | Simple   |                          |                        |   |
| <b>Type of Transaction:</b>  | G2C-Government to Citizen, G2B-Government to Business, G2G-Government to Government  |                          |                        |   |
| <b>Who may avail:</b>  | Farmer Cooperatives and Associations, National Government Agencies, Non-Government Organizations, Private Entities, Local Government Units, and Others |                          |                        |   |
| <b>CHECKLIST OF REQUIREMENTS</b>   |  | <b>WHERE TO SECURE</b>   |                        |   |
| Duly Accomplished Certified Copy of Documents Request Form (1 original copy, 1 receiving copy)<br>c. For personal appearance:<br><br>Present Valid ID<br><br>d. For authorized representative:<br><br>Authorization letter duly signed by the requesting party with photocopy of the latter and representative's Valid ID<br><br>b. DA-RFO III officials / employees are not required to present IDs |  | Client/Concerned Offices |                        |   |
| <b>CLIENT STEPS</b>  | <b>AGENCY ACTIONS</b>  | <b>FEES TO BE PAID</b>   | <b>PROCESSING TIME</b> | <b>PERSON RESPONSIBLE</b>   |
| 2. Secure a request form to the Records Unit   | Provide a request form to the client   | None                     | 15 minutes             | Administrative Officer III (Records Officer II)<br><br>Administrative Officer I (Records Officer I)<br><br>Records Unit Staff |

|   |   |             |                                  |  |
|---|---|-------------|----------------------------------|--|
| <p>2. Submit a duly accomplished Certified Copy of Documents Request Form and attach other requirements (if applicable)</p> | <p>2.1 Receive the duly accomplished Certified Copy of Documents Request Form and other requirements (if applicable)</p>                                    | <p>None</p> | <p>Within 2 days and 7 hours</p> | <p>Records Officer II<br/>Records Officer I<br/>Records Unit Staff</p>   |
|   | <p>2.2 Submit the duly accomplished Certified Copy of Documents Request Form and the attached requirements (if applicable) to the approving authorities</p> | <p>None</p> |                                  | <p>Records Officer II<br/>Records Officer I<br/>Records Unit Staff</p>   |
|   | <p>2.3 Evaluate, review, and approve the request</p>  | <p>None</p> |                                  | <p>Concerned Unit/Section Chief as the reviewing officer<br/><br/>Concerned Division Chief as the recommending authority<br/><br/>Regional Executive Director (RED) as the approving authority or the concerned RTD if authorized by the RED</p> |

|  |   |      |  |  |
|--|---|------|--|--|
|  | <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><b>Note:</b><br/> <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>Records Officer II</p> <p>Records Officer I</p> <p>Records Unit Staff</p> |
|  | <p>2.5 Stamp the documents with “Certified True 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</p>  | None |  | <p>Records Officer II</p> <p>Records Officer I</p>                           |

|   |  |             |                              |   |
|---|--|-------------|------------------------------|---|
| 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                   | Records Officer II<br>Records Officer I<br>Records Unit Staff |
|   | 3.2 File the Approved Duly Accomplished Certified Copy of Documents Request Form and the attached requirements (if applicable) | None        |                              | Records Officer II<br>Records Officer I<br>Records Unit Staff |
| <b>TOTAL:</b>   |  | <b>NONE</b> | <b>Within 3 Working Days</b> |   |
| <p><b>Note:</b></p> <p>3.) <b>FOR COMPLEX REQUEST</b> – 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 4 working days and 7 hours. The Total Process Time shall be 6 working days.</p> <p>4.) <b>FOR HIGHLY TECHNICAL REQUEST</b> – 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.</p> |  |             |                              |   |



## 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.

|  |   |                          |                        |  |
|--|---|--------------------------|------------------------|--|
| <b>Office or Division:</b>   | Records Unit Office   |                          |                        |  |
| <b>Classification:</b>   | Simple  |                          |                        |  |
| <b>Type of Transaction:</b>  | G2C-Government to Citizen, G2B-Government to Business, G2G-Government to Government   |                          |                        |  |
| <b>Who may avail:</b>  | Farmer Cooperatives and Associations, National Government Agencies, Non-Government Organizations, Private Entities, Local Government Units, and Others  |                          |                        |  |
| <b>CHECKLIST OF REQUIREMENTS</b>   |   | <b>WHERE TO SECURE</b>   |                        |  |
| 1. Request letters/Letters of Intent<br><i>(1 original and 1 receiving copy)</i>   |   | Client/Concerned Offices |                        |  |
| 2. Invitations<br><i>(1 original and 1 receiving copy)</i>   |   | Client/Concerned Offices |                        |  |
| 3. Endorsements<br><i>(1 original and 1 receiving copy)</i>  |   | Client/Concerned Offices |                        |  |
| 4. Other forms of communication concerning the office<br><i>(1 original and 1 receiving copy)</i>  |   | Client/Concerned Offices |                        |  |
| <b>CLIENT STEPS</b>  | <b>AGENCY ACTIONS</b>   | <b>FEES TO BE PAID</b>   | <b>PROCESSING TIME</b> | <b>PERSON RESPONSIBLE</b>  |
| 1. Submit documents through at least one of the following:<br>d) Public Assistance and Complaint Desk for receiving and recording<br>e) E-mail<br>f) Courier/postal services | 1.1 Receive, record, and forward the document to the Records Unit<br><br><b>Note:</b><br>E-mail messages shall be printed by the concerned office/staff and forwarded to the Records Unit. E-mail messages (especially those urgent in nature) may also be forwarded directly to the e-mail account of the concerned offices/personnel as advance information or for their immediate action | None                     | 15 minutes             | d. Public Assistance and Complaint Desk<br><i>(for walk-in and courier)</i><br><br>e. RED's Staff<br>Staff of Other Offices with e-mail accounts<br><br>f. Courier / Postman |

|               |  |             |                |   |
|---------------|--|-------------|----------------|---|
|               | 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     | 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     | Administrative Officer I<br>(Records Officer I)<br><br>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        | 35 minutes     | Records Unit Staff  |
|               | 1.5 Forward, and release the physical documents to the ORED through the logbook  | None        | 15 minutes     | Records Unit Staff  |
| <b>TOTAL:</b> |  | <b>None</b> | <b>2 hours</b> |   |

**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 written in the Document Tracking Slip (DTS) or Routing Slip</p> <p><b>Note:</b><br/><i>If the 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</i></p> | None | 15 minutes | Records Unit Staff                      |
|  | <p>1.2 Input the directives / instructions of the RED in the Incoming Communications Masterlist (MS Excel Form)</p>  | None | 30 minutes | Records Officer I<br>Records Unit Staff |
|  | <p>1.3. Scanned the DTS and the documents</p>  | None | 1 hour     | Records Officer I<br>Records Unit Staff |
|  | <p>1.4 Update the required information details of the documents in the DTMS, forward, and release to the concerned offices</p>   | None | 40 minutes | 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                        | Through Logbook:<br>Records Unit Staff<br><br>Via E-mail:<br>Records Officer I<br><br>Records Unit Staff |
| <b>TOTAL:</b>  |  | <b>NONE</b> | <b>3 hours and 25 minutes</b> |  |
| <p><i>Note:</i><br/>-Time may vary depending on the volume of documents being submitted to the Records Unit.</p> <p>- Documents disseminated through e-mail, Agency Actions 1.5 may be performed first and then Agency Actions 1.4 (Under process upon receiving the physical documents with written directives/instructions of the RED)</p> |  |             |                               |  |

## 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.

|   |  |
|---|--|
| <b>Office or Division</b>   | Administrative and Finance Division - Budget Section   |
| <b>Classification</b>   | SIMPLE   |
| <b>Type of Transaction</b>  | G2B,G2G  |
| <b>Who May Avail</b>  | Department of Agriculture – Regional Field Office III (DA-RFO III), Local Government Units (LGUs), DA – RFO III Employees, Contractors/Suppliers |
| <b>Checklist of Requirements</b>  | <b>Where to Secure</b>   |
| <b>Public Bidding:</b>  |  |
| 1.Obligation Request Status (4 Original copies)   | End User such as DA – RFO III officials and employees  |
| 2.Purchase Request approved by Head of Agency/alternate signatories and numbered) (1 Original copy) | End User such as DA – RFO III officials and employees  |
| 3.Certification of Earmarking (1 Ordinary copy)   | Budget Section   |
| 4. Annual Procurement Plan (APP)  | Bids and Awards Committee (BAC) Secretariat  |
| 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  |
| 12. Performance Bond (1 Original)   | Suppliers/ Contractors   |

| <b>Small Value Procurement:</b>   |  |
|---|--|
| 1.Obligation Request Status (4 <i>Original</i> )  | End User such as DA – RFO III officials and employees                  |
| 2.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                  |
| 3. Certification of Availability of Funds (CAF) (1 <i>Original</i> )                                      | 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  |
| <b>Reimbursements: (supplies, meals and emergency repairs)</b>  |  |
| 1.Obligation Request Status (4 <i>Originals</i> )   | End User such as DA – RFO III officials and employees                  |
| 2.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                  |
| 3. Request of Quotation (minimum of 3) (1 <i>Original</i> per quotation)                                  | End User such as DA – RFO III officials and employees                  |
| 4. Justification for reimbursement- (1 <i>Original</i> )  | End User such as DA – RFO III officials and employees                  |
| 5. Official Receipt or Sales Invoice- (1 <i>Original</i> )  | End User such as DA – RFO III officials and employees                  |
| 6. Attendance and minutes for meals-(1 <i>Original</i> )  | End User such as DA – RFO III officials and employees                  |
| <b>Travelling Expenses</b>  |  |
| 1.Obligation Request Status (4 <i>Original</i> )  | End User such as DA – RFO III officials and employees                  |
| 2.Approved Travel Orders and Certificate of Appearance (1 <i>Original</i> )                               | Claimant such as DA – RFO III officials, employees, and LGUs employees |
| 3. Itinerary of Travels (approved by Supervisor/Head Agency (1 <i>Original</i> ))                         | Claimant such as DA – RFO III officials, employees, and LGUs employees |
| 4. a.) Accomplishment Report<br>b.) Post travel report  | Claimant such as DA – RFO III officials, employees, and LGUs 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 LGUs employees |

| <b>Contract of Service – Job Order</b>  |  |   |                 |  |
|---|--|---|-----------------|--|
| 1.Obligation Request Status<br>(4 Originals)  |  | End User such as DA – RFO III officials and employees |                 |  |
| 2. Contract of Service  |  | Human Resource Management Section (HRMS)              |                 |  |
| 3. Project Proposal (for Project-based)   |  | Project Implementer such as the banner programs       |                 |  |
| <b>Mandatory Expenses (such as Electricity, Water Bill)</b>   |  |   |                 |  |
| 1.Obligation Request Status<br>(4 Originals)  |  | End User such as DA – RFO III officials and employees |                 |  |
| 2. Billing statements   |  | Requesting Unit                                       |                 |  |
| <b>Salaries and Other Compensation of Plantilla Employees</b>   |  |   |                 |  |
| 1.Obligation Request Status<br>(4 Originals)  |  | End User such as DA – RFO III officials and employees |                 |  |
| 2. Approved Payroll   |  | HRMS  |                 |  |
| 3. Department Orders/Special Orders for detailed personnel  |  | HRMS  |                 |  |
| Client Steps  | Agency Action  | Fees to be paid                                       | Processing Time | Person Responsible                       |
| 1. Secure 4 original copies of Obligation Request Status (ORS) signed at Box A and Attached with the requirements to its claims | 1.1 Receive ORS with corresponding attachments including Document Tracking and Monitoring System Slip (DTMS)                                       | None  | 5 minutes       | Admin Assistant III (COS - Budget Staff) |
|   | 1.2 Process and number ORS according to its claim and secure 1 copy of ORS to be filed at Budget   | None  | 10 minutes      | Admin Aide VI                            |
|   | 1.3 Control and record ORS in Registry of Allotment, Obligation and Disbursement for all banner and regular programs in accordance to their claims | None  | 10 minutes      | Budget Officer II                        |

|               |  |             |                               |  |
|---------------|--|-------------|-------------------------------|--|
|               | 1.4 Signs ORS Box B/oversee control of funds and utilization of all banner and regular program | None        | 10 minutes                    | Chief, Budget Officer                    |
|               | 1.5 Release vouchers to Accounting Section including DTMS                                      | None        | 5 minutes                     | Admin Assistant III (COS - Budget Staff) |
| <b>Total:</b> |  | <b>None</b> | <b>40 minutes per voucher</b> |  |





## ISSUANCE OF CERTIFICATE OF AVAILABILITY OF FUNDS

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

|   |  |   |                        |  |
|---|--|---|------------------------|--|
| <b>Office or Division</b>   |  | Administrative and Finance Division - Budget Section  |                        |  |
| <b>Classification</b>   |  | SIMPLE  |                        |  |
| <b>Type of Transaction</b>  |  | G2G   |                        |  |
| <b>Who May Avail</b>  |  | DA RFO-III  |                        |  |
| <b>Checklist of Requirements</b>  |  | <b>Where to Secure</b>                                |                        |  |
| <b>Public Bidding:</b>  |  |   |                        |  |
| 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 |                        |  |
| <b>Small Value Procurement:</b>   |  |   |                        |  |
| 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 |                        |  |
| <b>Client Steps</b>   | <b>Agency Action</b>   | <b>Fees to be paid</b>                                | <b>Processing Time</b> | <b>Person Responsible</b>  |
| 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<br>Mr. Mark Joseph Zablan<br>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<br>Administrative Officer II                                |
|               | 1.3 Check and Sign Certification of Availability of Funds                        | None | 15 minutes per voucher | Ms. Elizabeth Grace Canlas<br>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<br>Mr. Mark Joseph Zablan<br>Administrative Aide VI |
| <b>Total:</b> |  | 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.

|  |   |
|--|---|
| <b>Office or Division</b>  | Administrative and Finance Division:<br>Accounting Section  |
| <b>Classification</b>  | COMPLEX   |
| <b>Type of Transaction</b>   | G2C, G2B, G2G   |
| <b>Who May Avail</b>   | Farmer Cooperatives and Association,<br>Department of Agriculture<br>Employees/Cos Personnel, Suppliers,<br>Contractors, National Government<br>Agencies, Non-Government<br>Organizations, Local Government Units |
| <b>Checklist of Requirements</b><br>• <i>(Pursuant to COA Circular No. 2012-001 dated 14 June 2012)</i>      | <b>Where to Secure</b>  |
| <b><u>FOR PAYROLL OF CONTRACT OF SERVICE (COS):</u></b>  |   |
| 12. CERTIFIED FINANCIAL DATA ENTRY SYSTEM <i>(3 Original Copies)</i>   | Human Resource Management Section (HRMS)  |
| 13. PAYROLL SUMMARY <i>(2 Original Copies)</i>   | HRMS  |
| 14. DISBURSEMENT VOUCHER <i>(3 Original Copies)</i>  | HRMS  |
| 15. OBLIGATION REQUEST AND STATUS OF EACH COS <i>(3 Original Copies, only 1 Copy to be retained on file)</i> | End User (Concerned Banner Program)   |
| 16. APPROVED CONTRACT OF EACH COS <i>(1 Original Copy)</i>   | End User (Concerned Banner Program)   |
| 17. APPROVED DAILY TIME RECORD (DTR) <i>(2 Original copies)</i>  | HRMS  |
| 18. APPROVED ACCOMPLISHMENT REPORT <i>(1 Original Copy)</i>  |   |
| 19. APPROVED TRAVEL ORDER, IF APPLICABLE <i>(1 Original Copy)</i>  | End User (Concerned Banner Program)   |

|   |   |
|---|---|
| <p>20. CERTIFICATE OF APPEARANCE, IF WITH TRAVEL ORDER<br/><i>(1 Original Copy)</i></p> <p>21. CERTIFICATE OF NOT BEING INCLUDED IN THE PREVIOUS PAYROLL, IF APPLICABLE<br/><i>(2 Original Copy)</i></p> <p>22. 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 (Concerned Banner Program)</p> <p>End User (Concerned Banner Program)</p>   |
| <p><b><u>FOR PAYROLL OF PAKYAW LABOR:</u></b></p> <p>6. DISBURSEMENT VOUCHER<br/><i>(3 Original Copies)</i></p> <p>7. OBLIGATION REQUEST AND STATUS<br/><i>(3 Original Copies, only 1 Copy to be retained on file)</i></p> <p>8. CERTIFICATE OF PERCENTAGE OF WORK PERFORMED SIGNED BY SECTION CHIEF AND NOTED BY DIVISION CHIEF<br/><i>(1 Original Copy)</i></p> <p>9. APPROVED ACCOMPLISHMENT REPORT<br/><i>(1 Original Copy)</i></p> <p>10. APPROVED CONTRACT TERM OF REFERENCE, FOR DRIVERS<br/><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 (Concerned Banner Program)</p> <p>End User (Concerned Banner Program)</p> <p>End User (Concerned Banner Program)</p> <p>End User (Concerned Banner Program)</p> <p>End User (Concerned Banner Program)</p> <p>End User (Concerned Banner Program)</p> |

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| <p><b><u>FOR PAYROLL OF REGULAR EMPLOYEES (PERMANENT POSITION):</u></b></p> <p>4. DISBURSEMENT VOUCHER<br/><i>(3 Original Copies)</i></p> <p>5. OBLIGATION REQUEST AND STATUS<br/><i>(3 Original Copies, only 1 Copy to be retained on file)</i></p> <p>6. APPROVED PAYROLL SUMMARY (2<br/><i>Original Copies)</i></p>  | <p>End User (Concerned Banner Program)</p> <p>End User (Concerned Banner Program)</p> <p>End User (Concerned Banner Program)</p>   |
| <p><b><u>FOR TRAVELLING EXPENSES:</u></b></p> <p>11. DISBURSEMENT VOUCHER<br/><i>(3 Original copies)</i></p> <p>12. OBLIGATION REQUEST AND STATUS<br/><i>(3 Original Copies, only 1 Copy to be retained on file)</i></p> <p>13. APPROVED ITINERARY OF TRAVEL<br/><i>(1 Original Copy)</i></p> <p>14. CERTIFICATE OF TRAVEL COMPLETED<br/><i>(1 Original Copy)</i></p> <p>15. APPROVED TRAVEL ORDER<br/><i>(1 Original Copy)</i></p> <p>16. CERTIFICATE OF APPEARANCE<br/><i>(1 Original copy)</i></p> <p>17. OFFICIAL RECEIPTS (OR), <i>IF ANY</i> (1<br/><i>Original Copy/ies)</i></p> <p>18. POST TRAVEL / ACCOMPLISHMENT REPORT<br/><i>(1 Original Copy)</i></p> <p>19. AUTHORITY TO ATTEND, <i>IF ANY</i><br/><i>(1 Original Copy)</i></p> <p>20. TRAINING/ SEMINAR NOMINATION FORM, <i>IF ANY</i> (1<br/><i>Original Copy)</i></p> | <p>End User (Concerned Banner Program)</p> <p>End User (Concerned Banner Program)</p> <p>End User (Concerned Banner Program)</p> <p>End User (Concern Banner Program)</p> <p>End User (Concerned Banner Program)</p> <p>End User (Concerned Banner Program)</p> <p>End User (Concerned Banner Program)</p> <p>End User (Concerned Banner Program)</p> <p>End User (Concerned Banner Program)</p> <p>End User (Concerned Banner Program)</p> <p>End User (Concerned Banner Program)</p> |

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| <p>13. CERTIFICATION FOR LODGING, IF ANY <i>(1 Original copy)</i></p> <p>14. 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 (Concerned Banner Program)</p> <p>End User (Concerned Banner Program)</p>   |
| <p><b><u>FOR REIMBURSEMENT OF FUEL AND OIL EXPENSES:</u></b></p>  |   |
| <p>9. DISBURSEMENT VOUCHER <i>(3 Original Copies)</i></p> <p>10. OBLIGATION REQUEST AND STATUS <i>(3 Original Copies, only 1 Copy to be retained on file)</i></p> <p>11. APPROVED JUSTIFICATION FOR REIMBURSEMENT <i>(1 Original Copy)</i></p> <p>12. OFFICIAL RECEIPT <i>(1 Original Copy/ies)</i></p> <p>13. GASOLINE CONSUMPTION REPORT <i>(1 Original Copy)</i></p> <p>14. TRIP TICKET <i>(1 Original Copy)</i></p> <p>15. APPROVED PURCHASE REQUEST <i>(2 Original Copies)</i></p> <p>16. SUCH OTHER DOCUMENTS PECULIAR TO THE EXPENSE AND CONSIDERED NECESSARY IN THE AUDITORIAL REVIEW AND IN THE TECHNICAL EVALUATION THEREOF</p> | <p>End User (Concern Banner Program)</p> <p>End User (Concerned Banner Program)</p> <p>End User (Concerned Banner Program)</p> <p>End User (Concerned Banner Program)</p> <p>End User (Concerned Banner Program)</p> <p>End User (Concern Banner Program)</p> <p>End User (Concerned Banner Program)</p> <p>End User (Concerned Banner Program)</p> |
| <p><b><u>FOR PAYMENT OF MEALS THROUGH SMALL VALUE PROCUREMENT (SVP) AMOUNTING TO P50,000.00 AND BELOW:</u></b></p>  |   |
| <p>3. DISBURSEMENT VOUCHER <i>(3 Original Copies)</i></p> <p>4. BILLING STATEMENT <i>(1 Original Copy)</i></p>  | <p>End User (Concerned Banner Program)</p> <p>Caterer</p>   |

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| 16. LIST OF MEALS SERVED/ MENU<br><i>(1 Original Copy)</i>  | Caterer                             |
| 17. PICTURE OF MEALS SERVED AND PARTICIPANTS<br><i>(1 Original Copy)</i>  | End User (Concerned Banner Program) |
| 18. POST ACTIVITY/MINUTES OF THE MEETING<br><i>(1 Original Copy)</i>  | End User (Concerned Banner Program) |
| 19. COMPLETE ATTENDANCE, SIGNED BY THE OFFICER IN CHARGE OF THE SEMINAR/MEETING AND NOTED BY SUPERVISOR<br><i>(1 Original Copy)</i>         | End User (Concerned Banner Program) |
| 20. TRANSMITTAL RECEIPT OF CONTRACT TO COA<br><i>(1 Certified True Copy)</i>  | General Services Section (GSS)      |
| 21. APPROVED CONTRACT<br><i>(1 Original Copy)</i>   | End User (Concerned Banner Program) |
| 22. OBLIGATION REQUEST AND STATUS<br><i>(3 Original Copies, only 1 Copy to be retained on file)</i>   | End User (Concerned Banner Program) |
| 23. ABSTRACT OF QUOTATIONS AND AWARD<br><i>(1 Original Copy)</i>  | BAC                                 |
| 24. REQUEST FOR QUOTATION<br><i>(At least 3 Quotations from three different suppliers all original copy or Certified Electronic Copies)</i> | BAC                                 |
| 25. APPROVED PURCHASE REQUEST<br><i>(2 Original copies)</i>   | End User (Concerned Banner Program) |
| 26. CERTIFICATE OF AVAILABILITY OF FUNDS (BUDGET)<br><i>(1 Original Copy)</i>   | End User (Concerned Banner Program) |
| 27. ANNUAL PROCUREMENT PLAN<br><i>(1 Original Copy)</i>   | End User (Concerned Banner Program) |
| 28. SUCH OTHER DOCUMENTS PECULIAR TO THE CONTRACT AND/OR TO THE MODE OF PROCUREMENT AND CONSIDERED  | End User (Concerned Banner Program) |

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| <p>NECESSARY IN THE AUDITORIAL REVIEW AND IN THE TECHNICAL EVALUATION THEREOF</p>   |  |
| <p><b><u>FOR PAYMENT OF MEALS THROUGH SVP AMOUNTING TO P50,000.00 ABOVE:</u></b></p>  |  |
| <p>13. DISBURSEMENT VOUCHER<br/><i>(3 Original Copies)</i></p>  | <p>End User (Concerned Banner Program)</p> |
| <p>14. BILLING STATEMENT<br/><i>(1 Original Copy)</i></p>   | <p>Caterer</p>                             |
| <p>15. LIST OF MEALS SERVED/ MENU<br/><br/><i>(1 Original Copy)</i></p>   | <p>Caterer</p>                             |
| <p>16. PICTURE OF MEALS SERVED AND PARTICIPANTS <i>(1 Original Copy)</i></p>  | <p>End User (Concerned Banner Program)</p> |
| <p>17. POST ACTIVITY/ MINUTES OF THE MEETING <i>(1 Original Copy)</i></p>   | <p>End User (Concerned Banner Program)</p> |
| <p>18. 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 (Concerned Banner Program)</p> |
| <p>19. TRANSMITTAL RECEIPT OF CONTRACT TO COA<br/><i>(1 Certified True Copy)</i></p>  | <p>General Services Section (GSS)</p>      |
| <p>20. AWARD NOTICE ABSTRACT<br/><i>(1 Original Copy)</i></p>   | <p>Bids and Award Committee (BAC)</p>      |
| <p>21. NOTARIZED CONTRACT<br/><i>(1 Original Copy)</i></p>  | <p>End User (Concerned Banner Program)</p> |
| <p>22. OBLIGATION REQUEST AND STATUS <i>(3 Original Copies, only 1 Copy to be retained on file)</i></p>                                 | <p>End User (Concerned Banner Program)</p> |
| <p>23. NOTICE OF AWARD<br/><i>(1 Original Copy)</i></p>   | <p>BAC</p>                                 |
| <p>24. BAC RESOLUTION<br/><i>(1 Original Copy)</i></p>  | <p>BAC</p>                                 |



|   |                                     |
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| 22. EVALUATION REPORT<br><i>(1 Original Copy)</i>   | BAC                                 |
| 23. ABSTRACT OF QUOTATIONS<br><i>(1 Original Copy)</i>  | BAC                                 |
| 24. REQUEST FOR QUOTATION<br><i>(1 Original Copy)</i>   | BAC                                 |
| 25. PHILGEPS REQUEST FOR QUOTATION<br><i>(1 Original Copy)</i>  | BAC                                 |
| 26. CERTIFICATION FROM THE HEAD OF BAC SECRETARIAT ON THE POSTING OF ADVERTISEMENT AT CONSPICUOUS PLACES<br><i>(1 Original Copy)</i>  | BAC                                 |
| 27. APPROVED PURCHASE REQUEST<br><i>(2 Original Copies)</i>   | End User (Concerned Banner Program) |
| 28. CERTIFICATE OF AVAILABILITY OF FUNDS (BUDGET)<br><i>(1 Original Copy)</i>   | End User (Concerned Banner Program) |
| 29. ANNUAL PROCUREMENT PLAN<br><i>(1 Original Copy)</i>   | End User (Concerned Banner Program) |
| 30. 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 (Concerned Banner Program) |
| <b><u>FOR PAYMENT OF MEALS AND ACCOMMODATION THROUGH LEASE OF VENUE:</u></b>  |                                     |
| 4. DISBURSEMENT VOUCHER<br><i>(3 Original Copies)</i>   | End User (Concerned Banner Program) |
| 5. BILLING STATEMENT<br><i>(1 Original Copy)</i>  | Caterer                             |
| 6. LIST OF MEALS SERVED/ MENU<br><i>(1 original Copy)</i>   | Caterer                             |

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| 18. PICTURE OF MEALS SERVED AND PARTICIPANTS <i>(1 Original Copy)</i>  | End User (Concerned Banner Program) |
| 19. POST ACTIVITY/MINUTES OF THE MEETING <i>(1 Original Copy)</i>  | End User (Concerned Banner Program) |
| 20. COMPLETE ATTENDANCE, SIGNED BY THE OFFICER IN CHARGE OF THE SEMINAR/MEETING AND NOTED BY SUPERVISOR <i>(1 Original Copy)</i> | End User (Concerned Banner Program) |
| 21. TRANSMITTAL RECEIPT OF CONTRACT TO COA <i>(1 Certified True Copy)</i>  | GSS                                 |
| 22. AWARD NOTICE ABSTRACT <i>(1 Original Copy)</i>   | BAC                                 |
| 23. NOTARIZED CONTRACT <i>(1 Original Copy)</i>  | End User (Concerned Banner Program) |
| 24. OBLIGATION REQUEST AND STATUS <i>(3 Original Copies, only 1 Copy to be retained on file)</i>                                 | End User (Concerned Banner Program) |
| 25. NOTICE OF AWARD <i>(1 Original Copy)</i>   | BAC                                 |
| 26. BAC RESOLUTION <i>(1 Original Copy)</i>  | BAC                                 |
| 27. EVALUATION REPORT <i>(1 Original Copy)</i>   | BAC                                 |
| 28. ABSTRACT OF QUOTATIONS <i>(1 Original Copy)</i>  | End User (Concerned Banner Program) |
| 29. JUSTIFICATION OR RECOMMENDATION <i>(1 Original Copy)</i>   | End User (Concerned Banner Program) |
| 30. MARKET ANALYSIS <i>(1 Original Copy)</i>   | End User (Concerned Banner Program) |
| 31. COST-BENEFIT ANALYSIS <i>(1 Original Copy)</i>   | End User (Concerned Banner Program) |

|  |  |
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| <p>24. TABLE OF RATINGS<br/><i>(1 Original Copy)</i></p> <p>25. REQUEST FOR QUOTATION<br/><i>(1 Certified Copy)</i></p> <p>26. APPROVED PURCHASE REQUEST (2<br/><i>Original Copies)</i></p> <p>27. CERTIFICATE OF AVAILABILITY OF FUNDS (BUDGET) <i>(1 Original Copy)</i></p> <p>28. ANNUAL PROCUREMENT PLAN<br/><i>(1 Original Copy)</i></p> <p>29. 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 (Concerned Banner Program)</p> <p>BAC</p> <p>End User (Concerned Banner Program)</p> <p>End User (Concerned Banner Program)</p> <p>End User (Concerned Banner Program)</p> <p>End User (Concerned Banner Program)</p> <p>End User (Concerned Banner Program)</p> |
| <p><b><u>FOR PAYMENT OF REPAIR AND MAINTENANCE THROUGH SVP AMOUNTING TO P50,000.00 AND BELOW:</u></b></p> <p>8. DISBURSEMENT VOUCHER<br/><i>(3 Original Copies)</i></p> <p>9. BILLING STATEMENT/ SERVICE BILLING <i>(1 Original Copy)</i></p> <p>10. CERTIFICATE OF POST-INSPECTION <i>(1 Original Copy)</i></p> <p>11. CERTIFICATE OF ACCEPTANCE <i>(1 Original Copy)</i></p> <p>12. WARRANTY CERTIFICATE, IF ANY <i>(1 Original Copy)</i></p> <p>13. WASTE MATERIAL REPORT, IF ANY<br/><i>(1 Original Copy)</i></p> <p>14. TRANSMITTAL RECEIPT OF CONTRACT TO COA <i>(1 Certified True Copy)</i></p> | <p>End User (Concerned Banner Program)</p> <p>Supplier</p> <p>Property Section</p> <p>End User (Concerned Banner Program)</p> <p>Supplier</p> <p>Property Section</p> <p>GSS</p>   |

|   |                                     |
|---|-------------------------------------|
| 18. APPROVED CONTRACT <i>(1 Original Copy)</i>  | End User (Concerned Banner Program) |
| 19. OBLIGATION REQUEST AND STATUS <i>(3 Original Copies, only 1 Copy to be retained on file)</i>  | End User (Concerned Banner Program) |
| 20. ABSTRACT OF QUOTATIONS AND AWARD <i>(1 Original Copy)</i>   | BAC                                 |
| 21. REQUEST FOR QUOTATION <i>(1 Certified true copy)</i>  | BAC                                 |
| 22. PRE-INSPECTION REPORT <i>(1 Original Copy)</i>  | Property Section                    |
| 23. INDEX REPAIR <i>(1 Original Copy)</i>   | Property Section                    |
| 24. APPROVED PURCHASE REQUEST <i>(2 Original Copies)</i>  | End User (Concerned Banner Program) |
| 25. CERTIFICATE OF AVAILABILITY OF FUNDS (BUDGET) <i>(1 Original Copy)</i>  | End User (Concerned Banner Program) |
| 26. ANNUAL PROCUREMENT PLAN <i>(1 Original Copy)</i>  | End User (Concerned Banner Program) |
| 27. 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 (Concerned Banner Program) |
| <b><u>FOR PAYMENT OF REPAIR AND MAINTENANCE THROUGH SVP AMOUNTING TO P50,000.00 ABOVE:</u></b>  |                                     |
| 4. DISBURSEMENT VOUCHER <i>(3 Original copies)</i>  | End User (Concerned Banner Program) |
| 5. BILLING STATEMENT/ SERVICE BILLING <i>(1 Original Copy)</i>  | Supplier                            |
| 6. CERTIFICATE OF POST-INSPECTION <i>(1 Original Copy)</i>  | Property Section                    |

|  |                                     |
|--|-------------------------------------|
| 19. CERTIFICATE OF ACCEPTANCE<br><i>(1 Original Copy)</i>  | End User (Concerned Banner Program) |
| 20. WARRANTY CERTIFICATE, IF ANY <i>(1 Original Copy)</i>  | Supplier                            |
| 21. WASTE MATERIAL REPORT, IF ANY<br><i>(1 Original Copy)</i>                                    | Property Section                    |
| 22. TRANSMITTAL RECEIPT OF CONTRACT TO COA <i>(1 Certified true copy)</i>                        | GSS                                 |
| 23. AWARD NOTICE ABSTRACT<br><i>(1 Original Copy)</i>  | BAC                                 |
| 24. APPROVED CONTRACT<br><i>(1 Original Copy)</i>  | End User (Concerned Banner Program) |
| 25. OBLIGATION REQUEST AND STATUS <i>(3 Original Copies, only 1 Copy to be retained on file)</i> | End User (Concerned Banner Program) |
| 26. NOTICE OF AWARD<br><i>(1 Original Copy)</i>  | BAC                                 |
| 27. BAC RESOLUTION <i>(1 Original Copy)</i>  | BAC                                 |
| 28. EVALUATION REPORT<br><i>(1 Original Copy)</i>  | BAC                                 |
| 29. ABSTRACT OF QUOTATIONS<br><i>(1 Original Copy)</i>   | BAC                                 |
| 30. REQUEST FOR QUOTATION<br><i>(1 Certified True Copy)</i>                                      | BAC                                 |
| 31. PRINTOUT COPY OF ADVERTISEMENT POSTED IN THE PHILGEPS <i>(1 Original Copy)</i>               | BAC                                 |
| 32. PHILGEPS CERTIFICATION<br><i>(1 Certified True Copy)</i>                                     | Property Section                    |
| 33. PRE-INSPECTION REPORT<br><i>(1 Original Copy)</i>  | Property Section                    |

|  |   |
|--|---|
| <p>24. INDEX REPAIR<br/><i>(1 Original Copy)</i></p> <p>25. PURCHASE REQUEST<br/><i>(2 Original Copies)</i></p> <p>26. CERTIFICATE OF AVAILABILITY OF FUNDS (BUDGET)<br/><i>(1 Original Copy)</i></p> <p>27. ANNUAL PROCUREMENT PLAN<br/><i>(1 Original Copy)</i></p> <p>28. 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 (Concerned Banner Program)</p> <p>End User (Concerned Banner Program)</p> <p>End User (Concerned Banner Program)</p> <p>End User (Concerned Banner Program)</p> |
| <p><b><u>FOR PAYMENT OF GOODS THROUGH SHOPPING AND SVP AMOUNTING TO P50,000.00 AND BELOW:</u></b></p> <p>8. DISBURSEMENT VOUCHER<br/><i>(3 Original Copies)</i></p> <p>9. PROPERTY ACKNOWLEDGEMENT RECEIPT (PAR)/ CERTIFICATION ON SUBMISSION OF MASTERLIST OF BENEFICIARIES, WHICHEVER IS APPLICABLE <i>(1 Original Copy)</i></p> <p>10. INSPECTION AND ACCEPTANCE REPORT <i>(3 Original Copies)</i></p> <p>11. NOTICE OF DELIVERY TO COA<br/><i>(1 Certified true copy)</i></p> <p>12. SALES INVOICE<br/><i>(1 Original Copy/ies)</i></p> <p>13. DELIVERY RECEIPT<br/><i>(1 Original Copy/ies)</i></p> <p>14. RESULTS OF TEST ANALYSIS, IF</p> | <p>End User (Concerned Banner Program)</p> <p>Property Section/End User</p> <p>GSS</p> <p>GSS</p> <p>Supplier</p> <p>Supplier</p> <p>Supplier</p>   |

APPLICABLE (1 Original Copy)

|  |   |
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| <p>18. TRANSMITTAL RECEIPT OF PURCHASE ORDER TO COA<br/><i>(1 Certified true copy)</i></p> <p>19. APPROVED PURCHASE ORDER<br/><i>(1 Original Copy)</i></p> <p>20. OBLIGATION REQUEST AND STATUS <i>(3 Original Copies, only 1 Copy to be retained on file)</i></p> <p>21. ABSTRACT OF QUOTATIONS AND AWARD <i>(1 Original Copy)</i></p> <p>22. REQUEST FOR QUOTATION <i>(1 Certified True Copy)</i></p> <p>23. APPROVED PURCHASE REQUEST<br/><i>(2 Original Copies)</i></p> <p>24. CERTIFICATE OF AVAILABILITY OF FUNDS (BUDGET)<br/><i>(1 Original Copy)</i></p> <p>25. ANNUAL PROCUREMENT PLAN<br/><i>(1 Original Copy)</i></p> <p>26. CERTIFICATION OF NON-AVAILABILITY OF STOCKS FROM DBM-PS, FOR ORDINARY OFFICE SUPPLIES AND EQUIPMENT<br/><i>(1 Original Copy)</i></p> <p>27. 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 (Concerned Banner Program)</p> <p>End User (Concerned Banner Program)</p> <p>BAC</p> <p>BAC</p> <p>End User (Concerned Banner Program)</p> <p>End User (Concerned Banner Program)</p> <p>End User (Concerned Banner Program)</p> <p>GSS</p> <p>End User (Concerned Banner Program)</p> |
| <p><b><u>FOR PAYMENT OF GOODS THROUGH SHOPPING AND SVP AMOUNTING TO P50,000.00 ABOVE:</u></b></p> <p>2. DISBURSEMENT VOUCHER <i>(3 Original Copies)</i></p>  | <p>End User (Concerned Banner Program)</p>  |



|  |                                     |
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| 15. PROPERTY ACKNOWLEDGEMENT RECEIPT/ CERTIFICATION ON SUBMISSION OF MASTERLIST OF BENEFICIARIES, WHICHEVER IS APPLICABLE <i>(1 Original Copy)</i> | Property/End User                   |
| 16. INSPECTION AND ACCEPTANCE REPORT <i>(3 Original Copies)</i>  | GSS                                 |
| 17. NOTICE OF DELIVERY TO COA<br><i>(1 Certified True Copy)</i>  | GSS                                 |
| 18. SALES INVOICE<br><i>(1 Original Copy/ies)</i>  | Supplier                            |
| 19. DELIVERY RECEIPT<br><i>(1 Original Copy/ies)</i>   | Supplier                            |
| 20. RESULTS OF TEST ANALYSIS, IF APPLICABLE <i>(1 Original Copy)</i>   | Supplier                            |
| 21. TRANSMITTAL RECEIPT OF PURCHASE ORDER TO COA<br><i>(1 Original Copy)</i>   | GSS                                 |
| 22. AWARD NOTICE ABSTRACT<br><i>(1 Original Copy)</i>  | BAC                                 |
| 23. APPROVED PURCHASE ORDER<br><i>(1 Original Copy)</i>  | End User (Concerned Banner Program) |
| 24. OBLIGATION REQUEST AND STATUS <i>(3 Original Copies, only 1 Copy to be retained on file)</i>   | End User (Concerned Banner Program) |
| 25. NOTICE OF AWARD<br><i>(1 Original Copy)</i>  | BAC                                 |
| 26. BAC RESOLUTION<br><i>(1 Original Copy)</i>   | BAC                                 |
| 27. TECHNICAL WORKING GROU (TWG) EVALUATION REPORT<br><i>(1 Original Copy)</i>   | BAC                                 |

|   |                                     |
|---|-------------------------------------|
| 24. ABSTRACT OF QUOTATIONS<br><i>(1 Original Copy)</i>  | BAC                                 |
| 25. REQUEST FOR QUOTATION<br><i>(1 Certified True Copy)</i>   | BAC                                 |
| 26. CERTIFICATION FROM THE HEAD OF BAC SECRETARIAT ON THE POSTING OF ADVERTISEMENT AT CONSPICUOUS PLACES<br><i>(1 Original Copy)</i>  | BAC                                 |
| 27. PHILGEPS REQUEST FOR QUOTATION <i>(1 Original Copy)</i>   | BAC                                 |
| 28. APPROVED PURCHASE REQUEST <i>(2 Original Copies)</i>  | End User (Concerned Banner Program) |
| 29. CERTIFICATE OF AVAILABILITY OF FUNDS (BUDGET)<br><i>(1 Original Copy)</i>   | End User (Concerned Banner Program) |
| 30. ANNUAL PROCUREMENT PLAN<br><br><i>(1 Original Copy)</i>   | End User (Concerned Banner Program) |
| 31. CERTIFICATE OF NON-AVAILABILITY OF STOCKS FROM DBM-PS, FOR ORDINARY OFFICE SUPPLIES AND EQUIPMENT<br><i>(1 Original Copy)</i>   | GSS                                 |
| 32. 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 (Concerned Banner Program) |
| <b><u>FOR PAYMENT OF GOODS THROUGH PUBLIC BIDDING:</u></b>  |                                     |
| 3. DISBURSEMENT VOUCHER <i>(3 Original Copies)</i>  | End User (Concerned Banner Program) |
| 4. PROPERTY ACKNOWLEDGEMENT RECEIPT / CERTIFICATION ON  | Property Section/End User           |

|  |                    |
|--|--------------------|
| SUBMISSION OF MASTERLIST OF BENEFICIARIES, WHICHEVER IS APPLICABLE <i>(1 Original Copy)</i>                                    |                    |
| 16. INSPECTION AND ACCEPTANCE REPORT <i>(3 Original Copies)</i>  | GSS                |
| 17. PICTURES <i>(1 set Original Copy)</i>  | GSS                |
| 18. NOTICE OF DELIVERY TO COA <i>(1 Original Copy)</i>   | GSS                |
| 19. SALES INVOICE <i>(1 Original Copy)</i>   | Supplier           |
| 20. DELIVERY RECEIPT <i>(1 Original Copy)</i>  | Supplier           |
| 21. WARRANTY SECURITY <i>(1 Original Copy)</i>   | Supplier           |
| 22. RESULTS OF TEST ANALYSIS, IF APPLICABLE <i>(1 Original Copy/Certified True Copy)</i>                                       | Supplier           |
| 23. 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           |
| 24. TRANSMITTAL RECEIPT OF CONTRACT TO COA <i>(1 Certified True Copy)</i>  | GSS                |
| 25. AWARD NOTICE ABSTRACT <i>(1 Original Copy)</i>   | BAC                |
| 26. NOTICE TO PROCEED <i>(1 Original Copy)</i>   | GSS                |
| 27. APPROVED CONTRACT <i>(1 Original Copy)</i>   | GSS                |
| 28. CERTIFICATE OF AVAILABILITY OF FUNDS SIGNED BY THE ACCOUNTANT <i>(2 Original Copy)</i>                                     | Accounting Section |

|   |                                     |
|---|-------------------------------------|
| 30. OBLIGATION REQUEST AND STATUS<br><i>(3 Original Copies, only 1 Copy to be retained on file)</i>           | End User (Concerned Banner Program) |
| 31. PERFORMANCE SECURITY<br><i>(1 Original Copy)</i>  | Supplier                            |
| 32. NOTICE OF AWARD<br><i>(1 Original Copy)</i>   | BAC                                 |
| 33. BAC RESOLUTION <i>(1 Original copy)</i>   | BAC                                 |
| 34. NOTICE OF POST-QUALIFICATION (1 Original Copy)  | BAC                                 |
| 35. BID EVALUATION REPORT<br><i>(1 Original Copy)</i>   | BAC                                 |
| 36. POST-QUALIFICATION EVALUATION REPORT<br><i>(1 Original Copy)</i>  | BAC                                 |
| 37. EVIDENCE OF INVITATION TO CONDUCT POST QUALIFICATION TO AT LEAST THREE OBSERVERS <i>(1 Original Copy)</i> | BAC                                 |
| 38. ABSTRACT OF BID AS CALCULATED<br><i>(1 Original Copy)</i>   | BAC                                 |
| 39. ABSTRACT OF BID AS READ<br><i>(1 Original Copy)</i>   | BAC                                 |
| 40. RESULTS OF ELIGIBILITY CHECK/SCREENING<br><i>(1 Certified True Copy)</i>                                  | Bidder                              |
| 41. BIDDER'S TECHNICAL AND FINANCIAL PROPOSALS<br><i>(1 Certified True Copy)</i>                              | BAC                                 |
| 42. BIDDING DOCUMENTS<br><i>(1 Original Copy)</i>   | BAC                                 |
| 43. MINUTES OF BID OPENING SCREENING <i>(1 Certified True Copy)</i>   | BAC                                 |

|   |   |
|---|---|
| <p>41. EVIDENCE OF INVITATION FOR BID OPENING TO AT LEAST THREE OBSERVERS SCREENING<br/><i>(1 Certified True Copy)</i></p>  | <p>BAC</p>  |
| <p>42. MINUTES OF PRE-BID CONFERENCE (ABC PHP 1.0 MILLION AND ABOVE) SCREENING<br/><i>(1 Certified True Copy)</i></p>   | <p>BAC</p>  |
| <p>43. EVIDENCE OF INVITATION FOR PRE-BID CONFERENCE (ABC PHP 1.0 BAC MILLION AND ABOVE) TO AT LEAST THREE OBSERVERS SCREENING<br/><i>(1 Certified True Copy)</i></p> | <p>BAC</p>  |
| <p>44. MINUTES OF PRE-PROCUREMENT CONFERENCE (FOR PROJECTS COSTING PHP2.0 MILLION AND ABOVE FOR GOODS) SCREENING<br/><i>(1 Certified True Copy)</i></p>               | <p>BAC</p>  |
| <p>45. CERTIFICATION FROM THE HEAD OF BAC SECRETARIAT ON THE POSTING OF ADVERTISEMENT AT CONSPICUOUS PLACES<br/><i>(1 Original Copy)</i></p>                          | <p>BAC</p>  |
| <p>46. SUPPLEMENTAL BID BULLETINS, IF ANY<br/><i>(1 Original Copy)</i></p>  | <p>BAC</p>  |
| <p>47. PHILGEPS INVITATION TO BID<br/><i>(1 Original Copy)</i></p>  | <p>BAC</p>  |
| <p>48. APPROVED PURCHASE REQUEST<br/><i>(1 Original Copy)</i></p>   | <p>BAC</p>  |
| <p>49. CERTIFICATE OF AVAILABILITY OF FUNDS (BUDGET)<br/><i>(1 Original Copy)</i></p>   | <p>End User (Concerned Banner Program)</p>                                    |
| <p>50. ANNUAL PROCUREMENT PLAN<br/><i>(1 Original Copy)</i></p>   | <p>End User (Concerned Banner Program)</p>                                    |
| <p>51. CERTIFICATION OF NON-AVAILABILITY OF STOCKS FROM</p>   | <p>Department of Budget and Management (DBM)/Office of the President (OP)</p> |

| DBM-PS, FOR ORDINARY OFFICE SUPPLIES AND EQUIPMENT<br><i>(1 Certified True Copy)</i>  |   | End User (Concerned Banner Program) |   |                             |
|---|---|-------------------------------------|---|-----------------------------|
| 41. AUTHORITY TO PURCHASE FROM DBM OR OP, FOR MOTOR VEHICLES<br><i>(1 Original Copy)</i>  |   |                                     |   |                             |
| 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 |   |                                     |   |                             |
| Client Steps  | Agency Action   | Fees to be paid                     | Processing Time<br>(For complex transactions) | Person Responsible          |
| <b>FOR FUNDING:</b>   |   |                                     |   |                             |
| 1. Forward the documents along with all required supporting documents to the receiving  | 1.1 Receive and record the documents from the End-user                                  | None                                | 10 minutes per Documents                      | Administrative Assistant II |
|   | 1.1 Receive and record the documents from the End-user                                  | None                                |   |                             |
|   | 1.2 Update through the Document Tracking and Monitoring System (DTMS)                   | None                                |   |                             |
|   | 1.3 Forward the supporting documents to the designated accounting staff for processing. | None                                |   |                             |

|  |   |             |                              |   |
|--|---|-------------|------------------------------|---|
|  | <p>1.4 Perform initial review to ensure the completeness of supporting documents</p> <p>a. If complete,</p> <ul style="list-style-type: none"> <li>• Fill out the Availability of Funds and Obligation Request and Status (ORS) number to Purchase Order (P.O), Job Order (JO), and Contracts and Proceed to step 1.5.)</li> </ul> <p>b. If incomplete, document the findings and forward to designated staff for recording and tracking (proceed to step 1.6.)</p> | None        | 2 days                       | <p>Administrative Assistant I</p> <p>Administrative Assistant II</p> <p>Administrative Officer IV</p> <p>Administrative Officer I</p> |
|  | <p>1.5 Forward the documents to the accountant for final review of completeness. Once verified, they will affix their signature to authorize fund transactions.</p>   | None        | 2 days                       | <p>Accountant I</p> <p>Accountant II</p> <p>Chief Accountant</p>  |
|  | <p>1.6 Forward the documents to the End-User for compliance of comments and for completion of the required supporting documents</p>   | None        | 15 minutes                   | Administrative Officer I  |
|  | <p>1.7 Record and forward the documents to:</p> <p>d. The Administrative and Finance Division for the initial signature. (applicable to Purchase Orders, Job Orders and Contracts)</p> <p>b. The General Services Section for the Certification of Availability of Fund (CAF)</p>   | None        | 10 minutes                   | Administrative Officer I  |
|  | <b>Total:</b>   | <b>None</b> | <b>4 days and 35 minutes</b> |   |

**FOR PAYMENT :**

|  |   |             |                         |   |
|--|---|-------------|-------------------------|---|
| <p>2. Forwards the Disbursement Voucher (DV) and Complete Supporting documents to the Receiving-Accounting Section</p> | <p>2.1 Receive and Record the Disbursement Voucher (DV) and supporting documents.</p>   | <p>None</p> | <p>5 Minutes per DV</p> | <p>Administrative Assistant II</p>  |
|  | <p>2.2 Update the Document Tracking Monitoring System (DTMS) on the status of the Disbursement Voucher (DV) and supporting documents</p>  | <p>None</p> |                         |   |
|  | <p>2.3 Forward the Disbursement Voucher (DV) and supporting documents to the designated accounting staff for processing.</p>  | <p>None</p> |                         |   |
|  | <p>2.4 Perform initial review of Disbursement Voucher (DV) as to the completeness of supporting documents and propriety of claims<br/> a. If complete, (proceed to step 2.5 a. &amp; b.)<br/> b. If incomplete, document the findings and forward to designated staff for recording and tracking (proceed to step 2.6.)</p> | <p>None</p> | <p>2 days per DV</p>    | <p>Administrative Assistant I<br/> Administrative Assistant II<br/> Administrative Officer IV<br/> Administrative Officer I</p> |
|  | <p>2.5<br/> f. Compute and deduct applicable taxes.<br/> g. Prepare Accounting Entries in Box B of Disbursement Voucher (DV).</p>   | <p>None</p> | <p>5 minutes per DV</p> | <p>Administrative Assistant I<br/> Administrative Assistant II<br/> Administrative Officer IV</p>                               |



|  |   |      |                   |  |
|--|---|------|-------------------|--|
|  |   |      |                   | Administrative Officer I   |
|  | 2.6 Forward the documents to the End-User for compliance of comments and for completion of the required supporting documents  | None | 10 minutes per DV | Administrative Officer I   |
|  | 2.7 Forward to Chief Accountant for final review of completeness of supporting documents and signature.   | None | 2 days per DV     | Administrative Assistant I<br>Administrative Assistant II<br>Administrative Officer IV<br>Administrative Officer I |
|  | 2.8 Identify mode of payment of DVs.<br><br>d. If the DV is for check Payment Proceed to 2.12 if the DV is for LDDAP – ADA proceed to 2.9   | None | 15 minutes        | Accountant I<br>Accountant II<br>Chief Accountant  |
|  | 2.9 Prepare index of payment, record and assign number for Disbursement Voucher (DV) for payment and forward it to the respective signatories:<br><br>DV's: Box D – Regional Executive Director (RED) or Regional Technical Director (RTD) as per Delegation of Authority | None | 10 Minutes        | Administrative Officer I   |

|  |   |             |                                      |                             |
|--|---|-------------|--------------------------------------|-----------------------------|
|  | <i>(Amendment to General Memorandum Order No. 01, Series of 2024 re: Delegation of Authority)</i>   |             |                                      |                             |
|  | 2.10 After Approval of DV from Regional Executive Director Office or Regional Technical Director Office for payment, and the confirmation from the Cashier Section, Accounting Staff Receives and Records the DVs and prepares LDDAP–ADA with complete supporting documents | None        | 30 minutes                           | Administrative Assistant II |
|  | 2.11 Record Disbursement Voucher (DV) for payment and LDDAP–ADA with complete supporting documents to Cashier Unit.   | None        | 5 minutes                            | Administrative Officer I    |
|  | 2.12 Prepare index of payment, record and assign number for Disbursement Voucher (DV) for payment and forward it to the Cashier   | None        | 20 minutes                           | Administrative Officer I    |
|  | <b>Total:</b>   | <b>None</b> | <b>4 days, 1 hour and 40 minutes</b> |                             |

## 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.

|  |   |
|--|---|
| <b>Office or Division</b>  | Administrative and Finance Division:<br>Accounting Section  |
| <b>Classification</b>  | HIGHLY TECHNICAL  |
| <b>Type of Transaction</b>   | G2C, G2B, G2G   |
| <b>Who May Avail</b>   | Farmer Cooperatives and Association,<br>Department of Agriculture<br>Employees/Cos Personnel, Suppliers,<br>Contractors, National Government<br>Agencies, Non-Government<br>Organizations, Local Government Units |
| <b>Checklist of Requirements</b><br><br>(Pursuant to COA Circular No. 2012–001<br>dated 14 June 2012)  | <b>Where to Secure</b>  |
| <b><u>FOR PAYMENT OF GOODS THROUGH SHOPPING AND SVP AMOUNTING TO P50,000.00 AND BELOW:</u></b>   |   |
| 8. DISBURSEMENT VOUCHER (3<br><i>Original Copies</i> )   | End User (Concerned Banner<br>Program)  |
| 9. PROPERTY ACKNOWLEDGEMENT<br>RECEIPT (PAR)/ CERTIFICATION ON<br>SUBMISSION OF MASTERLIST OF<br>BENEFICIARIES, WHICHEVER IS<br>APPLICABLE (1 <i>Original Copy</i> ) | Property Section/End User   |
| 10. INSPECTION AND ACCEPTANCE<br>REPORT (3 <i>Original Copies</i> )  | General Services Section (GSS)  |
| 11. NOTICE OF DELIVERY TO COA (1<br><i>Certified true copy</i> )   | GSS   |
| 12. SALES INVOICE (1 <i>Original Copy/ies</i> )  | Supplier  |
| 13. DELIVERY RECEIPT (1 <i>Original<br/>Copy/ies</i> )   | Supplier  |
| 14. RESULTS OF TEST ANALYSIS, IF<br>APPLICABLE (1 <i>Original Copy</i> )   | Supplier  |

|   |                                     |
|---|-------------------------------------|
| 18. TRANSMITTAL RECEIPT OF PURCHASE ORDER TO COA (1 <i>Certified true copy</i> )  | GSS                                 |
| 19. APPROVED PURCHASE ORDER (1 <i>Original Copy</i> )   | End User (Concerned Banner Program) |
| 20. OBLIGATION REQUEST AND STATUS (3 <i>Original Copies, only 1 Copy to be retained on file</i> )   | End User (Concerned Banner Program) |
| 21. ABSTRACT OF QUOTATIONS AND AWARD (1 <i>Original Copy</i> )  | Bids and Awards Committee (BAC)     |
| 22. REQUEST FOR QUOTATION (1 <i>Certified True Copy</i> )   | BAC                                 |
| 23. APPROVED PURCHASE REQUEST (2 <i>Original Copies</i> )   | End User (Concerned Banner Program) |
| 24. CERTIFICATE OF AVAILABILITY OF FUNDS (BUDGET) (1 <i>Original Copy</i> )   | End User (Concerned Banner Program) |
| 25. ANNUAL PROCUREMENT PLAN (1 <i>Original Copy</i> )   | End User (Concerned Banner Program) |
| 26. CERTIFICATION OF NON-AVAILABILITY OF STOCKS FROM DBM-PS, FOR ORDINARY OFFICE SUPPLIES AND EQUIPMENT (1 <i>Original Copy</i> )   | GSS                                 |
| 27. 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 (Concerned Banner Program) |
| <b><u>FOR PAYMENT OF GOODS THROUGH SHOPPING AND SVP AMOUNTING TO P50,000.00 ABOVE:</u></b>  |                                     |
| 15. DISBURSEMENT VOUCHER (3 <i>Original Copies</i> )  | End User (Concerned Banner Program) |
| 16. PROPERTY ACKNOWLEDGEMENT RECEIPT/ CERTIFICATION ON SUBMISSION OF MASTERLIST OF  | Property/End User                   |

|  |                                     |
|--|-------------------------------------|
| BENEFICIARIES, WHICHEVER IS APPLICABLE <i>(1 Original Copy)</i>                                  |                                     |
| 17. INSPECTION AND ACCEPTANCE REPORT <i>(3 Original Copies)</i>                                  | GSS                                 |
| 18. NOTICE OF DELIVERY TO COA <i>(1 Certified True Copy)</i>                                     | GSS                                 |
| 19. SALES INVOICE <i>(1 Original Copy/ies)</i>   | Supplier                            |
| 20. DELIVERY RECEIPT <i>(1 Original Copy/ies)</i>  | Supplier                            |
| 21. RESULTS OF TEST ANALYSIS, IF APPLICABLE <i>(1 Original Copy)</i>                             | Supplier                            |
| 22. TRANSMITTAL RECEIPT OF PURCHASE ORDER TO COA <i>(1 Original Copy)</i>                        | GSS                                 |
| 23. AWARD NOTICE ABSTRACT <i>(1 Original Copy)</i>   | BAC                                 |
| 24. APPROVED PURCHASE ORDER <i>(1 Original Copy)</i>   | End User (Concerned Banner Program) |
| 25. OBLIGATION REQUEST AND STATUS <i>(3 Original Copies, only 1 Copy to be retained on file)</i> | End User (Concerned Banner Program) |
| 26. NOTICE OF AWARD <i>(1 Original Copy)</i>   | BAC                                 |
| 27. BAC RESOLUTION <i>(1 Original Copy)</i>  | BAC                                 |
| 28. TECHNICAL WORKING GROUP (TWG) EVALUATION REPORT <i>(1 Original Copy)</i>                     | BAC                                 |
| 24. ABSTRACT OF QUOTATIONS <i>(1 Original Copy)</i>  | BAC                                 |
| 25. REQUEST FOR QUOTATION <i>(1 Certified True Copy)</i>   | BAC                                 |
| 26. CERTIFICATION FROM THE HEAD OF BAC SECRETARIAT ON THE POSTING OF ADVERTISEMENT AT            | BAC                                 |

|  |  |
|--|--|
| <p>CONSPICUOUS PLACES <i>(1 Original Copy)</i></p> <p>27. PHILGEPS REQUEST FOR QUOTATION <i>(1 Original Copy)</i></p> <p>28. APPROVED PURCHASE REQUEST <i>(2 Original Copies)</i></p> <p>29. CERTIFICATE OF AVAILABILITY OF FUNDS (BUDGET) <i>(1 Original Copy)</i></p> <p>30. ANNUAL PROCUREMENT PLAN <i>(1 Original Copy)</i></p> <p>31. CERTIFICATE OF NON-AVAILABILITY OF STOCKS FROM DBM-PS, FOR ORDINARY OFFICE SUPPLIES AND EQUIPMENT <i>(1 Original Copy)</i></p> <p>32. 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>BAC</p> <p>BAC</p> <p>BAC</p> <p>End User (Concerned Banner Program)</p> <p>End User (Concerned Banner Program)</p>   |
| <p><b><u>FOR PAYMENT OF INFRASTRUCTURE SMALL VALUE PROCUREMENT (SVP) AMOUNTING TO P50,000.00 ABOVE:</u></b></p> <p>2. DISBURSEMENT VOUCHER <i>(3 Original Copies)</i></p> <p>16. STATEMENT OF TIME ELAPSED <i>(1 Original Copy)</i></p> <p>17. CERTIFICATE OF ACCEPTANCE <i>(1 Original Copy)</i></p> <p>18. CERTIFICATE OF COMPLETION <i>(1 Original Copy)</i></p> <p>19. INSPECTION REPORT <i>(1 Copy with IIC, IR from RAED with attach monitoring original copies)</i></p>   | <p>End User (Concerned Banner Program)</p> <p>Regional Agricultural Engineering Division (RAED)</p> <p>End User (Concerned Banner Program)</p> <p>RAED</p> <p>RAED</p> |

|   |                                     |
|---|-------------------------------------|
| 20. PICTURES (BEFORE, DURING AND AFTER CONSTRUCTION) <i>(1 copy, if not geotagged must be signed by RAED)</i>                     | RAED                                |
| 21. STATEMENT OF WORK ACCOMPLISHED <i>(1 Original Copy per unit)</i>  | RAED                                |
| 22. REQUEST FOR BILLING AND INSPECTION <i>(1 Original Copy)</i>   | Contractor                          |
| 23. TRANSMITTAL RECEIPT OF JOB ORDER TO COA <i>(1 Certified True Copy)</i>  | GSS                                 |
| 24. AWARD NOTICE ABSTRACT <i>(1 Original Copy)</i>  | BAC                                 |
| 25. APPROVED JOB ORDER <i>(1 Original Copy)</i>   | End User (Concerned Banner Program) |
| 26. OBLIGATION REQUEST AND STATUS <i>(3 Original Copies, only 1 Copy to be retained on file)</i>                                  | End User (Concerned Banner Program) |
| 27. NOTICE OF AWARD <i>(1 Original Copy)</i>  | BAC                                 |
| 28. BAC RESOLUTION <i>(1 Original Copy)</i>   | BAC                                 |
| 29. TWG EVALUATION REPORT <i>(1 Original Copy)</i>  | BAC                                 |
| 26. ABSTRACT OF QUOTATIONS <i>(1 Original Copy)</i>   | BAC                                 |
| 27. REQUEST FOR QUOTATION <i>(1 Certified True Copy)</i>  | BAC                                 |
| 28. CERTIFICATION FROM THE HEAD OF BAC SECRETARIAT ON THE POSTING OF ADVERTISEMENT AT CONSPICUOUS PLACES <i>(1 Original Copy)</i> | BAC                                 |
| 29. PHILGEPS REQUEST FOR QUOTATION <i>(1 Electronic Copy)</i>   | BAC                                 |

|  |   |
|--|---|
| <p>30. APPROVED PURCHASE REQUEST (2 Original Copy)</p> <p>31. CERTIFICATE OF AVAILABILITY OF FUNDS (BUDGET) (1 Original Copy)</p> <p>32. ANNUAL PROCUREMENT PLAN (1 Original Copy)</p> <p>33. PROGRAM OF WORKS (Original copy for Lot 1 for succeeding lots Certified True Copy)</p> <p>34. DETAILED ENGINEERING DESIGN (Original copy same as above)</p> <p>35. 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 (Concerned Banner Program)</p> <p>End User (Concerned Banner Program)</p> <p>End User (Concerned Banner Program)</p> <p>RAED</p> <p>RAED</p> <p>End User (Concerned Banner Program)</p> |
| <p><b><u>FOR PAYMENT OF GOODS THROUGH PUBLIC BIDDING:</u></b></p> <p>2. DISBURSEMENT VOUCHER (3 Original Copies)</p> <p>PROPERTY ACKNOWLEDGEMENT RECEIPT / CERTIFICATION ON SUBMISSION OF MASTERLIST OF BENEFICIARIES, WHICHEVER IS APPLICABLE (1 Original Copy)</p> <p>17. INSPECTION AND ACCEPTANCE REPORT (3 Original Copies)</p> <p>18. PICTURES (1 set Original Copy)</p> <p>19. NOTICE OF DELIVERY TO COA (1 Original Copy)</p> <p>20. SALES INVOICE (1 Original Copy)</p> <p>21. DELIVERY RECEIPT (1 Original Copy)</p>                 | <p>End User (Concerned Banner Program)</p> <p>Property Section/End User</p> <p>GSS</p> <p>GSS</p> <p>GSS</p> <p>Supplier</p> <p>Supplier</p>  |



|   |                                     |
|---|-------------------------------------|
| 22. WARRANTY SECURITY (1 Original Copy)   | Supplier                            |
| 23. RESULTS OF TEST ANALYSIS, IF APPLICABLE (1 Original Copy/Certified True Copy)                                       | Supplier                            |
| 24. TAX RECEIPTS FROM THE BOC OR THE BIR AS PROOF OF PAYMENT OF TAXES AND DUTIES, IF APPLICABLE (1 Certified True Copy) | Supplier                            |
| 25. TRANSMITTAL RECEIPT OF CONTRACT TO COA (1 Certified True Copy)  | GSS                                 |
| 26. AWARD NOTICE ABSTRACT (1 Original Copy)   | BAC                                 |
| 27. NOTICE TO PROCEED (1 Original Copy)   | GSS                                 |
| 28. APPROVED CONTRACT (1 Original Copy)   | GSS                                 |
| 29. CERTIFICATE OF AVAILABILITY OF FUNDS SIGNED BY THE ACCOUNTANT (2 Original Copy)                                     | Accounting Section                  |
| 30. OBLIGATION REQUEST AND STATUS (3 Original Copies, only 1 Copy to be retained on file)                               | End User (Concerned Banner Program) |
| 32. PERFORMANCE SECURITY (1 Original Copy)  | Supplier                            |
| 33. NOTICE OF AWARD (1 Original Copy)   | BAC                                 |
| 34. BAC RESOLUTION (1 Original copy)  | BAC                                 |
| 35. NOTICE OF POST-QUALIFICATION (1 Original Copy)  | BAC                                 |
| 36. BID EVALUATION REPORT (1 Original Copy)   | BAC                                 |
| 37. POST-QUALIFICATION EVALUATION REPORT (1 Original Copy)  | BAC                                 |

|   |        |
|---|--------|
| 38. EVIDENCE OF INVITATION TO CONDUCT POST QUALIFICATION TO AT LEAST THREE OBSERVERS (1 Original Copy)  | BAC    |
| 39. ABSTRACT OF BID AS CALCULATED (1 Original Copy)   | BAC    |
| 40. ABSTRACT OF BID AS READ (1 Original Copy)   | BAC    |
| 41. ABSTRACT OF BID AS READ (1 Original Copy)   | BAC    |
| 42. RESULTS OF ELIGIBILITY CHECK/SCREENING (1 Certified True Copy)  | BAC    |
| 43. BIDDER'S TECHNICAL AND FINANCIAL PROPOSALS (1 Certified True Copy)  | Bidder |
| 44. BIDDING DOCUMENTS (1 Original Copy)   | BAC    |
| 45. MINUTES OF BID OPENING SCREENING (1 Certified True Copy)  | BAC    |
| 46. EVIDENCE OF INVITATION FOR BID OPENING TO AT LEAST THREE OBSERVERS SCREENING (1 Certified True Copy)  | BAC    |
| 41. MINUTES OF PRE-BID CONFERENCE (ABC PHP 1.0 MILLION AND ABOVE) SCREENING (1 Certified True Copy)   | BAC    |
| 42. EVIDENCE OF INVITATION FOR PRE-BID CONFERENCE (ABC PHP 1.0 BAC MILLION AND ABOVE) TO AT LEAST THREE OBSERVERS SCREENING (1 Certified True Copy) | BAC    |
| 43. MINUTES OF PRE-PROCUREMENT CONFERENCE (FOR PROJECTS COSTING PHP2.0 MILLION AND ABOVE FOR GOODS) SCREENING (1                                    | BAC    |

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|--|--|
| <p><i>Certified True Copy</i></p> <p>44. CERTIFICATION FROM THE HEAD OF BAC SECRETARIAT ON THE POSTING OF ADVERTISEMENT AT CONSPICUOUS PLACES <i>(1 Original Copy)</i></p> <p>45. SUPPLEMENTAL BID BULLETINS, IF ANY <i>(1 Original Copy)</i></p> <p>46. PHILGEPS INVITATION TO BID <i>(1 Original Copy)</i></p> <p>47. APPROVED PURCHASE REQUEST <i>(1 Original Copy)</i></p> <p>48. CERTIFICATE OF AVAILABILITY OF FUNDS (BUDGET) <i>(1 Original Copy)</i></p> <p>49. ANNUAL PROCUREMENT PLAN <i>(1 Original Copy)</i></p> <p>50. CERTIFICATION OF NON-AVAILABILITY OF STOCKS FROM DBM-PS, FOR ORDINARY OFFICE SUPPLIES AND EQUIPMENT <i>(1 Original Copy)</i></p> <p>32. AUTHORITY TO PURCHASE FROM DBM OR OP, FOR MOTOR VEHICLES <i>(1 Original Copy)</i></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>BAC</p> <p>BAC</p> <p>Bids and Award Committee (BAC)</p> <p>End User (Concerned Banner Program)</p> <p>End User (Concerned Banner Program)</p> <p>End User (Concerned Banner Program)</p> <p>GSS</p> <p>Department of Budget and Management (DBM)/Office of the President (OP)</p> <p>End User (Concerned Banner Program)</p> |
| <p><b><u>FOR PAYMENT OF INFRASTRUCTURE THROUGH PUBLIC BIDDING:</u></b></p> <p>11. DISBURSEMENT VOUCHER <i>(3 Original Copies)</i></p> <p>12. STATEMENT OF TIME ELAPSED <i>(1 Original Copy)</i></p> <p>13. CERTIFICATE OF ACCEPTANCE,</p>  | <p>End User (Concerned Banner Program)</p> <p>RAED</p> <p>End User (Concerned Banner Program)</p>  |

|   |                                     |
|---|-------------------------------------|
| FOR FINAL BILLING <i>(1 Original Copy)</i>  |                                     |
| 14. CERTIFICATE OF COMPLETION, FOR FINAL BILLING <i>(1 Original Copy)</i>   | RAED                                |
| 15. INSPECTION REPORT <i>(1 Copy with Internal Inspection Committee (IIC), Inspection Report (IR) from RAED with attach monitoring original copies)</i> | RAED                                |
| 16. PICTURES (BEFORE, DURING AND AFTER CONSTRUCTION) <i>(1 copy, if not geotagged must be signed by RAED)</i>   | RAED                                |
| 17. STATEMENT OF WORK ACCOMPLISHED <i>(1 Original Copy per unit)</i>  | RAED                                |
| 18. REQUEST FOR BILLING AND INSPECTION <i>(1 Original Copy)</i>   | Contractor                          |
| 19. TRANSMITTAL RECEIPT OF JOB ORDER TO COA <i>(1 Certified True Copy)</i>  | GSS                                 |
| 20. AWARD NOTICE ABSTRACT <i>(1 Original Copy)</i>  | BAC                                 |
| 25. NOTICE TO PROCEED <i>(1 Original Copy)</i>  | GSS                                 |
| 26. APPROVED CONTRACT <i>(1 Original Copy)</i>  | GSS                                 |
| 27. CERTIFICATE OF AVAILABILITY OF FUNDS SIGNED BY THE ACCOUNTANT <i>(2 Original Copies)</i>  | Accounting Section                  |
| 28. OBLIGATION REQUEST AND STATUS <i>(3 Original Copies, only 1 Copy to be retained on file)</i>  | End User (Concerned Banner Program) |
| 29. PERFORMANCE SECURITY <i>(1 Original Copy)</i>   | Contractor                          |
| 30. NOTICE OF AWARD <i>(1 Original Copy)</i>  |                                     |

|   |            |
|---|------------|
| 31. BAC RESOLUTION <i>(1 Original Copy)</i>   | BAC        |
| 32. NOTICE OF POST-QUALIFICATION <i>(1 Original Copy)</i>   | BAC<br>BAC |
| 33. BID EVALUATION REPORT<br><i>(1 Original Copy)</i>   | BAC        |
| 34. POST-QUALIFICATION EVALUATION REPORT <i>(1 Original Copy)</i>   | BAC        |
| 35. EVIDENCE OF INVITATION TO CONDUCT POST QUALIFICATION TO AT LEAST THREE OBSERVERS <i>(1 Original Copy)</i>                               | BAC        |
| 36. ABSTRACT OF BID AS CALCULATED <i>(1 Original Copy)</i>  | BAC        |
| 37. ABSTRACT OF BID AS READ <i>(1 Original Copy)</i>  | BAC        |
| 38. RESULTS OF ELIGIBILITY CHECK/SCREENING <i>(1 Original Copy)</i>   | BAC        |
| 41. BIDDER'S TECHNICAL AND FINANCIAL PROPOSALS <i>(1 Certified True Copy)</i>   | Contractor |
| 42. BIDDING DOCUMENTS <i>(1 Original Copy)</i>  | BAC        |
| 43. MINUTES OF BID OPENING <i>(1 Certified True Copy)</i>   | BAC        |
| 44. EVIDENCE OF INVITATION FOR BID OPENING TO AT LEAST THREE OBSERVERS <i>(1 Certified True Copy)</i>                                       | BAC        |
| 45. MINUTES OF PRE-BID CONFERENCE (ABC PHP 1.0 MILLION AND ABOVE) <i>(1 Certified True Copy)</i>  | BAC        |
| 46. EVIDENCE OF INVITATION FOR PREBID CONFERENCE (ABC PHP 1.0 MILLION AND ABOVE) TO AT LEAST THREE OBSERVERS <i>(1 Certified True Copy)</i> | BAC        |

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| <p>47. MINUTES OF PRE-PROCUREMENT CONFERENCE (FOR PROJECTS COSTING PHP5.0 MILLION AND ABOVE FOR INFRASTRUCTURE) <i>(1 Certified True Copy)</i></p>                                   | <p>BAC</p>   |
| <p>48. CERTIFICATION FROM THE HEAD OF BAC SECRETARIAT ON THE POSTING OF ADVERTISEMENT AT CONSPICUOUS PLACES <i>(1 Original Copy)</i></p>   | <p>BAC</p>   |
| <p>49. SUPPLEMENTAL BID BULLETINS, IF ANY <i>(1 Original Copy)</i></p>   | <p>BAC</p>   |
| <p>50. PHILGEPS INVITATION TO BID <i>(1 Original Copy)</i></p>   | <p>BAC</p>   |
| <p>51. APPROVED PURCHASE REQUEST <i>(2 Original Copies)</i></p>  | <p>End User (Concerned Banner Program)</p>             |
| <p>52. CERTIFICATE OF AVAILABILITY OF FUNDS (BUDGET) <i>(1 Original Copy)</i></p>  | <p>End User (Concerned Banner Program)</p>             |
| <p>53. ANNUAL PROCUREMENT PLAN <i>(1 Original Copy)</i></p>  | <p>RAED</p>  |
| <p>54. PROGRAM OF WORKS <i>(Original copy for Lot 1 for succeeding lots Certified True Copy)</i></p>   | <p>End User (Concerned Banner Program)</p>             |
| <p>55. DETAILED ENGINEERING DESIGN <i>(Original copy for Lot 1 for succeeding lots Certified True Copy)</i></p>  | <p>RAED</p>  |
| <p>56. 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>RAED</p> <p>End User (Concerned Banner Program)</p> |

| Client Steps   | Agency Action  | Fees to be paid | Processing Time | Person Responsible   |
|--|--|-----------------|-----------------|--|
| <b>FOR FUNDING:</b>  |  |                 |                 |  |
| 1. Forward the documents along with all required supporting documents to the receiving | 1.1 Receive and record the documents from the End-user   | None            | 10 minutes      | Administrative Assistant II  |
|  | 1.2 Update through the Document Tracking and Monitoring System (DTMS)  | None            |                 |  |
|  | 1.3 Forward the supporting documents to the designated accounting staff for processing.  | None            |                 |  |
|  | <p>1.4 Perform initial review to ensure the completeness of supporting documents</p> <p>a. If complete, prepare:</p> <ul style="list-style-type: none"> <li>• A Certification of Availability of Fund. (CAF)</li> <li>• For Purchase Order (P.O), Job Order (JO), and Contracts complete the Availability of Funds and Obligation Request and Status (ORS) number Proceed to step 1.5.)</li> </ul> <p>b. If incomplete, documents the findings and forward to designated staff for recording and tracking (proceed to step 1.6.)</p> | None            | 3 days          | Administrative Assistant I<br><br>Administrative Assistant II<br><br>Administrative Officer IV<br><br>Administrative officer I |

|   |  |             |                              |   |
|---|--|-------------|------------------------------|---|
|   | 1.5 Forward the documents to the Accountant for final review of completeness. Once verified, they will affix their signature to authorize fund transactions. (proceed 1.7.)  | None        | 3 days                       | Accountant I<br>Accountant II<br>Chief Accountant |
|   | 1.6 Forward the documents to the End-User for compliance of comments and for completion of the required supporting documents   | None        | 20 minutes                   | Accounting Staff                                  |
|   | 1.7 Record and forward the documents to:<br>a. The Administrative and Finance Division for the initial signature. (applicable to Purchase Orders, Job Orders and Contracts)<br>b. The General Services Section for the Certification of Availability of Fund (CAF) | None        | 15 minutes                   | Administrative Officer I                          |
|   | <b>Total:</b>  | <b>None</b> | <b>6 Days and 45 minutes</b> |   |
| <b>FOR PAYMENT:</b>   |  |             |                              |   |
| 2. Forwards the Disbursement Voucher (DV) and Complete Supporting documents to the Receiving Section of the Accounting Office | 2.1 Receive and record DV and supporting documents   | None        | 5 minutes per DV             | Administrative Assistant I                        |
|   | 2.2 Update the Document Tracking Monitoring System (DTMS) on the status of the DV and supporting documents   | None        |                              |   |
|   | 2.3 Forward the Disbursement Voucher (DV) and supporting documents to the designated accounting staff for processing   | None        |                              |   |



|  |   |      |                   |   |
|--|---|------|-------------------|---|
|  | <p>2.4 Perform initial review of DV as to the completeness of supporting documents and propriety of claims.</p> <p>a. If complete,</p> <ul style="list-style-type: none"> <li>• (Proceed to step 2.5.)</li> </ul> <p>b. If incomplete, documents the findings and forward to designated staff for recording and tracking (proceed to step 2.6.)</p> | None | 5 days per DV     | <p>Administrative Assistant I</p> <p>Administrative Assistant II</p> <p>Administrative Officer IV</p> <p>Administrative officer I</p> |
|  | <p>2.5</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>Administrative Assistant I</p> <p>Administrative Assistant II</p> <p>Administrative Officer IV</p> <p>Administrative officer I</p> |
|  | <p>2.6 Forward the documents to the End-User for compliance of comments and for completion of the required supporting documents</p>   | None | 10 minutes per DV | <p>Administrative Officer I</p>   |
|  | <p>2.7 Forward to Chief Accountant for final review of completeness of supporting documents and signature.</p>  | None | 3 days per DV     | <p>Administrative Assistant I</p> <p>Administrative Assistant II</p> <p>Administrative Officer IV</p> <p>Administrative officer I</p> |
|  | <p>2.8 Identify mode of payment of DVs.</p> <p>b. If the DV is for check Payment Proceed to 2.12 if the DV is for LDDAP – ADA proceed to 2.9</p>  | None | 15 minutes per DV | <p>Accountant I</p> <p>Accountant II</p> <p>Chief Accountant</p>  |

|  |   |             |                                      |                             |
|--|---|-------------|--------------------------------------|-----------------------------|
|  | <p>1 2.9 Record and assign number for Disbursement Voucher (DV) for payment and forward it to the respective signatories:</p> <p>2<br/> DVs: Box D – Regional Executive Director (RED)</p> <p>DVs: Box D –Regional Technical Director (RTD)</p> <p>(Amendment to General Memorandum Order No. 03, Series of 2016 re: Delegation of Authority)</p> | None        | 10 Minutes                           | AdministratiAve Officer I   |
|  | <p>3 2.10 Receive the approved DVs and prepares LDDAP–ADA with complete supporting documents.</p>   | None        | 1 day                                | Administrative Assistant II |
|  | <p>4 2.11 Record Disbursement Voucher (DV) for payment and LDDAP–ADA with complete supporting documents to Cashier Unit.</p>  | None        | 10 Minutes                           | Administrative Assistant II |
|  | <p>2.12 Record and assign number for Disbursement Voucher for payment and forward it to the Cashier with complete supporting documents for preparation of Check</p>   | None        | 20 minutes                           | Administrative Officer I    |
|  | <b>Total:</b>   | <b>None</b> | <b>9 days, 1 hour and 10 minutes</b> |                             |

## ISSUANCE OF ORDER OF PAYMENT

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

|   |  |   |                        |                                      |
|---|--|---|------------------------|--------------------------------------|
| <b>Office or Division</b>   |  | Administrative and Finance Division – Accounting Section  |                        |                                      |
| <b>Classification</b>   |  | SIMPLE  |                        |                                      |
| <b>Type of Transaction</b>  |  | G2C, G2B, G2G   |                        |                                      |
| <b>Who May Avail</b>  |  | FARMERS, EMPLOYEES, COS PERSONNEL, SUPPLIERS, CONTRACTORS,NGAs,NGOs, and LGUs   |                        |                                      |
| <b>Checklist of Requirements</b>  |  | <b>Where to Secure</b>  |                        |                                      |
| 1. Request for issuance of order of payment (for payment of bidding documents, receipt of performance/bidders/bail bonds and collections of various fees)<br><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)<br><i>(1 Original Copy)</i>              |  | NGAs, LGUs, NGOs/PO and DA - Personnel  |                        |                                      |
| 3. Copy of Notice of Award (for payment of performance bond)<br><i>(1 Certified True Copy)</i>  |  | BAC   |                        |                                      |
| <b>Client Steps</b>   | <b>Agency Action</b>   | <b>Fees to be paid</b>  | <b>Processing Time</b> | <b>Person Responsible</b>            |
| 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  | Accounting Staff<br>Chief Accountant |

|  |  |             |                               |                                      |
|--|--|-------------|-------------------------------|--------------------------------------|
|  | 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         | Accounting Staff<br>Chief Accountant |
|  | 1.3 Sign the Order of Payment and forwards the same to the Accounting Staff                                  | None        | 5 minutes per request         | Chief Accountant                     |
| 2. Receive the order of payment with related supporting documents and proceed to cashier | 1.4 Issue the Order of Payment to the client   | None        | 2 minutes per request         | Accounting Staff<br>Chief Accountant |
| <b>Total:</b>  |  | <b>None</b> | <b>15 minutes per request</b> |                                      |

## 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.

|  |  |   |                        |  |
|--|--|---|------------------------|--|
| <b>Office or Division</b>  |  | ADMIN AND FINANCE DIVISION – CASHIER UNIT                       |                        |  |
| <b>Classification</b>  |  | SIMPLE  |                        |  |
| <b>Type of Transaction</b>   |  | G2G – G2B – G2C   |                        |  |
| <b>Who May Avail</b>   |  | EXTERNAL CREDITORS AND DEPARTMENT OF AGRICULTURE (DA) EMPLOYEES |                        |  |
| <b>Checklist of Requirements</b>   |  | <b>Where to Secure</b>  |                        |  |
| 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 (Concerned Banner Programs)         |                        |  |
| 8. Document Tracking Slip  |  | End User (Concerned Banner Programs); DA Employees              |                        |  |
| <b>Client Steps</b>  | <b>Agency Action</b>   | <b>Fees to be paid</b>  | <b>Processing Time</b> | <b>Person Responsible</b>                              |
| 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 DV with supporting documents for preparation of Checks              | None  | 5 Minutes              | Administrative Officer III<br>Administrative Officer I |
|  | 1.2 Prepares the checks through the Check Writer software installed in the computer and typewriter (electric or manual typewriter) | None  | 10 Minutes             | Administrative Officer III<br>Administrative Officer I |

|  |  |             |                              |  |
|--|--|-------------|------------------------------|--|
|  | 1.3 Prepare the Advice of Checks Issued and Cancelled (ACIC) through Electronic Modified Disbursement System (EMDS)  | None        | 10 Minutes                   | Administrative Officer III<br>Administrative Officer I |
|  | 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                   | Administrative Officer I                               |
|  | 1.5 Signs the Check and release them together with the set of documents to the Authorized Countersigning Official  | None        | 10 Minutes                   | Administrative Officer III<br>Administrative Officer I |
|  | 1.6 Receives and Countersigns the Check and return to the Cashier Unit   | None        | 20 Minutes                   | Regional Executive 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                   | Administrative Officer III<br>Administrative Officer I |
|  | <b>Total</b>   | <b>None</b> | <b>1 hour and 15 minutes</b> |  |

## 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 DV with supporting documents for preparation of Checks | None            | 5 Minutes       | Administrative Officer III<br><br>Administrative Officer I     |
|  | 1.2 Prepares the checks and Advice of Checks Issued and Cancelled   | None            | 10 Minutes      | Administrative Officer III<br><br>Administrative Officer I     |
|  | 1.3 Sign the Check and release them together with the set of documents to the Authorized Countersigning Official      | None            | 10 Minutes      | Administrative Officer III<br><br>Administrative Officer I     |
|  | 1.4 Receive and Countersigns the Check and return to the Cashier Unit   | None            | 20 Minutes      | Regional Executive Director<br><br>Regional Technical Director |
|  | 1.5 Encashed the amount of Cash Advance from the Government Servicing Bank (GSB) and keeps cash in the safety vault   | None            | 1 Hour          | Administrative Officer III<br><br>Administrative Officer I     |

|                        |   |             |                              |  |
|------------------------|---|-------------|------------------------------|--|
| 2. Receive the payment | 2.1 Pays officials and employees/<br>other payees | None        | 10 Minutes                   | Administrative Officer III<br><br>Administrative Officer I |
|                        | <b>Total</b>                                      | <b>None</b> | <b>1 hour and 55 minutes</b> |  |



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

| <b>Client Steps</b>   | <b>Agency Action</b>  | <b>Fees to be paid</b> | <b>Processing Time</b> | <b>Person Responsible</b>                                  |
|---|---|------------------------|------------------------|--|
| 1. Forward the Disbursement Vouchers (DVs) with Obligation Request and Status (ORS) with Supporting documents from the authorized signing officer | 1.1 Receives the DVs with ORS and Supporting documents from the authorized signing officer and record them transmit to Accounting for LDDAP-ADA preparation | None                   | 5 Minutes              | Cashiering Unit of Contract Services                       |
|   | 1.2 Inform the suppliers/contractors and other DA clients whenever payments are ready for ADA to issue an official receipt on their claims & to sign the DV | None                   | 10 Minutes             | Administrative Officer III<br><br>Administrative Officer I |
| 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              | Cashiering Unit of Contract Services                       |
| 3. Receives the copies of approved LDDAP-ADA, Copies of DVs and SDs   | 3.1 Verifies the total amount of DVs together with the LDDAP-ADA  | None                   | 5 Minutes              | Administrative Officer III<br><br>Administrative Officer I |
|   | 3.2 Prepare the Checks and Advice of Checks Issued and Cancelled.   | None                   | 10 Minutes             | Administrative Officer I                                   |
|   | 3.3 Retrieves from file the Check Advice to Debit Account Disbursement  | None                   | 5 Minutes              | Administrative Officer I                                   |

|              |  |             |                                     |  |
|--------------|--|-------------|-------------------------------------|--|
|              | 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 |             |                                     |  |
|              | 3.4 Sign the portion of LDDAP-ADA form intended for the Cashier Unit and Advice of Checks Issued and Cancelled.  | None        | 5 Minutes                           | Administrative Officer III<br><br>Administrative Officer I                                 |
|              | 3.5 Forward the LDDAP-ADA, FINDES, DVs and supporting documents to the Chief Admin Officer/Asst. Admin Officer for signing of FINDES   | None        | 20 Minutes                          | Chief Administrative Officer<br><br>Assistant Admin Officer                                |
|              | 3.6 Forward to Head of Agency/ Authorized Representative/ Approving Officer for countersigning   | None        | 20 Minutes                          | Regional Executive Director<br><br>Regional Technical Director                             |
|              | 3.7 Forward the LDDAP/ADA to the designated bank for processing/payment  | None        | One (1) Day                         | Administrative Officer III<br><br>Administrative Officer I<br><br>Administrative Assistant |
| <b>TOTAL</b> |  | <b>None</b> | <b>1 day, 1 hour and 25 minutes</b> |  |

## 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.

|   |  |  |                        |   |
|---|--|--|------------------------|---|
| <b>Division/Section/Unit</b>  |  | Administrative and Finance Division – General Services Section |                        |   |
| <b>Classification</b>   |  | Simple   |                        |   |
| <b>Type of Transaction</b>  |  | G2G  |                        |   |
| <b>Who May Avail</b>  |  | Department of Agriculture RFO III Employee                     |                        |   |
| <b>Checklist of Requirements</b>  |  | <b>Where to Secure</b>   |                        |   |
| <b>1. APPROVED TRIP TICKET FORM (1 Original, 1 photocopy)</b><br>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  |                        |   |
| <b>Client Steps</b>   | <b>Agency Action</b>   | <b>Fees to be paid</b>   | <b>Processing Time</b> | <b>Person Responsible</b>                             |
| 1. Submit copy of Trip Ticket.  | 1.1 Accept and examine the completeness of each required data.                         | None   | 10 minutes             | GSS Support Staff<br><br>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              |   |
| <b>Total:</b>   |  | 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.

|  |  |  |                        |   |
|--|--|--|------------------------|---|
| <b>Division/Section/Unit</b>   |  | Administrative and Finance Division – General Services Section |                        |   |
| <b>Classification</b>  |  | Simple   |                        |   |
| <b>Type of Transaction</b>   |  | G2G  |                        |   |
| <b>Who May Avail</b>   |  | Department of Agriculture RFO III Employee                     |                        |   |
| <b>Checklist of Requirements</b>   |  | <b>Where to Secure</b>   |                        |   |
| 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  |                        |   |
| <b>Client Steps</b>  | <b>Agency Action</b>   | <b>Fees to be paid</b>   | <b>Processing Time</b> | <b>Person Responsible</b>                             |
| 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             | GSS Support Staff<br><br>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              |   |
| <b>Total:</b>  |  | 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.

|   |   |  |                        |   |
|---|---|--|------------------------|---|
| <b>Division/Section/Unit</b>  |   | Administrative and Finance Division – General Services Section |                        |   |
| <b>Classification</b>   |   | Simple   |                        |   |
| <b>Type of Transaction</b>  |   | G2G  |                        |   |
| <b>Who May Avail</b>  |   | Department of Agriculture RFO III Employee                     |                        |   |
| <b>Checklist of Requirements</b>  |   | <b>Where to Secure</b>   |                        |   |
| 1. Approved Purchase Order together with its required document attachments  |   | End-User   |                        |   |
| 2. Contract of Agreement together with the required document attachment   |   | End-User   |                        |   |
| <b>Client Steps</b>   | <b>Agency Action</b>  | <b>Fees to be paid</b>   | <b>Processing Time</b> | <b>Person Responsible</b>                             |
| 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             | GSS Support Staff<br><br>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. |      |           |  |
|  | <b>Total:</b>                     | 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.

|  |  |   |                        |   |
|--|--|---|------------------------|---|
| <b>Division/Section/Unit</b>   |  | Administrative and Finance Division – General Services Section  |                        |   |
| <b>Classification</b>  |  | Simple  |                        |   |
| <b>Type of Transaction</b>   |  | G2G, G2B  |                        |   |
| <b>Who May Avail</b>   |  | Department of Agriculture RFO III Employee  |                        |   |
| <b>Checklist of Requirements</b>   |  | <b>Where to Secure</b>  |                        |   |
| <ol style="list-style-type: none"> <li>1. Approved Purchase Request</li> <li>2. Job Estimate</li> <li>3. Pre-Inspection Report</li> <li>4. Post-Inspection Report</li> <li>5. Acceptance Form</li> <li>6. Billing Invoice</li> <li>7. Annual Procurement Plan (APP)</li> <li>8. Certificate of Availability of Funds (CAF) prior to bidding</li> </ol> |  | End User<br>Repair Shop<br>General Services Section (GSS)<br>General Services Section (GSS)<br>General Services Section (GSS)<br>Repair Shop<br>End User<br>End User/Budget Officer |                        |   |
| <b>Client Steps</b>  | <b>Agency Action</b>   | <b>Fees to be paid</b>  | <b>Processing Time</b> | <b>Person Responsible</b>                 |
| 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             | 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              | 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             | Support Staff                             |

|   |   |      |            |  |
|---|---|------|------------|--|
|   | conduct of bidding process.   |      |            | RP Vehicle Inspector/RP Vehicle Canvasser<br><br>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  | Support Staff<br><br>RP Vehicle Inspector/RP Vehicle Canvasser<br><br>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 | RP Vehicle Inspector/RP Vehicle Canvasser<br><br>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 | RP Vehicle Inspector/RP Vehicle Canvasser<br><br>RP Vehicle Inspector                      |



|               |  |      |                     |  |
|---------------|--|------|---------------------|--|
|               |  |      |                     | Chief,<br>General<br>Services<br>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          | Head, Property Unit<br><br>Chief, General Services Section |
|               | 4.4 Release the documents to the End-User  | None | 5 minutes           | Support Staff  |
| <b>Total:</b> |  | 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.*

|  |   |                        |                        |                             |
|--|---|------------------------|------------------------|-----------------------------|
| <b>OFFICE OR DIVISION</b>  | Administrative and Finance Division: Human Resource Management Section (HRMS)     |                        |                        |                             |
| <b>CLASSIFICATION</b>  | Complex   |                        |                        |                             |
| <b>TYPE OF TRANSACTION</b>   | G2G-Government to Government  |                        |                        |                             |
| <b>WHO MAY AVAIL</b>   | DA RFO III Employees (permanent, temporary)                                       |                        |                        |                             |
| <b>CHECKLIST OF REQUIREMENTS</b>   |   | <b>WHERE TO SECURE</b> |                        |                             |
| 1. Duly Accomplished Leave Application Form (1 original)                       |   | HRMS                   |                        |                             |
| 2. Approved Letter of Intent from the Regional Executive Director (1 original) |   | Requesting Employee    |                        |                             |
| <b>CLIENT STEPS</b>  | <b>AGENCY ACTION</b>  | <b>FEES TO PAID</b>    | <b>PROCESSING TIME</b> | <b>PERSON RESPONSIBLE</b>   |
| 1. Submit all the requirements to HRMS   | 1.1 Receive and review the requirements   | None                   | 10 minutes             | Administrative Assistant II |
|  | 1.2 Prepare the payroll and list of employees who will avail the monetization     | None                   | 2 hours                | Administrative Officer IV   |
|  | 1.3 Review and Sign the payroll and attachments as to correctness and computation | None                   | 30 minutes             | Chief, HRMS                 |

|  |  |      |            |  |
|--|--|------|------------|--|
|  | 1.4 Route to ORED for approval   | None | 10 minutes | Administrative Officer IV                |
|  | 1.5 Review and sign the payroll  | None | 1 hour     | Regional Executive Director (RED)        |
|  | 1.6 Route to HRMS  | None | 10 minutes | RED's Staff                              |
|  | 1.7 Review the completeness of signatories   | None | 15 minutes | Administrative Officer IV                |
|  | 1.8 Route to Budget Section for Obligation   | None | 10 minutes | Administrative Officer IV                |
|  | 1.9 Receive ORS with corresponding attachments including Document Tracking and Monitoring System Slip (DTMS) | None | 5 minutes  | Admin Assistant III (COS - Budget Staff) |
|  | 1.10 Process and number ORS according to its claim and secure 1 copy of ORS to be filed at Budget            | None | 10 minutes | Admin Aide VI                            |
|  | 1.11 Control and record ORS in Registry of Allotment, Obligation   | None | 10 minutes | Budget Officer II                        |

|                     |   |      |                          |  |
|---------------------|---|------|--------------------------|--|
|                     | and Disbursement for all banner and regular programs in accordance to their claims              |      |                          |  |
|                     | 1.12 Signs ORS Box B/oversee control of funds and utilization of all banner and regular program | None | 10 minutes               | Chief, Budget Officer                    |
|                     | 1.13 Release vouchers to Accounting Section including DTMS                                      | None | 5 minutes                | Admin Assistant III (COS - Budget Staff) |
| <b>FOR FUNDING:</b> |   |      |                          |  |
|                     | 1.14 Receive and record the documents from the End-user   | None | 10 minutes per Documents | Administrative Assistant II              |
|                     | 1.15 Receive and record the documents from the End-user   | None |                          |  |
|                     | 1.16 Update through the Document Tracking and Monitoring System (DTMS)                          | None |                          |  |
|                     | 1.17 Forward the supporting documents to the designated accounting                              | None |                          |  |

|  |  |      |        |   |
|--|--|------|--------|---|
|  | staff for processing.  |      |        |   |
|  | <p>1.18 Perform initial review to ensure the completeness of supporting documents</p> <p>a. If complete,</p> <ul style="list-style-type: none"> <li>• Fill out the Availability of Funds and Obligation Request and Status (ORS) number to Purchase Order (P.O), Job Order (JO), and Contracts and Proceed to step 1.19.)</li> </ul> <p>b. If incomplete, document the findings and forward to designated staff for recording and tracking (proceed to step 1.20.)</p> | None | 2 days | <p>Administrative Assistant I</p> <p>Administrative Assistant II</p> <p>Administrative Officer IV</p> <p>Administrative Officer I</p> |
|  | <p>1.19 Forward the documents to the accountant for final review of completeness. Once verified, they will affix their signature to authorize fund</p>   | None | 2 days | <p>Accountant I</p> <p>Accountant II</p> <p>Chief Accountant</p>  |

|                      |   |      |                  |                             |
|----------------------|---|------|------------------|-----------------------------|
|                      | transactions.   |      |                  |                             |
|                      | 1.20 Forward the documents to the End-User for compliance of comments and for completion of the required supporting documents   | None | 15 minutes       | Administrative Officer I    |
|                      | 1.21 Record and forward the documents to:<br><br>e. The Administrative and Finance Division for the initial signature. (applicable to Purchase Orders, Job Orders and Contracts)<br><br>b. The General Services Section for the Certification of Availability of Fund (CAF) | None | 10 minutes       | Administrative Officer I    |
| <b>FOR PAYMENT :</b> |   |      |                  |                             |
|                      | 1.22 Receive and Record the Disbursement Voucher (DV) and supporting documents.   | None | 5 Minutes per DV | Administrative Assistant II |
|                      | 1.23 Update the Document Tracking Monitoring  | None |                  |                             |

|  |   |      |                  |  |
|--|---|------|------------------|--|
|  | System (DTMS) on the status of the Disbursement Voucher (DV) and supporting documents   |      |                  |  |
|  | 1.24 Forward the Disbursement Voucher (DV) and supporting documents to the designated accounting staff for processing.  | None |                  |  |
|  | 1.25 Perform initial review of Disbursement Voucher (DV) as to the completeness of supporting documents and propriety of claims<br>a. If complete, (proceed to step 1.26 a. & b.)<br>b. If incomplete, document the findings and forward to designated staff for recording and tracking (proceed to step 1.27.) | None | 2 days per DV    | Administrative Assistant I<br><br>Administrative Assistant II<br><br>Administrative Officer IV<br><br>Administrative Officer I |
|  | 1.26<br><br>h. Compute and deduct applicable taxes.<br><br>i. Prepare Accounting Entries in Box B of Disbursement Voucher (DV).   | None | 5 minutes per DV | Administrative Assistant I<br><br>Administrative Assistant II<br><br>Administrative Officer IV<br><br>Administrative Officer I |

|  |  |      |                   |  |
|--|--|------|-------------------|--|
|  | 1.27 Forward the documents to the End-User for compliance of comments and for completion of the required supporting documents  | None | 10 minutes per DV | Administrative Officer I   |
|  | 1.28 Forward to Chief Accountant for final review of completeness of supporting documents and signature.   | None | 2 days per DV     | Administrative Assistant I<br>Administrative Assistant II<br>Administrative Officer IV<br>Administrative Officer I |
|  | 1.29 Identify mode of payment of DVs.<br><br>e. If the DV is for check Payment Proceed to 1.33<br>if the DV is for LDDAP – ADA proceed to 1.30   | None | 15 minutes        | Accountant I<br>Accountant II<br>Chief Accountant  |
|  | 1.30 Prepare index of payment, record and assign number for Disbursement Voucher (DV) for payment and forward it to the respective signatories:<br><br>DV: Box D – Regional Executive Director (RED) or Regional Technical Director (RTD) as | None | 10 Minutes        | Administrative Officer I   |



|  |   |      |            |                             |
|--|---|------|------------|-----------------------------|
|  | per Delegation of Authority<br>(Amendment to General Memorandum Order No. 01, Series of 2024 re: Delegation of Authority)   |      |            |                             |
|  | 1.31 After Approval of DV from Regional Executive Director Office or Regional Technical Director Office for payment, and the confirmation from the Cashier Section, Accounting Staff Receives and Records the DVs and prepares LDDAP-ADA with complete supporting documents | None | 30 minutes | Administrative Assistant II |
|  | 1.32 Record Disbursement Voucher (DV) for payment and LDDAP-ADA with complete supporting documents to Cashier Unit.   | None | 5 minutes  | Administrative Officer I    |
|  | 1.33 Prepare index of payment, record and assign number for Disbursement Voucher (DV) for payment and forward it to the Cashier   | None | 20 minutes | Administrative Officer I    |

|  |  |      |            |  |
|--|--|------|------------|--|
|  | 1.34 Receives the DVs with ORS and Supporting documents from the authorized signing officer and record them transmit to Accounting for LDDAP-ADA preparation   | None | 5 Minutes  | Cashiering Unit Contract of Services                   |
|  | 1.35 Inform the suppliers/contractors and other DA clients whenever payments are ready for ADA to issue an official receipt on their claims & to sign the DV   | None | 10 Minutes | Administrative Officer III<br>Administrative Officer I |
|  | 1.36 Receives the copies of approved LDDAP-ADA, Copies of DVs and SDs  | None | 5 Minutes  | Cashiering Unit Contract of Services                   |
|  | 1.37 Verifies the total amount of DVs together with the LDDAP-ADA  | None | 5 Minutes  | Administrative Officer III<br>Administrative Officer I |
|  | 1.38 Prepare the Checks and Advice of Checks Issued and Cancelled.   | None | 10 Minutes | Administrative Officer I                               |
|  | 1.39 Retrieves from file the Check Advice to Debit Account Disbursement Record (CkADADRec) maintained per bank account and records the date and number, name of payee, nature of payment and amount of the | None | 5 Minutes  | Administrative Officer I                               |

|  |   |             |                                       |  |
|--|---|-------------|---------------------------------------|--|
|  | covering DVs date and number of LDDAP-ADA, and indicated the new balance of the Notice of Cash Allocation (NCA) /bank account         |             |                                       |  |
|  | 1.40 Sign the portion of LDDAP-ADA form intended for the Cashier Unit and Advice of Checks Issued and Cancelled.                      | None        | 5 Minutes                             | Administrative Officer III<br>Administrative Officer I                             |
|  | 1.41 Forward the LDDAP-ADA, FINDES, DVs and supporting documents to the Chief Admin Officer/Asst. Admin Officer for signing of FINDES | None        | 20 Minutes                            | Chief Administrative Officer<br>Assistant Admin Officer                            |
|  | 1.42 Forward to Head of Agency/ Authorized Representative/ Approving Officer for countersigning                                       | None        | 20 Minutes                            | Regional Executive Director<br>Regional Technical Director                         |
|  | 1.43 Forward the LDDAP/ADA to the designated bank for processing/payment  | None        | One (1) Day                           | Administrative Officer III<br>Administrative Officer I<br>Administrative Assistant |
| 2. Receive the cash thru LandBank of the Philippines |   | None        |                                       |  |
| <b>TOTAL:</b>  |   | <b>None</b> | <b>9 days, 8 hours and 45 minutes</b> |  |

## 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.

|   |  |                        |                        |                                  |
|---|--|------------------------|------------------------|----------------------------------|
| <b>OFFICE OR DIVISION</b>                                 | Administrative and Finance Division - Human Resources Management Section                   |                        |                        |                                  |
| <b>CLASSIFICATION</b>                                     | Simple   |                        |                        |                                  |
| <b>TYPE OF TRANSACTION</b>                                | G2G-Government to Government   |                        |                        |                                  |
| <b>WHO MAY AVAIL</b>                                      | Employees and former employees (permanent, temporary, casual or under contract of service) |                        |                        |                                  |
| <b>CHECKLIST OF REQUIREMENTS</b>                          |  | <b>WHERE TO SECURE</b> |                        |                                  |
| 1.Accomplished request form                               |  | HRMS                   |                        |                                  |
| <b>CLIENT STEPS</b>                                       | <b>AGENCY ACTION</b>   | <b>FEES TO PAID</b>    | <b>PROCESSING TIME</b> | <b>PERSON RESPONSIBLE</b>        |
| 1. Make a request by filling out the request form at HRMS | 1.1 Review the request form and prepare the COE/Service Record                             | None                   | 10 minutes             | Administrative Aide IV (HRMS)    |
|   | 1.2 Review the certification and initially sign the COE/Service Record                     | None                   | 5 minutes              | Administrative Officer IV (HRMS) |
|   | 1.3 Sign the COE/Service Record.   | None                   | 5 minutes              | Chief, HRMS (HRMS)               |

|  |   |      |            |                               |
|--|---|------|------------|-------------------------------|
|  | 1.4 Dry Seal the COE/Service Record                       | None | 2 minutes  | Administrative Aide IV (HRMS) |
| 2. Submit the claim stub and receive the Certificate of Employment or Service Record | 2.1 Issue the Certificate of Employment or Service Record | None | 3 minutes  | Administrative Aide IV (HRMS) |
| <b>TOTAL</b>   |   | None | 25 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.

|  |   |  |
|--|---|--|
| <b>OFFICE OR DIVISION</b>  | Administrative and Finance Division: Human Resource Management Section (HRMS) |  |
| <b>CLASSIFICATION</b>  | Complex   |  |
| <b>TYPE OF TRANSACTION</b>   | G2G-Government to Government  |  |
| <b>WHO MAY AVAIL</b>   | Permanent, Temporary, Co-Terminous Employees                                  |  |
| <b>CHECKLIST OF REQUIREMENTS</b>   | <b>WHERE TO SECURE</b>  |  |
| 1. Accomplished request form (1 original)  | HRMS  |  |
| 2. Accomplished and duly signed Training Nomination Form (1 original)              | Requesting individual   |  |
| 3. Approved Authority to attend (1 original)                                       | Requesting individual   |  |
| 4. Invitation Letter (1 original/photocopy)  | Learning and Development Activity Sponsor or Organizer                        |  |
| 5. Fully accomplished Personal Data Sheet (CS Form 212, revised 2017) (1 original) | Requesting individual   |  |
| 6. List of Trainings Attended in 3 years (1 original)                              | Requesting individual   |  |
| 7. Position Description Form (PDF) (1 photocopy)                                   | HRMS  |  |
| 8. Valid PRC License (if applicable) (1 photocopy)                                 | Requesting individual   |  |
| 9. Service Record (1 original)   | HRMS  |  |
| 10. Certificate of No Pending Administrative Case (1 original)                     | HRMS  |  |

|  |                       |
|--|-----------------------|
| 11. Certificate of Travel Abroad in 3 years<br>(1 original)  | HRMS                  |
| 12. Certification of no unliquidated cash advance<br>(1 original)  | Accounting Section    |
| 13. Endorsement letter to DA Secretary<br>(1 original)   | HRMS                  |
| 14. Endorsement letter to DFA Secretary<br>(1 original)  | HRMS                  |
| 15. Post Travel Report for previous training/activity abroad<br><i>(if has travelled abroad in 3 years)</i><br>(1 original copy) | Requesting individual |
| 16. Briefer Form<br>(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. Secure the accomplished request form and submit documents 1 – 8 and 11 | 1.1 Receive and review the submitted documents  | None            | 10 minutes      | Administrative Officer II |
|   | 1.2 Draft the following documents and endorse it to the Chief of HRMS.:<br><ul style="list-style-type: none"> <li>• Endorsement letter to DA Secretary and DFA Secretary</li> <li>• Certificate of No Pending Administrative Case (CNPAC)</li> <li>• Certificate of Travel Abroad in 3 years</li> </ul> | None            | 20 minutes      | Administrative Officer II |
|   | 1.3 Review and initially sign the Endorsement letters and certifications  | None            | 15 minutes      | Chief, HRMS               |

|  |   |      |            |   |
|--|---|------|------------|---|
|  | 1.4 Route the CNPAC to the office of the Chief of Administrative and Finance Division                                 | None | 10 minutes | Administrative Aide IV                          |
|  | 1.5 Review and sign the CNPAC   | None | 10 minutes | Chief, Administrative and Finance Division      |
|  | 1.6 Route back the CNPAC to HRMS  | None | 10 minutes | Administrative and Finance Division Staff       |
|  | 1.7 Receive and review the signed CNPAC   | None | 5 minutes  | Administrative Officer II                       |
|  | 1.8 Route the Endorsement letters for DA Secretary and DFA Secretary to the Office of the Regional Executive Director | None | 10 minutes | HRMS Staff                                      |
|  | 1.9 Receive the Endorsement letters and endorse to the Regional Executive Director                                    | None | 5 minutes  | Office of the Regional Executive Director Staff |
|  | 1.10 Review, and sign the Endorsement Letters   | None | 10 minutes | Regional Executive Director                     |
|  | 1.11 Route the Endorsement letters to HRMS  | None | 5 minutes  | Office of the Regional Executive Director Staff |
|  | 1.12 Receive the signed Endorsement letters   | None | 10 minutes | Administrative Officer II                       |
|  | 1.13 Scan all the documents and Create a QR Code  | None | 20 minutes | Administrative Officer II                       |
|  | 1.14 Draft the Briefer Form and attach all the documents  | None | 10 minutes | Administrative Officer II                       |
|  | 1.15 Photocopy all the documents (as receiving copy)  | None | 10 minutes | Administrative Officer II                       |



|                                  |   |             |  |                           |
|----------------------------------|---|-------------|--|---------------------------|
|                                  | 1.16 Submit the documents to DA-OSEC  | None        | 1 day  | HRMS Staff                |
|                                  | 1.17 Sign the Travel Authority  | None        | 3 days <i>(this may vary)</i>  | DA Secretary              |
|                                  | 1.18 Send back the documents and the travel authority duly signed by the DA Secretary         | None        | 1 day  | DA OSEC Staff             |
|                                  | 1.19 Receive the Travel Authority from the DA Secretary and reproduce a copy for the 201 file | None        | 1 day  | Administrative Officer II |
| 2.Receive the original authority | 2.1 Issue the original travel to requesting employee  | None        | 15 minutes   | Administrative Officer II |
|                                  | <b>Total</b>  | <b>None</b> | <b>6 days and 3 hours</b><br><i>(this may vary depends on the issuance of the DA OSEC)</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.

|   |  |  |                        |                           |
|---|--|--|------------------------|---------------------------|
| <b>OFFICE OR DIVISION</b>   | Administrative and Finance Division-Human Resource Management Section (HRMS) |  |                        |                           |
| <b>CLASSIFICATION</b>   | Highly Technical   |  |                        |                           |
| <b>TYPE OF TRANSACTION</b>  | G2G-Government to Government   |  |                        |                           |
| <b>WHO MAY AVAIL</b>  | Employees a (permanent, temporary, casual)                                   |  |                        |                           |
| <b>CHECKLIST OF REQUIREMENTS</b>  |  | <b>WHERE TO SECURE</b>   |                        |                           |
| 1. Request letter approved by the Head of Agency ( <i>optional retirement and separation from service</i> )<br>(1 original) |  | Applicant  |                        |                           |
| 2. Accomplished Leave Application Form<br>(1 original)  |  | HRMS   |                        |                           |
| 3. Office Clearance<br>(4 original)   |  | HRMS   |                        |                           |
| 4. Sworn Statement of Assets Liabilities and Net Worth (SALN)<br>(3 original)   |  | Please download the form at <a href="http://www.csc.gov.ph">www.csc.gov.ph</a> |                        |                           |
| <b>CLIENT STEPS</b>   | <b>AGENCY ACTION</b>   | <b>FEES TO PAID</b>  | <b>PROCESSING TIME</b> | <b>PERSON RESPONSIBLE</b> |
| 1. Submit all the requirements  | 1.1 Receive and review the submitted requirements                            | None   | 20 minutes             | 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 | HRMS Staff                                      |
|  | 1.3 Initially sign the request letter for motor clearance   | None | 10 minutes | Chief, HRMS                                     |
|  | 1.4 Route to ORED for signature   | None | 10 minutes | HRMS Staff                                      |
|  | 1.5 Sign the request letter for motor clearance   | None | 15 minutes | Regional Executive Director                     |
|  | 1.6 Route to HRMS   | None | 15 minutes | Office of the Regional Executive Director Staff |
|  | 1.7 Endorse the letter to PCAF and ATI  | None | 1 day      | 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      | 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 released, prepare the DV and ORS                             | None | 2 hours    | Administrative Officer IV                       |
|  | 1.10 Route to ORED for signature  | None | 15 minutes | Administrative Officer IV                       |
|  | 1.11 Sign the DV and ORS  | None | 15 minutes | Regional Executive Director                     |
|  | 1.12 Route to HRMS  | None | 10 minutes | Office of the Regional Executive Director Staff |
|  | 1.13 Review the completeness of signatories   | None | 5 minutes  | Administrative Officer IV (HRMS)                |
|  | 1.14 Route to Budget Section for Obligation   | None | 10 minutes | Administrative Officer IV (HRMS)                |
|  | 1.15 Receive ORS with corresponding attachments including Document Tracking and Monitoring System Slip (DTMS) | None | 5 minutes  | Admin Assistant III (COS - Budget Staff)        |

|                     |   |      |                          |  |
|---------------------|---|------|--------------------------|--|
|                     | 1.16 Process and number ORS according to its claim and secure 1 copy of ORS to be filed at Budget   | None | 10 minutes               | Admin Aide VI                            |
|                     | 1.17 Control and record ORS in Registry of Allotment, Obligation and Disbursement for all banner and regular programs in accordance to their claims | None | 10 minutes               | Budget Officer II                        |
|                     | 1.18 Signs ORS Box B/oversee control of funds and utilization of all banner and regular program   | None | 10 minutes               | Chief, Budget Officer                    |
|                     | 1.19 Release vouchers to Accounting Section including DTMS  | None | 5 minutes                | Admin Assistant III (COS - Budget Staff) |
| <b>FOR FUNDING:</b> |   |      |                          |  |
|                     | 1.20 Receive and record the documents from the End-user   | None | 10 minutes per Documents | Administrative Assistant II              |
|                     | 1.21 Receive and record the documents from the End-user   | None |                          |  |
|                     | 1.22 Update through the Document Tracking and Monitoring System (DTMS)  | None |                          |  |
|                     | 1.23 Forward the supporting documents to the designated   | None |                          |  |

|  |  |      |            |   |
|--|--|------|------------|---|
|  | accounting staff for processing.   |      |            |   |
|  | <p>1.24 Perform initial review to ensure the completeness of supporting documents</p> <p>a. If complete,</p> <ul style="list-style-type: none"> <li>• Fill out the Availability of Funds and Obligation Request and Status (ORS) number to Purchase Order (P.O), Job Order (JO), and Contracts and Proceed to step 1.25.)</li> </ul> <p>b. If incomplete, document the findings and forward to designated staff for recording and tracking (proceed to step 1.26.)</p> | None | 2 days     | <p>Administrative Assistant I</p> <p>Administrative Assistant II</p> <p>Administrative Officer IV</p> <p>Administrative Officer I</p> |
|  | 1.25 Forward the documents to the accountant for final review of completeness. Once verified, they will affix their signature to authorize fund transactions.  | None | 2 days     | <p>Accountant I</p> <p>Accountant II</p> <p>Chief Accountant</p>  |
|  | 1.26 Forward the documents to the End-User for compliance of comments and for  | None | 15 minutes | Administrative Officer I  |

|                      |  |      |                  |                             |
|----------------------|--|------|------------------|-----------------------------|
|                      | completion of the required supporting documents  |      |                  |                             |
|                      | <p>1.27 Record and forward the documents to:</p> <p>f. The Administrative and Finance Division for the initial signature. (applicable to Purchase Orders, Job Orders and Contracts)</p> <p>b. The General Services Section for the Certification of Availability of Fund (CAF)</p> | None | 10 minutes       | Administrative Officer I    |
| <b>FOR PAYMENT :</b> |  |      |                  |                             |
|                      | 1.28 Receive and Record the Disbursement Voucher (DV) and supporting documents.  | None | 5 Minutes per DV | Administrative Assistant II |
|                      | 1.29 Update the Document Tracking Monitoring System (DTMS) on the status of the Disbursement Voucher (DV) and supporting documents   | None |                  |                             |
|                      | 1.30 Forward the Disbursement Voucher (DV) and supporting documents to the   | None |                  |                             |

|  |  |      |                   |   |
|--|--|------|-------------------|---|
|  | designated accounting staff for processing.  |      |                   |   |
|  | <p>1.31 Perform initial review of Disbursement Voucher (DV) as to the completeness of supporting documents and propriety of claims</p> <p>a. If complete, (proceed to step 1.32 a. &amp; b.)</p> <p>b. If incomplete, document the findings and forward to designated staff for recording and tracking (proceed to step 1.33.)</p> | None | 2 days per DV     | <p>Administrative Assistant I</p> <p>Administrative Assistant II</p> <p>Administrative Officer IV</p> <p>Administrative Officer I</p> |
|  | <p>1.32</p> <p>j. Compute and deduct applicable taxes.</p> <p>Prepare Accounting Entries in Box B of Disbursement Voucher (DV).</p>  | None | 5 minutes per DV  | <p>Administrative Assistant I</p> <p>Administrative Assistant II</p> <p>Administrative Officer IV</p> <p>Administrative Officer I</p> |
|  | 1.33 Forward the documents to the End-User for compliance of comments and for completion of the required supporting documents  | None | 10 minutes per DV | Administrative Officer I  |



|  |   |      |               |   |
|--|---|------|---------------|---|
|  | <p>1.34 Forward to Chief Accountant for final review of completeness of supporting documents and signature.</p>   | None | 2 days per DV | <p>Administrative Assistant I</p> <p>Administrative Assistant II</p> <p>Administrative Officer IV</p> <p>Administrative Officer I</p> |
|  | <p>1.35 Identify mode of payment of DVs.</p> <p>f. If the DV is for check Payment Proceed to 1.39</p> <p>if the DV is for LDDAP – ADA proceed to 1.36</p>   | None | 15 minutes    | <p>Accountant I</p> <p>Accountant II</p> <p>Chief Accountant</p>  |
|  | <p>1.36 Prepare index of payment, record and assign number for Disbursement Voucher (DV) for payment and forward it to the respective signatories:</p> <p>DVs: Box D – Regional Executive Director (RED) or Regional Technical Director (RTD) as per Delegation of Authority</p> <p><i>(Amendment to General Memorandum Order No. 01, Series of 2024 re: Delegation of Authority)</i></p> | None | 10 Minutes    | <p>Administrative Officer I</p>   |

|  |   |      |            |   |
|--|---|------|------------|---|
|  | <p>1.37 After Approval of DV from Regional Executive Director Office or Regional Technical 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> | None | 30 minutes | Administrative Assistant II                                       |
|  | <p>1.38 Record Disbursement Voucher (DV) for payment and LDDAP-ADA with complete supporting documents to Cashier Unit.</p>  | None | 5 minutes  | Administrative Officer I  |
|  | <p>1.39 Prepare index of payment, record and assign number for Disbursement Voucher (DV) for payment and forward it to the Cashier</p>  | None | 20 minutes | Administrative Officer I  |
|  | <p>1.40 Receives and checks the completeness of signatories in the DV with supporting documents for preparation of Checks</p>   | None | 5 Minutes  | <p>Administrative Officer III</p> <p>Administrative Officer I</p> |

|  |   |      |            |  |
|--|---|------|------------|--|
|  | 1.41 Prepares the checks through the Check Writer software installed in the computer and typewriter (electric or manual typewriter)   | None | 10 Minutes | Administrative Officer III<br><br>Administrative Officer I |
|  | 1.42 Prepare the Advice of Checks Issued and Cancelled (ACIC) through Electronic Modified Disbursement System (EMDS)  | None | 10 Minutes | Administrative Officer III<br><br>Administrative Officer I |
|  | 1.43 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 | Administrative Officer I                                   |
|  | 1.44 Signs the Check and release them together with the set of documents to the Authorized Countersigning Official  | None | 10 Minutes | Administrative Officer III<br><br>Administrative Officer I |
|  | 1.45 Receives and Countersigns the Check and return to the Cashier Unit   | None | 20 Minutes | Regional Executive Director                                |
|  | 1.46 Releases the original check and attaches OR/Invoice issued by the  | None | 10 Minutes | Administrative Officer III<br><br>Administrative           |

|               |  |             |                               |           |
|---------------|--|-------------|-------------------------------|-----------|
|               | payee/claimant to sign on the Box E of the DV and the Check Registry/Logbook |             |                               | Officer I |
| <b>TOTAL:</b> |  | <b>None</b> | <b>11 days and 40 minutes</b> |           |

*\*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

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

|   |   |  |
|---|---|--|
| <b>OFFICE OR DIVISION</b>   | Administrative and Finance Division: Human Resource Management Section (HRMS)                       |  |
| <b>CLASSIFICATION</b>   | Highly Technical  |  |
| <b>TYPE OF TRANSACTION</b>  | G2C-Government to Citizens  |  |
| <b>WHO MAY AVAIL</b>  | All interested applicants   |  |
| <b>CHECKLIST OF REQUIREMENTS</b>  | <b>WHERE TO SECURE</b>  |  |
| <b>For Application</b>  |   |  |
| 1. Application Letter with specific position applied for and the plantilla item number (1 original)                     | Applicant   |  |
| 2. Fully accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017) (4 Original)                            | Please download the form at <a href="https://bit.ly/darfo3appregs">https://bit.ly/darfo3appregs</a> |  |
| 3. Work Experience Sheet (4 original)   | Please download the form at <a href="https://bit.ly/darfo3appregs">https://bit.ly/darfo3appregs</a> |  |
| 4. Employment Application Form (1 original)   | Please download the form at <a href="https://bit.ly/darfo3appregs">https://bit.ly/darfo3appregs</a> |  |
| 5. Recruitment and Selection Process Information and Agreement (1 original)   | Please download the form at <a href="https://bit.ly/darfo3appregs">https://bit.ly/darfo3appregs</a> |  |
| 6. Certificate/s of Employment (1 photocopy)  | 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 (TOR) (1 photocopy)  | Previous School   |  |

|   |   |
|---|---|
| <p>10. Certificate of Eligibility<br/>(1 photocopy)</p> <p>If PRC License Holder:<br/>a. Certificate of Passing/ Board Rating<br/>(1 photocopy)</p>                               | <p>Civil Service Commission (CSC)</p> <p>Professional Regulation Commission (PRC)</p>                       |
| <p>11. Valid PRC License (<i>if applicable</i>)<br/>(1 photocopy)</p>   | <p>PRC</p>  |
| <p>12. Certificate/s of Trainings<br/>(1 photocopy)</p>   | <p>Applicant</p>  |
| <p>13. Certificate of Non-Academic distinctions/awards relevant to the position applied for<br/>(1 photocopy)</p>   | <p>Applicant</p>  |
| <p>14. Authorization to Conduct Background Investigation<br/>(1 original)</p>   | <p>Please download the forms at <a href="https://bit.ly/darfo3appregs">https://bit.ly/darfo3appregs</a></p> |
| <p>15. Authenticated TOR and Diploma (1 authenticated copy)<br/><i>*additional requirements as supporting documents for Authorization to Conduct Background Investigation</i></p> | <p>Previous School</p>  |
| <p><b>Upon Promotion:</b></p>   |   |
| <p>14. Position Description Form (PDF) (DBM-CSC Form No. 1(revised version no. 1 series of 2017)<br/>(1 original)</p>   | <p>Please download the PDF at <a href="http://www.dbm.gov.ph">www.dbm.gov.ph</a></p>                        |
| <p>15. Valid PRC License (if applicable)</p>  | <p>PRC</p>  |
| <p>16. Fully accomplished and notarized Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017)<br/><br/>(3 original)</p>   | <p>Please download the form at <a href="https://bit.ly/darfo3appregs">https://bit.ly/darfo3appregs</a></p>  |
| <p>17. Work Experience Sheet<br/>(1 original, 1 photocopy)</p>  | <p>Please download the form at <a href="https://bit.ly/darfo3appregs">https://bit.ly/darfo3appregs</a></p>  |

| <b>Upon Original Appointment</b>   |  |
|--|--|
| 18. Position Description Form (PDF)<br>(DBM-CSC Form No. 1(revised version no. 1 series of 2017)<br>(2 original) | Please download the PDF at <a href="http://www.dbm.gov.ph">www.dbm.gov.ph</a>  |
| 19. Valid PRC License ( <i>if applicable</i> )<br>(2 Authenticated Copy)   | PRC  |
| 20. Certificate of Passing or Board Rating ( <i>if applicable</i> )<br>(2 Authenticated copy)                    | PRC  |
| 21. Certificate of Eligibility ( <i>if applicable</i> )<br>(2 Authenticated copy)                                | CSC  |
| 22. Valid NBI Clearance<br>(1 original)  | National Bureau of Investigation (NBI)   |
| 23. Medical Certificate (CSC Form 211, revised 2018)<br>(1 Original Copy with test result attached)              | Please download the Medical Certificate at <a href="http://www.csc.gov.ph">www.csc.gov.ph</a> and have it signed by a government physician |
| 24. Transcript of Records<br>(1 Authenticated Copy)  | Previous School  |
| 25. Diploma<br>(1 Authenticated copy)  | Previous School  |
| 26. Work Experience Sheet<br>(2 original copies)   | Please download the form <a href="https://bit.ly/darfo3appregs">https://bit.ly/darfo3appregs</a>   |
| 27. PSA Birth Certificate<br>(2 photocopies)   | Philippine Statistics Authority  |
| 28. Sworn Statement of Assets Liabilities and Net Worth (SALN)<br>(3 original)                                   | Please download the form at <a href="http://www.csc.gov.ph">www.csc.gov.ph</a>   |
| 29. Fully accomplished and notarized Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017)<br>(3 original)   | Please download the form at <a href="https://bit.ly/darfo3appregs">https://bit.ly/darfo3appregs</a>  |
| <b>Upon Appointment (For transfer with prior Government Service)</b>   |  |

|   |  |
|---|--|
| <p>29. Fully accomplished and notarized Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017)</p> <p>(3 original)</p>                     | <p>Please download the form at <a href="https://bit.ly/darfo3appreqs">https://bit.ly/darfo3appreqs</a></p>   |
| <p>30. PSA Birth Certificate<br/>(2 photocopies)</p>  | <p>Philippine Statistics Authority</p>   |
| <p>31. Sworn Statement of Assets Liabilities and Net Worth (SALN)</p> <p>(3 original)</p>   | <p>Please download the form at <a href="http://www.csc.gov.ph">www.csc.gov.ph</a></p>  |
| <p>32. Certification of Leave Credits<br/>(1 Original)</p>  | <p>Previous Employer</p>   |
| <p>33. Transcript of Records<br/>(1 Authenticated Copy)</p>   | <p>Previous School</p>   |
| <p>34. Diploma<br/>(1 Authenticated copy)</p>   | <p>Previous School</p>   |
| <p>35. Medical Certificate (CSC Form 211, revised 2018)<br/>(1 Original Copy with test result attached)</p>                                   | <p>Please download the Medical Certificate Form at <a href="http://www.csc.gov.ph">www.csc.gov.ph</a> and have it signed by a government physician</p> |
| <p>36. Work Experience Sheet<br/>(2 original)</p>   | <p>Please download the form <a href="https://bit.ly/darfo3appreqs">https://bit.ly/darfo3appreqs</a></p>  |
| <p>37. Valid PRC License<br/>(if applicable)<br/>(2 Authenticated Copies)</p>   | <p>PRC</p>   |
| <p>38. Board Rating (if applicable)<br/>(2 Authenticated copies)</p>  | <p>PRC</p>   |
| <p>39. Certificate of Eligibility<br/>(if applicable)<br/>(2 Authenticated copies)</p>  | <p>CSC</p>   |
| <p>40. Valid NBI Clearance (1 original)</p>   | <p>NBI</p>   |
| <p>41. Performance Rating in the last rating period (if applying for promotion or transfer in the government)<br/>(1 Certified True Copy)</p> | <p>Previous employer</p>   |



| 42. Office Clearance<br>(2 originals)  |  | Previous employer |                 |  |  |
|--|--|-------------------|-----------------|--|--|
| 43. Service Record<br>(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 and upload the scanned application using the Google Form link provided in the publication/post | 1.1 Receive, record, and forward the document to the Records Unit<br><br><b>Note:</b><br><i>E-mail messages shall be printed by the concerned office/staff and forwarded to the Records Unit. E-mail messages (especially those urgent in nature) may also be forwarded directly to the e-mail account of the concerned offices/personnel as advance information or for their immediate action</i> | None              | 15 minutes      | a. Public Assistance and Complaint Desk (for walk-in and courier)<br><br>b. RED's Staff<br>Staff of Other Offices with e-mail accounts<br><br>c. Courier / Postman |  |
|  | 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      | Records Unit Staff   |  |
|  | 1.3 Encode/Input the information details of the documents in the Incoming Communications Masterlist (MS  | None              | 40 minutes      | Administrative Officer I (Records Officer I)<br><br>Records Unit Staff   |  |

|   |  |      |            |                    |
|---|--|------|------------|--------------------|
|   | Excel Form) to be linked in the Document Tracking Slip (Routing Slip), print the filled-out DTS, and attach to the documents   |      |            |                    |
|   | 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 | 35 minutes | Records Unit Staff |
|   | 1.5 Forward, and release the physical documents to the ORED through the logbook  | None | 15 minutes | Records Unit Staff |
| 2. Receiving the Physical Documents with Written Directives / Instructions of the RED | 2.1 Receive from the ORED the physical documents with the attached directives / instructions from the RED written in the Document Tracking Slip (DTS) or Routing Slip<br><br><i>Note:<br/>If the RED is on official leave / travel, the RTD shall be responsible for providing</i> | None | 15 minutes | Records Unit Staff |

|  |  |      |            |  |
|--|--|------|------------|--|
|  | <i>instructions / directives to the DA-RFO 3 concerned offices/personnel through DTS (Routing slip), if authorized / instructed by the RED</i>   |      |            |  |
|  | 2.2 Input the directives / instructions of the RED in the Incoming Communications Masterlist (MS Excel Form)   | None | 30 minutes | Records Officer I<br>Records Unit Staff  |
|  | 2.3 Scanned the DTS and the documents  | None | 1 hour     | Records Officer I<br>Records Unit Staff  |
|  | 2.4 Update the required information details of the documents in the DTMS, forward, and release to the concerned offices  | None | 40 minutes | Records Unit Staff   |
|  | 2.5 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     | Through Logbook:<br>Records Unit Staff<br><br>Via E-mail:<br>Records Officer I<br><br>Records Unit Staff |
|  | 2.6 Receive and review the application   | None | 45 minutes | HRMPSB Secretariat   |
|  | 2.7 Receive and review the application   | None | 45 minutes | HRMPSB Secretariat   |

|                   |   |      |                       |  |
|-------------------|---|------|-----------------------|--|
|                   | 2.8 Encode the needed information   | None | 3 hours               | HRMPSB Secretariat   |
|                   | 2.9 Schedule the evaluation of applicants   | None | 1 hour                | HRMPSB Secretariat   |
|                   | 2.10 Conduct evaluation of applicants   | None | 5 days                | HRMPSB,<br>Concerned Division Chief,<br><br>HRMPSB Secretariat         |
|                   | 2.11 Email the qualified applicants for the schedule of Pre-Qualifying Exam (PREQX) <i>(for DA RFO III Contract of Service and Outsider applicants)</i> | None | 1 day                 | HRMPSB Secretariat   |
| 3. Take the PREQX | 3.1 Conduct the PREQX   | None | 1 hour and 30 minutes | HRMPSB Secretariat   |
|                   | 3.2 Checking of PREQX   | None | 3 days                | HRMPSB Secretariat,<br><br>DAEA President,<br><br>Level Representative |
|                   | 3.3 Conduct meeting regarding the number of applicants who will take the Job Knowledge Test (JKT) and schedule the JKT.                                 | None | 2 days                | HRMPSB,<br><br>Concerned Division Chief,<br><br>HRMPSB Secretariat     |
|                   | 3.4 Notify the applicants regarding the results of  | None | 1 hour                | HRMPSB Secretariat   |

|   |  |      |         |  |
|---|--|------|---------|--|
|   | PREQX and notify the applicants who passed the PREQX to submit the authenticated TOR and Diploma on the JKT schedule |      |         |  |
|   | 3.5 Prepare and submit the JKT to Chief, HRMS or HRMPSB Secretariat  | None | 10 days | Concerned Division Chief   |
|   | 3.6 Notify the applicants regarding the schedule of JKT  | None | 2 days  | HRMPSB Secretariat   |
| 4. Take the JKT                             | 4.1 Conduct the JKT  | None | 3 hours | HRMPSB Secretariat   |
|   | 4.2 Checking of JKT  | None | 10 days | Concerned Division Chief,<br><br>DAEA President,<br><br>Level Representative |
|   | 4.3 Meeting regarding the number of applicants who passed the JKT and scheduling of job interview                    | None | 2 hours | HRMPSB,<br><br>Concerned Division Chief,<br><br>HRMPSB Secretariat           |
| 5. Submit the authenticated TOR and Diploma | 5.1 Receive and review the authenticated TOR and Diploma   | None | 2 hours | HRMPSB Secretariat   |

|                           |  |      |                          |  |
|---------------------------|--|------|--------------------------|--|
|                           | 5.2 Conduct the Background Investigation (BI)  | None | 5 days                   | BIC  |
|                           | 5.3 Prepare the BI report  | None | 1 day                    | BIC<br>HRMPSB Secretariat                                  |
|                           | 5.4 Present the BI report and schedule the Job Interview   | None | 1 day                    | BIC Chairperson<br>HRMPSB                                  |
|                           | 5.5 Notify the applicants regarding their job interview schedule   | None | 2 days                   | HRMPSB Secretariat   |
| 6. Take the Job Interview | 6.1 Conduct the Job Interview  | None | 45 minutes per applicant | HRMPSB   |
|                           | 6.2 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   |
|                           | 6.3 Deliberate on the final ranking of the applicants  | None | 1 day                    | HRMPSB,<br>Concerned Division Chief,<br>HRMPSB Secretariat |

|  |   |      |                                 |                             |
|--|---|------|---------------------------------|-----------------------------|
|  | 6.4 Endorse the shortlist of applicants to RED  | None | 1 day                           | HRMPSB                      |
|  | 6.5 Review, and approve the shortlist. Recommend an applicant for appointment.  | None | 1 day                           | Regional Executive Director |
|  | 6.6 Prepare all the necessary documents   | None | 1 day                           | HRMPSB Secretariat          |
|  | 6.7 Endorse the recommended applicants for appointment to DA Secretary through the DA OSEC Personnel Division                   | None | 1 day                           | Regional Executive Director |
|  | 6.8 Route the Endorsement and Shortlist to DA OSEC  | None | 1 day                           | Chief, HRMS                 |
|  | 6.9 Sign the recommendation for appointment and issue a memorandum on the approval of the selected applicant for appointment    | None | 20 days<br><i>(it may vary)</i> | DA Secretary                |
|  | 6.10 Notify the successful applicants regarding with the schedule of Oath taking and prepare the appointment form and oath form | None | 1 day                           | HRMPSB Secretariat          |

|                                    |   |      |            |   |
|------------------------------------|---|------|------------|---|
|                                    | 6.11 Schedule the oath taking   | None | 1 day      | HRMPSB Secretariat  |
|                                    | 6.12 Notify the successful applicants regarding with the schedule of Oath taking and prepare the appointment form and oath form | None | 1 day      | HRMPSB Secretariat  |
| 7. Attend the oath taking ceremony | 7.1 Conduct the oath taking ceremony  | None | 1 hour     | Regional Executive Director<br><br>HRMPSB,<br><br>Concerned Division Chief,<br><br>HRMPSB Secretariat |
|                                    | 7.2 Signing of Appointment Form   | None | 1 hour     | Regional Executive Director<br><br>Chief, HRMS  |
| 8. Attend the On-Boarding Program  | 8.1 Conduct the On-Boarding Program   | None | 2 hours    | Chief, HRMS   |
|                                    | 8.2 Post the list of appointees in 3 conspicuous places in the office   | None | 20 minutes | HRMS Staff  |
|                                    | 8.3 Submit the appointment to CSC Field Office  | None | 4 hours    | Administrative Officer IV (HRMS)  |



|  |              |             |   |  |
|--|--------------|-------------|---|--|
|  | <b>TOTAL</b> | <b>None</b> | <b><i>75 days, 5 hours and 30 minutes (This may vary)</i></b> |  |
|--|--------------|-------------|---|--|

# **PLANNING, MONITORING, AND EVALUATION DIVISION**



## REPAIR OF INFORMATION COMMUNICATION TECHNOLOGY EQUIPMENT (ICT) REQUEST

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   | minutes         | Computer Maintenance Technologist II,<br>Technical staff |
|   | 1.2 Diagnose the equipment and logged the unit information<br><br><i>Note: In case that the unit needs a spare part or is beyond repairable, the requesting individual shall be informed.</i> | None   | Day             | Computer Maintenance Technologist II,<br>Technical staff |
|   | 1.2 Start to troubleshoot the submitted unit  | None   | 3 working days  | Computer Maintenance Technologist II,<br>Technical staff |
| 2. Receive the repaired unit  | 2.1 Issuance of the repaired unit   | None   | 5 minutes       | Computer Maintenance Technologist II,                    |

|               |  |  |                                      |                 |
|---------------|--|--|--------------------------------------|-----------------|
|               |  |  |                                      | Technical staff |
| <b>Total:</b> |  |  | <b>4 working days and 10 minutes</b> |                 |

## 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.

|   |  |  |                        |   |
|---|--|--|------------------------|---|
| <b>Office or Division</b>   |  | <b>Information Communication and Technology Unit (ICTU)</b>                |                        |   |
| <b>Classification</b>   |  | Simple   |                        |   |
| <b>Type of Transaction</b>  |  | G2G – Government to Employees  |                        |   |
| <b>Who May Avail</b>  |  | All Permanent, Temporary, Casual Employee                                  |                        |   |
| <b>Checklist of Requirements</b>  |  | <b>Where to Secure</b>   |                        |   |
| 1: Accomplished Zoom Meeting Request Form                               |  | Department of Agriculture - Information Communications and Technology Unit |                        |   |
| <b>Customer Steps</b>   | <b>Agency Action</b>   | <b>Fees to be paid</b>   | <b>Processing Time</b> | <b>Person Responsible</b>   |
| 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<br>PEO IV,<br>Ms. Airagail L. Gonzales<br>Administrative Officer I |
|   | 1.2 Start scheduling the requested meeting                   | None   | 10 minutes             | Mr. Alvin M. David<br>PEO IV,<br>Ms. Airagail L. Gonzales<br>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<br>PEO IV,   |

|               |  |      |            |  |
|---------------|--|------|------------|--|
|               | meeting via email and notify them that the request is already scheduled. |      |            | Ms. Airagail L. Gonzales<br>Administrative Officer I |
| <b>Total:</b> |  | None | 20 minutes |  |

## RSBSA FARMER COOPERATIVE ASSOCIATION (FCA) CERTIFICATION REQUEST

The RSBSA Farmer Cooperative Association Certification is issued to Farmer Cooperative Associations (FCAs) that require documentary evidence of their association's full registration (100%) in the Registry System for Basic Sectors in Agriculture (RSBSA) and substantial encoding (85%) in the RSBSA Profiling Platform (RSBSAPP).

|  |   |                        |                        |                           |
|--|---|------------------------|------------------------|---------------------------|
| <b>Office or Division</b>  | <b>RSBSA Regional Program Management Office (RPMO)</b>  |                        |                        |                           |
| <b>Classification</b>  | Simple  |                        |                        |                           |
| <b>Type of Transaction</b>   | G2G – Government to Employees   |                        |                        |                           |
| <b>Who May Avail</b>   | All Department of Agriculture (DA) Banner Program (Rice Program, Corn Program, High Value Crops Development Program, Livestock Program, Organic Agriculture Program, Adaptation and Mitigation Initiative in Agriculture)<br>All Agricultural Program Coordinating Officer (APCO) |                        |                        |                           |
| <b>Checklist of Requirements</b>   | <b>Where to Secure</b>  |                        |                        |                           |
| 1: Accomplished RSBSA Farmer Cooperative Association Certification Request Form<br>2: E-copy (excel and/or word file) of the FCAs members' list<br>3: E-copy (scanned or .pdf file) of the FCAs Board Resolution | Department of Agriculture - Information Communications Technology Unit  |                        |                        |                           |
| <b>Customer Steps</b>  | <b>Agency Action</b>  | <b>Fees to be paid</b> | <b>Processing Time</b> | <b>Person Responsible</b> |
| 1. Fill out the RSBSA Request form for Certification and attach the required documents   | 1.1. Check the RSBSA FCA Certification Request (Responses) and evaluate the completeness of the submitted documents   | None                   | 10 minutes             | Administrative Officer I  |
|  | 1.1.1. In case that the requesting office or individual did not comply all initial requirements, the office will reject the request and notify the requesting office or individual via email, stating the reason for denial.  | None                   | 10 minutes             | Administrative Officer I  |
|  | 1.1.2. If the requesting office or individual complied all initial requirements, the office will proceed in comparing and verifying if the submitted total number of FCA members' list is tally with the FCA's Board Resolution   | None                   | 10 minutes             | Administrative Officer I  |
|  | 1.2.1. If the total number of members failed to tally with the submitted Board Resolution, the office will reject the request and notify the requesting office or   | None                   | 10 minutes             | Administrative Officer I  |

|  |   |      |                |   |
|--|---|------|----------------|---|
|  | individual via email, stating the reason for denial.  |      |                |   |
|  | 1.2.2. If the total number of members tallied with the submitted Board Resolution, the office proceeds in crossmatching and verifying if the officers and members of the Farmer Cooperative Association are 100% registered and at least 85% of the FCA members are encoded in the RSBSA Profiling Platform (RSBSAPP) | None | 30 minutes     | Administrative Officer I  |
|  | 1.3.1. Failure to comply the required 100% registration and at least 85% encoded in the RSBSA Profiling Platform (RSBSAPP), the office will reject the request and notify the requesting office or individual via email, stating the reason for denial.   | None | 10 minutes     | Administrative Officer I  |
|  | 1.3.2. Successful compliance of the required 100% registration and at least 85% encoded in the RSBSA Profiling Platform (RSBSAPP), the office will prepare the requested FCA Certification  | None | 15 minutes     | Administrative Officer I  |
|  | 1.4. Affix signature of RSBSA Focal Person and Chief, Planning, Monitoring, and Evaluation Division to the requested Certification  | None | 10 minutes     | RSBSA Focal Person Chief, Planning, Monitoring, & Evaluation Division |
| 2. The requesting office or individual will receive the signed FCA Certification         | 2.1. Issuance of the FCA Certification to the Customer  | None | 5 minutes      | Administrative Officer I  |
| 3. The office will provide a CSF Form to the requesting office or individual to fill out | 3.1. The office will provide a Client Satisfaction Feedback Form (CSF Form) to the customer   | None | 5 minutes      | Customer  |
|  | 3.2. Receive and document the CSF Form from the Customer  | None | 5 minutes      | Administrative Officer I  |
| <b>Total:</b>  |   |      | <b>2 hours</b> |   |



# **REGIONAL AGRICULTURE ENGINEERING DIVISION**





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

The Regional Agricultural Engineering Division (RAED) thru Engineering Plans, Designs and Specifications Section (EPDSS) prepares Detailed Engineering Designs (DED) and Programs of Work (POW) for agricultural infrastructure, irrigation facilities, and other structural projects in support of the Rice, Corn, High-Value Crops, Livestock, Organic Agriculture Programs and other divisions under the Department of Agriculture Regional Field Office III as well as its attached agencies.

|   |   |  |   |                           |
|---|---|--|---|---------------------------|
| <b>Office or Division</b>                     |   | Regional Agricultural Engineering Division (RAED)/<br>Engineering Plans, Designs and Specifications Section (EPDSS)                              |   |                           |
| <b>Classification</b>                         |   | Highly Technical   |   |                           |
| <b>Type of Transaction</b>                    |   | G2G- Government to Government  |   |                           |
| <b>Who May Avail</b>                          |   | DA RFO III Banner Programs (Rice, Corn, High-Value Crops, Livestock, Organic Agriculture), and other Divisions as well as its attached agencies. |   |                           |
| <b>Checklist of Requirement/s</b>             |   | <b>Where to Secure</b>   |   |                           |
| 1. Letter requesting POW and DED (1 original) |   | Requesting Party/Office  |   |                           |
| <b>Client Steps</b>                           | <b>Agency Action</b>  | <b>Fees to be paid</b>   | <b>Processing Time</b>                        | <b>Person Responsible</b> |
| 1. Submission of request to Records Unit      | 1.1. Receives documentary requirement<br>1.2 Regional Executive Director (RED) provides action/ instruction | None   | Refer Citizen's Charter of Records Unit to of | Records Unit<br>RED       |
|   | 1.3 RAED Chief provides instruction to the concerned personnel  | None   | 10 minutes                                    | RAED Chief                |
| 2. Assist the validation team                 | 2.1 Inspection, validation and survey of the project site   | None   | 3 working days                                | RAED EPDSS Staff          |

|   |  |      |                                |   |
|---|--|------|--------------------------------|---|
|   | 2.2 Prepares DED and POW                           | None | *17 working days per design    | RAED EPDSS Staff                                      |
|   | 2.3 Reviews DED and POW                            | None | 1 working day                  | RAED EPDSS Unit Head and Chief                        |
|   | 2.4 Finalizes DED and POW                          | None | *2 working days                | RAED EPDSS Staff                                      |
|   | 2.5 Approval of DED and POW and Transmittal Letter | None | 1 working day                  | RAED Chief, Regional Technical Director (RTD) and RED |
| 3. Receives POW and DED                                 | 3.1. Endorses DED and POW                          | None | 2 hours                        | Records Unit  |
| 4. Fill-up the Customer Satisfaction Measure (CSM) Form | Issue the CSM                                      | None | 5 minutes                      | Malasakit Center                                      |
| Total:  |  | None | 24 days 2 hours and 15 minutes |   |

*Process 2.2 may take longer for complex designs such as projects amounting to Php 10 M and above*

*\*Process 2.4 may take longer depending on the revision required*



## CONDUCT OF SITE VALIDATION FOR PROPOSED AGRICULTURAL MACHINERY AND INFRASTRUCTURE PROJECTS

Agricultural Machinery and Infrastructure Projects being implemented under the Department of Agriculture Regional Field Office Region III (DA-RFO III) aim to enhance farm productivity, efficiency, and sustainability. These projects will be distributed to farmers cooperatives, State universities and colleges and local government units (LGUs) across the seven (7) provinces of Region III – Central Luzon: Aurora, Bataan, Bulacan, Nueva Ecija, Pampanga, Tarlac, and Zambales. This focuses on modernizing agricultural operations by providing mechanized farm equipment, post-harvest facilities, irrigation systems and cold storage facilities.

|                            |   |
|----------------------------|---|
| <b>Office or Division</b>  | Regional Agricultural Engineering Division (RAED)<br>Engineering Plans Designs and Specifications Section (EPDSS)   |
| <b>Classification</b>      | Highly Technical  |
| <b>Type of Transaction</b> | G2G- Government to Government<br>G2C- Government to Client  |
| <b>Who May Avail</b>       | Based from MC 41 Series of 2024 Registered Farmer Cooperatives and Associations ( FCA), Agrarian Reform Beneficiaries Organization ( ARBO), Irrigators' Association ( IA), Accredited Civil Society Organization ( CSO), group managed Learning Site for Agriculture ( LSA)' in the form of cooperative and association or network LSA,<br>Schools offering agricultural/ agricultural biosystems engineering course like State Universities and Colleges ( SUCs) and Farm schools; and<br>Provincial, City, and Municipal Local Government Units ( PLGU/ CLGU/ MLGU) |

| Checklist of Requirements  | Where to Secure  |
|--|--|
| <p>1.1 Board Resolution duly signed by the majority of the board of directors of the organization for recipient for Registered Farmer Cooperatives and Associations ( FCA), Agrarian Reform Beneficiaries Organization ( ARBO), Irrigators' Association ( IA), Accredited Civil Society Organization ( CSO), group managed Learning Site for Agriculture ( LSA)' in the form of cooperative and association or network LSA applicant</p> <p>1.2 Letter of Intent duly signed by Head of the Municipal Agricultural and Biosystems Engineering Office/Unit and duly noted by the Local Chief Executive for Provincial, City, and Municipal Local Government Units ( PLGU/ CLGU/ MLGU) applicant</p> <p>1.3 Duly approved proposal endorsed by the President of the Agricultural Schools, State Universities and Colleges (SUCs) for Schools offering agricultural/ agricultural biosystems engineering course like State Universities and Colleges ( SUCs) and Farm schools applicant</p> <p>1 original</p> | <p>Applicant</p>   |
| <p>2.1 Pre-validation report signed by an Agricultural and Biosystems Engineer (ABE) in the P/ C/ MLGU</p> <p>2.2 Pre-validation report signed by an Agricultural and Biosystems Engineer (ABE) in the SUC</p> <p>1 original</p>   | <p>Municipal/City Agricultural and Biosystems Engineering Office (M/CABEO) / Municipal/City Agriculture Office (M/CAO)</p> <p>State Universities and Colleges ( SUCs) and Farm schools</p> |
| <p>3. Endorsement or Certification from an ABE<br/>(1 original)</p>  | <p>Municipal/City Agricultural and Biosystems Engineering Office (M/CABEO) / Municipal/City Agriculture Office (M/CAO)</p>   |
| <p>4. Endorsement letter by the Municipal/City Local Government Unit (M/CLGU)<br/>(1 original)</p>   | <p>Municipal/City Agriculture Office (M/CAO)</p>   |

|   |  |
|---|--|
| 5. Endorsement Letter from Provincial Local Government Unit (PLGU)<br>(1 original)  | Provincial Agriculture Office (PAO)          |
| 6. Utilization Proposal<br>(1 original)   | Applicant<br>(provide downloadable template) |
| 7. Certificate of No Unliquidated Funds on the Department of Agriculture Regional Field Office III<br>(1 original)  | DA Accounting Section                        |
| 8. Profile of the Organization<br>(1 original)  | Applicant                                    |
| 9. Map of the service area/production area<br>(1 original)  | Applicant                                    |
| 10. Geotagged photos of the existing shed and/or ongoing construction of shed<br>(1 original)   | Applicant                                    |
| 11.1 Proof of land ownership or copy of Certificate of Land Title or Usufruct/Lease of Agreement for Registered Farmer Cooperatives and Associations (FCA), Agrarian Reform Beneficiaries Organization (ARBO), Irrigators' Association (IA), Accredited Civil Society Organization (CSO), group managed Learning Site for Agriculture (LSA)' in the form of cooperative and association or network LSA<br>(1 certified true copy) | Applicant                                    |

| 11.2 Proof of ownership and Site Development Plan for Schools offering agricultural/ agricultural biosystems engineering course like State Universities and Colleges (SUCs) and Farm schools Provincial, City, and Municipal Local Government Units (1 certified true copy) |  | Applicant       |  |                     |
|---|--|-----------------|--|---------------------|
| Client Steps  | Agency Action  | Fees to be paid | Processing Time                            | Person Responsible  |
| 1. Submission of documentary requirements to the Records Unit   | 1.1. Receives documentary requirements<br>1.2 Regional Executive Director (RED) provides action/ instruction   | None            | Refer to Citizen's Charter of Records Unit | Records Unit<br>RED |
|   | 1.3 Receives documentary requirements with instruction from RED<br>1.4 Checks the completeness of the documents<br>1.5.a Endorses list of proposed projects with complete documents to RAED<br>1.5.b Notify the applicant through a letter for lacking documents | None            |  | FOD                 |
|   | Receive documents from FOD with request for validation   |                 |  | RAED Admin Staff    |
|   | 1.6 RAED Chief for action/ provides instruction to   | None            | 10 minutes                                 | RAED Chief          |

\*

|  |   |      |                                       |  |
|--|---|------|---------------------------------------|--|
|  | the concerned personnel   |      |                                       |  |
| 2. Assist in the conduct of site validation                | 2.1 Schedules and conducts site validation ; prepares validation report     | None | 5 working days                        | RAED-EPDS Section/<br>Engineer I<br>Engineer II<br>Section Chief |
|  | 2.2 Prepares validation report to be signed by Section Chief and RAED Chief | None | 1 working day                         | RAED-EPDSS Staff   |
|  | 2.2 Endorses validation report to the FOD for appropriate action            | None | 1 working day                         | RAED-EPDSS Staff, RAED Chief, RED                                |
| 3. Fill-up the Customer Satisfaction Monitoring (CSM) Form | Assist the applicant in filling up of the CSM form                          | None | 5 minutes                             | Malasakit Center   |
| End of Transaction   |   |      |                                       |  |
| Total:   |   | None | 7 working days, 1 hour and 45 minutes |  |

Process 1.4 MC 41 Series of 2024 "General Guidelines on the Provision of Agricultural Machinery, Equipment, and Facilities FY 2024 Onwards"

\* Step 3 is only for not feasible projects

## FEEDBACK AND COMPLAINTS MECHANISM

| FEEDBACK AND COMPLAINTS MECHANISM    |  |
|--------------------------------------|--|
| <p>How to send feedback?</p>         | <p><b>For walk ins:</b> Please accomplish our Client Satisfaction Measurement form in the office lobby and drop at the designated drop box at lobby.</p> <p><b>For online:</b> Client Satisfaction Measurement Form link can be access through: <a href="https://bit.ly/DARFO3RCSM">https://bit.ly/DARFO3RCSM</a></p> <p>Other concerns may be coursed through the Grievance Committee<br/>Email Address:<br/><a href="mailto:dagrievance@rfo3.da.gov.ph">dagrievance@rfo3.da.gov.ph</a></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 <a href="mailto:dagrievance@rfo3.da.gov.ph">dagrievance@rfo3.da.gov.ph</a></p>           |
| <p>How to file a complaint?</p>      | <p><b>For walk ins:</b> Fill out the Complaint form and drop it at the designated drop box at the lobby.</p> <p><b>For online:</b><br/><a href="https://bit.ly/darfo3complaintform">https://bit.ly/darfo3complaintform</a></p> <p>For inquiries and follow-ups, client may email at <a href="mailto:dagrievance@rfo3.da.gov.ph">dagrievance@rfo3.da.gov.ph</a></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 <a href="mailto:dagrievance@rfo3.da.gov.ph">dagrievance@rfo3.da.gov.ph</a></p>      |
| <p>Contact Information of ARTA, Contact Center ng Bayan (CCB), Citizen's Complaint Center (CCC)</p> | <p>ARTA: <a href="mailto:complaints@arta.gov.ph">complaints@arta.gov.ph</a><br/>         CCB: <a href="mailto:email@contactcenterngbayan.gov.ph">email@contactcenterngbayan.gov.ph</a><br/>         CCC: 8888<br/> <a href="http://www.8888.gov.ph">www.8888.gov.ph</a></p> |

## LIST OF OFFICES

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



**END**

