

EXTERNAL SERVICES

1. CONDUCT OF INSPECTION

The Inspection Team is an independent body who conducts inspection of all deliveries of goods, supplies, materials and equipment of offices and department in the Provincial Government of Negros Occidental and make sure that these are in accordance with the specifications, terms and conditions provided in the contract and Purchase Order. It also conduct monitoring and inspection of all infrastructure projects of the Province to ensure that technical specifications and plans are followed and provide check and balance to safeguard the resources of the government.

OFFICE OR DIVISION	PMSSD - Inspection Section, Provincial Administrator's Office				
Classification	Simple, Complex				
Type of Transaction	G2C - Government to Client, G2B - Government to Business Entity, G2G - Government to Government				
Who may avail	All				
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE		
A. Goods					
◊ Acceptance and Inspection Report, (2 original copies)	End-User - Offices/Departments				
◊ Purchase Order (PO), (1 original copy and 2 photocopies)	Bids and Awards Committee, End-User - Offices/Departments				
◊ Sales Invoice (1 original copy)	Supplier				
◊ Purchase Request (PR), (1 original copy)	End-User - Offices/Departments				
◊ Obligation Request (ObR), (1 original copy)	End-User - Offices/Departments				
B. Non-Goods (Infrastructure Projects)					
◊ Acceptance and Inspection Report, (2 original copies)	End-User - Offices/Departments				
◊ Purchase Order (PO), (1 original copy and 2 photocopies)	Bids and Awards Committee, End-User - Offices/Departments				
◊ Contract/Pakyaw Contract, (1 certified copy)	End-User - Offices/Departments, Contractor				
◊ Statement of Work Accomplished (SWA), (1 original copy)	End-User - Offices/Departments, Contractor				
◊ Program of Works, (1 certified copy)	End-User - Offices/Departments, Contractor				
◊ Complete Set of Plan, (1 photocopy)	End-User - Offices/Departments, Contractor				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
GOODS & NON-GOODS (INFRA PROJECTS)					
1. Submit List of Delivered Purchase Order and Acceptance and Inspection Reports (by batches)	1.1	Check and receive List of Delivered POs and Acceptance and Inspection Reports from GSO and forward to Head of Inspection Section	None	10 minutes	Administrative Aide III

1.2	Seggregate POs to Goods and Non-Goods and assign Inspector	None	30 minutes	Engineer II
1.3	Return POs and Acceptance and Inspection Reports to AA III for assignment of Request for Inspection (RFI) Number	None	3 minutes	Engineer II
1.4	Encode details of POs and assign RFI Number to each document	None	30 minutes	Administrative Aide III
1.5	Seggregate POs and Acceptance Reports and forward to the assigned Inspector	None	5 minutes	Administrative Aide II
1.6	Receive and encode Purchase Orders and calendar day of inspection	None	30 minutes	Engineer II, PDO III, PDO I
1.7	Conduct inspection of delivered goods at the place of End-User			
	<i>* within Capitol Area</i>	None	1 day	Engineer II, PDO III, PDO I
	<i>* outside Capitol Area / Hospitals</i>	None	5 days	Engineer II, PDO III, PDO I

1.8	Conduct inspection of non-goods (infrastructure projects) at the project site	None	5 days	Engineer II, PDO III, PDO I
1.9	Sign Acceptance and Inspection Report of delivered goods	None	1 day	Engineer II, PDO III, PDO I
1.10	Make Inspection Report and sign Acceptance and Inspection Report for non-goods (infra projects)	none	1 day	Engineer II, PDO III, PDO I
1.11	Sign Acceptance and Inspection Report, attach Inspection Report for Infra projects and return to AA III	none	10 minutes	Engineer II, PDO III, PDO I
1.12	Receive and encode the document, assign Acceptance and Inspection Report Number	none	30 minutes	Administrative Aide III
1.13	Print List of Inspected POs for Goods and Non-Goods (infra projects)	None	3 minutes	Administrative Aide III
1.14	Get file copy and release the document to the End-User or Supplier	None	20 minutes	Administrative Aide III
Goods (within Capitol Area)		TOTAL	2 days, 2 hours, 51 minutes	
Goods (outside Capitol Area / Hospitals)		TOTAL	6 days, 2 hours, 51 minutes	
Non-Goods (Infra Projects)		TOTAL	6 days, 2 hours, 51 minutes	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
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NON-GOODS (Pre-Inspection)

1.	Submit Request for Pre-Inspection	1.1	Receive the request and check the completeness of attachments	None	5 minutes	Administrative Aide III
		1.2	Forward the request to the Head of Inspection Section	None	3 minutes	Administrative Aide III
		1.3	Assign Inspector in the document	None	5 minutes	Engineer II
		1.4	Return the request to AA III to assign RFI Number	None	3 minutes	Engineer II
		1.5	Encode details of the request and assign RFI Number to each document	None	5 minutes	Administrative Aide III
		1.6	Forward the document to the assigned Inspector	None	3 minutes	Administrative Aide II
		1.7	Receive, record the request for pre-inspection and make schedule to conduct inspection	None	10 minutes	Engineer II, PDO III, PDO I
		1.8	Conduct inspection of supplies/spareparts in the place of the end-user	None	1 day	Engineer II, PDO III, PDO I
		1.9	Stamp "Inspected" and affix signature in the face of the Request for Pre-Inspection	None	5 minutes	Engineer II, PDO III, PDO I

	1.10	Return the Request for Pre-Inspection and its supporting documents to AA III	None	3 minutes	Engineer II, PDO III, PDO I
	1.11	Receive, encode the request and assign Acceptance and Inspection Report Number	None	5 minutes	Administrative Aide III
	1.12	Print List of Request for Pre-Inspection for supplies/spareparts	None	3 minutes	Administrative Aide III
	1.13	Get file copy and release the document to the End-User	None	3 minutes	Administrative Aide III
TOTAL				1 day, 53 minutes	

1. PROCESSING OF FINANCIAL ASSISTANCE

Financial assistance granted by the Office of the Governor as per request of various Local Government Units (LGUs) for the implementation of various infrastructure projects such as repair of roads, construction and repair of covered courts, barangay hall, perimeter fence, concrete pavement and drainage canal, procurement of multi-purpose vehicles that can be used for emergency cases, sports and cultural programs and support for various livelihood projects. Financial assistance to various National Government Agencies, Non-Government Organizations and People Organizations who provided social services to the public, athletes competing to national and international competitions and educational assistance to the poor but deserving college students in various state universities.

OFFICE OR DIVISION	Project Management and Support Services Division, Provincial Administrator's Office	
Classification	Simple, Highly Technical	
Type of Transaction	G2C - Government to Client, G2G - Government to Government	
Who may avail	Local Government Units, Non-Government Organizations, Peoples Organization, National Government Agencies, Individuals	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
A. LGUs		
Project Proposal and Memorandum of Agreement in a prescribed format, (4 original copies)		PMSSD-Provincial Administrator's Office
Local Council Resolution authorizing the Local Chief Executive to sign MOA, (1 certified copy)		Office of Sangguniang Panlungsod, Office of Sangguniang Bayan

Local Council Resolution authorizing the Punong Barangay to sign MOA, (4 original copies)	Office of the Barangay Council
Sangguniang Panlalawigan Resolution authorizing the Provincial Governor to sign MOA, (1 certified copy)	Office of the Sangguniang Panlalawigan
Program of Works, (2 original copies)	Office of the City/Municipal Engineer
Breakdown or List of Items, (2 original copies)	Office of the City/Municipal Mayor, Office of the Punong Barangay
Government Issued Identification Card of LCE/Punong Barangay/Barangay Secretary/Barangay Kagawad, (2 photocopies), with 1 specimen signature	BIR, SSS, GSIS, PAG-IBIG, PHILHEALTH Post Office, DFA, LTO, COMELEC. OSC, DILG
B. Non-Government Organizations & Peoples Organizations	
Project Proposal, (2 original copies)	NORFI, FIAN-BRIS, USLS-BALAY PAG-ASA, TALARAK Foundation, Negros Drug Rehabilitation Foundation, Inc. and other NGOs/POs
Memorandum of Agreement, (4 original copies)	PMSSD-Provincial Administrator's Office
Board Resolution authorizing the Chairman/President or his Authorized Representative to enter into a MOA with Provincial Government, notarized, (1 original copy or 1 certified copy)	Office of the Secretary of the respective Organizations
Sangguniang Panlalawigan Resolution approving the projects under the lump-sum appropriation and granting the Provincial Governor to sign MOA, (1 certified copy)	Office of the Sangguniang Panlalawigan
Accreditation, (1 certified copy)	Office of the Sangguniang Panlalawigan
Certificate of Registration, (1 certified copy)	SEC, DOLE, Cooperative Development Authority
Liquidation Report of previous fund assistance availed, if any	NORFI, FIAN-BRIS, USLS-BALAY PAG-ASA, TALARAK Foundation, Negros Drug Rehabilitation Foundation, Inc. and other NGOs/POs

Government Issued Identification Card of the Chairman/President, (1 photocopy), with 1 specimen signature	BIR, SSS, GSIS, PAG-IBIG, PHILHEALTH, Post Office, DFA, LTO, COMELEC
C. For National Government Agencies (NGAs)	
Project Proposal, (2 original copies)	DILG, BFP, NOPPO, BJMP, BSP, GSP, RTC, and other Agencies
Memorandum of Agreement, (4 original copies)	PMSSD-Provincial Administrator's Office
Authority to Sign, (1 original copy or 1 certified copy)	Office of the Regional Director, Office of the Secretary of the NGAs
Breakdown or List of Items, (1 original copy)	Offices of DILG, BFP, NOPPO, BJMP, BSP, GSP, RTC, and other Agencies
Program of Works, (2 original copies)	Certifying Engineer
Government Issued Identification Card of the Agency Head, (1 photocopy), with 1 specimen signature	BIR, SSS, GSIS, PAG-IBIG, PHILHEALTH, Post Office, DFA, LTO, COMELEC

CLIENT STEPS		AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<u>LGUs</u>						
1.	Proceed to PMSSD to discuss details of the approved request	1.	Attend the client and furnish copy of checklist of documentary requirements	None	15 minutes	PDO II, PDO IV, Clerk II
2.	Submit the required documents	2.1	Receive the required documents and check the completeness	None	10 minutes	PDO II, PDO IV

3. Pay Notarial Fee	3.1	Accept payment of Notarial Fee	MOA - P100.00 Brgy. Resolution - P100.00	3 minutes	PDO II, PDO IV
	3.2	Notarize Barangay Resolution	None	5 minutes	PLO Attorney
	3.3	Post project details in the Budget Monitoring Ledger	None	5 minutes	PDO IV
	3.4	Prepare Indorsement to the Members of the Sangguniang Panlalawigan for approval of projects under lump-sum appropriation	None	5 minutes	PDO IV
	3.5	Affix initial, approve Indorsement SP	None	1 day	Provincial Administrator, Provincial Governor
	3.6	Forward copy of Indorsement to the Office of the SP Secretary	None	5 minutes	Clerk II, Repro. Machine Operator
	3.7	Approve list of projects under lump-sum appropriation	None	1 day	Vice Governor, Members of the Sangguniang Panlalawigan

3.8	Sign SP Resolution	None	5 days	SP Secretary, SP Members, Vice Governor, Provincial Governor
3.9	Request copy of SP Resolution approving the projects	None	10 minutes	Clerk II, Repro. Machine Operator
3.10	Prepare Obligation Requests and Disbursement Vouchers and encode in Budget Monitoring System	None	5 minutes	PDO II, PDO IV , Clerk II
3.11	Complete supporting documents to OBRs and DVs	None	10 minutes	PDO II, PDO IV , Clerk II
3.12	Review and affix initial on OBRs and DVs	None	5 minutes	PDO IV
3.13	Sign OBRs and DVs, affix initial on MOA	None	1 day	Provincial Administrator
3.14	Forward OBRs, DVs, MOA to Governor's Office	None	5 minutes	Clerk II

3.15	Sign OBRs, DVs and MOA	None	1 day	Provincial Governor
3.16	Notarize MOA	None	5 minutes	PLO Attorney
3.17	Get file copy, release document thru Data Tracking System and to Budget Office	None	10 minutes	Clerk II, Repro. Machine Operator
	Certify the existence of available appropriation and sign OBRs	None		Provincial Budget Officer
	Certify that the allotment is obligated for the purpose indicated and supporting documents are complete and sign DVs	None		Acting Provincial Accountant
	Certify funds availability, sign DVs and Check	None		Cashier IV, Provincial Treasurer
	Issue Accountant's Advice and forward check to Provincial Administrator's Office	None		Accounting Clerk, Acting Provincial Accountant, Liaison

3.18	Receive check in the Accountant's Advice and thru Data Tracking System	None	5 minutes	Administrative Assistant II, Clerk II
3.19	Affix initial on check and DVs	None	3 minutes	PDO IV
3.20	Sign/approve check and DVs	None	1 day	Provincial Administrator, Provincial Governor
3.21	Photocopy signed check, OBR, DV, and other necessary documents	None	5 minutes	Clerk II, Repro. Machine Operator
3.22	Release signed check thru DTS and forward to PTO-Cash Division	None	10 minutes	Administrative Assistant II, Clerk II
TOTAL			10 days, 2 hours, 1 minute	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
<u>NGOs/POs/NGAs</u>					
1. Submit Project Proposal	1.1	Receive and record Project Proposal	None	5 minutes	PDO I
	1.2	Forward Project Proposal to PMSSD	None	3 minutes	PDO I

	1.3	Review, check the completeness and affix initial on the Project Proposal	None	10 minutes	PDO IV
	1.4	Sign and approve the Project Proposal	None	1 day	Provincial Administrator, Provincial Governor
	1.5	Release approved Project Proposal to client	None	3 minutes	PDO I
2. Proceed to PMSSD to discuss details of the approved Project	2.1	Attend the client and furnish copy of checklist of documentary requirements	None	10 minutes	PDO IV
3. Submit Memorandum of Agreement	3.1	Receive the document and check attachments	None	5 minutes	PLO Legal Assistant
	3.2	Review, issue Legal Opinion and prepare Indorsement to Sangguniang Panlalawigan	None	2 days	Attorney IV, Provincial Legal Officer, Legal Assistant
	3.3	Forward the MOA with indorsement to SP to Prov'l Administrator's Office	None	5 minutes	Legal Assistant
	3.4	Receive and encode details of the document	None	5 minutes	PDO I, AO II
	3.5	Affix initial and sign indorsement to SP	None	1 day	Provincial Administrator, Provincial Governor
	3.6	Forward the indorsement to the Office of the Sangguniang Panlalawigan	None	5 minutes	PDO I, AO II
	3.7	Approve MOA and grant authority to LCE to sign the same	None	1 day	Vice Governor, Members of the SP
	3.8	Sign SP Resolution	None	5 days	SP Secretary, SP Members, Vice Governor, Provincial
4. Submit the required documents	4.1	Receive the required documents and check the completeness	None	10 minutes	PDO IV

5. Pay Notarial Fee	5.1	Accept payment of Notarial Fee	MOA - P100.00	3 minutes	PDO IV
	5.2	Post project details in the Budget Monitoring Ledger	None	5 minutes	PDO IV
	5.3	Prepare Obligation Requests and Disbursement Vouchers and encode in Budget Monitoring System	None	5 minutes	PDO II, PDO IV , Clerk II
	5.4	Attach supporting documents to OBRs and DVs	None	10 minutes	PDO II, PDO IV , Clerk II
	5.5	Review and affix initial on OBRs and DVs	None	5 minutes	PDO IV
	5.6	Sign OBRs and DVs, affix initial on supporting documents	None	15 minutes	Provincial Administrator
	5.7	Forward OBRs, DVs, MOA to Governor's Office	None	5 minutes	Clerk II
	5.8	Sign/approve OBRs, DVs and MOA	None	1 day	Provincial Governor
	5.9	Notarize MOA	None	5 minutes	PLO Attorney
	5.10	Get file copy, release document thru Data Tracking System and forward it to Budget Office	None	10 minutes	Clerk II, Repro. Machine Operator
	5.11	Certify the existence of available appropriation and sign OBRs	None		Provincial Budget Officer

5.12	Certify that the allotment is obligated for the purpose indicated and supporting documents are complete and sign DVs	None		Acting Provincial Accountant
5.13	Certify funds availability, sign DVs and Check	None		Cashier IV, Provincial Treasurer
5.14	Issue Accountant's Advice and forward check to Provincial Administrator's Office	None		Accounting Clerk, Acting Provincial Accountant
5.15	Receive check in the Accountant's Advice and thru Data Tracking System	None	5 minutes	Administrative Assistant II, Clerk II
5.16	Affix initial on check and DVs	None	5 minutes	PDO IV
5.17	Sign/approve check and DVs	None	1 day	Provincial Administrator, Provincial Governor
5.18	Photocopy signed check, OBR, DV, and other necessary documents	None	5 minutes	Clerk II, Repro. Machine Operator
5.19	Release signed check thru DTS and forward to PTO-Cash Division	None	10 minutes	Administrative Assistant II, Clerk II
TOTAL			11 days, 2 hours, 29 minutes	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<u>NGAs</u>				

(Purchase of Goods/Equipment)

1.	Submit to PMSSD approved request	1.1	Receive copy of the approved request and furnish checklist of requirements	None	10 minutes	PDO II, PDO IV, Clerk II
2.	Submit canvass or quotation of items to be procured	2.1	Prepare OBRs and Purchase Requests, ASEPP (for capital outlay) and encode items in GPS and BMS	None	15 minutes	PDO II, Clerk II
		2.2	Review and affix initial on OBRs and PRs	None	5 minutes	PDO IV
		2.3	Sign OBRs and PRs (as requestor)	None	5 minutes	Executive Assistant IV
		2.4	Approve and signs OBRs, PRs, ASEPP & certification/indorsement	None	1 day	AO V, PDO IV, Budget Officer, General Services Officer, Provincial Governor
		2.5	Get file copy, release OBRs and PRs thru DTS and forward to Budget Office	None	10 minutes	Clerk II, Repro. Machine Operator
		2.6	Certify the existence of available appropriation and sign OBRs	None		Provincial Budget Officer

	2.7	Certify that the allotment is obligated for the purpose indicated and supporting documents are complete and sign DVs	None		Acting Provincial Accountant
	2.8	Forward Purchase Requests to Bids and Awards Committee (BAC)	None		designated Liaison Officer
	2.9	*Procurement process starts	None		
3. Supplier delivers the items	3.1	Receive the items and request Inspector from GSO and Prov'l Administrator's Office	None	1 day	Executive Assistant IV, Engineer II, PDO III, PDO I, GSO Representative
	3.2	Prepare Acknowledgement Receipt for Equipment (ARE), Requisition and Issue Slip (RIS), Invoice Receipt for Property	None	5 minutes	PDO II, Clerk II
	3.3	Turn-over supplies/equipment procured and sign ARE, RIS, Invoice Receipt for Property	None	3 minutes	Executive Assistant IV
	3.4	Receive the supplies/equipment and sign Requisition and Issue Slip / Invoice Receipt for Property	None	10 minutes	Head of NGA or its duly authorized Representative
TOTAL				2 days, 1 hour, 3 minutes	

2. TRANSFER OF FUNDS
