

The Provincial School Board is a special body recreated by virtue of Republic Act No. 7160 and its main function is to allocate Special Education Fund (SEF) to meet the supplementary budgetary needs for the operation and maintenance of the public schools in the Province of Negros Occidental. Funds are being transferred to DEP-Ed Division of Negros Occidental and Local Government Units for the construction, repair and renovation of school buildings and other school facilities and support to sports program which include participation and hosting of the local and national sports events. It is also utilized for the procurement of tools, machineries and equipment in support to K12 Program of Senior High Schools, learning materials and textbooks, robotics and speech laboratory devices to aid teachers and students and providing allowance and stipend of scholars.

<b>OFFICE OR DIVISION</b>	Provincial School Board	
<b>Classification</b>	Simple, Complex	
<b>Type of Transaction</b>	G2C - Government to Client, G2G - Government to Government	
<b>Who may avail</b>	Dep-Ed Division of Negros Occidental, Local Government Units, Elementary and Secondary Schools, Senior High Schools, Parents and	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
<b>A. Transfer of Fund to DEP-Ed Division of Negros Occidental and LGUs</b>		
Project Proposal, (2 original copies)	DEP-Ed Division of Negros Occidental, Elementary and Secondary Schools, LGUs	
Memorandum of Agreement, (4 original copies)	PMSSD, Provincial Administrator's Office, Office of City/Municipal Mayor	
Appropriation Ordinance approving the Annual Budget of the Provincial School Board and authorizing the Chairman/Governor to sign MOA, (1 certified copy)	PSB Secretary - Dep-Ed Division of Negros Occ., PMSSD - Provincial Administrator's Office	
Appropriation Ordinance approving the Supplemental Budget for various project and programs of the Provincial School Board, if any, (1 certified copy)	PSB Secretary - Dep-Ed Division of Negros Occ., PMSSD - Provincial Administrator's Office	
Authority to Sign of the Schools Division Superintendent, (1 certified copy)	Office of the Schools Division Superintendent, DEP-Ed Division of Negros Occidental, Office of the Secretary of Department of Education	
Office Order designating SDS as head of DEP-Ed Division of Negros Occidental, (1 certified copy)	Office of the Schools Division Superintendent, DEP-Ed Division of Negros Occidental, Office of the Regional Director of DEP-ED, Iloilo City	
Local Council Resolution authorizing the Local Chief Executive to sign MOA, (1 original or 1 certified copy)	Office of the Sangguniang Panglunsod, Office of the Sangguniang Bayan	
Program of Works, (2 original copies)	Office of the City/Municipal Engineer, Office of the SDS DEP-Ed Division of Negros Occ.	

Breakdown of Expenses ( 1 original copy)	Office of SDS, DEP-Ed Division of Negros Occ., Office of the City/Municipal Mayor
Government Issued Identification Card of SDS and LCE, (1 photocopy) with 1 specimen signature	BIR, SSS, GSIS, PAG-IBIG, PHILHEALTH Post Office, DFA, LTO, COMELEC, DEP-Ed
<b>B. Procurement of Goods/Equipment</b>	
Obligation Requests (OBRs), (3 original copies)	PMSSD, Provincial Administrator's Office
Purchase Request, (3 original copies)	PMSSD, Provincial Administrator's Office
Approved Request, (1 original copy)	Office of the Governor
Breakdown or List of Items to be procured, (1 original copy)	Office of SDS, DEP-Ed Division of Negros Occ., Office of the City/Municipal Mayor
Canvass or Quotation of item with specifications, (1 original copy)	Office of SDS, DEP-Ed Division of Negros Occ., Office of the City/Municipal Mayor
Appropriation Ordinance approving the Annual Budget of the Provincial School Board and authorizing the Chairman to sign MOA, (1 certified copy)	PSB Secretary - Dep-Ed Division of Negros Occ., PMSSD - Provincial Administrator's Office
Appropriation Ordinance approving the Supplemental Budget for various project and programs of the Provincial School Board, if any, (1 certified copy)	PSB Secretary - Dep-Ed Division of Negros Occ., PMSSD - Provincial Administrator's Office
Authority to Sign of the Schools Division Superintendent, (1 certified copy)	Office of the Schools Division Superintendent, DEP-Ed Division of Negros Occidental, Office of the Secretary of Department of Education
Office Order designating SDS as head of DEP-Ed Division of Negros Occidental, (1 certified copy)	Office of the Schools Division Superintendent, DEP-Ed Division of Negros Occidental, Office of the Regional Director of DEP-ED, Iloilo City
Annual Supplemental Equipment Procurement Program (ASEPP), for capital outlay, (2 original copies)	PMSSD-Provincial Administrator's Office

Acknowledgement Receipt for Equipment (ARE), (3 original copies)		PMSSD, Provincial Administrator's Office			
CLIENT STEPS	AGENCY ACTION	FEE TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
<b>A. Transfer of Fund to DEP-Ed Division of Negros Occidental and LGUs</b>					
1. Proceed to PMSSD to discuss details of the approved request	1.1 Attend the client and furnish copy of checklist of documentary requirements	None	15 minutes	PDO IV	
2. Submit the required documents	2.1 Receive the required documents and check for completeness	None	15 minutes	PDO IV	
3. Pay Notarial Fee	3.1 Accept payment of Notarial Fee	MOA - P100.00	3 minutes	PDO IV	
	3.2 Prepare Memorandum of Agreement (MOA)	None	15 minutes	PDO IV	
	3.3 Prepare Obligation Requests and Disbursement Vouchers and assign End-User number	None	5 minutes	Administrative Aide II	
	3.4 Forward OBRs, DVs, MOA and other supporting documents to the Office of the Schools Division Superintendent	None	15 minutes	Administrative Aide II	

3.5	Sign OBRs, DVs and MOA	None	1 hour	Schools Division Superintendent
3.6	Return OBRs, DVs and MOA and other supporting documents to Provincial Administrator's Office	None	15 minutes	Liaison, DEP-Ed
3.7	Receive and record OBRs, DVs and MOA and other supporting documents	None	5 minutes	PDO I, AO II
3.8	Affix initials and sign/approve OBRs, DVs and MOA	None	1 day	Provincial Administrator, Provincial Governor
3.9	Forward signed OBRs, DVs, MOA and other supporting documents to PMSSD	None	5 minutes	PDO I, AO II
3.10	Get file copy, release document thru Data Tracking System and forward to Budget Office	None	10 minutes	Administrative Aide II
3.11	Certify the existence of available appropriation and sign OBRs	None		Provincial Budget Officer

3.12	Certify that the allotment is obligated for the purpose indicated and supporting documents are complete and sign DVs	None		Acting Provincial Accountant
3.13	Certify funds availability, sign DVs and Check	None		Cashier IV, Provincial Treasurer
3.14	Issue Accountant's Advice and forward check to Provincial Administrator's Office	None		Accounting Clerk, Acting Provincial Accountant, Liaison
3.15	Receive check in the Accountant's Advice and thru Data Tracking System	None	5 minutes	Administrative Assistant II, Clerk II
3.16	Affix initial and approve/sign check and DVs	None	1 day	PDO IV, Provincial Administrator, Provincial Governor
3.17	Photocopy signed check, OBR, DV, and other necessary documents	None	5 minutes	Administrative Aide II, Repro. Machine Operator
3.18	Release signed check and supporting documents thru DTS and forward to PTO-Cash Division	None	10 minutes	Administrative Assistant II, Clerk II
<b>TOTAL</b>			<b>2 days, 2 hours, 33 minutes</b>	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
<b>B. Procurement of Goods/Equipment</b>					
1. Submit to PMSSD approved request	1.	Receive copy of approve request and furnish checklist of requirements	None	10 minutes	PDO IV
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	Administrative Aide II
	2.2	Review and affix initial on OBRs and PRs	None	5 minutes	PDO IV
	2.3	Forward OBRs and Purchase Requests and supporting documents to the Office of the SDS for signature	None	15 minutes	Administrative Aide II
	2.4	Sign OBRs, PRs , ASEPP and other supporting documents	None	1 day	Schools Division Superintendent
	3.6	Return OBRs, DVs and MOA and other supporting documents to Provincial Administrator's Office	None	15 minutes	Liaison, DEP-Ed

	2.4	Approve and signs OBRs, PRs, ASEPP & certification/indorsement	None	1 day	GSO, Budget Officer, Provincial Governor
	2.5	Get file copy, release OBRs and PRs thru DTS and forward to Budget Office	None	10 minutes	Administrative Aide II
		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
		Forward Purchase Requests to Bids and Awards Committee (BAC)	None		designated Liaison Officer
		*Procurement process starts	None		
3. Supplier deliver the items	3.1	Receive and inspect items delivered at the place of the End-User	None	1 day	Administrative Officer IV, Supply Officer of DEP-Ed, Engineer II, PDO III, PDO I, Representative from GSO
	3.2	Prepare Acknowledgement Receipt for Equipment	None	5 minutes	Administrative Aide II

	3.4	Sign Acknowledgement Receipt for Equipment	None	30 minutes	Administrative Officer IV, Supply Officer
<b>TOTAL</b>				<b>3 days, 1 hour, 45 minutes</b>	

### 1. SELLING AND WAREHOUSING COMMONLY USED OFFICE SUPPLIES TO GOVERNMENT ENTITIES

To offer the lowest possible price of quality items to government entities in Negros Occidental and neighboring provinces

<b>OFFICE OR DIVISION</b>	Procurement Services Division				
<b>Classification</b>	Simple				
<b>Type of Transaction</b>	G2G - Government to Government				
<b>Who may avail</b>	Local Government Units (LGUs): provinces, cities, municipalities, and barangays, National Government Agencies (NGAs), State Universities and Colleges (SUCs), Government Owned or Controlled Corporations (GOCCs), and their subsidiaries				
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>		
Approved Agency Procurement Request (APR) (5 copies)			Purchasing Agency's General Services Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>	
1. Submit Agency Procurement Request to the Depot staff	1.1 Check APR for signature of agency head, validity of price and stocks availability and apprise client on status of request; issue order of payment	Based on pricelist issued by DBM - Procurement Service (Pricelist may be viewed at <a href="http://www.negros-occ.gov.ph">www.negros-occ.gov.ph</a> )	20 minutes	PS Depot Staff	
	1.2 Print and sign Delivery Receipt; prepare and attach Certificatet of Balance (CB), if applicable	None	5 minutes	Admin Aide I	
2. Pay Cash or Cheque, or present Certificate of Balance if applicable	2.1 Issue Official Receipt and Log Transaction in record book	None	10 minutes	PS Depot Staff	



3. Present Official Receipt (OR)	3.1	Note OR details and forward documents for approval	None	2 minutes	Supply Officer designate/ Clerk I
	3.2	Approve DR and CB	None	2 minutes	PSD Head
	3.3	Release DR/ OR/ CB	None	2 minutes	Clerk I
4. Present DR, check and accept purchased goods	4.1	Release goods based on approved DR	None	More or less 15 minutes, depending on volume of goods purchased	Storekeeper III
<b>TOTAL</b>			Sum of amount for items purchased	<b>More or less 1 hour</b>	

## 2. ISSUANCE OF PRICE QUOTATION AND STOCKS AVAILABILITY CERTIFICATION

To guide clients on the price and availability of supplies that they need

<b>OFFICE OR DIVISION</b>	Procurement Services Division
<b>Classification</b>	Simple
<b>Type of Transaction</b>	G2G - Government to Government
<b>Who may avail</b>	Local Government Units (LGUs): provinces, cities, municipalities, and barangays, National Government Agencies (NGAs), State Universities and Colleges (SUCs), Government Owned or Controlled Corporations (GOCCs), and their subsidiaries
<b>CHECKLIST OF REQUIREMENTS</b>	
<b>WHERE TO SECURE</b>	
Approved Agency Procurement Request (APR) 1 copy	Agency's General Services Office

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>1. Submit Agency Procurement Request (APR) to the Depot staff or send by fax</p>	<p>Prepare Price Quotation and Certificate of Non-Availability of Stocks</p>	<p>None</p>	<p><u>Requirement submitted personally:</u> More or less 25 minutes per APR depending upon number of items included therein <u>Requirement submitted by fax:</u> Within a maximum of 2 days upon receipt</p>	<p>PS Depot Staff</p>
	<p>Sign Price Quotation and Certificate of Non-Availability of Stocks</p>	<p>None</p>	<p>2 minutes</p>	<p>PSD Head/ Supply Officer</p>
<p>2. Receive document</p>	<p>Release document to client or send by fax</p>	<p>None</p>	<p>None</p>	<p>PS Depot Staff</p>
<b>TOTAL</b>			<b>5 MINUTES</b>	

### 3. LEAVE OF ABSENCE

Securing an official leave of absence for employees of the Procurement Services Division

<b>OFFICE OR DIVISION</b>	Procurement Services Division
<b>Classification</b>	Simple
<b>Type of Transaction</b>	G2G - Government to Government
<b>Who may avail</b>	Procurement Services Division Employees

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE			
Leave Application Request Slip		Clerk II			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
1. Fill out and submit Leave Application Request Slip from Clerk II	1.1	None	NONE	3 minutes	Requesting employee
	1.2	Print-out application for leave	NONE	10 minutes	Clerk II
2. Sign application for leave	2.1	None	NONE	2 minutes	Requesting employee
	2.2	Submit application for leave of absence to PSD Head for approval	NONE	5 minutes	PSD Head

	2.3	Encode details of leave on DTS (document tracker system) to be received by Provincial Human Resource Management Office	NONE	5 minutes	Clerk II
	2.4	Submit application for leave to PHRMO	NONE	15 minutes	Clerk II
<b>TOTAL</b>				<b>45 MINUTES</b>	

#### 4. PAYROLL PREPARATION

Preparation of salaries of employees of Procurement Services Division

<b>OFFICE OR DIVISION</b>	Procurement Services Division				
<b>Classification</b>	Simple				
<b>Type of Transaction</b>	G2G Government to Government				
<b>Who may avail</b>	Procurement Services Division Employees				
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>		
Daily Time Record (DTR)			Employees of Procurement Services Division		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>	
	1.1	Print payroll from Management Information System (MIS)		10 minutes	Clerk II
	1.2	Print Collection List from MIS		20 minutes	Clerk II

<b>NONE</b>	1.3	Print Obligation Request Form and attach DTR and Leave of Absences	<b>NONE</b>	10 minutes	Clerk II
	1.4	Submit to PSD Head for signature		5 minutes	PSD Head/ Clerk II
	1.5	Encode detatils on MIS and submit to Provincial Budget Office for approval		10 minutes	Clerk II
<b>TOTAL</b>			<b>55 MINUTES</b>		

### 5. Certificate of Balance

Claiming of stocks previously paid for by the procuring agency

<b>OFFICE OR DIVISION</b>	Procurement Services Division				
<b>Classification</b>	Simple				
<b>Type of Transaction</b>	G2G - Government to Government				
<b>Who may avail</b>	Local Government Units (LGUs): provinces, cities, municipalities, and barangays, National Government Agencies (NGAs), State				
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>		
Approved Agency Procurement Request (APR) - 1 copy			General Services Office (GSO)		
Certificate of Balance (CB) - 1 copy			Copy of CB issued to purchasing agency by PSD from previous transaction		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>	
1. Submit Agency Procurement Request and Certificate of Balance to the Depot staff	1.1 Check APR for signature of agency head, validity of price and stocks availability and apprise client on status of request; issue order of payment	Based on pricelist issued by DBM - Procurement Service (Pricelist may be viewed at <a href="http://www.negros-occ.gov.ph">www.negros-occ.gov.ph</a> )	20 minutes	PS Depot Staff	

	1.2	Print and sign Delivery Receipt; prepare and attach Certificate of Balance (CB), if applicable	None	5 minutes	Admin Aide I
	1.3	Issue Official Receipt and Log Transaction in record book	None	10 minutes	PS Depot Staff
2. Present Official Receipt (OR)	2.1	Note OR details and forward documents for approval	None	2 minutes	Supply Officer designate/ Clerk I
	2.2	2.2 Approve DR and CB	None	2 minutes	PSD Head
	2.3	2.3 Release DR/ OR/ CB	None	2 minutes	Clerk I

3.	Present DR, check and accept purchased goods	3.1	Release goods based on approved DR	None	More or less 15 minutes, depending on volume of goods purchased	Storekeeper III
<b>TOTAL</b>					<b>More or less 1 hour</b>	

### 6. CERTIFICATE OF APPEARANCE

Issuing of Certificate of Appearance to clients outside Bacolod City

<b>OFFICE OR DIVISION</b>	Procurement Services Division				
<b>Classification</b>	Simple				
<b>Type of Transaction</b>	G2G - Government to Government				
<b>Who may avail</b>	Employees of Local Government Units (LGUs): provinces, cities, municipalities, and barangays, National Government Agencies, (NGAs), State Universities and Colleges (SUCs), Government Owned or Controlled Corporations (GOCCs), and their subsidiaries				
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>		
Agency Identification Card			PS Depot Staff		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>	
1. Present ID card to PS Depot Staff	1.1 Log client information on logbook	None	3 minutes	PS Depot Staff	
	1.2 Issue Certificate of Appearance to client	None	2 minutes	PS Depot Staff	
<b>TOTAL</b>			<b>5 MINUTES</b>		

### 7. DISBURSEMENT VOUCHER

Payment of account for products and services used by the Procurement Services Division

<b>OFFICE OR DIVISION</b>	Procurement Services Division
<b>Classification</b>	Simple
<b>Type of Transaction</b>	G2B - Government to Business, G2G Government to Government
<b>Who may avail</b>	Any business that offers products and services needed by the Procurement Services Division

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Statement of Account		Emailed or sent to the PSD Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
NONE	Print Disbursement Voucher	NONE	5 minutes	Clerk II
	Print Obligation Request		10 minutes	
	Print Checklist		5 minutes	
	Submit to PSD Head for signature		5 minutes	
	Encode transaction on DTS and submit all documents including Statement of Account to Provincial Budget Office for approval		15 minutes	
<b>TOTAL</b>			<b>40 MINUTES</b>	