

**External**

**1 CONTROLLING OF ACKNOWLEDGEMENT RECEIPT FOR EQUIPMENT AND PROPERTY (AREP) AND INVENTORY CUSTODIAN SLIP (ICS)**

Assigning of AREP/ICS Number and Property Number to Property, Plant and Equipment

<b>OFFICE OR DIVISION</b>	Provincial General Services Office-Records Management Division			
<b>Classification</b>	Simple			
<b>Type of Transaction</b>	G2G			
<b>Who may avail</b>	Employees of the Provincial Government			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Acknowledgement Receipt for Equipment and Property (AREP)-for Capital Outlay Outlay Account (3 original)		End-User/Concerned Office		
2. Inventory Custodian Slip (ICS)-for not Capital Outlay Account (3 original)		End-User/Concerned Office		
3. Purchase Order (PO) (1 original)		End-User/Concerned Office		
4. Obligation Request (OBR) (1 original)		End-User/Concerned Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1.1. Submit documents (for AREP/ICS Number)	1.1.1. Receive documents and review as to correctness of entries	None	5 minutes	Designated Staff
	1.1.2. Record and assign Control Number	None	3 minutes	Designated Staff
	1.1.3. Sign AREP/ICS	None	2 minutes	Provincial General Services Officer
1.2. Receive documents	1.2.1. Release AREP/ICS	None	2 minutes	Designated Staff
<b>TOTAL:</b>			<b>12 minutes</b>	
2.1. Submit documents (for Property Number)	2.1.1. Receive documents and review as to correctness of entries	None	5 minutes	Records Officer I
	2.1.2. Record and assign Property Number	None	3 minutes	Records Officer I
2.2. Receive documents	2.2.1. Release documents	None	2 minutes	Records Officer I
<b>TOTAL:</b>			<b>10 minutes</b>	

## 2. DELIVERY OF APPROVED PURCHASE ORDER

Delivery of good and services for the different office/department of the Provincial Government of Negros Occidental.

<b>OFFICE OR DIVISION</b>	Provincial General Services Office-Supply Management Division			
<b>Classification</b>	Simple			
<b>Type of Transaction</b>	G2C and G2G			
<b>Who may avail</b>	Suppliers and End-Users			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Approved Purchase Order (1 original and 2 photocopy) Notice to Deliver Form (1 original) Acceptance and Inspection Report (4 original) Sales/Charge Invoice (1 original copy) Requisition & Issue Slip (2 original)		Bids and Awards Committee Office (BAC Office) Provincial General Services Office (PGSO) Provincial General Services Office (PGSO)/End-User  Provincial General Services Office (PGSO)/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. Secure and accomplish the Notice to Deliver Form at the PGSO	1.1. Give to supplier the Notice to Deliver Form and give instruction to accomplish the required documents to support delivery	None	3 minutes	Clerk II
2. Deliver the goods and services to PGSO/End-User together with the required documents	2.1. Verify the delivery made and sign the "Acceptance" column of the Inspection and Acceptance Report Form and forward the delivery and documents to the end-user for signature	None	30 minutes	Provincial General Services Office Inspector & End-User
	2.2. Receive the documents and check for completeness		5 minutes	Clerk II

	2.3. Make transmittal and forward the documents to Provincial Administrator's Office-Inspection Section for inspection		10 minutes	Clerk II
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
	2.4. Furnish copy of Acceptance and Inspection Report, Purchase Order, Requisition and Issue Slip and Notice to Deliver to Commission on Audit		1 day	Clerk II
<b>TOTAL:</b>			1 day & 48 minutes	

### 3. DISPOSAL OF UNSERVICEABLE PROPERTIES

Disposal and sale of unserviceable properties through public auction.

<b>OFFICE OR DIVISION</b>	Provincial General Services Office-Inventory Management and Disposal Division	
<b>Classification</b>	Highly Technical	
<b>Type of Transaction</b>	G2C, G2B and G2G	
<b>Who may avail</b>	Concerned End-User/Office and Scrap Buyers	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
Waste Material Report/Inspection and Inventory Report (WMR) (3 original)		Concerned End-User/Office
Acknowledgement Receipt for Equipment and Property (AREP) (1 photocopy)		Provincial General Services Office (PGSO)-Records Management Division Provincial General Services Office (PGSO)-Inventory Mgmt. and Disposal Div.
Notice of Public Auction (1 original)		Provincial General Services Office (PGSO)-Inventory Mgmt. and Disposal Div.
Notice of Award (1 original)		Provincial General Services Office (PGSO)-Inventory Mgmt. and Disposal Div.
Order of Payment (1 original)		Provincial General Services Office (PGSO)-Inventory Mgmt. and Disposal Div.

Official Receipt (1 original)		Provincial Treasurer's Office (PTO)		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit to PGSO the duly accomplished WMR/I & I Report on unserviceable properties and AREP/MR	1.1. Receive WMR/I & I Report and copy of AREP/MR	None	2 minutes	Clerk II
2. Return the waste materials/ unserviceable properties to PGSO	2.1. Acknowledge receipt of waste materials and sign the WMR	None	5 minutes	Storekeeper I
	2.2. In the case of I & I Report, the Disposal Committee inspects and appraises the unserviceable properties of the end-user and render a report thereof		3 days	Disposal Committee
	2.3. Indorse to COA the I & I Report and the Appraisal Report of the Disposal Committee		5 minutes	Supply Officer IV
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
3. Get a copy of Notice of Public Auction from PGSO (Interested Scrap Buyer)	2.4. The Commission on Audit inspects and appraises the unserviceable properties and give their report and recommendation to the LGU	None	10 days	Commission on Audit
	3.1. Prepare, advertise and issue Notice of Public Auction to interested scrap buyers		2 days	Project Development Officer II
4. Participate in the public auction (Interested Scrap Buyer)	4.1. Conduct public auction and give the award to the highest bidder	None	1 day	Disposal Committee

5. Receive Notice of Award (Winning Bidder)	5.1. Give instruction to the winning bidder on how to comply the requirements for pull-out of the items	None		Project Development Officer II
6. Proceed to Provincial Treasurer's Office and present Order of Payment and pay amount due.	6.1. Receive payment and issue Official Receipt		15 minutes	Cashier
7. Present Official Receipt and pull-out the awarded items.	7.1. Check the Official Receipt	None	2 minutes	Disposal Committee
	7.2. Witness and supervise the pull-out of items		1 day	Disposal Committee
<b>TOTAL:</b>			16 days & 29 minutes	

#### 4. ISSUANCE OF AFFIDAVIT OF CONFORMITY

Securing Affidavit of Conformity of the lot awarded to awardees/their heirs or assigns

<b>OFFICE OR DIVISION</b>	Provincial General Services Office-Property Management Division			
<b>Classification</b>	Highly Technical			
<b>Type of Transaction</b>	G2C and G2G			
<b>Who may avail</b>	Original Awardee of Lot or His/Her Heirs or Assigns			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Letter Request (1 original) Land Title (1 original) Lot Plan (1 original)  Order of Payment (OP)(1 original) Official Receipt (OR) (1 original)		Provincial General Services Office (PGSO)-Property Management Div. Provincial Treasurer's Office (PTO)		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEE TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>

1. Submit requirements to PGSO	1.1. Record request and evaluate documents. 1.2. Compute legalization fee and issue Order of Payment (OP)	None	10 minutes 5 minutes	Project Development Officer IV Project Development Officer IV
2. Proceed to Provincial Treasurer's Office (PTO), present OP and pay amount due	2.1. Issue Official Receipt (OR)	Refer to Provincial Tax Ordinance No. 2017-001		Project Development Officer IV
3. Proceed to PGSO and present OR	3.1. Note OR details and apprise client of succeeding procedures to be undertaken 3.2. Prepare and affix initials on documents and forward to Department Head 3.3. Sign documents and indorse for approval of the Governor thru the Provincial Legal Office	None	5 minutes 10 minutes 10 minutes	Project Development Officer IV Project Development Officer IV Project Development Officer IV Provincial General Services Officer
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
	3.4. Review and affix initials on the documents 3.5. Sign the documents and release to PGSO		5 day 10 minutes	Provincial Legal Office Staff Provincial Legal Office Staff
4. Follow up on the status of request	4.1. Apprise client of the approval and release documents	None	5 minutes	Project Development Officer IV
<b>TOTAL:</b>			<b>5 days &amp; 55 minutes</b>	

## 5. ISSUANCE OF PROPERTY CLEARANCE

Securing clearance from property accountability

<b>OFFICE OR DIVISION</b>	Provincial General Services Office-Records Management Division			
<b>Classification</b>	Simple			
<b>Type of Transaction</b>	G2G			
<b>Who may avail</b>	Provincial Government Employees and National Employees with Property Accountability with the Provincial Government			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Certificate of Clearance (1 original)		Employee's Office		
<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 Request Slip and submit required documents	1.1. Check the property accountabilities of client per record on file and forward documents to Records Officer IV	None	10 minutes	Records Officer II
	1.2. Review documents, recommend appropriate action and prepare clearance	none	30 minutes	Records Officer II
	1.3. Sign Property Clearance	none	5 minutes	Records Officer IV
2. Receive Property Clearance	2.1. Release Property Clearance	none	5 minutes	Records Officer II
<b>TOTAL:</b>			<b>50 minutes</b>	

## 6. RELEASING OF TORRENS TITLE

<b>OFFICE OR DIVISION</b>	Provincial General Services Office-Property Management Division			
<b>Classification</b>	Highly Technical			
<b>Type of Transaction</b>	G2C and G2G			
<b>Who may avail</b>	Awardees/Beneficiaries Who Have Fully Settled Their Accounts			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Certificate of Full Payment		Provincial Treasurer's Office (PTO)		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit requirements to PGSO	1.1. Prepare Deed of Conditional Sale and Request for Release of Title	None	10 minutes	Clerk II
	1.2. Review and affix initials on the Request for Release of Title	None	5 minutes	Project Development Officer IV
	1.3. Sign Request for Release of Title and forward to the Provincial Legal Office	None	10 minutes	Provincial General Services
	1.4. Review and affix initials on the Deed of Conditional Sale	None	5 days	Provincial Legal Office Staff
	1.5. Approv Request for Release and affix initials on Deed of Conditional Sale	None	20 minutes	Provincial Administrator
	1.6. Sign Deed of Conditional Sale	None	1 day	Provincial Governor
2. Receive documents	2.1. Release documents	None	5 minutes	Project Development Officer IV
<b>TOTAL:</b>			<b>1 day &amp; 55 minutes</b>	



## 7. USE OF SPACE AND ELECTRICITY AT CAPITOL LAGOON PARK

Use of Capitol Lagoon Park for programs and other activities in accordance with Park's Ordinance

<b>OFFICE OR DIVISION</b>	Provincial General Services Office-Property Management Division			
<b>Classification</b>	Simple			
<b>Type of Transaction</b>	G2C, G2B and G2G			
<b>Who may avail</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Order of Payment (OP) (1 original) Official Receipt (OR) (1 original)		Capitol Lagoon Park Office Provincial Treasurer's Office (PTO)		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Inquire at the Capitol Lagoon Park Office of the availability of space to be rented	1.1. Check Reservation Logbook	None	2 minutes	Designated Staff
2. If available, fill out Request Slip	2.1. Confirm schedule and inform client of the park's ordinance	None	5 minutes	Designated Staff
	2.2. Compute payment for use electricity if client will use an equipment	None	3 minutes	Designated Staff
	2.3. Issue Order of Payment (OP) (if will use electricity)	None	2 minutes	Designated Staff
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
3. Proceed to Provincial Treasurer's Office (PTO), present OP and pay	3.1. Issue Official Receipt(OR)	As per Prov'l. Tax Ordinance No. 2014 of 626	5 minutes	PTO Cashier

amount due for electricity use		001 Casette-Php 10.00/day or a fraction thereof Karaoke-Php 20.00/day or a fraction thereof Sound System-per meter reading at the rate charged by CENECO		
4. Present OR	4.1. Record OR details and issue Reservation Slip	None	2 minutes	Designated Staff
5. Conduct activity as scheduled	5.1. Check if clients are compliant to the park's ordinance and equipment used	None	30 minutes	Security Guard
<b>TOTAL:</b>			<b>49 minutes</b>	

**Internal**

**1. FINANCIAL TRANSACTION**

Preparation of Purchase Request & Obligation Request for the purchase of goods and services  
 Preparation of Disbursement Voucher for payment of bills and delivery of goods and services

<b>OFFICE OR DIVISION</b>	Provincial General Services Office-Administrative Section	
<b>Classification</b>	Simple	
<b>Type of Transaction</b>	G2G	
<b>Who may avail</b>	Suppliers of Goods and Services and Service Providers	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
1. Purchase of Goods and Services 1.1. Purchase Request (PR) (3 original)		Provincial General Services Officer-Administrative Section

<p>1.2. Obligation Request (OBR) (3 original)  1.3. Request for Pre-Inspection (2 original)  1.4. Acknowledgement Receipt of Equipment and Property (AREP) (1</p> <p>2. Payment of Bills  2.1. Disbursement Voucher (DV) (3 original)  2.2. Obligation Request (OBR) (3 original)  2.3. Bill (1 original)</p> <p>3. Payment of Delivery of Good and Services  3.1. Disbursement Voucher (DV) (3 original)  3.2. Acceptance and Inspection Report (AIR) (1 original)  3.3. Charge Invoice/Statement of Account (1 original)  3.4. Purchase Order (PO) (1 original)  3.5. Obligation Request (OBR) (1 copy)  3.6. Purchase Request (PR) (1 original)  3.7. Obligation Request (OBR) (1 original)  3.8. Abstract of Bids/Quotation (1 original)  3.9. Request of Quotation Bid Documents (all original)  3.10. Bids and Awards Resolution (1 photocopy)</p>		Provincial General Services Officer-Administrative Section		Provincial General Services Officer-Administrative Section Provincial General Services Officer-Administrative Section Service Provider
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1.1. Submit list of requested items	1.1.1. Receive list of requested items 1.1.2. Make a price canvass	None	1 minute	Administrative Officer V
		None	30 minutes	Administrative Officer V
	1.1.3. Prepare Purchase Request (PR) and Obligation Request (OBR)	None	15 minutes	Administrative Officer V

	1.1.4. Prepare Request for Pre-Inspection (if repair of equipment or labor)	None	2 minutes	Administrative Officer V
	1.1.5. Attach AREP (if request is for repair of equipment)	None	1 minute	Administrative Officer V
	1.1.6. Sign PR, OBR and Request for Pre-Inspection	None	2 minutes	Provincial General Services Officer
	1.1.7. Submit documents to Provincial Administrator's Office-Inspection Section for pre-inspection (if repair and labor)	None	10 minutes	Liason
	1.1.8. Submit documents to Provincial Administrator's Office for approval of PR by the Provincial Administrator/Governor	None	10 minutes	Liason
	1.1.9. Submit documents to Provincial Budget Office for approval of OBR	None	10 minutes	Liason
	1.1.10. Submit documents to Provincial Accountant's Office for approval of PR	None	10 minutes	Liason
	1.1.11. Submit documents to Bids and Awards Committee for procurement	None	10 minutes	Liason
<b>TOTAL:</b>			<b>1 hour &amp; 41</b>	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>

2.1. Submit bill	2.1.1. Receive bill and review as to correctness and record in the logbook	None	5 minutes	Designated Staff
	2.1.2. Assign control number, prepare DV and OBR.	None	15 minutes	Clerk IV
	2.1.3. Review and initial DV and OBR	None	2 minutes	Administrative Officer V
	2.1.4. Sign DV and OBR	None	2 minutes	Provincial General Services Officer
	2.1.5. Submit documents to Provincial Budget Office for approval of OBR	None	10 minutes	Liason
<b>TOTAL:</b>			<b>34 minutes</b>	
3.1. Submit documents	3.1.1. Receive documents and check as to completeness and correctness	None	5 minutes	Administrative Officer V
	3.1.2. Assign control number and prepare DV and initial	None	10 minutes	Administrative Officer V
	3.1.3. Sign DV	None	2 minutes	Provincial General Services Officer
	3.1.4. Submit documents to Provincial Accountant's Office for Audit	None	10 minutes	Liason
<b>TOTAL:</b>			<b>27 minutes</b>	

## 2. PERSONNEL TRANSACTION

Preparation of Leave Application

Preparation of Payroll/Disbursement Voucher and Obligation Request for payment of salary and personnel benefits

Preparation and issuance of Travel Order/Memorandum/Office Order

<b>OFFICE OR DIVISION</b>	Provincial General Services Office-Administrative Section			
<b>Classification</b>	Simple			
<b>Type of Transaction</b>	G2G			
<b>Who may avail</b>	Employees of the Provincial General Services Office			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Leave Application 1.1. Request Slip (1 original) 1.2. Application for Leave (3 original) 1.3. Justification Letter (if late filing) (1 original) 1.4. Medical Certificate (if more than 5 days) (3 original)		Provincial General Services Officer-Administrative Section Provincial General Services Officer-Administrative Section Attending Physician		
2. Payment of Salary and Personnel Benefits 2.1. Payroll/Disbursement Voucher (DV) (3 original) 2.2. Obligation Request (OBR) (3 original) 2.3. Collection List (3 original) 2.4. Application for Leave (if applicable) (1 original) 2.5. Daily Time Record (DTR) (2 original)-for salary payment		Provincial General Services Officer-Administrative Section Provincial General Services Officer-Administrative Section Provincial General Services Officer-Administrative Section Provincial General Services Officer-Administrative Section		
3. Issuance of Travel Order/Office Order 3.1. Travel Request Form (1 original)-if travel 3.2. Travel Order/Office Order (2 original)		Provincial General Services Officer-Administrative Section Provincial General Services Officer-Administrative Section		
4. Issuance of Memorandum 4.1. Memorandum (2 original)		Provincial General Services Officer-Administrative Section		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1.1. Submit Request Slip	1.1.1. Receive Request Slip	None	1 minute	Clerk IV
	1.1.2. Prepare Application for Leave	None	20 minutes	Clerk IV
	1.1.3. Sign Application for Leave	None	2 minutes	Employee

	1.1.4. Review and sign Application for Leave 1.1.5. Record and submit Application for Leave to Provincial Human Resource Management Office	None	10 minutes	Administrative Officer V/ Provincial General Services Officer
<b>TOTAL:</b>			<b>33 minutes</b>	
	2.1.2. Prepare Payroll/DV, OBR and Collection List 2.1.3. Attach DTR and Application for Leave (if payment salary) 2.1.4. Review and initial/sign Payroll/DV, OBR and Collection List 2.1.5. Sign Payroll/DV, OBR and Collection List 2.1.6. Submit documents to Provincial Budget Office for obligation	None None None None None	4 hours  30 minutes 10 minutes 10 minutes	Clerk IV  Designated Staff Administrative Officer V Provincial General Services Officer Liason
<b>TOTAL:</b>			<b>4 hours &amp; 55</b>	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
3.1. Submit Travel Request Form  (if travel)	3.1.1. Receive Travel Request Form  3.1.2. Prepare Travel Order/Office Order  3.1.2. Sign Travel Order/Office Order 3.1.3. Submit Travel Order/Office Order to Provincial Administrator's Office for recording/approval 3.1.4. Retrieve Travel Order/Office Order from Administrator's Office and have it received by the concerned employee	None  None  None  None	5 minutes  2 minutes  10 minutes  10 minutes	Administrative Officer V  Administrative Officer V  Provincial General Services Officer  Liason  Liason

	3.1.5. File Travel Order/Office Order	None	2 minutes	Designated Staff
<b>TOTAL:</b>				
4.1.	4.1.1. Prepare memorandum	None	2 minutes	Administrative Officer V Provincial General Services Officer
	4.1.2. Sign memorandum		2 minutes	
	4.1.3. Receive memorandum	None	2 minutes	Concerned Employee
<b>TOTAL:</b>				