

PERSONNEL SERVICES
Description of the Service

OFFICE OR DIVISION	Negros Occidental Investment and Promotions Center - Provincial Economic Development and Investment			
Classification	Simple			
Type of Transaction	G2G			
Who may avail	PEDIC Staff			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Application for Leave Leave Logbook			Administrative Officer/Designate Administrative Officer/Designate	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Files leave of absence through the Administrative Staff 5 days prior to the leave dates and on day the staff goes back to work in the logbook	1. Prepares and print out the leave application through the MIS	None	10 minutes	Administrative Officer/Designate/ Administrative Staff
2. Employee signs the leave application	2. DMO IV approves the leave application	None	5 minutes	DMO IV

3. PHRMO accepts the leave application for approval	3. Administrative Staff submits the application to the Provincial Human Resource Management Office for approval	None	5 minutes	Administrative Officer/Designate/ Administrative Staff
4. PHRMO approves the leave application	4. PHRMO then issues a copy of the approved leave to the Administrative Staff	None	1 day	PHRMO
Total:		TOTAL:	1 day 20 mins.	

PAYMENT OF TELEPHONE BILLS AND INTERNET EXPENSES

Description of the Service

OFFICE OR DIVISION	Negros Occidental Investment and Promotions Center - Provincial Economic Development and Investment
Classification	Simple
Type of Transaction	G2B, G2G
Who may avail	Utility Company

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Statement of Account Disbursement Voucher Obligation Request		Administrative Officer/Designate Administrative Officer/Designate Administrative Officer/Designate		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE

1. Receiving of Statement of Account	1. Preparing of Statement of Account, DV and OBR	(Php3,000-4,000 for telephone bill and Php1,500 for internet expense)	10 minutes	Administrative Officer/Designate
2. For approval of DMO IV	2. DMO IV signs the DV and OBR for payment	None	5 minutes	DMO IV
3. Submission of documents to the Provincial Budget Office	3. Administrative Staff submits the documents to the Provincial Budget Office	None	5 minutes	PBO
		TOTAL:	20 mins.	

MOBILE ALLOWANCE
Description of the Service

OFFICE OR DIVISION	Negros Occidental Investment and Promotions Center - Provincial Economic Development and Investment
Classification	Simple
Type of Transaction	G2G
Who may avail	PEDIC Staff

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Official Receipt Disbursement Voucher Obligation Request	Administrative Officer/Designate Administrative Officer/Designate Administrative Officer/Designate

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Receiving of Official Receipt	1. Preparing of Official Receipt, DV and OBR	Php1,500	10 minutes	Administrative Officer/Designate
2. For approval of DMO IV	2. DMO IV signs the DV and OBR for payment	None	5 minutes	DMO IV
3. Submission of documents to the Provincial Budget Office	3. Administrative Staff submits the documents to the Provincial Budget Office	None	5 minutes	PBO
		TOTAL:	20 mins.	

PAYROLL PREPARATION
Description of the Service

OFFICE OR DIVISION	Negros Occidental Investment and Promotions Center - Provincial Economic Development and Investment
Classification	Simple
Type of Transaction	G2G
Who may avail	PEDIC Staff

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
DTR's Payroll Obligation Request Leave Form	Administrative Officer/Designate Administrative Officer/Designate Administrative Officer/Designate Administrative Officer/Designate

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
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1. Preparation of documents	1. Preparing of DTR's, Leave Form and printing of Payroll and OBR from the MIS	None	15 minutes	Administrative Officer/Designate
2. For approval of DMO IV	2. DMO IV signs DTR's, Payroll and OBR	None	10 minutes	DMO IV
3. Submission of documents to the Provincial Budget Office	3. Administrative Staff submits the documents to the Provincial Budget Office	None	5 minutes	PBO
		TOTAL:	30 mins.	

ADMINISTRATIVE SUPPORT SERVICES

Description of the Service

OFFICE OR DIVISION	Negros Occidental Investment and Promotions Center - Provincial Economic Development and Investment
Classification	Simple
Type of Transaction	G2B, G2G
Who may avail	PEDIC Staff, Suppliers

CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
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Disbursing Officer should have no unliquidated Cash Advance	Prepare Special Personnel Order approved by the authorized person with supporting necessary documents such as (Bureau of Treasury, Voucher, Project Proposal, etc.)	Cash Advanced based on office used	1 day	Administrative Officer/Admin Staff
Submit the supporting documents for liquidation such as (receipt, copies of voucher, OBR, List of expenses acquired)	Consolidate the requirements needed and prepare the liquidation report with supporting documents until the disbursing officer must clear at the accounting office	NONE	10 minutes	Administrative Officer/Admin Staff
Gather the requirements for the preparation of the materials/equipments needed	Prepare the Purchase Request with supporting documents, such as Pre-inspection for the repair of vehicle, Project procurement Management Program (PPMP) for equipment then forward to offices concerns	NONE	5 minutes	Administrative Officer/Admin Staff

Fill up the form five (5days) before for request the available leave credits for monetize leave and fill up the travel form for travel order concern	Make a monetize application with the approval of the Head of Office and the HR Department Head and make a travel order signed by Office Head for local travel and signed by the Provincial Administrator for outside the province	NONE	10 minutes	Administrative Officer/Admin Staff
TOTAL		1 Day and 25 mins		