

1. Rendering of Opinion

a. Rendering of Opinion on Ordinances, Resolutions & Queries from SP

OFFICE OR DIVISION	Research & Review Division			
Classification	complex			
Type of Transaction	G2G			
Who may avail	Component LGU's ; Departments/Offices of the Provincial Government of Negros Occidental			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Documentary Requirements Ordinance/Resolution to be reviewed		Secure Indorsement from SP		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Indorsement	1. Receive/record letter request or letter query and transmit to PLO	none	1 hour	PDO I
	2. Transmit, endorse & route document to Research & Rev. Div. Head		1 hour	Provincial Legal Officer
	3. Transmit/indorse to LA/s; Records Officer II		1 hour	Atty. Jona Villanueva-Rubica
	3. Evaluate, Research & draft PLO Opinion		10 days from receipt but not later than 30 days from receipt of SP	Legal Assistant/s Records Officer II
	4. For signature/evaluation			Atty. Jona Villanueva-Rubica

	5. For signature of PLO			Provincial Legal Officer
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1. Rendering of Opinion

b. Rendering of Opinion on MOA and Correspondence

OFFICE OR DIVISION	Research & Review Division			
Classification	complex			
Type of Transaction	G2G			
Who may avail	Component LGU's without Legal Officer/Legal Consultant; Departments/Offices composing the Provincial Government of Negros Occidental			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Documentary Requirements MOA/Correspondence				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit MOA/ Letter query	1. Receive/record MOA and transmit to AA	none	1 hour	PDO I
	2. Record, Transmit route document to Lawyer assigned		1 hour	Novy Paurillo
	3. Transmit document to LA, Records Officer II		1 hour	Attorney IV
	4. Evaluate, Research & draft PLO Opinion		7 days from receipt	Legal Assistant/s Records Officer II

	5. For signature of lawyer assigned		1 day	Attorney IV
	6. For signature of PLO		1 day	Provincial Legal Officer

1. Rendering of Opinion

c. Rendering of Opinion on Executive Order

OFFICE OR DIVISION	Research & Review Division			
Classification	complex			
Type of Transaction	G2G			
Who may avail	Component LGU's; Departments/Offices of the Provincial Government of Negros Occidental			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Documentary Requirements Executive Order to be reviewed				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Executive Order subject for review	1. Receive/record document, indorse to PLO	none	1 hour	PDO I
	2. Transmit, endorse document to Research and Review Div.		1 hour	Provincial Legal Officer
	3. Indorse document to LA ; Records Officer		1 hour	Attorney IV

	3. Evaluate, Research & draft PLO Opinion		7 days from receipt	Legal Assistant/s Records Officer II
	4. For signature/evaluation of lawyer assigned		1 day	Attorney IV
	5. For signature of PLO		1 day	Provincial Legal Officer

2. Filing of Administrative Complaints

OFFICE OR DIVISION Classification	Prosecuting Attorney			
Type of Transaction	G2C			
Who may avail	General Public			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<p>Documentary Requirements</p> <p>Complaint written in a clear, simple and concise language and in a systematic manner; in such number of copies as there are respondents; Complaint shall contain: a. full name and address of complainant; b. full name and address of the person complained of as well as his/her position and office; c. a narration of the the relevant and material facts which shows the acts or omissions allegedly committed; d. certified true copies of documentary evidence and affidavits of his/her witnesses if any; certification or statement of non-forum shopping.</p> <p>Note: Anonymous complaint should not be entertained or acted upon</p>				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit documentary requirements	1. Receive/record documents and indorse to Provincial Legal Officer	none	1 hour	PDO I
	2. Assess the documents for		1 hour	Provincial Legal Officer

	<p>proper endorsement to designated Prosecuting Attorney</p> <p>3. Evaluates complaint if sufficient in form and substance If not in proper form: a. Dismiss complaint without prejudice to re-filing upon compliance of formal requisites in filing complaint</p>		<p>5 working days (subject to extension of up to 10 days depending on the complexity of the case.</p>	<p>Prosecuting Attorney</p>
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	<p>If proper in form: a. Issue notice to respondent to submit counter-affidavit within 3 working days</p> <p>4. Prosecuting Attorney conducts Preliminary Investigation to determine presence of prima facie case.</p> <p>5. Submit to the Governor Investigation Report after Preliminary Investigation.</p>		<p>1-3 months</p> <p>30 working days</p>	<p>Prosecuting Attorney</p> <p>Prosecuting Attorney</p>
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2. Administrative Complaints

Administrative complaints through DILG

OFFICE OR DIVISION	Prosecuting Attorney			
Classification	highly technical			
Type of Transaction	G2G			
Who may avail	DILG, 8888 Citizens Complaint Hotline			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Documentary Requirements Indorsement from the Office of the Governor.				
Note: Anonymous complaint should not be entertained or acted upon				
CLIENT STEPS	AGENCY ACTION	FEEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Indorsement	Receive/record documents and indorse to Provincial Legal Officer	none	1 hour	PDO I
	Assess the documents for proper endorsement to designated Prosecuting Attorney		1 hour	Provincial Legal Officer
	Indorse to Office/person concerned for comment		2 days	Prosecuting Attorney
	Render Findings		15 days	
	For signature Indorse to DILG or Office of the President		2 days 1 day	PLO

1. ASSISTANCE IN PROCESSING OF CSO (NGOs/POs) ACCREDITATION

As technical arm of the Sangguniang Panlalawigan (SP), the Provincial Planning and Development Office (PPDO) evaluates documents for accreditation of Civil Society Organizations (CSOs) before they are endorsed for SP approval.

OFFICE OR DIVISION	PROVINCIAL PLANNING & DEVELOPMENT OFFICE - SPECIAL PROJECTS MANAGEMENT DIVISION			
Classification	Highly Technical			
Type of Transaction	G2C			
Who may avail	CSOs with minimum 3-year track record operating in at least 1 component LGU and registered with appropriate government body and endorsed by an appropriate Provincial Government Department or Provincial Board Member.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Duly accomplished Application Form		PPDO & SP		
Certification of Accreditation from City/Municipality		LGU		
Endorsement from Sangguniang Panlalawigan Member of the District		SP Member of a particular District		
Certification from appropriate Provincial Government Department		OPA, PEMO, PVO, PSWDO, EEDD and other applicable Provincial Government Offices		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure application form and other requirements	1. Inform CSO of the process flow and procedures of accomplishing all requirements	NONE	20 minutes	SPMD Staff
2. Endorse application for accreditation by SP Office	2.1 Receive application for accreditation and forward to focal person	NONE	5 minutes	Admin Staff
	2.2 Evaluate qualification of applicant and check complete-ness of requirements and prepare either a favorable recommendation (thru an endorsement) to SP or letter why no such favorable recommendation could be made	NONE	1 Hour	SPMD Staff
	2.3 Inform concerned CSO in case of deficient application	NONE	5 minutes	SPMD Staff
3. Compliance of deficiency	3.1 Prepare endorsement/letter	NONE	5 minutes	SPMD Staff
	3.2 Sign recommendation (if documents are complete) or letter (in case of non-qualification)	NONE	5 minutes	PPDC
	3.3 Release documents	NONE	5 minutes	Admin Staff

Total :		1 Hr. , 45 mins.	
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2. TECHNICAL ASSISTANCE IN THE LIQUIDATION OF FINANCIAL ASSISTANCE BY CSOs

As part of its monitoring of Civil Society Organizations (CSOs) receiving Financial Assistance (FA's) from the Provincial Government of Negros Occidental (PGNO), the PPDO evaluates liquidation documents of CSOs before these are endorsed to the Provincial Accounting Office for clearing.

OFFICE OR DIVISION	PROVINCIAL PLANNING & DEVELOPMENT OFFICE - SPECIAL PROJECTS MANAGEMENT DIVISION			
Classification	Highly Technical			
Type of Transaction	G2C			
Who may avail	Accredited CSOs which are recipients of financial assistance thru transfer of funds from the Provincial Government			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Project Terminal Report		PPDO		
Photocopy of Disbursement Voucher, Obligation Request, Project Terminal Report and Memorandum of Agreement		PTO		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure Terminal Report Form and other requirements	1. Orient CSO on the procedures of liquidation	NONE	20 minutes	SPMD Staff
2. Submit Terminal Report	2.1 Receive Terminal Report and forward to Focal Person	NONE	5 minutes	Admin Staff
	2.2 Evaluation of Terminal Report as to completeness	NONE	1 hour	SPMD Staff
	2.3 Conduct project monitoring on the implementation	NONE	1 day	SPMD Staff
	2.4 Inform concerned CSO in case of deficiency	NONE	5 minutes	SPMD Staff
3. Submit lacking documents	3.1 Prepare liquidation voucher and its required attachments	NONE	20 minutes	SPMD Staff
	3.2 Sign liquidation voucher	NONE	5 minutes	PPDC
	3.3 Release Liquidation Report to Accounting Office	NONE	5 minutes	Admin Staff
			1 Day, 2 Hrs.	

3. PROVISION OF STATISTICAL AND NON-STATISTICAL DATA

Provide statistical and non-statistical data to researchers in the government, business, industries, academe and other private sectors.

OFFICE OR DIVISION	PROVINCIAL PLANNING AND DEVELOPMENT OFFICE - RESEARCH & EVALUATION SERVICES DIVISION			
Classification	Simple			
Type of Transaction	G2C, G2B, G2G			
Who may avail	All concerned			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter Request/ Data Request Slip		Personal/ Company/ Organization/ Office/ Academe		
Valid ID		Personal		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present ID/ Letter of Request, Fill out Data Request Slip/ Data Request Logbook	1. Receive ID, Review Letter/ Data Request Slip	None	5 minutes	Statistician 1 / Admin Staff
2. Discuss specific data requirements/ needs	2. Give advice, recommendation regarding data request and determine if:	None	20 minutes	Statistician 1 / Admin Staff
	2.1 Simple socio-economic statistics Request (personal/ government offices or organizations)			
	2.2 Commissioned Data Research (Academe and Industries/Companies)			
3. Do research work	3. Provide research assistance when needed	None	0.5 - 3 days	Statistician 1 / Admin Staff
4. Return document/ Claim ID/ Sign off Logbook upon Release	4. Receive document/s and return ID and complete Data Request Logbook	None	1 minute	Statistician 1 / Admin Staff
TOTAL:			3 days, 26 minutes	

4. PROVISION OF PLANNING DOCUMENTS

The planning documents include the Provincial Development & Physical Framework Plan, Provincial Dev't. & Investment Plan, Executive Legislative Agenda, Annual

OFFICE OR DIVISION	Provincial Planning and Development Office-Plans and Programs Division (PPD); Research, Evaluation & Statistics Division and; Special Projects Management Division			
Classification	Simple (Provision of Plans & Available Maps on File); Highly Technical (Provision of Customized & GIS Maps)			
Type of Transaction	G2C-Government to Citizen, G2B-Government to Business Entity & G2G - Government to Government			
Who may avail	Provincial/National Government Offices, Non-government/Civil Society Organizations & Business Sectors			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter request indicating the purpose		Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the letter-request	1. Receive the letter and forward to staff in-charge	None	5 minutes	Admin Staff
2. Wait for the approval and copy of the document/s	2.1 Assess the request and validity of the purpose, then secure PPDC approval	None	15 minutes	PPD Staff
	2.2 Reproduce/Print/Photocopy a) Plans and Resolutions	None	30 minutes	Repro Machine Operator
	b) Maps - Available maps on file - Customized/GIS Map	None None	30 minutes 5 days	PPD GIS Staff
3. Claim the document/s	3. Provide copy of the document/s	None	10 minutes	PPD Staff
TOTAL:		*Planning	50 mins.	

5. PROVISION OF TECHNICAL ASSISTANCE

The technical assistance that are being provided by PPDO include development plans formulation, project proposal preparation and Geographical Information System training, among others. This is to capacitate Local Government Units (LGUs), provincial department/offices and various sectoral groups/non-government organizations (NGOs)/civil society organizations (CSOs) as partners of the Provincial Government in achieving its development goals.

OFFICE OR DIVISION	Provincial Planning and Development Office-Plans and Programs Division			
Classification	Simple			
Type of Transaction	Government to Government/Government to Citizen			
Who may avail	LGUs, Provincial Government Offices/Departments, Sectoral Groups/NGOs/CSOs			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter-request for technical assistance		Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit letter-request for	1. Receive and record the letter-request	None	5 min	Administrative Assistant/ Record
	2. PPDC action on the letter request	None	1 day	PPDC
	3. Conduct the activity	None	depends on the no. of	Focal Persons /Staff
TOTAL:			1 day and 5 mins	

6. FACILITATION OF REQUEST FOR FUNDING/REALIGNMENT/REPROGRAMMING OF PROGRAMS, PROJECTS AND ACTIVITIES TO BE FUNDED BY THE VARIOUS SOURCES, INCLUSIONS OF PPAs IN THE AIP, PDIP, ELA

This task is mainly for the council secretariat to facilitate the approval for funding/realignment/reprogramming of programs/projects/activities (PPAs) of provincial departments/offices, national agencies, Local Government Units (LGUs) and non-government organizations (NGOs)/civil society organizations (CSOs).

OFFICE OR DIVISION	Provincial Planning and Development Office-Plans and Programs Division			
Classification	Complex			
Type of Transaction	Government to Government/Government to Citizen			
Who may avail	Provincial Departments/Offices, National Agencies, LGUs, CSOs/NGOs			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter-request for funding/realignment and/or reprogramming of PPAs		Client		
Project Proposal		Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the letter-request for funding / realignment and / or reprogramming	1. Receive and record the request	None	5 minutes	Admin Staff/ Council Secretariat
	1.1. Verify to the Prov'l. Accountant/Budget Officer as to the availability of the fund	None	30 minutes	Council Secretariat
2. Present to the council for appropriate action	2. Include the request in the council's meeting agenda	None	5 minutes	Council Secretariat

	2.1. Action (maybe approval or disapproval) on the request for funding/realignment / reprogramming	None	15 minutes	Concerned Council
	2.2. Prepare resolution and endorsement to Sangguniang Panlalawigan for Governor's signature	None	1 day	Council Secretariat
	2.3. Sign resolution	None	5 days	Governor
	2.4. Endorse resolution to the Sangguniang Panlalawigan for approval	None	30 minutes	Council Secretariat
3. Get a copy of the resolution/s and other supporting documents	3. Release copy of the resolution/s and other supporting documents	None	15 minutes	Council Secretariat
TOTAL:			6days, 1 hr., 35mins.	

7. TECHNICAL REVIEW/EVALUATION OF CITY/MUNICIPAL PLANS, ORDINANCES AND RESOLUTIONS

The technical review/evaluation of city/municipal plans, ordinances and resolutions is done to ensure compliance of these documents with the provincial plans and national policies, standards and guidelines. The PPDO conducts the technical review/evaluation to assist the Sangguniang Panlalawigan (SP) as the reviewing/approving body as well as the cities and municipalities in the refinement of their respective plans. Among the major plans that are being reviewed by the PPDO are the Comprehensive Land Use Plans (CLUPs) and Zoning Ordinance (ZO) and the Comprehensive Development Plans (CDPs) that provide direction for accelerating economic growth in the province. **The review/evaluation of CDP/CLUP and Zoning Ordinance has multi-stage process, thus exceeds 20 sdays.**

OFFICE OR DIVISION	Provincial Planning & Development Office	
Classification	Highly Technical	
Type of Transaction	G2G	
Who may avail	Component Cities and Municipalities and Sangguniang Panlalawigan	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Comprehensive Development Plan: Letter-request for CDP review/evaluation		Local Chief Executive
2. Comprehensive Land Use Plan: SP Endorsement to review/evaluate CLUP and Zoning Ordinance, other LGU ordinances and resolutions		SP Secretary

3. Resolutions & Ordinances: Copy of the ordinance/resolution/plans & other supporting documents		Local Government Unit (LGU) Concerned		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
A. Comprehensive Development Plan 1. LGU directly endorses/transmits documents for review/evaluation.	1. Receive documents & forward to PPD Staff-Focal Person	None	5 mins.	Administrative Staff
	1.1. Review/Assess documents as to the completeness of the requirements/compliance with prescribed guidelines	None	3 days	PPD Staff-Focal Person
	1.2. Conduct technical review/ evaluation by sector/area of expertise	None	3 weeks	CDP-Technical Assessment Committee
2. City/Municipal Technical Team attends and presents the CDP to the CDP-TAC.	2. Convene CDP-TAC to consolidate/discuss/agree on review & evaluation results	None	1 day	CDP-Technical Assessment Committee
3. Accept the CDP Assessment Feedback and improves their CDP based on the assessment result.	3. Send the CDP Assessment Feedback to LGUs	None	1 day	CDP-TAC Secretariat
	TOTAL:		26 Days, 5 mins.	
B. Comprehensive Land Use Plan 1. SP endorses/transmits CLUP and Zoning Ordinance	1. Receive documents & forward to PPD Staff-Focal Person	None	5 mins.	Administrative Staff
	1.1. Review/Assess documents as to the completeness of the requirements/compliance with prescribed guidelines	None	3 days	PPD Staff-Focal Person

	1.2. If documents are incomplete/non-compliant with prescribed guidelines, request LGU to submit lacking documents	None	1 day	PPD Staff-Focal Person
2. LGU submits lacking	2. Receive documents	None	5 mins.	PPD Staff-Focal Person
	2.1. If documents are complete/comply with prescribed guidelines, forward to Provincial Land Use Committee members for evaluation	None	1 day	PPD Staff-Focal Person
	2.2. Conduct technical review/evaluation	None	3 weeks	All Prov'l. Land Use Committee
	2.3. Convene PLUC to consolidate/discuss/agree on review & evaluation results	None	1 day	PPDC as PLUC Chairperson
	2.4. Send committee comments recommendations to LGU for integration into the plan	None	1 day	PPD Staff-Focal Person
3. LGU submits revised document (for CLUP and ZO only) based on committee recommendations	3. Check the revised CLUP and ZO to ensure that recommendations are incorporated	None	5 days	PPD Staff-Focal Person
	3.1 Endorse CLUP and Zoning Ordinance for LGU adoption/enactment and SP approval.	None	1 day	PPDC as PLUC Chairperson
	TOTAL:		30 Days, 5 mins.	

C. Other Ordinances/Resolutions 1. SP endorses/transmits CLUP and Zoning Ordinance	1. Receive documents & forward to PPD Staff-Focal Person	None	5 mins.	Administrative Staff
	2. Review/Assess documents as to the completeness of the requirements/compliance with prescribed guidelines: a. If complete/compliant endorse to SP for	None	1 day	PPD Staff-Focal Person
	TOTAL:		1 Day, 5 mins.	

8. ISSUANCE OF CERTIFICATIONS

The Certification is issued by PPDO for those organizations or entities seeking licenses to operate a health facility.

OFFICE OR DIVISION	PROVINCIAL PLANNING AND DEVELOPMENT OFFICE - PLANS AND PROGRAMS DIVISION			
Classification	Complex			
Type of Transaction	G2C, G2B, G2G			
Who may avail	All concerned			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter-request		Client		
Certification from the City/Municipal Planning & Development Coordinator		LGU concerned		
Letter from the Department of Health requiring client to submit PPDC certification		DOH R6		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit letter requesting for certification together with all other supporting documents	1. Receive letter request & supporting documents	None	5 minutes	Admin Aide IV (Clerk II)
	1.1. Assess request and validity of the purpose	None	3 hours	PPD Staff
	1.2. Prepare certification for PPDC's signature	None	30 mins.	PPD Staff
	1.3. Sign Certification	None	1 day	PPDC
2. Claim certification	2. Release certification	None	15 mins.	Admin Aide IV (Clerk II)/PPD Staff
TOTAL:			1day, 3hrs., 50mins.	

PROVINCIAL PLANNING AND DEVELOPMENT OFFICE - INTERNAL SERVICES

1. LEAVE APPLICATIONS, TRAVEL / OFFICE ORDERS PRINTING

The Leave Application is issued to an official or employee who will avail or who have availed of leave of absence from work, provided such employee has a leave credit balance ; and for official/s or employee/s on official business/travel.

OFFICE OR DIVISION	PROVINCIAL PLANNING AND DEVELOPMENT OFFICE - ADMINISTRATIVE DIVISION
Classification	SIMPLE

Type of Transaction	G2G - Government to Government employee			
Who may avail	ALL PGNO Employees (under PPDO)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Leave Slip / Travel/Office Order Request Form (1)		PPDO-Admin Division		
Medical Certificate (for SL beyond 5 days) - 1 original		Physician		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill out Leave Slip / Travel/Office Order Request Form, noted by Div.Head and submit to Admin Office * Attach Medical Certificate (for Sick Leave beyond 5 days)	1. Receive Leave Slip / Travel/Office Order Request Form	NONE	5 minutes	Admin Aide IV (Clerk II)
	1.1 Print Application for Leave (AL) and submit to requesting personnel for signature; Print Travel/Office Order	NONE	5 minutes	Admin Aide IV (Clerk II)
2. Sign Application for Leave	2. Receive signed AL / Travel/Office Order, and submit to Department Head/Division Head for approval/disapproval	NONE	5 minutes	Admin Aide IV (Clerk II)
	2.1 Approve / disapprove AL ; Sign Travel/ Office Order	NONE	4 hours	Dept. Head/Div.Head
	2.2 Submit Application for Leave to PHRMO for processing and approval ; Submit Travel/Office Order to Provincial Administrator's Office for signature by PA and/or Governor	NONE	10 minutes	Admin Aide IV (Clerk II)
TOTAL:			4 hrs., 25 mins.	

2. SALARY VOUCHERS/PAYROLL PRINTING

Preparation of voucher / payroll for salaries of employees

OFFICE OR DIVISION	PROVINCIAL PLANNING AND DEVELOPMENT OFFICE - ADMINISTRATIVE DIVISION
Classification	COMPLEX
Type of Transaction	G2G - Government to Government employee

Who may avail	All employees of the office			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
GSIS MIS, ITR		Accounting Office		
Accomplishment Report (for Job Order employees)		Personal		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Concerned employee/s to signify request for printing of Salary Voucher/ Payroll; submit complete needed req.	1. Acknowledge request and check for availability of payroll system ; Print salary voucher with complete attachment; and submit to Division Head for completeness and for signature of Department Head	NONE	30 minutes	Records Officer I
	1.1 Check for completeness	NONE	10 minutes	Division Head
	1.2 Signature on Voucher and attachments	NONE	1 Hour	Dept. Head
	1.3 Submit to Budget Office for processing	NONE	15 minutes	Admin Aide IV
TOTAL:			1 Hr., 55 minutes	

3. TRAVELLING EXPENSES CLAIMS VOUCHERS (TEVs) PRINTING

Provincial of assistance to employees who are claiming reimbursement of expenses and incurred on official travels.

OFFICE OR DIVISION	PROVINCIAL PLANNING AND DEVELOPMENT OFFICE - ADMINISTRATIVE DIVISION			
Classification	COMPLEX			
Type of Transaction	G2G - Government to Government employee			
Who may avail	ALL employees of the office			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Cert.of Appearance - original (1)		LGU / Agency visited		
Boat/Plane ticket - original (1)		Airline / Ferry		
Hotel accomodation OR (optional) - original (1)		Hotel stayed		
Filled up Certificate of Expenses not Requiring Receipts - original (1)		PPDO Admin		
RER - original (1)		Personal		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE

1. Concerned employee/s to signify request for printing of TEVs printing - all requirements submitted	1. Acknowledge request and check for availability of system ; Print TEV with complete attachment; and return to employee for signature on documents	NONE	30 minutes	Records Officer I
2. Sign documents (ITI, Certificate of Travel completed,	2. Receive signed documents and submit to Division Head for completeness and for signature of Department Head	NONE	10 minutes	Records Officer I
	2.1 Check for completeness	NONE	10 minutes	Division Head
	2.2 Signature on Voucher and attachments	NONE	1 Hour	Dept. Head
	2.3 Submit to Budget Office for processing	NONE	15 minutes	Admin Aide IV
TOTAL:			2 Hrs., 5 minutes	

4. OVERTIME PAY VOUCHERS PRINTING

Preparation of vouchers / payrolls for overtime pay claims of employees who have rendered overtime with duly-approved office orders.

OFFICE OR DIVISION	PROVINCIAL PLANNING AND DEVELOPMENT OFFICE - ADMINISTRATIVE DIVISION			
Classification	COMPLEX			
Type of Transaction	G2G - Government to Government employee			
Who may avail	All employees of the office			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
DTR		PHRMO		
Accomplishment Report		Personal		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Concerned employee/s to signify request for printing of Overtime Pay Voucher printing - all requirements submitted	1. Acknowledge request and check for availability of system ; Print Overtime Pay Voucher with complete attachment; and return to employee for signature on documents	NONE	30 minutes	Records Officer I
2. Sign documents	2. Receive signed documents and submit to Division Head for completeness and for signature of Department Head	NONE	10 minutes	Records Officer I

	2.1 Check for completeness	NONE	10 minutes	Division Head
	2.2 Signature on Voucher and attachments	NONE	1 Hour	Dept. Head
	2.3 Submit to Budget Office for processing	NONE	15 minutes	Admin Aide IV
	TOTAL:		2 Hrs, 5 minutes	