

INTERNAL SERVICES

A.

ADMINISTRATIVE SECTION

1. LEAVE ADMINISTRATION

Process all types of leave application request of PVO personnel

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|---|--|---|------------------------|---------------------------|
| OFFICE OR DIVISION | Administrative Section | | | |
| Classification | Simple | | | |
| Type of Transaction | G2G | | | |
| Who may avail | PVO Permanent and Casual Employees | | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| 1.) Leave Application Slip; 2.) Leave Application Form; 3.) Medical Certificate for Sick leave application exceeding five (5) days or Affidavit executed by the applicant in case medical consultation was not availed; 4.) Clearance from money and property accountabilities for leave of absence for thirty (30) calendar days or more. 5.) For Maternity and Paternity Leave, provide medical certificate and child's Certificate of Live Birth | | PVO Administrative Section PVO Administrative Section Government physician or applicant's private physician Notary Public Provincial Human Resource Management Office Government physician or applicant's private physician Civil Registrar/Philippine Statistics Authority | | |
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1 | Receive Leave Application Slip | NA | 10 seconds | Admin. Clerk/Staff |
| 2 | Check system for pending application, for PHRMO approval, before printing of new application | NA | 20 seconds | Admin. Clerk/Staff |
| 3 | Encode to system details of application | NA | 20 seconds | Admin. Clerk/Staff |
| 4 | Printing of leave application | NA | 10 seconds | Admin. Clerk/Staff |

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| 4 | Printing of leave application | NA | 10 seconds | Admin. Clerk/Staff |
| 5 | Record for release to applicant for his/her signature and initial of respective supervisors | NA | 10 seconds | Admin. Clerk/Staff |
| 6 | Submission of application for review, recording & initial of AO II | NA | 30 seconds | Admin Ofcr. II |
| 7 | For signature & approval of Provincial Veterinarian | NA | 30 seconds | Provincial Veterinarian |
| 8 | For DTS and release of application with the PHRMO | NA | 1 minute | Admin. Clerk/Staff |
| 9 | Delivery of hard copy of application with the PHRMO for signature and approval | NA | 1 minute | Admin. Clerk/Staff |
| TOTAL: | | | 4 minutes & 10 seconds | |
| END OF TRANSACTION | | | | |

2. MONTHLY UNDERTIME REPORT

Records tardiness & undertime incurred by personnel every month for deduction from his/her leave credits

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|----------------------------------|---|----------------------------|------------------------|---------------------------|
| OFFICE OR DIVISION | Administrative Section | | | |
| Classification | Simple | | | |
| Type of Transaction | G2G | | | |
| Who may avail | PVO Permanent and Casual Employees | | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| 1.) Approved Daily Time Record | | PVO Administrative Section | | |
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1 | Collate DTRs with tardiness/undertime of permanent and casual employees | NA | 1 minute | Admin. Clerk/Staff |
| 2 | Plot and record the number of minutes, hours and times of tardiness/undertime taken by each personnel on the dates reflected on his/her DTR | NA | 1 day | Admin Ofcr II |
| 3 | Compute the total number of minutes, hours and times recorded | NA | 1 day | Admin Ofcr II |
| 4 | Printing of Finished Monthly Undertime Report | NA | 1 minute | Admin Ofcr II |
| 5 | Encode to Personnel Information System | NA | 1 hour | Admin Ofcr II |

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| 6 | Printing of system generated Monthly Undertime Report | NA | 1 minute | Admin Ofcr II |
| 7 | For approval and signature of the Provincial Veterinarian | NA | 1 minute | Provincial Veterinarian |
| 8 | Indorsement with PHRMO | NA | 1 minute | Admin Ofcr II |
| TOTAL: | | | 2 days, 1 hour & 5 minutes | |
| END OF TRANSACTION | | | | |

3. MONTHLY FLAG ATTENDANCE REPORT

Records flag attendance of personnel every Mondays of the month

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| OFFICE OR DIVISION | Administrative Section | | | |
| Classification | Simple | | | |
| Type of Transaction | G2G | | | |
| Who may avail | PVO Permanent and Casual Employees | | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| 1.) Flag Ceremony Attendance Sheet | | PVO Administrative Section | | |
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1 | Plot and record Personnel Equivalent Score of permanent and casual employees on the Flag Attendance Report Sheet | NA | 3 hours | Admin Ofcr II |
| 2 | Compute Personnel Equivalent Score: total # of employees, attendees and average of attendees | NA | 30 minutes | Admin Ofcr II |
| 3 | Printing of Finished Flag Ceremony Attendance Sheet in duplicate copies | NA | 1 minute | Admin Ofcr II |
| 4 | For approval and signature of the Provincial Veterinarian | NA | 1 minute | Provincial Veterinarian |
| 5 | Indorsement with PHRMO | NA | 1 minute | Admin Ofcr II |
| TOTAL: | | | 3 hours & 33 minutes | |
| END OF TRANSACTION | | | | |

4. PERSONNEL APPOINTMENT

Process all written documents issued to a particular person with the information of his/her appointment to a position in an office, appointment status, and the salary attached to the position. It also contains the nature of appointment, plantilla item number, date of its issuance, and other requirements necessary for its validity.

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| OFFICE OR DIVISION | Administrative Section | |
| Classification | Complex | |
| Type of Transaction | G2G | |
| Who may avail | PVO Permanent and Casual Employees | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE |
| A. Original/Initial Appointment | | |
| 1. CS Form 33 (Appointment) 3 copies | | PVO Administrative Section |
| 2. CS Form 203 (Availability of Fund) 3 copies | | PVO Administrative Section |
| 3. Certification (Sec. 325 of RA 7160) 2 copies | | PVO Administrative Section |
| 4. CS Form 212 (Personal Data Sheet)..... 3 copies | | PVO Administrative Section |
| with 2x2 picture, white background 2 pieces | | PVO Administrative Section |
| 5. CS Form 1 (Position Description Form)..... 2 copies | | PVO Administrative Section |
| 6. CS Form 211 (Medical Certificate) 3 copies | | PVO Administrative Section |
| 7. CS Form 32 (Oath of Office) 3 copies | | PVO Administrative Section |
| 8. Statement of Assets & Liabilities 3 copies | | PVO Administrative Section |
| 9. CSC Report of rating/Board Rating 2 copies | | Civil Service Commission |
| 10. Scholastic Record/Transcript of Record2 copies | | From the school where you graduated |
| 11. NBI Clearance or Acknowledgment Receipt2 copies | | National Bureau of Investigation |
| 12. Police Clearance 2 copies | | PNP station where you reside |
| 13. Marriage Contract (if applicable) 2 copies | | Philippine Statistics Authority |
| B. Promotion Appointment | | |
| 1. Accomplish 1 -8 requirements of the Original Appointment | | PVO Administrative Section |
| 2. Performance rating for the last two Rating Periods | | PVO Administrative Section |
| with at least Very Satisfactory Rating 2 copies | | |
| 3. Service Record (updated) 2 copies | | PHRMO |
| C. Renewal/Re-Appointment | | |
| 1. Accomplish 1-7 requirements of the Original Appointment | | PVO Administrative Section |
| 2. Certification of Assumption of Duties 1 copy | | PVO Administrative Section |

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| D. Re-employment/Transfer | | | | |
| 1. Accomplish all requirements of the Original Appointment | | PVO Administrative Section | | |
| 2. Clearance from previous office2 copies | | Previous office | | |
| 3. Approved request for transfer with Certificate of Leave Credits (transfer)2 copies | | Previous office | | |
| 4. Service Record (updated) from previous office Duly supported by approved appointments2 copies | | Previous office | | |
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1 | Receive and check documents submitted by appointee if complete | NA | 10 minutes | Admin Ofcr I (Records Ofcr) |
| 2 | Facilitate printing and signing of requirements to be provided by the office | NA | 35 minutes | Admin Ofcr I (Records Ofcr) |
| 3 | Facilitate Indorsement of Provincial Veterinarian to PHRMO | NA | 10 minutes | Admin Ofcr I (Records Ofcr) |
| 4 | Indorsement with PHRMO | NA | 5 minutes | Admin Ofcr II |
| TOTAL: | | | 1 hour | |
| END OF TRANSACTION | | | | |

5. LOYALTY GRANT, NOSI & NOSA

Granted to an employee who has completed at least ten (10) years of continuous and satisfactory service in the government; Step Increment given to those permanent employees who rendered 3 years to the same position

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|-------------------------------------|---|----------------------------|------------------------|---------------------------|
| OFFICE OR DIVISION | Administrative Section | | | |
| Classification | Complex | | | |
| Type of Transaction | G2G | | | |
| Who may avail | PVO Permanent and Casual Employees | | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| 1.) Service Records 2.) PES/IPCR | | PVO Administrative Section | | |
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1 | Prepare all requirements of qualified personnel for the grant | NA | 15 minutes | Admin Ofcr III |
| 2 | Prepare Indorsement for PHRMO | NA | 30 minutes | Admin Ofcr III |

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|---------------------------|---|----|---------------|-------------------------|
| 3 | For approval and signature of the Provincial Veterinarian | NA | 10 minutes | Provincial Veterinarian |
| 4 | Delivery of documents with PHRMO | NA | 5 minutes | Admin Clerk/Staff |
| TOTAL: | | | 1 hour | |
| END OF TRANSACTION | | | | |

6. PROCUREMENT

To procure supplies and services needed by the Provincial Veterinary Office in its day-to-day operation, maintenance and project implementation

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| OFFICE OR DIVISION | Administrative Section | | | |
| Classification | Highly Technical | | | |
| Type of Transaction | G2B & G2G | | | |
| Who may avail | All Divisions of Provincial Veterinary Office | | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| 1.) Office Services and Essentials | | Respective PVO Divisions PVO Administrative Section | | |
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1 | Preparation and processing of Purchase Requests | NA | 15 working days | Supply Officers |
| 2 | Pre-Bid/Bidding Schedule and/or Quotation Schedule | NA | 1 hour | Supply Officers and/or Project In-Charge |
| 3 | Abstract of Bids | NA | 3 days | Admin Officer III and/or Project-In-Charge |
| 4 | Purchase Orders: Delivery of supplies and services | NA | 1 day | Supply Officers |
| 5 | Acceptance and Inspection Preparation & Approval | NA | 2 days | Supply Officers |
| 6 | AREP Preparation and Approval | NA | 1 day | Supply Officers |
| 7 | Preparation and Settlement of Vouchers | NA | 1 day | Supply Officers |
| TOTAL: | | | 24 working days & 1 hour | |
| END OF TRANSACTION | | | | |

7. PAYROLL & OTHER PERSONNEL BENEFIT CLAIM

Processing of monthly salaries, overtime pay, hazard pay and other claims

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|---|---|----------------------------|------------------------|----------------------------|
| OFFICE OR DIVISION | Administrative Section | | | |
| Classification | Complex | | | |
| Type of Transaction | G2G | | | |
| Who may avail | PVO Permanent and Casual Employees and Job Orders | | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| 1.) Duly signed Daily Time Record (DTR) by the Provincial Veterinarian 2.) Accomplishment Report for Job Orders and rendered overtime services | | PVO Administrative Section | | |
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1 | Payroll preparation | NA | 1 day | Payroll-In-Charge |
| 2 | Collate supporting documents e.g. DTRs & Approved Leave | NA | 1 day | AO II & Admin. Clerk/Staff |
| 3 | Processing of Payroll up to cash downloading | NA | 1 day | Payroll-In-Charge |
| TOTAL: | | | 3 days | |
| END OF TRANSACTION | | | | |

8. ANNUAL BUDGET PROCESS

Formulation of office annual budget for overall office operations.

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|------------------------------------|---|--|------------------------|---------------------------|
| OFFICE OR DIVISION | Administrative Section | | | |
| Classification | Complex | | | |
| Type of Transaction | G2G | | | |
| Who may avail | All Divisions of Provincial Veterinary Office | | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| 1.) Office Services and Essentials | | Respective PVO Divisions PVO Administrative Section | | |
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1 | Submission of proposed annual budget for the fiscal year. | NA | 3 working days | All Division Heads |
| 2 | Formulation and finalization of office annual budget . | NA | 3 working days | Admin Officer III |

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|---------------------------|---|----|--|-------------------------|
| 3 | For approval and signature of the Provincial Veterinarian | NA | 10 minutes | Provincial Veterinarian |
| 4 | Indorsement with Provincial Budget Office | NA | 5 minutes | Admin Clerk/Staff |
| TOTAL: | | | 6 working days & 15 minutes | |
| END OF TRANSACTION | | | | |

B.

LIVESTOCK SERVICES DIVISION

1. TECHNICAL ASSISTANCE/ADVICE/SERVICES RE: Animal Breeding, Nutrition, Management, Post Harvest and Marketing

Render/Provide technical assistance/advise or services to requesting client Re: Animal Breeding, Nutrition, Management, Post Harvest and Marketing

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|---|--|--|------------------------|---|
| OFFICE OR DIVISION | Livestock Services Division | | | |
| Classification | Simple | | | |
| Type of Transaction | G2C; G2B; G2G (All) | | | |
| Who may avail | General Public | | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| 1) Letter-Request addressed to Provincial Veterinarian. Walk-in/Over the counter + Personal Appearance. 3) Over the phone + Personal Circumstances of client. | | 2) 1. To be provided by the requesting party with the following options. o Walk in o Through PVO District Field Office Unit o Via Email (vet_negocc@yahoo.com.ph) o Via Phone Call | | |
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1 | Record personal cirmcumstances/purpose/kind of service/assistance needed . | NA | 3 minutes | Receiving Clerk |
| 2 | Refer to concerned technical staff | NA | 3 minutes | Client's first point of contact, other than LSD/PVO DFU technical |
| 3 | Render/provide technical assistance/advise or service, as the case may be | NA | 10-30 minutes | LSD?PVO DFU Technical Staff |

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| | TOTAL: | | 36 minutes |
| END OF TRANSACTION | | | |

C.

RESEARCH AND LABORATORY SERVICES DIVISION

1. PROVINCIAL ANIMAL DISEASE DIAGNOSTIC LABORATORY

The objective of PADDL is to cater the livestock & Poultry raisers of Negros Occidental and to ensure the health of their animals for better production and livelihood purposes.

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|---|--|---|------------------------|---------------------------|
| OFFICE OR DIVISION | Research and Laboratory Services Division | | | |
| Classification | Highly Technical | | | |
| Type of Transaction | G2C G2B G2G | | | |
| Who may avail | Animals Raisers, LGU, Academic | | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| 1. Dog's head for rabies examination 2. Animal whole body for Necropsy 3. Whole blood for Hematological examination 4. Blood serum or whole blood for Serological examination 5. Blood serum or heparinized blood for Chemistry examination 6. Fecal sample for Parasitological examination 7. Body fluid or swab for Bacteriological examination | | 1. Walk in clients, Local Government Units | | |
| | | 2. Walk in clients, Local Government Units, Animal Raisers (Backyard & Commercial), Multiplier farms, NFR, PLBCDF | | |
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1 | Receive information slip, interview client, issue Order of Payment and advice client when results may be claimed | NA | 15 minutes | Laboratory staff |
| 2 | Issue Official receipt (OR) | NA | 3 minutes | Laboratory staff |
| | Perform laboratory procedure and prepare results | | | |
| | <i>Rabies examination</i> | 200php | 2 days | Veterinarian |
| | <i>Necropsy</i> | 50php (small) | 3 hours | Veterinarian |
| | | 100php (big) | | |
| | <i>Complete Blood Count and Platelet count</i> | 100php | 2 hours | Medical Technologist |
| | <i>Serological tests</i> | 200php | 2 hours | Medical Technologist |
| | <i>Chemistry Tests</i> | 50php per parameter | 2 hours | Medical Technologist |
| <i>Fecalalysis</i> | 25php | 2 hours | Medical Technologist | |

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|---------------------------|--------------------------------|--------|-----------|----------------------|
| | <i>Culture and Sensitivity</i> | 150php | 7 days | Medical Technologist |
| 3 | Release results | | 5 minutes | Laboratory staff |
| TOTAL: | | | | |
| END OF TRANSACTION | | | | |

D.

PLANNING, PROGRAMS AND PROJECT DEVELOPMENT DIVISION

1. REQUEST FOR LIVESTOCK DATA AND OTHER PERTINENT DOCUMENTS

To provide requested data and documents such as Reports, Project Proposals, Animal Population, etc.

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| OFFICE OR DIVISION | Planning, Programs and Project Development Division | | | |
| Classification | Simple | | | |
| Type of Transaction | ALL | | | |
| Who may avail | Residents of Negros Occidental | | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| 1. Letter Request addressed to the Provincial Veterinarian 2. Duly signed by the requesting party 3. Accomplished in two (2) original copies | | 1. To be provided by the requesting party with the following options: <input type="radio"/> Walk in <input type="radio"/> Through PVO District Field Office Unit <input type="radio"/> Via Email (vet_negocc@yahoo.com.ph) <input type="radio"/> Via Phone Call | | |
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1 | Requesting party will submit letter request to the Provincial Veterinary Main Office and secure receipt copy (stamped received and dated) | None | 2 minutes | Receiving Clerk (Admin) |
| 2 | Encode letter request for the Provincial Veterinarian's approval and referral/routing to the concerned technical personnel | None | 10 minutes | Receiving Clerk (Admin) |
| 4 | Prepare data or document for printing or photocopy | None | 15 minutes | Clerk or Project Development Officer (PPPDD) |
| 5 | Verification of the data | None | 15 minutes | Project Development Officer or Veterinarian (PPPDD) |

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|---------------------------|---|------|-------------------|---------------|
| 6 | Releasing of requested data or document to the requesting party | None | 3 minutes | Clerk (PPPDD) |
| TOTAL: | | | 45 minutes | |
| END OF TRANSACTION | | | | |