LEAVE APPLICATION

Application of leave for HOD-Admin Employees

OFFICE OR DIVISION	HOD-ADMIN			
Classification	SIMPL	.E		
Type of Transaction	G2G (GOVERNMENT T	O GOVERNME	ENT)	
Who may avail	CASUAL AND REGULAR EMP	LOYEES OF HO	D-ADMIN	
(HECKLIST OF REQUIREMENTS		WHERE TO	SECURE
		FEES TO BE	PROCESSING	
CLIENT STEPS	AGENCY ACTION	PAID	TIME	PERSON RESPONSIBLE
1. Inform the clerk assigned of	1. filing of leave in the system and assigning of end-user		1. 5 mins	1. Admin Aide III (Clerk
the date/s and type of leave to	2. For Dept. Head's signature		2. 1 min	I) 2. PGDH-HOD
be availed.	3. Forwarded to Human Resource Office			
	TOTAL		6 minutes	

PAYROLL PREPARATION

Preparation of salaries and wages of the regular and casual employees of HOD-Admin

OFFICE OR DIVISION	Ages of the regular and casual employees of HOD-Admin HOD-ADMIN				
Classification	SIMPL				
Type of Transaction	G2G-GOVERNMENT TO		FNT		
Who may avail	CASUAL AND REGULAR EMPI				
·	HECKLIST OF REQUIREMENTS	WHERE TO SECURE			
1. DAILY TI	ME RECORD AND LEAVE APPLICATION	Human Resource Office		rce Office	
		FEES TO BE	PROCESSING		
CLIENT STEPS	AGENCY ACTION	PAID	TIME	PERSON RESPONSIBL	
	 Preparation of Payroll in Payroll System. Printing of necessary documents and attach DTRs and Leave application Prepare Obligation Request using the Budget Main System. For recording and Department Head Signature Forwarded to Provincial Budget Office. 		1. 2 hours 2. 10 mins 3. 3 mins	1 and 2. Admin Aide II (Clerk I) 3. HOI Department Head	
	TOTAL:		2 hours and 13		

Travel Order

Preparation of travel order three days prior to the date of travel

•	e days prior to the date of travel			
OFFICE OR DIVISION	HOD-ADN			
Classification	SIMPLI	E		
Type of Transaction	G2G-GOVERNMENT TO	O GOVERNM	ENT	
Who may avail	CASUAL AND REGULAR EMPL	OYEES OF H	OD-ADMIN	
CHE	CKLIST OF REQUIREMENTS		WHERE TO	SECURE
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	 Prepare travel order For recording and Department Head's Signature Indorsed to Provincial Administration Office for record purposes and approval of Provincial Administrator if travel is outside Negros Occidental. If travel is outside Western Visayas, the travel order is subject for governor's approval. 		1. 5 mins 2. 2 mins	Admin Aide III (Clerk I) 3. HOD- Department Head

ISSUANCE OF CLEARANCE

CLIENT STEPS 1. Submit requirements 1. Prepare clearance Signature of Supply officers, Administrative Officer and Department head. 1. Submit requirements 1. Submit requirements 1. Prepare clearance 2. Signature of Supply officers, Administrative Officer and Department head. CLIENT STEPS 1. Submit requirements 2. Signature of Supply officers, Administrative Officer and Department head. CLIENT STEPS AGENCY ACTION BE PAID 1. 5 mins 2. 1. Admin Clerk 2. 15-20 mins (depends on the availability of the signatory.) officers Administrative Officer, and Two (2) Supply officers Control of the hospital assigned CLIENT STEPS AGENCY ACTION BE PAID 1. 5 mins 2. 1. Admin Clerk 2. 15-20 mins (depends on the availability of the signatory.) officers Control of the hospital assigned CLIENT STEPS AGENCY ACTION BE PAID 1. S mins 2. 1. Admin Clerk 2. PSDH-HOD, Administrative Officer, and Two (2) Supply officers Control of the hospital assigned CLIENT STEPS AGENCY ACTION BE PAID 1. S mins 2. PSDH-HOD, Administrative Officer, and Two (2) Supply officers Control of the hospital assigned CLIENT STEPS CLIENT STEPS AGENCY ACTION RESPONSIBLE CLIENT STEPS AGENCY ACTION BE PAID 1. S mins 2. Homic Clerk 2. PSGH-HOD, Administrative Officer, and Two (2) Supply officers Control of the hospital assigned CLIENT STEPS CLIENT STEPS CLIENT STEPS AGENCY ACTION CLIENT STEPS CLIENT STEPS	1330ANCL OF CLLANANC				
Type of Transaction Who may avail CASUAL AND REGULAR EMPLOYEES OF HOD-ADMIN CHECKLIST OF REQUIREMENTS UNHERE TO SECURE 1. Admin office of the hospital assigned 2. Legal Office Certificate of no pending cases AGENCY ACTION 1. Prepare clearance Signature of Supply officers, Administrative Officer and Departrment head. Departrment head. FEES TO BE PAID 1. Sumins 2. 1. 5-20 mins (depends on the availability of the signatory.) Officers Officers Officers	OFFICE OR DIVISION				
CLIENT STEPS 1. Submit requirements 1. Prepare clearance Signature of Supply officers, Administrative Officer and Department head. 1. Submit requirements 1. Submit requirements 1. Prepare clearance 2. Signature of Supply officers, Administrative Officer and Department head. CLIENT STEPS 1. Submit requirements 2. Signature of Supply officers, Administrative Officer and Department head. CLIENT STEPS AGENCY ACTION BE PAID 1. 5 mins 2. 1. Admin Clerk 2. 15-20 mins (depends on the availability of the signatory.) officers Administrative Officer, and Two (2) Supply officers Control of the hospital assigned CLIENT STEPS AGENCY ACTION BE PAID 1. 5 mins 2. 1. Admin Clerk 2. 15-20 mins (depends on the availability of the signatory.) officers Control of the hospital assigned CLIENT STEPS AGENCY ACTION BE PAID 1. S mins 2. 1. Admin Clerk 2. PSDH-HOD, Administrative Officer, and Two (2) Supply officers Control of the hospital assigned CLIENT STEPS AGENCY ACTION BE PAID 1. S mins 2. PSDH-HOD, Administrative Officer, and Two (2) Supply officers Control of the hospital assigned CLIENT STEPS CLIENT STEPS AGENCY ACTION RESPONSIBLE CLIENT STEPS AGENCY ACTION BE PAID 1. S mins 2. Homic Clerk 2. PSGH-HOD, Administrative Officer, and Two (2) Supply officers Control of the hospital assigned CLIENT STEPS CLIENT STEPS CLIENT STEPS AGENCY ACTION CLIENT STEPS CLIENT STEPS	Classification	SIMPL	E		
CHECKLIST OF REQUIREMENTS 1. Hospital Clearance Certificate of no pending cases 2. Legal Office CLIENT STEPS AGENCY ACTION 1. Prepare clearance Signature of Supply officers, Administrative Officer and Departrment head. Department head. CHECKLIST OF REQUIREMENTS 1. Admin office of the hospital assigned 2. Legal Office PROCESSING TIME RESPONSIBLE 1. 5 mins 2. 15-20 mins (depends on the availability of the signatory.) CHECKLIST OF REQUIREMENTS AGMINISTRATION PERSON RESPONSIBLE 1. Admin office of the hospital assigned 2. Legal Office	Type of Transaction	G2G-GOVERNMENT TO	O GOVERNM	ENT	
1. Hospital Clearance Certificate of no pending cases 2. Legal Office CLIENT STEPS	Who may avail	CASUAL AND REGULAR EMPI	OYEES OF HO	DD-ADMIN	
CLIENT STEPS AGENCY ACTION 1. Prepare clearance Signature of Supply officers, Administrative Officer and Departrment head. Departrment head. 2. Legal Office FEES TO BE PAID TIME RESPONSIBLE 1. 5 mins 2. 15-20 mins (depends on the availability of the signatory.) Administrative Officer, and Two (2) Supply Officers Officers	CHE	CKLIST OF REQUIREMENTS		WHERE TO	SECURE
CLIENT STEPS AGENCY ACTION BE PAID TIME RESPONSIBLE 1. Submit requirements 1. Prepare clearance Signature of Supply officers, Administrative Officer and Departrment head. Departrment head. 1. Prepare clearance Signature of Supply officers, Administrative Officer and Departrment head. TIME RESPONSIBLE 1. Admin Clerk 2. PGDH-HOD, Administrative Officer, and Two (2) Supply Officers) Administrative Officer, and Two (2) Supply Officers	•	2.			
1. Submit requirements 1. Prepare clearance 2. Signature of Supply officers, Administrative Officer and Departrment head. 1. S mins 2. 15-20 mins (depends on the availability of the signatory.) 2. PGDH-HOD, Administrative Officer, and Two (2) Supply Officers			FEES TO	PROCESSING	PERSON
Signature of Supply officers, Administrative Officer and Departrment head. 2. 15-20 mins (depends on the availability of the signatory.) Officers 2. PGDH-HOD, (depends on the availability of the signatory.) Officers	CLIENT STEPS	AGENCY ACTION	BE PAID	TIME	RESPONSIBLE
TOTAL: 20-25 mins	1. Submit requirements	Signature of Supply officers, Administrative Officer and		2. 15-20 mins (depends on the availability of	2. PGDH-HOD, Administrative Officer, and Two (2) Supply
		TOTAL:		20-25 mins	

OFFICE OR DIVISION	HOD-ADMIN				
Classification	SIMPL	E			
Type of Transaction	G2G-GOVERNMENT T	O GOVERNM	ENT		
Who may avail	CASUAL AND REGULAR EMP	LOYEES OF H	OD-ADMIN		
CHE	CKLIST OF REQUIREMENTS	WHERE TO SECURE			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
1. Presentation of Specification	 Preparation of Purchase Request in the GPS. Preparation of Obligation Request in the Budget Main System to be attached in the PR. PR and OBR for Department head's signature. Documents to be forwarded to Provincial Budget Office. 		 20 mins 5 mins 5 mins 	1.and 2 Admin Aide II (Clerk I) 3 PGDH-HOD	

OFFICE OR DIVISION	ASE REQUEST	AINI		
	HOD-ADI			
Classification	SIMPLE G2G-GOVERNMENT TO GOVERNMENT			
Type of Transaction				
Who may avail	CASUAL AND REGULAR EMPI	OYEES OF HO		
СНЕ	CKLIST OF REQUIREMENTS		WHERE TO	SECURE
		FEES TO	PROCESSING	PERSON
CLIENT STEPS	AGENCY ACTION	BE PAID	TIME	RESPONSIBLE
1. Presentation of Specification	1. Preparation of Purchase Request in the GPS. 2. Preparation of Obligation Request in the Budget Main System to be attached in the PR. 3. Preparation ASSEP and Indorsement 4. PR and OBR for Department head's signature. 5. Documents forwarded to Provincial Budget Office for Budget Officer's Signature then to be forwarded to Gov's office for Gov's signature.		1. 20 mins 2. 5 mins 3. 10 mins 4. 5 mins	1,2 and 3 Admin Aide III (Clerk I) 4. PGDH-HOD

40 mins

TOTAL:

	ASE REQUEST			
OFFICE OR DIVISION HOD-ADMIN				
Classification	SIMPL			
Type of Transaction	G2G-GOVERNMENT TO GOVERNMENT			
Who may avail	CASUAL AND REGULAR EMPL	OYEES OF HO	DD-ADMIN	
CHEC	CKLIST OF REQUIREMENTS		WHERE TO	SECURE
CHENT STERS	A CENCY A CTION	FEES TO	PROCESSING	PERSON
CLIENT STEPS 1. Presentation of Specification	AGENCY ACTION 1. Preparation of Purchase Request in the GPS.	BE PAID	TIME 1. 20 mins	RESPONSIBLE 1,2 and 3 Admin Aide
, and the second	2. Preparation of Obligation Request in the Budget Main System to be attached in the PR. 3. Preparation ASSEP and Indorsement if the item is an equipment 4. PR for Department head's signature. 5. Documents forwarded to Provincial Administration's Office for Gov's signature in the PR and OBR		2. 5 mins 3. 10 mins 4. 5 mins	III (Clerk I) 4. PGDH-HOD
	TOTAL:		40 mins	

INVITATION TO CONSIGN

OFFICE OR DIVISION	HOD-ADMIN			
Classification	SIMPLE			
Type of Transaction	G2B-GOVERNMENT TO BUSINESS			
Who may avail	PROVINCE REGISTERED SUPPLIERS			
CHECKLIST OF REQUIREMENTS			WHERE TO	SECURE
Submit:				
1. Photocopy of Registration	Receipt	1. Provincial	Treasurer's Office	9
1a. Photocopy of License to	Operate from FDA	2. Consignor	's Company	
1b. Photocopy of Certificat	e of Registration from BIR	3. Consignor	r's Company	
2. Secure Offer Form		4. HOD Office - Consignment Personnel		
CLIENT STEPS	AGENCY ACTION	FEES TO	PROCESSING	PERSON
CLILINI STEPS	AGENCY ACTION	BE PAID	TIME	RESPONSIBLE
1. Submit Photocopy of	1. Verify the OR if valid	N/A	2mins	In-Charge Clerks
2. Submit Photocopy of LTO	2. Verify the LTO if valid	N/A	1min	In-Charge Clerks
3. Submit Photocopy of COR	3. Verify the COR if valid	N/A	1min	In-Charge Clerks
4. Submit Offer Form	4. Validate Offer Form	N/A	10mins	Consignment
		1		Committee
	5. Awarding of winning Offerors	N/A	30mins	Consignment
				Committee
	TOTAL	:	44mins	

CONSIGNMENT REQUEST AND CONSIGNMENT ORDER

for Signature and Approval.

· · · · · · · · · · · · · · · · · · ·				
OFFICE OR DIVISION	HOD-ADMIN			
Classification	SIMPLE			
Type of Transaction	G2B-GOVERNMENT TO BUSINESS			
Who may avail	PROVINCE REGISTERED SUPPLIERS			
CHECKLIST OF REQUIREMENTS WHERE TO SE			SECURE	
1. Secure Consignment Re	equest from various District Hospitals	1. District Ho	ospitals	
		FEES TO	PROCESSING	PERSON
CLIENT STEPS	AGENCY ACTION	BE PAID	TIME	RESPONSIBLE
1. Submission of	1. Prepare CR and CO	N/A	1day	Supply Officer/ In-
				Charge Clerk
Consignment Request				
	2. Signature of the Department Head		1 day	HOD-Department Head
	3. Forward to the Provincial Admin Office		15 mins	Provincial
				Administrator
		I	1	

DELIVERY OF CONSIGNED ITEMS

DELIVERY OF GORDIGIES FERIO					
OFFICE OR DIVISION	HOD-ADMIN				
Classification	SIMPLE				
Type of Transaction	G2B-GOVERNMENT TO BUSINESS	2B-GOVERNMENT TO BUSINESS			
Who may avail	PROVINCE REGISTERED SUPPLIERS				
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE			
1. Present CR, CO and Deliver	y Receipt	1. Consignors			
CLIENT STEPS	AGENCY ACTION	ES TO BE PA	ROCESSING TIM	PERSON RESPONSIBLE	
1. Delivery of consigned items	1. Check as to specification the quantity	N/A	5mins	In-charge Clerk	
	2. Prepare Inspection Report		10mins	In-Charge Clerk	

TOTAL:

15mins.

3. Pi	Prepare issue slip	10mins	In-Charge Clerk
4. So	Scheduling of pick-up	as scheduled	In-Charge Clerk
	TOTAL:	25 mins	

UTILIZATION

OTILIZATION				
OFFICE OR DIVISION	HOD-ADMIN			
Classification	Complex			
Type of Transaction	G2B-GOVERNMENT TO BUSINESS			
Who may avail	PROVINCE REGISTERED SUPPLIERS			
CHECKLIST OF REQUIREMENTS WHERE TO SECURI		SECURE		
1. Consolidate Utilization Repo	ort from District Hospitals	1. District Hospitals		
		FEES TO	PROCESSING	PERSON
CLIENT STEPS	AGENCY ACTION	BE PAID	TIME	RESPONSIBLE
1. Submission of Utilization	1. Prepare Utilization and Vouchers for different Consignor's	N/A	30mins	Supply
Report				Officer/Storekeeper
	Endorse Vouchers to Consignor's	N/A	1min	In-Charge Clerk
	3. Return Vouchers to end-user for	N/A	5 days	Consignor
	processing of payments			
1	4. Process voucher for signature of department head	N/A	30 minutes	In-Charge Clerk
	5. Submit vouchers to Accounting office for process of	N/A	30 minutes	Liaison Officer
	TOTAL:		5 days and 1hr a	

SUPPLIES

* * * **						
OFFICE OR DIVISION	HOD-ADMIN					
Classification	SIMPLE	SIMPLE				
Type of Transaction	G2G-GOVERNMENT TO GOVERNMENT					
Who may avail	CASUAL AND REGULAR EMPLOYEES OF HOD-ADMIN					
CHE	CKLIST OF REQUIREMENTS		WHERE TO	SECURE		
1. Specification of the item		1. Personnel	concerned			
2. Approved Project Procuremen	2. Approved Project Procurement Management Plant 2. General Services Office					
			•			
		FEES TO	PROCESSING	PERSON		
CLIENT STEPS	AGENCY ACTION	BE PAID	TIME	RESPONSIBLE		
1. Presentation of Specification	1. Preparation of Purchase Request in the GPS.	NONE	1. 20 mins	1. Admin Aide III		
and submission of approved PPM	2. Preparation of Obligation Request in the		2. 5 mins			
	Budget Main System to be attached in the PR.			2. Admin Aide III		
	3. Attached approved PPMP		3. 3 mins			
	4. PR and OBR for Department head's signature.		4. 5 mins	3. PGDH-HOD		
	5. Documents to be forwarded to Provincial		5. 10 mins	4. Liaison Officer		
	Budget Office.					
	TOTAL:		43 mins			

EQUIPMENT

OFFICE OR DIVISION	HOD-ADMIN				
Classification	SIMPLE				
Type of Transaction	G2G-GOVERNMENT TO GOVERNMENT				
Who may avail	CASUAL AND REGULAR EMPLOYEES OF HOD-ADMIN				
CHE	CKLIST OF REQUIREMENTS		WHERE TO	SECURE	
1. Specification of the item		1. Personnel	concerned		
2. Approved Project Procuremen	ved Project Procurement Management Plant 2. General Services Office				
CLIENT STEPS	AGENCY ACTION	ES TO BE PA	ROCESSING TIM	PERSON RESPONSIBL	
		NONE			
	TOTAL:		46 mins		

PREPARATION OF PURCHASE REQUEST FOR SPECIAL PROJECTS

OFFICE OR DIVISION	HOD-ADMIN				
Classification	SIMPLE				
Type of Transaction	G2G-GOVERNMENT TO GOVERNMENT				
Who may avail	CASUAL AND REGULAR EMPLOYEES OF HOD				
CHE	CKLIST OF REQUIREMENTS			WHERE TO	SECURE
1. Specification of the item			1. Personne	l concerned	
2. Approved Project Procuremen	t Management Plant		2. General S	ervices Office	
3. Approved Project Proposal			3. HOD-Adn	nin	
			FEES TO	PROCESSING	PERSON
CLIENT STEPS	AGENCY ACTION		BE PAID	TIME	RESPONSIBLE
1. Presentation of Specification	1. Preparation of Purchase Request in the GPS.		NONE	1. 20 mins	1. Admin
					Aide III
					(Clerk I)
and submission of approved PPM	2. Preparation of Obligation Request in the Budget			2. 5 mins	2. Admin
					Aide III
					(Clerk I)
and approved project proposal.	Main System to be attached in the PR.				
	3. Preparation ASSEP and Indorsement			3. 5 mins	3. Admin
					Aide III
					(Clerk I)
	4. Attach approved PPMP and approved			4. 1 min	4. Admin
					Aide III
					(Clerk I)
	Project Proposal				
	5. PR and OBR for Department head's signature.			5. 5 mins	5. PGDH-HOD
	6. Documents forwarded to Provincial Budget			6. 10 mins	6. Liaison Officer
	Office				
		TOTAL		46	
		TOTAL:		46 mins	

DELIVERY

Delivery of regular items (medical and office supplies, drugs and medicines and equipment)

Benvery of regular reems (medical and office supplies, drugs and medicin	es ana eqa	pinerity			
OFFICE OR DIVISION	HOD-ADMIN					
Classification	SIMPLE					
Type of Transaction	G2B-GOVERNMENT TO BUSINESS	G2B-GOVERNMENT TO BUSINESS				
Who may avail	PROVINCE REGISTERED SUPPLIERS					
CHEC	CKLIST OF REQUIREMENTS		WHERE TO	SECURE		
1. Purchase Order, Sales Invoid	ce, Delivery Receipt, Obligation	Supplier				
Request, Purchase Request, A	bstract, Request of Quantites,					
Bill of Quantities, Notice of Aw	vard, Notice to Deliver,					
		FEES TO	PROCESSING	PERSON		
CLIENT STEPS	AGENCY ACTION	BE PAID	TIME	RESPONSIBLE		
1. Submit all requirements	1. Check as to specification the quantity	N/A	30mins	In-Charge Clerk/Supply		
				Officer		
2. Prepare Issue Slip	Allocation of items and delivery to hospitals	N/A	20mins	In-Charge Clerk/Supply		
		1,7,1		Officer		
•	3. Prepare items for delivery	N/A	30 mins	In-Charge Clerk/Supply		
delivered.				Officer		
	TOTAL	:	80 mins			

INSPECTION REPORT

OFFICE OR DIVISION	HOD-ADMIN
Classification	SIMPLE
Type of Transaction	G2B-GOVERNMENT TO GOVERNMENT

Who may avail	PROVINCE REGISTERED SUPPLIERS				
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE		
1. Purchase Order, Sales Invoice, Notice to Deliver		Supplier			
Delivery Receipt					
		FEES TO	PROCESSING	PERSON	
CLIENT STEPS	AGENCY ACTION	BE PAID	TIME	RESPONSIBLE	
1. Submit all requirements	1. Prepare inspection report and requisition issuance slip	N/A	10mins	Admin Clerk	
	2. Submit Inspection report to GSO and Provincial Admin for	N/A	10mins	Admin Clerk	
	TOTAL:		20 mins		

ACKNOWLEDGEMENT RECEIPT FOR EQUIPMENT

OFFICE OR DIVISION	HOD-ADMIN	
Classification	SIMPLE	
Type of Transaction	G2B-GOVERNMENT TO BUSINESS	
Who may avail	PROVINCE REGISTERED SUPPLIERS	
<u>CHE</u>	CKLIST OF REQUIREMENTS	WHERE TO SECURE

1. Purchase Order, Sales Invoice, Obligation Request

Supplier

Inspection Report, Purchase Request

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit all requirements	1. Prepare AREP and let the receiver sign	N/A	15mins	In-Charge
				Admin
				Clerk
2. Sign the prepared AREP.	2. Submit to GAM for signature of	N/A	10mins	In-Charge Admin Clerk
	GSO-Department Head.			
	TOTAL:		25 mins	

LEAVE APPLICATION

Application of leave for HOD-Admin Employees

CLIENT STEPS	AGENCY ACTION	ES TO BE PAPROCESSING TIM PERSON RESPONSIB	
2. Medical Certificate if lea	ve is more than five days		
1. Request for Leave Appli	ation	1. Personnel concerned	
•	CHECKLIST OF REQUIREMENTS	WHERE TO SECURE	
Who may avail	CASUAL AND REGULAR EMPLOYEES OF HOD-ADMII	IN .	
Type of Transaction	G2G (GOVERNMENT TO GOVERNMENT)		
Classification	SIMPLE		
OFFICE OR DIVISION	HOD-ADMIN		

1. Inform the clerk assigned of	1. filing of leave in the system and assigning of end-user	NONE	1. 5 mins	1. Admin
the date/s and type of leave to				Aide III
be availed.				(Clerk I)
	2. For Dept. Head's signature		2. 5 mins	2. PGDH-HOD
	3. Forwarded to Human Resource Office		3. 15 mins	3. Liaison Officer
	TOTAL:		25 mins	

PAYROLL PREPARATION

Preparation of salaries and wages of the regular and casual employees of HOD-Admin

OFFICE OR DIVISION	HOD-ADMIN			
Classification	SIMPLE			
Type of Transaction	G2G-GOVERNMENT TO GOVERNMENT			
Who may avail	CASUAL AND REGULAR EMPLOYEES OF HOD-ADMIN			
C	CHECKLIST OF REQUIREMENTS		WHERE TO	SECURE
1. DAILY TIME RECORD AND LEA	VE APPLICATION if applicable	In-Charge Po	ersonnel in HOD-A	Admin
		FEES TO BE	PROCESSING	
CLIENT STEPS	AGENCY ACTION	PAID	TIME	PERSON RESPONSIBLE
1.Attach Daily Time Record and	1. Preparation of Payroll in Payroll System.		1. 2 hours	1 Admin Aide III (Clerk
Leave applicationif applicable				1)
		NONE		
			2. 1 hour	2. Admin Aide III (Clerk
				1)
	2. Printing of necessary documents			
	and attach DTRs and Leave application			
	if applicable			
	3. Prepare Obligation Request		3. 5 minutes	3. Admin Aide III (Clerk
	4. For review and record		4. 5 minutes	4. Admin Clerk
	5 Signature of Department Head Signature		5. 5 minutes	5. HOD-Department Head
	6.Forward to Provincial Budget Office.		6. 10 minutes	6. Liaison Officer
	•	TOTAL:	3 hours and 25	

TRAVEL ORDER

Preparation of travel order three days prior to the date of travel

OFFICE OR DIVISION	HOD-ADMIN			
Classification	SIMPLE			
Type of Transaction	G2G-GOVERNMENT TO GOVERNMENT			
Who may avail	CASUAL AND REGULAR EMPLOYEES OF HOD-ADMIN			
C	CHECKLIST OF REQUIREMENTS		WHERE TO	SECURE
Request for Travel Order Prepara	ation	Concerned E	mployee	
		FEES TO BE	1 110 02001110	
CLIENT STEPS	AGENCY ACTION	PAID	TIME	PERSON RESPONSIBLE
	1. Prepare travel order		1. 5 mins	1. Admin Aide III (Clerk
				1)
1. Inform the Assigned Clerk for		NONE		
	2. For recording		2. 2 mins	2. Admin Aide III (Clerk
				l)
Travel Preparation				
	3 For Department Head's Signature		3. 5 minutes	3. HOD-Department
				Head
	4. Indorse to Provincial Administration		4. 15minutes	4. Liaison Officer
	4. Indorse to Provincial Administration		4. ISminutes	4. Liaison Officer
	Office for approval of Provincial			
	Administrator			
	<u> </u>	TOTAL:	27mins	

ISSUANCE OF CLEARANCE

Issuance of clearance

OFFICE OR DIVISION	HOD-ADMIN			
Classification	SIMPLE			
Type of Transaction	G2G-GOVERNMENT TO GOVERNMENT			
Who may avail	CASUAL AND REGULAR EMPLOYEES OF HOD-ADMIN			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Hospital Clearance		Concerned Personnel		
2. Certificate of no pending cases				
		FEES TO BE	PROCESSING	
CLIENT STEPS	AGENCY ACTION	PAID	TIME	PERSON RESPONSIBLE
1. Submit requirements	1. Prepare clearance	NONE	1. 5 mins	1. Admin Clerk
	2. Signature of Supply officers,		2. 15-20 mins	2. PGDH-HOD,
	Administrative Officer and			Officer, and Two (2)
	Department Head			Officers
	TOTAL	:	20-25 mins	