

LEAVE APPLICATION

Application of leave for HOD-Admin Employees

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	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Inform the clerk assigned of the date/s and type of leave to be availed.	1. filing of leave in the system and assigning of end-user 2. For Dept. Head's signature 3. Forwarded to Human Resource Office		1. 5 mins 2. 1 min	1. Admin Aide III (Clerk I) 2. PGDH-HOD
TOTAL:			6 minutes	

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

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. DAILY TIME RECORD AND LEAVE APPLICATION	Human Resource Office

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1. Preparation of Payroll in Payroll System. Printing of necessary documents and attach DTRs and Leave application 2. Prepare Obligation Request using the Budget Main System. 3. For recording and Department Head Signature 4. Forwarded to Provincial Budget Office.		1. 2 hours 2. 10 mins 3. 3 mins	1 and 2. Admin Aide III (Clerk I) 3. HOD-Department Head
TOTAL:			2 hours and 13	

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			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1. Prepare travel order 2. For recording and Department Head's Signature 3. 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	1. Admin Aide III (Clerk I) 3. HOD-Department Head
TOTAL:			7 mins	

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 Certificate of no pending cases	1. Admin office of the hospital assigned 2. Legal Office

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit requirements	1. Prepare clearance Signature of Supply officers, Administrative Officer and Department head.		1. 5 mins 2. 15-20 mins (depends on the availability of the signatory.)	1. Admin Clerk 2. PGDH-HOD, Administrative Officer, and Two (2) Supply Officers
TOTAL:			20-25 mins	

PREPARATION OF PURCHASE REQUEST

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	
CLIENT STEPS	AGENCY ACTION	FEEES TO BE PAID	PROCESSING TIME	PERSON 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. PR and OBR for Department head's signature. 4. Documents to be forwarded to Provincial Budget Office.		1. 20 mins 2. 5 mins 3. 5 mins	1.and 2 Admin Aide III (Clerk I) 3. PGDH-HOD
TOTAL:			30 mins	

PREPARATION OF PURCHASE REQUEST

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	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON 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
TOTAL:			40 mins	

PREPARATION OF PURCHASE REQUEST

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

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON 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 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		1. 20 mins 2. 5 mins 3. 10 mins 4. 5 mins	1,2 and 3 Admin Aide 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 1a. Photocopy of License to Operate from FDA 1b. Photocopy of Certificate of Registration from BIR 2. Secure Offer Form			1. Provincial Treasurer's Office 2. Consignor's Company 3. Consignor's Company 4. HOD Office - Consignment Personnel	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON 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 Committee
	5. Awarding of winning Offerors	N/A	30mins	Consignment Committee
TOTAL:			44mins	

CONSIGNMENT REQUEST AND CONSIGNMENT ORDER

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
1. Secure Consignment Request from various District Hospitals	1. District Hospitals

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of Consignment Request	1. Prepare CR and CO	N/A	1day	Supply Officer/ In-Charge Clerk
	2. Signature of the Department Head		1 day	HOD-Department Head
	3. Forward to the Provincial Admin Office for Signature and Approval.		15 mins	Provincial Administrator
TOTAL:			15mins.	

DELIVERY OF CONSIGNED ITEMS

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
1. Present CR, CO and Delivery Receipt	1. Consignors

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	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

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

UTILIZATION

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 SECURE	
1. Consolidate Utilization Report from District Hospitals			1. District Hospitals	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of Utilization Report	1. Prepare Utilization and Vouchers for different Consignor's	N/A	30mins	Supply Officer/Storekeeper
	2. Endorse Vouchers to Consignor's	N/A	1min	In-Charge Clerk
	3. Return Vouchers to end-user for processing of payments	N/A	5 days	Consignor
	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 ar	

PREPARATION OF PURCHASE REQUEST

SUPPLIES

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. Specification of the item 2. Approved Project Procurement Management Plant	1. Personnel concerned 2. General Services Office

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Presentation of Specification and submission of approved PPM	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. Attached approved PPMP 4. PR and OBR for Department head's signature. 5. Documents to be forwarded to Provincial Budget Office.	NONE	1. 20 mins 2. 5 mins 3. 3 mins 4. 5 mins 5. 10 mins	1. Admin Aide III 2. Admin Aide III 3. PGDH-HOD 4. Liaison Officer
TOTAL:			43 mins	

PREPARATION OF PURCHASE REQUEST

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

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Specification of the item 2. Approved Project Procurement Management Plant	1. Personnel concerned 2. General Services Office

CLIENT STEPS	AGENCY ACTION	ES TO BE PA	ROCESSING TIM	PERSON RESPONSIBLE
		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			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Specification of the item 2. Approved Project Procurement Management Plant 3. Approved Project Proposal		1. Personnel concerned 2. General Services Office 3. HOD-Admin		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Presentation of Specification and submission of approved PPM and approved project proposal.	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. Attach approved PPMP and approved Project Proposal 5. PR and OBR for Department head's signature. 6. Documents forwarded to Provincial Budget Office	NONE	1. 20 mins 2. 5 mins 3. 5 mins 4. 1 min 5. 5 mins 6. 10 mins	1. Admin Aide III (Clerk I) 2. Admin Aide III (Clerk I) 3. Admin Aide III (Clerk I) 4. Admin Aide III (Clerk I) 5. PGDH-HOD 6. Liaison Officer
TOTAL:			46 mins	

DELIVERY

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

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	
1. Purchase Order, Sales Invoice, Delivery Receipt, Obligation Request, Purchase Request, Abstract, Request of Quantites, Bill of Quantities, Notice of Award, Notice to Deliver,			Supplier	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit all requirements	1. Check as to specification the quantity	N/A	30mins	In-Charge Clerk/Supply Officer
2. Prepare Issue Slip	2. Allocation of items and delivery to hospitals	N/A	20mins	In-Charge Clerk/Supply Officer
3. Prepare the item/s delivered.	3. Prepare items for delivery	N/A	30 mins	In-Charge Clerk/Supply 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			
<u>CHECKLIST OF REQUIREMENTS</u>		WHERE TO SECURE		
1. Purchase Order, Sales Invoice, Notice to Deliver Delivery Receipt		Supplier		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON 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			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Purchase Order, Sales Invoice, Obligation Request Inspection Report, Purchase Request			Supplier	
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 GSO-Department Head.	N/A	10mins	In-Charge Admin Clerk
TOTAL:			25 mins	

LEAVE APPLICATION

Application of leave for HOD-Admin Employees

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. Request for Leave Application 2. Medical Certificate if leave is more than five days			1. Personnel concerned	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE

1. Inform the clerk assigned of the date/s and type of leave to be availed.	1. filing of leave in the system and assigning of end-user 2. For Dept. Head's signature 3. Forwarded to Human Resource Office	NONE	1. 5 mins 2. 5 mins 3. 15 mins	1. Admin Aide III (Clerk I) 2. PGDH-HOD 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			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. DAILY TIME RECORD AND LEAVE APPLICATION if applicable			In-Charge Personnel in HOD-Admin	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Attach Daily Time Record and Leave application if applicable	1. Preparation of Payroll in Payroll System.	NONE	1. 2 hours	1 Admin Aide III (Clerk I)
	2. Printing of necessary documents and attach DTRs and Leave application if applicable		2. 1 hour	2. Admin Aide III (Clerk I)
	3. Prepare Obligation Request		3. 5 minutes	3. Admin Aide III (Clerk I)
	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			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Request for Travel Order Preparation			Concerned Employee	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Inform the Assigned Clerk for Travel Preparation	1. Prepare travel order	NONE	1. 5 mins	1. Admin Aide III (Clerk I)
	2. For recording		2. 2 mins	2. Admin Aide III (Clerk I)
	3 For Department Head's Signature		3. 5 minutes	3. HOD-Department Head
	4. Indorse to Provincial Administration Office for approval of Provincial Administrator		4. 15minutes	4. Liaison Officer
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 2. Certificate of no pending cases			Concerned Personnel	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit requirements	1. Prepare clearance 2. Signature of Supply officers, Administrative Officer and Department Head	NONE	1. 5 mins 2. 15-20 mins	1. Admin Clerk 2. PGDH-HOD, Officer, and Two (2) Officers
TOTAL:			20-25 mins	