

# PROVINCIAL ADMINISTRATOR'S OFFICE

## Administrative Services Division

### EXTERNAL SERVICES

#### 1. ISSUANCE OF CERTIFICATE OF APPEARANCE

The Certificate of Appearance is issued to the general public, official or employee of Local Government Unit, Barangay and Government Line Agency on the day of his/her visit or transaction at the Provincial Capitol as proof of appearance and supporting document for travel claim.

<b>OFFICE OR DIVISION</b>	Provincial Administrator's Office, Administrative Services Division				
<b>Classification</b>	Simple				
<b>Type of Transaction</b>	G2G-Government to Government, G2C-Government to Citizen, G2B-Government to Business				
<b>Who may avail</b>	All requesting party				
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>		
◇	Approved Travel Order (1 original copy)		Local Government Unit/Barangay/Government Line Agency		
◇	Valid Identification Card with photo and signature (1 original ID)		Local Government Unit/Barangay/Government Line Agency		
◇	Personal Appearance				
<b>CLIENT STEPS</b>		<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1	Sign in the Client Log Book in the office lobby	1 Give the Log Book to the Client	None	1 minute	Assistance Front Desk
2	Present the required document	2 Check authenticity of the documents presented, record details in the Visitor's Log Book, affix initials on the certificate of appearance	None	3 minutes	Administrative Assistant II
3	Sign in the Log Book	3 Release the Certificate of Appearance	None	1 minute	Administrative Assistant II
		<b>TOTAL:</b>		<b>5 minutes</b>	

#### 2. FACILITATE AUTHORITY TO TRAVEL DURING COMMUNITY QUARANTINE

Provides assistance to requesting parties during the Enhance Community Quarantine (ECQ), Modified Enhance Community Quarantine (MECQ), General Community Quarantine (GCQ) and Modified General Community Quarantine (MGCQ) within the Province of Negros Occidental through providing Authority to Travel, ECQ Pass and Cross Border Pass (Inter Island and Inter Region) and facilitate Domestic and International Sweeper Flights upon recommendation of the Provincial Administrator and approval of the Governor.

<b>OFFICE OR DIVISION</b>	Provincial Administrator's Office, Administrative Services Division	
<b>Classification</b>	Simple	
<b>Type of Transaction</b>	G2G-Government to Government,G2C-Government to Citizen, G2B-Government to Business	
<b>Who may avail</b>	All residents of the Province of Negros Occidental and stranded individuals within the province requesting to return to their residence	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
<b>A. Request for Authority to Travel</b>		
◊ Letter of Request with specific date and time of travel, purpose, name, address and age of passangers (1 original copy)	Requesting party	
<b>B. Request for ECQ, MECQ, GCQ and MGCQ Pass</b>		
◊ Letter of Request with specific date and time of travel, purpose, name, address and age of passangers (1 original copy)	Requesting party	
◊ Business Permit and Identification Card (1 certified photocopy each)	Requesting party	
<b>C. Request for Cross Border Pass (Inter Island and Inter Region)</b>		
◊ Letter of Request with specific date and time of travel, purpose, name, address and age of passangers (1 original copy)	Requesting party	
◊ Notice of Acceptance from receiving LGU (1 original copy)	Requesting party	
<b>D. Request for Sweeper Flights (Domestic and International)</b>		
◊ Letter of Request with specific date and time of travel, purpose, name, address and age of passangers (1 original copy)	Requesting party	
<b>For Domestic Flight</b>		
◊ Letter of Request from the airline or private individual intending to do chartered flight (1 original copy)	Requesting party, Airline	
<b>For International Flight</b>		

CLIENT STEPS		AGENCY ACTION		FEE TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Letter of request from airline and endorsement from Embassy or Consular Affairs (1 original copy each)		Requesting party, Airline and Embassy/Consular Affairs				
1	Sign in the Client Log Book in the office lobby	1.1	Give the Log Book to the Client	None	2 minutes	Assistance Front Desk
2	Submit the letter request for approval	2.1	Receive submitted letter, check authenticity of the details with specific purpose and date/s of travel and with name, address and age of passengers	None	5 minutes	Administrative Assistant II
	Send letter request thru email at pao.negros.occ@gmail.com	2.2	Receive letter request thru email			Project Development Officer I, Project Development Officer II
		2.3	Prepare/encode documents, affix initial in the certification	None	10 minutes	Project Development Officer I, Project Development Officer II
		2.4	Approve the request and affix initial/signature in the certification	None	1 day	Provl Govt Dept Head (Provincial Administrator), Governor
		2.5	For Domestic and International Flights, forward letter to Civil Aviation Authority of the Philippines, Office of the City Mayor of Silay	None		Administrative Aide III (Driver), Project Development Officer I, Project Development Officer II

	2.6	Notice of Acceptance to passenger thru pick-up and/or email	None		Project Development Officer I, Project Development Officer II
3	3.1	Release thru pick-up or email	None		Administrative Aide III (Frontliner) Project Development Officer I,
<b>TOTAL:</b>				<b>1 day and 17 minutes</b>	

### 3. FACILITATE REQUESTS FOR TRANSPORTATION ASSISTANCE

Provides transportation assistance to requesting parties during official travel from other Department/Offices of the Province of Negros Occidental, and National Agencies upon approval of the Provincial Administrator/ Governor.

<b>OFFICE OR DIVISION</b>	Provincial Administrator's Office, Administrative Services Division				
<b>Classification</b>	Complex				
<b>Type of Transaction</b>	G2G-Government to Government				
<b>Who may avail</b>	All Government Officials and Employees of the Provincial Government of Negros Occidental and National Agencies				
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>		
◊ Letter of Request with specific date and time of official travel, purpose and number of passengers			Requesting Party from other Department/Office concerned		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>	
1	1.1	Give the Log Book to the Client	None	2 minutes	Assistance Front Desk
2	2.1	Receive submitted letter, check as to availability of the vehicle/s and driver/s based on the schedule requested, note the available vehicle and driver	None	5 minutes	Administrative Assistant II

	2.2	Check if the travel is official in nature, and affix initial in the letter request for approval	None	5 minutes	Administrative Officer IV
	2.3	Affix signature/approve the letter request	None	1 day	Provl Govt Dept Head (Provincial Administrator)/ Governor
3	3.1	Coordinate with the requesting party, with the driver as to the schedule, place and time of travel	None	10 minutes	Administrative Assistant II/ Administrative Officer IV
	3.2	Prepare Travel Order/s and affix initials	None	10 minutes	Administrative Officer IV
	3.3	Affix signature/approve the Travel Order	None	1 day	Provl Govt Dept Head (Provincial Administrator)

	3.4	Fill up driver's trip ticket and Vale slip, review and affix initials	None	1 day	Administrative Aide III (Driver I), Administrative Assistant II
	3.5	Affix signature in the trip tickets and vale slips	None	8 minutes	Administrative Officer IV/ Administrative Officer V
	3.6	Check and prepare the condition of the vehicle	None	1 day	Administrative Aide III (Driver I)
	3.7	Report to the office, return the key upon arrival and submit a copy of the certificate of appearance			Administrative Aide III (Driver I), Administrative Assistant II
		<b>TOTAL:</b>		<b>4 days and 50 minutes</b>	

#### 4. TRANSMISSION OF RADIO MESSAGES

Radio communication service is designed to save time, money and effort for fast and reliable information dissemination and in coordination services related to risk reduction and risk management during calamities/disasters, information transmitted upon approval of the Provincial Administrator/Governor.

<b>OFFICE OR DIVISION</b>	Provincial Administrator's Office, Administrative Services Division-Radio Communication System
<b>Classification</b>	Simple
<b>Type of Transaction</b>	G2G-Government to Government, G2C-Government to Citizen, G2B-Government to Business
<b>Who may avail</b>	Local Government Units, Non-Government Organizations and Private Organizations
<b>CHECKLIST OF REQUIREMENTS</b>	
<b>WHERE TO SECURE</b>	

♦ Radio Message for transmission signed by the department/office head (1 original copy and 2 duplicate copies)		Department/Office of Local Government Unit, Non-Government Organization and Private Organization			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
1 Sign in the Client Log Book in the office lobby	1.1 Give the Log Book to the client	None	2 minutes	Administrative Assistant V (Communication Equipment Operator IV) on duty	
2 Submit written message for transmission	2.1 Receive written message, check if signed by the department/office head, review and record the details	None	5 minutes	Administrative Assistant V (Communication Equipment Operator IV) on duty	
3 Receive copy of the message for transmission	3.1 Assign priority number to message, indicate the receiving copy and release the latter to the client	None	3 minutes	Administrative Assistant V (Communication Equipment Operator IV) on duty	
	3.2 Initial and prepare transmittal per batch to the Provincial Administrator's Office for approval	None	10 minutes	Sr. Admin Assistant I (Communication Equipment Operator V)	
	3.3 Submit the transmittal and radio messages for approval of the Provincial Administrator	None	3 minutes	Sr. Admin Assistant I (Communication Equipment Operator V)	

	3.4	Receive approved radio messages	None	2 minutes	Sr. Admin Assistant I (Communication Equipment Operator V)
	3.5	Relay the message to identified recipient	None	15 minutes	Administrative Assistant V (Communication Equipment Operator IV) on duty
4	4.1	Confirm the transmission of radio message relayed if clearly received by the receiving operator	None	20 minutes	Administrative Assistant V (Communication Equipment Operator IV) on duty
		<b>TOTAL:</b>		<b>1 hour</b>	

## INTERNAL SERVICES

### I. PERSONNEL TRANSACTIONS

#### 1. PROCESSING OF APPOINTMENT REQUIREMENTS

Appointment forms are issued to the newly-hired/promoted/reappointed official or employee of the Government in career and non-carrer service except for casual employees which shall use the Plantilla Appointment Form.

<b>OFFICE OR DIVISION</b>	Provincial Administrator's Office, Administrative Services Division	
<b>Classification</b>	Complex	
<b>Type of Transaction</b>	G2G-Government to Government	
<b>Who may avail</b>	All qualified applicants	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
A. Appointment Requirements for newly-hired/promoted/reappointment/reemployment		



◇	CSC Form 212 Personal Data Sheet notarized (3 original copies with 3 passport size pictures)	End-User: Department/Office/Hospital concerned		
◇	CSC Form 1 Position Description Form (3 original copies)	End-User: Department/Office/Hospital concerned		
◇	CSC Form 4 Certification of Assumption To Duty (3 original copies)	End-User: Department/Office/Hospital concerned		
◇	CSC Form 211 Medical Certificate Form (3 original copies) with laboratory results (1 original 2 photocopies)	End-User: Department/Office/Hospital concerned		
◇	CSC Form 32 Oath of Office for permanent positions (3 original copies)	End-User: Department/Office/Hospital concerned		
◇	Statement of Assets, Liabilities and Networth noratized (3 original copies)	End-User: Department/Office/Hospital concerned		
◇	Scholastic Records (2 authenticated copies)	School Graduated		
◇	Birth Certificate and/or Marriage Certificate if married (2 original copies and a photocopy)	National Statistics Office		
◇	Individual Performance Commitment and Review for 2 Rating periods for promotional appt (1 copy each)	Office/Division		
◇	Certificates if any authenticated (1 copy each)	Administrative Services Division/Employee		
<b>Additional Requirements for Tranfer/Reappointment</b>				
◇	Certification from Previous Employment re Last compensations received (3 original copies)	Previous Government Employer		
◇	Clearance (3 original copies)	Previous Government Employer		
◇	Service Record (3 original copies)	Previous Government Employer		
◇	Statement of Leave Credits (3 original copies)	Previous Government Employer		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>

<b>1</b>	Sign in the Client Log Book in the office lobby	<b>1.1</b>	Give the Log Book to the Client	None	2 minutes	Assistance Front Desk
<b>2</b>	Submit all the requirements	<b>2.1</b>	Check authenticity of documents presented, and receive if complete	None	15 minutes	Administrative Officer
		<b>2.2</b>	Receive submitted supporting documents, prepare forms, check as to accuracy and completeness of entries in each form	None	3 hours	Administrative Officer
<b>3</b>	Sign in the forms	<b>3.1</b>	Prepare endorsement to the PHRMO with list of employees	None	15 minutes	Administrative Officer
		<b>3.2</b>	Affix Initials/signatures in the Certification of Assumption to Duty, Position Description Form, Individual Performance Commitment and Review	None	1 day	Immediate Supervisor, Provl Govt Dept Head

		3.3	Submit/receive the requirements to the PHRMO for review and appropriate action	None	15 minutes	Administrative Aide III, Administrative Officer
		3.4	Initial/sign in the Appointment and Oath of Office	None	1 day	Provl Govt Dept Head (Provincial Administrator) , Governor
4	Receive the approved appointment from PHRMO and submit a copy for 201 File	4.1	Receive the authenticated copies of approved appointment and duplicate copies of all supporting documents	None	10 minutes	Administrative Officer
5	Process the Membership Forms	5.1	Provide Membership Forms for GSIS, Pag-ibig, PhilHealth and BIR for processing	None	2 days	Employee
6	Submit accomplished Membership Forms	6.1	Receive and check all Membership Forms required if complete for First salary claim of employee	None	3 minutes	Administrative Officer
			<b>TOTAL:</b>		<b>4 days and 4 hours</b>	

## 2. ISSUANCE OF CERTIFICATIONS

The Certification for GSIS Loan is issued to requesting official or employee who may avail loan and Certifications of Leave Credits is issued to employee who may avail loan with CAPGEM Multi-Purpose Cooperative and other legal purpose.

<b>OFFICE OR DIVISION</b>	Provincial Administrator's Office, Administrative Services Division				
<b>Classification</b>	Simple				
<b>Type of Transaction</b>	G2G-Government to Government, G2B-Government to Business				
<b>Who may avail</b>	All officials or employees of the Provincial Government of Negros Occidental				
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>		
◇ Certificate of Net Pay/Payslip (1 original copy)			Provincial Accounting Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>	
1 Sign in the Client Log Book in the office lobby	1 Give the Log Book to the Client	None	2 minutes	Assistance Front Desk	
2 Fill up request form	2 Received request form	None	2 minutes	Administrative Officer V/ IV	
3 Present the required documents	3 Check authenticity of the documents presented, encode details, print and affix initial/signature on the certification	None	5 minutes	Administrative Officer V/ IV	
4 Sign in the Log Book	4 Release the Certificate	None	1 minute	Administrative Officer V/ IV	
<b>TOTAL:</b>			<b>10 minutes</b>		

### 3.1 PROCESSING OF LEAVE APPLICATIONS FOR VACATION/SICK LEAVE

Leave application is issued to government official or employee who acquired and will acquire absences with or without leave credits. He/She may apply for a Vacation Leave, Forced leave or Special Leave within 5 days prior the inclusive date/s. For Sick Leave, he/she may apply upon reporting to duty. Approved leave applications are attached to the payroll for the succeeding month claim of salary and to the Disbursement Voucher within the month salary claim and/or for Travel abroad.

<b>OFFICE OR DIVISION</b>	Provincial Administrator's Office, Administrative Services Division				
<b>Classification</b>	Simple				
<b>Type of Transaction</b>	G2G-Government to Government				
<b>Who may avail</b>	All Government Officials and Employees of the Provincial Government of Negros Occidental				
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>		
A. Applications for Sick Leave					

◇ Request Form completely filled-up	End-User: Department/Office/Hospital concerned					
◇ Medical Certificate for more than 5 days sick leave (1 original copy 2 duplicate copies)	Government Physician					
<b>B. Applications for Vacation/Forced Leave/Special/Maternity Leave</b>						
◇ Request Form completely filled-up	End-User: Department/Office/Hospital concerned					
<b>Additional for one (1) month or more applications for (Vacation/Sick Leave of Absence)</b>						
◇ PGNO Clearance (5 original copies)	Provincial Human Resource Management Office					
◇ GSO Clearance for property accountabilities (3 original copies)	General Services Office					
◇ PLO Clearance for no filed/instituted or pending administrative case (3 original copies)	Provincial Legal Office					
<b>Additional for one (1) month or more applications for Maternity Leave</b>						
◇ Medical Certificate	End-User: Department/Office/Hospital concerned					
<b>Additional for Travel Abroad</b>						
◇ Certificate of Employment (3 original copies)	Provincial Human Resource Management Office					
CLIENT STEPS		AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	Sign in the Client Log Book in the office lobby	1.1	Give the Log Book to the Client	None	2 minutes	Assistance Front Desk

<p><b>2</b> Fill-up request form/submit the requirement/s or</p> <p>transmittal from PHRMO/other department/Offices</p>	<p><b>2.1</b></p>	<p>Receive request form and submitted supporting documents if needed or</p> <p>Receive applications from other offices, encode in computer</p>	<p>None</p>	<p>3 minutes</p>	<p>Administrative Officer,</p> <p>Administrative Assistant II</p>
	<p><b>2.2</b></p>	<p>Prepare forms in Personnel Information System if available, check if the previous application is already posted, if not, call the PHRMO for posting</p>	<p>None</p>	<p>30 minutes</p>	<p>Administrative Officer</p>
<p><b>3</b> Sign in the application form</p>	<p><b>3.1</b></p>	<p>Affix Initials of immediate supervisor and signature of the Head of Office</p>	<p>None</p>	<p>1 day</p>	<p>Immediate Supervisor, Provl Govt Dept Head,</p>

	3.2	Encode in the Document Tracking System if available and send to PHRMO or  Prepare transmittal for Governor's signature	None	10 minutes	Administrative Officer  Administrative Assistant II
4	4.1	Deliver leave applications to the PHRMO for approval	None	15 minutes	Administrative Aide III
<b>TOTAL:</b>				<b>1 day and 1 hour</b>	

### 3.2 PROCESSING OF LEAVE APPLICATIONS FOR MONETIZED/TERMINAL LEAVE

Leave application is issued to government official or employee who may apply for Monetization of Leave Credits as payment in advance under prescribed limits and subject for specific terms and conditions of the monetary value of leave credits of an employee upon request without actually going on leave. Terminal Leave is applied upon retirement date/voluntary separation/end of service, for payment to money value of the total accumulated leave credits of an employee based on highest salary rate received.

<b>OFFICE OR DIVISION</b>	Provincial Administrator's Office, Administrative Services Division
<b>Classification</b>	Complex
<b>Type of Transaction</b>	G2G-Government to Government

Who may avail		All qualified Government Officials and Employees of the Provincial Government of Negros Occidental		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<b>C. Applications for Monetized Leave</b>				
◇ Certified/Updated Statement of Leave Credits (1 original copy)		Provincial Human Resource Management Office		
◇ Letter of Request for approval of the Governor (2 original copies)		End-User: Department/Office/Hospital concerned		
<b>D. Applications for Terminal Leave</b>				
◇ Appointment/Plantilla Latest issued (2 authenticated copies)		End-User: Department/Office/Hospital concerned/PHRMO		
◇ Daily Time Record Latest issued (2 authenticated copies)		End-User: Department/Office/Hospital concerned		
◇ GSO Clearance for property accountabilities (3 original copies)		General Services Office		
◇ Letter of Resignation for approval of the Governor if resigned (2 original copy)		Concerned employee		
◇ Notice of Salary Adjustment/Step Increment for permanent Latest Issued (3 authenticated copies)		End-User: Department/Office/Hospital concerned/PHRMO		
◇ PGNO Clearance (5 original copies)		Provincial Human Resource Management Office		
◇ PLO Clearance for no filed/instituted or pending administrative case (3 original copies)		Provincial Legal Office		
◇ Service Record updated (3 original copies)		Provincial Human Resource Management Office		
◇ Statement of Assets and Liabilities Latest Filed (3 authenticated copies)		End-User: Department/Office/Hospital concerned/PHRMO		
◇ Statement of Outstanding Leave Credits (3 authenticated copies)		Provincial Human Resource Management Office		
CLIENT STEPS	AGENCY ACTION	FEE TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE



1	Sign in the Client Log Book in the office lobby	1.1	Give the Log Book to the Client	None	2 minutes	Assistance Front Desk
2	Submit the requirement/s or  transmittal from PHRMO/other department/Offices	2.1	Receive submitted form and supporting documents if needed or  Receive applications, encode in computer	None	3 minutes	Administrative Officer,  Administrative Assistant II
		2.2	Prepare forms in Personnel Information System, check if the previous application is already posted, if not, call the PHRMO for posting	None	30 minutes	Administrative Officer
		2.3	Refer to the Provincial Administrator for recommendation/prepare endorsement to Budget Office	None	1 day	Administrative Officer

	2.4	Refer to the Provincial Budget Officer for allocation/endorsement	None	1 day	Provl Govt Dept Head (Provincial Administrator)
3 Sign in the application form	3.1	Affix Initials and signatures of the Head of Office and/or Governor	None	1 day	Immediate Supervisor, Provl Govt Dept Head, Governor
	3.2	Encode in the Document Tracking System if available and send to PHRMO or  Prepare transmittal for Governor's signature	None	10 minutes	Administrative Officer  Administrative Assistant
4 Check if already approved by the Head of Office and by the PHRMO	4.1	Deliver/receive leave applications to/from the PHRMO	None	15 minutes	Administrative Aide III
	<b>TOTAL:</b>			<b>3 days and 1 hour</b>	

## II. FINANCIAL TRANSACTIONS

### 1. PROCESSING OF PAYMENTS FOR PERSONAL SERVICES: SALARIES AND WAGES AND OTHER COMPENSATION

All Payments for salaries and wages, allowances, overtime and night pay, bonus and cash gifts, retirement and life insurance premiums, PAG-IBIG and Philhealth contributions, Employees Compenstions Insurance Premiums, and other personnel benefits such as monetized leave claims, terminal leave benefits, loyalty, Subsistence, Hazard and Laundry Allowance (SuHaLa) and Philhealth Sharing of Hospital personnel for approval.

<b>OFFICE OR DIVISION</b>	Provincial Administrator's Office, Administrative Services Division	
<b>Classification</b>	Simple	
<b>Type of Transaction</b>	G2G-Government to Government	
<b>Who may avail</b>	All Government Officials and Employees of the the Provincial Government of Negros Occidental	
	<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
<b>A.</b>	<b>Payment for First Salary</b> (newly-hired/promoted/reappointed/reemployed)	
◇	Obligation Request (OBR) - 3 copies (1 original 2 duplicate copies)	End-User: Department/Office/Hospital concerned
◇	Disbursement Vouchers (DVs) - 3 copies (1 original 2 duplicate copies)	End-User: Department/Office/Hospital concerned
◇	Appointment/Plantilla of Casual/Contract of Services (1 authenticated copy)	End-User: Department/Office/Hospital concerned
◇	Assumption of Duty (with received stamp of PHRMO) (1 authenticated copy)	End-User: Department/Office/Hospital concerned
◇	Oath of Office (1 authenticated copy)	End-User: Department/Office/Hospital concerned
◇	Statement of Assets, Liabilities and Networth (SALN) (1 authenticated copy)	End-User: Department/Office/Hospital concerned
◇	Daily Time Record (1 original copy)	End-User: Department/Office/Hospital concerned
◇	Detail/Reassignment/Assignment Order (if any) (1 authenticated copy)	End-User: Department/Office/Hospital concerned
◇	Application for Leave (if any) - (1 duplicate copy)	End-User: Department/Office/Hospital concerned
◇	BIR Membership/Update Form (1 original copy with received by BIR)	Bureau of Internal Revenue, Bacolod Branch
◇	GSIS Membership/Update Form (1 original copy received by AAO)	Provincial Human Resource Management Office
◇	Pag-ibig Membership/Update Form (1 original copy with received by Pag-ibig)	Pag-ibig

♦ Philhealth MDR Form (1 original copy with received by Philhealth)		Philhealth			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
1 Sign in the Client Log Book in the office lobby	1.1 Give the Log Book to the Client	None	2 minutes	Assistance Front Desk	
2 Submit the required documents for initial assessment and verification	2.1 Receive the documents, check as to completeness of requirements, receive in the Data Tracking System, stamp received, affix initial, control number, and date received	None	15 minutes	Administrative AideIII/Admin Aide IV	
	2.2 Record/Indicate end-user number and important details in the logbook and in computer system for monitoring purposes			Administrative AideIV/Admin Aide III	
	2.3 Prepare Obligation Request, Disbursement Voucher and supporting documents for payment and remittances, affix initials	None	1 hour	Administrative Assistant II	

	2.4	Review the documents, affix initial/sign in the Obligation Request and recommending approval in Disbursement Voucher	None	1 day	Admin Officer IV, Admin Officer V/PDO IV, Provl Govt Dept Head (Provl Admin)
	2.5	Forward to the Provincial Budget Office thru Data Tracking System for signature of the Provl Budget Officer as to existence of available appropriation	None	15 minutes	Administrative Aide III/ Liaison
	2.6	Sign in OBRs certifying the existence of available appropriation			PGDH (Provincial Budget Officer)/ OIC-PBO
	2.7	Sign in audited Disbursement Vouchers certifying that the allotment is obligated for the indicated purpose and supporting documents are complete			PGDH (Provincial Accountant)/ Acting PA
	2.8	Sign in Disbursement Vouchers certifying that the funds are available			PGDH (Provincial Treasurer)

		2.9	Issue Accountant's Advice and forward check to the Provl Admin Office			Accounting Clerk, Acting Provl Accountant
3	Forward audited Disbursement Vouchers with checks as per Accountant's Advice(Liaison of Acctg)	3.1	Receive DVs with checks as per accountant's advice, encode in computer, sort and stamp name of signatory	None	15 minutes	Administrative Aide III, Admin Assistant II
		3.2	Encode, review, affix initials/signatures in DVs and checks	None	1 day	Admin Officer V/PDO IV/ Provl Administrator
		3.3	Release to the Provl Treasurer's Office - Cash Division w/ advice	None	13 minutes	Provincial Administrator's Office Liaison
4	Sign in Disbursement Voucher and receive check	4.1	Release the check/s			<i>PTO-Cashier</i>
<b>TOTAL:</b>					<b>2 days and 2 hours</b>	

<b>OFFICE OR DIVISION</b>	Provincial Administrator's Office, Administrative Services Division
<b>Classification</b>	Complex
<b>Type of Transaction</b>	G2G-Government to Government
<b>Who may avail</b>	All Government Officials and Employees of the the Provincial Government of Negros Occidental

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<b>B. Payment for Monthly Salaries and allowances</b>	
◇ <b>Obligation Request (OBR)</b> - 3 copies (1 original 2 duplicate copies)	End-User: Department/Office/Hospital concerned
◇ <b>Payroll/Disbursement Voucher</b> - 3 copies (1 original 2 duplicate copies)	End-User: Department/Office/Hospital concerned
◇ <b>All Daily Time Record</b> (1 original copy each personnel) with 1 justification for missing	End-User: Department/Office/Hospital concerned
◇ <b>Application for leave</b> (if any) - (1 duplicate copy) with medical certificate if needed (1 authenticated copy)	End-User: Department/Office/Hospital concerned
◇ <b>Travel Order/s</b> if any - (1 authenticated copy)	End-User: Department/Office/Hospital concerned
◇ <b>GSIS Remittance Lists</b> for all loans and Premiums - 3 copies each (1 original 2 duplicate copies)	End-User: Department/Office/Hospital concerned
◇ <b>Pag-IBIG Remittance Lists</b> for all loans and Premiums - 3 copies each (1 original 2 duplicate copies)	End-User: Department/Office/Hospital concerned
◇ <b>BIR Remittance List</b> for withholding taxes - 3 copies (1 original 2 duplicate copies)	End-User: Department/Office/Hospital concerned
◇ <b>Philhealth Remittance List</b> - 3 copies (1 original 2 duplicate copies)	End-User: Department/Office/Hospital concerned
◇ <b>CAFED Remittance Lists</b> for loans and others - 3 copies each (1 original 2 duplicate copies)	End-User: Department/Office/Hospital concerned
◇ <b>Veterans Bank Loan Remittance Lists</b> and other financial institutions if any (1 original 2 duplicate copies)	End-User: Department/Office/Hospital concerned

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1 Sign in the Client Log Book in the office lobby	1.1 Give the Log Book to the Client	None	2 minutes	Assistance Front Desk
2 Submit the required documents for initial assessment and verification	2.1 Receive the documents, check as to completeness of requirements, stamp signatory, sort and arrange in alphabetical order, review DTRs, reports, and affix initials	None	1 day	Admin Officer I, CEO V, Admin Officer IV, Project Development Officer IV, Admin Officer V

	2.2	Record/Indicate end-user number and important details in the logbook and in computer system for monitoring purposes	None	10 minutes	Admin Assistant II, Admin Aide IV
	2.3	If system is available, prepare/print Payrolls/DVs, OBRs and remittances, affix initials in attachments	None	1 day	Admin Assistant II/Admin Officer IV
	2.4	Review the documents, affix initial/sign in the Obligation Request and recommending approval in Disbursement Voucher	None	1 day	Admin Officer IV, Admin Officer V/PDO IV, Provl Govt Dept Head (Provl Admin)
	2.5	Review as to completeness of approved supporting documents, sort and arrange in alphabetical order and separate copies for attachment to payrolls for salaries, overtime claims and files			Admin Officer I, Admin Officer IV/ Administrative Officer V
	2.6	Forward to the Provincial Budget Office thru Data Tracking System for signature of the Provl Budget Officer as to existence of available appropriation	None	15 minutes	Administrative Aide III/ Liaison
	2.7	Sign in OBRs certifying the existence of available appropriation			PGDH (Provincial Budget Officer)/ OIC-PBO



	2.8	Sign in audited Disbursement Vouchers certifying that the allotment is obligated for the indicated purpose and supporting documents are complete			PGDH (Provincial Accountant)/ Acting PA
	2.9	Sign in Disbursement Vouchers certifying that the funds are available			PGDH (Provincial Treasurer)
	2.10	Issue Accountant's Advice and forward check to the Provl Admin Office			Accounting Clerk, Acting Provl Accountant
3	3.1	Forward audited Disbursement Vouchers with checks as per Accountant's Advice(Liaison of Acctg)	None	15 minutes	Administrative Aide III, Admin Assistant II
	3.2	Forward audited Payrolls (Liaison of Acctg)			Administrative Aide III, Admin Assistant II
	3.3	Encode, review, affix initials/signatures in Disbursement Vouchers and checks	None	1 day	Admin Officer V/PDO IV/ Provl Administrator
	3.4	Encode, review and affix initials/signatures in Payrolls			AO IV, AO V/PDO IV/ Provl Administrator

	3.5	Release to the Provl Treasurer's Office - Cash Division	None	15 minutes	Provincial Administrator's Office Liaison
4	Sign in Disbursement Voucher and receive check	4.1	Release the check/s /prepare Request for Booking of Account		<i>PTO-Cashier, Provincial Treasurer</i>
	Forward the Request for Booking of Account	4.2	Receive/record/affix initial/sign in Request for Booking to Bank	None	3 hours Admin Officer V/PDO IV, Provl Admin
<b>TOTAL:</b>				<b>4 days, 3 hrs and 57 min</b>	

<b>OFFICE OR DIVISION</b>	Provincial Administrator's Office, Administrative Services Division			
<b>Classification</b>	Complex			
<b>Type of Transaction</b>	G2G-Government to Government			
<b>Who may avail</b>	All qualified Government Officials and Employees of the the Provincial Government of Negros Occidental			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<b>C. Payment for Clothing/Uniform Allowance, Bonus and Cash Gift</b>				
◊ <b>Obligation Request (OBR)</b> - 3 copies (1 original 2 duplicate copies)		End-User: Department/Office/Hospital concerned		
◊ <b>Payroll/Disbursement Voucher</b> - 3 copies (1 original 2 duplicate copies)		End-User: Department/Office/Hospital concerned		
◊ Statement of Account from CAPGEM to be deducted if any (1 original copy)		CAPGEM Multi-Purpose Cooperative		
<b>D. Payment for Overtime Services</b>				
◊ <b>Obligation Request (OBR)</b> - 3 copies (1 original 2 duplicate copies)		End-User: Department/Office/Hospital concerned		
◊ <b>Payroll/Disbursement Voucher</b> - 3 copies (1 original 2 duplicate copies)		End-User: Department/Office/Hospital concerned		
◊ <b>Daily Time Records</b> (1 original copy each personnel) with 1 justification for missing entries in biometric print-out if any		End-User: Department/Office/Hospital concerned		
◊ <b>Application for Leave</b> (if any) - (1 authenticated copy)		End-User: Department/Office/Hospital concerned		
◊ <b>Office Order</b> for Overtime Services (1 original copy)		End-User: Department/Office/Hospital concerned		
◊ <b>Accomplishment Report/s</b> (1 original copy each)		End-User: Department/Office/Hospital/ concerned employee		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>

1	Sign in the Client Log Book in the office lobby	1.1	Give the Log Book to the Client	None	2 minutes	Assistance Front Desk
2	Submit the required documents for initial assessment and verification	2.1	Receive the documents, check as to completeness of requirements, stamp signatory, sort and arrange in alphabetical order, review DTRs, reports, and affix initials	None	1 hour	Admin Assistant II
		2.2	Record/Indicate end-user number and important details in the logbook and in computer system for monitoring purposes	None	10 minutes	Admin Assistant II/ Admin Aide IV
		2.3	If system is available, prepare/print Payrolls/DVs, OBRs and remittances, sort/arrange, affix initials in attachments	None	4 hours	Admin Assistant II/Admin Officer IV
		2.4	Review the documents, affix initial/sign in the Obligation Request and recommending approval in Disbursement Voucher	None	1 day	Admin Officer IV, Admin Officer V/PDO IV, Provl Govt Dept Head (Provl Admin)
		2.5	Forward to the Provincial Budget Office thru Data Tracking System for signature of the Provl Budget Officer as to existence of available appropriation	None	15 minutes	Administrative Aide III/ Liaison
		2.6	Sign in OBRs certifying the existence of available appropriation			PGDH (Provincial Budget Officer)/ OIC-PBO
		2.7	Sign in audited Disbursement Vouchers certifying that the allotment is obligated for the indicated purpose and supporting documents are complete			PGDH (Provincial Accountant)/ Acting PA
		2.8	Sign in Disbursement Vouchers certifying that the funds are available			PGDH (Provincial Treasurer)

	2.9	Issue Accountant's Advice and forward check to the Provl Admin Office			Accounting Clerk, Acting Provl Accountant
3	3.1	Forward audited Disbursement Vouchers with checks as per Accountant's Advice(Liaison of Acctg)	None	15 minutes	Administrative Aide III, Admin Assistant II
		Forward audited Payrolls (Liaison of Acctg)			Administrative Aide III, Admin Assistant II
	3.2	Receive Payrolls from Accounting Office, sort and stamp name of signatory, and record in Log book			
	3.3	Encode, review, affix initials/signatures in Disbursement Vouchers and checks	None	1 day	Admin Officer V/PDO IV/ Provl Administrator
	3.4	Encode, review and affix initials/signatures in Payrolls			AO IV, AO V/PDO IV/ Provl Administrator
	3.5	Release to the Provl Treasurer's Office - Cash Division	None	15 minutes	Provincial Administrator's Office Liaison
4	4.1	Sign in Disbursement Voucher and receive check			<i>PTO-Cashier, Provincial Treasurer</i>
	4.2	Forward the Request for Booking of Account	None	3 hours	Admin Officer V/PDO IV, Provl Admin
<b>TOTAL:</b>				<b>3 days &amp; 57 minutes</b>	

<b>OFFICE OR DIVISION</b>	Provincial Administrator's Office, Administrative Services Division	
<b>Classification</b>	Simple	
<b>Type of Transaction</b>	G2G-Government to Government	
<b>Who may avail</b>	All qualified Government Officials and Employees of the the Provincial Government of Negros Occidental	
<b>CHECKLIST OF REQUIREMENTS</b>		
<b>WHERE TO SECURE</b>		
<b>G. Payment for Loyalty Award</b> (from PHRMO/Accounting for approval)		
◊ <b>Obligation Request (OBR)</b> - signed by Department Head and the Provincial Budget Office/ Officer-In-Charge	End-User: Department/Office/Hospital concerned	

◇	<b>Disbursement Voucher/Payroll</b> signed by Department Head and Provincial Accountant- 2 copies (1 original 1 duplicate copies)	End-User: Department/Office/Hospital concerned			
◇	List of employees who are qualified to avail	Provincial Human Resource Management Office			
<b>H. Payment for Subsistence, Hazard and Laundry Allowance</b> (from Accounting for approval)					
◇	<b>Obligation Request (OBR)</b> - signed by Department Head and the Provincial Budget Officer/ Officer-In-Charge	End-User: Department/Office/Hospital concerned			
◇	<b>Disbursement Voucher/Payroll</b> signed by Department Head and Provincial Accountant- 2 copies (1 original 1 duplicate copies)	End-User: Department/Office/Hospital concerned			
◇	<b>Daily Time Record/s</b> (1 original copy each personnel) with 1 Justification for missing entries in biometric print out if any	End-User: Department/Office/Hospital concerned			
<b>I. Payment for Philhealth Sharing</b> (from Accounting for approval)					
◇	<b>Obligation Request (OBR)</b> - signed by Department Head and the Provincial Budget Officer/ Officer-In-Charge	End-User: Department/Office/Hospital concerned			
◇	<b>Disbursement Voucher/Payroll</b> signed by Department Head and Provincial Accountant- 2 copies (1 original 1 duplicate copies)	End-User: Department/Office/Hospital concerned			
◇	<b>Daily Time Record/s</b> (1 original copy each personnel) with 1 Justification for missing entries in biometric print out if any	End-User: Department/Office/Hospital concerned			
<b>J. Remittances for BIR, GSIS, Pag-ibig, PhilHealth, CAPGEM, Veterans Bank</b> (from Accounting for approval)					
◇	<b>Obligation Request (OBR)</b> - signed by Department Head and the Provincial Budget Officer/ Officer-In-Charge	Provincial Accounting Office			
◇	<b>Disbursement Voucher/Payroll</b> signed by Department Head and Provincial Accountant- 2 copies (1 original 1 duplicate copies)	Provincial Accounting Office			
◇	All Remittances from approved payrolls	Provincial Accounting Office			
CLIENT STEPS		AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	Sign in the Client Log Book in the office lobby	1.1 Give the Log Book to the Client	None	2 minutes	Assistance Front Desk

2	Forward audited Disbursement Vouchers with checks as per Accountant's Advice(Liaison of Acctg)	2.1	Receive DVs with checks as per accountant's advice, encode in computer, sort and stamp name of signatory	None	15 minutes	Administrative Aide III, Administrative Assistant II
	Forward audited Payrolls with checks (Liaison of Acctg)	2.2	Receive audited Payrolls, sort and stamp name of signatory			Administrative Aide III
		2.3	Encode, review, affix initials/signatures in DVs and checks	None	1 day	Admin Officer V/PDO IV/ Provl Administrator
		2.5	Release to the Provl Treasurer's Office - Cash Division w/ advice	None	13 minutes	Provincial Administrator's Office Liaison
3	Sign in Disbursement Voucher and receive check	3.1	Release the check/s			<i>PTO-Cashier</i>
	<i>Note: For approved payrolls</i>	3.2	Prepare Office Order for Cash Advance of authorized Disbursing Officer			<i>PTO-Disbursing Officer</i>
4	Forward Office Order for Cash Advance (from PTO)	4.1	Receive Office Order and record	None	2 minutes	Administrative Assistant II
		4.2	Affix Initials in Office Orders for cash advance	None	1 day	Provl Govt Dept Head (Provl Admin)
		4.3	Affix signatures in Office Orders for cash advance			Governor
5	Forward audited Disbursement Vouchers with checks as per Accountant's Advice(Liaison of Acctg)	5.1	Received DVs with checks as per accountant's advice, encode in computer, sort and stamp name of signatory	None	15 minutes	Administrative Aide III, Admin Assistant II
		5.2	Encode, review, affix initials/signatures in DVs and checks	None	1 day	Admin Officer V/PDO IV, Provl Administrator
		5.3	Release to the Provl Treasurer's Office - Cash Division w/ advice	None	13 minutes	Provincial Administrator's Office Liaison
			<b>TOTAL:</b> For checks		<b>1 day and 30 minutes</b>	
			<b>TOTAL:</b> For payrolls w/ CA		<b>2 days and 1 hour</b>	

## 2. PROCESSING OF PAYMENTS FOR OTHER MAINTENANCE AND OPERATING EXPENSES

All Payments for Job-Orders, Professional Fees, Travel Claims and Utility Bills: electricity consumption, telephone expenses, mobile allowance, internet subscription expenses, cable, registration/renewal of utility vehicles, fidelity bonds, and financial assistance to all indigents.

<b>OFFICE OR DIVISION</b>	Provincial Administrator's Office, Administrative Services Division	
<b>Classification</b>	Simple	
<b>Type of Transaction</b>	G2G-Government to Government, G2C-Government to Citizen, G2B-Government to Business	
<b>Who may avail</b>	All Job Order Personnel, Professionals with Contract of Services and Consultancy Agreement with PGNO	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
<b>A. Payments for Job-Order Salaries</b>		
◇	Obligation Request (OBR) - 3 copies (1 original 2 duplicate copies)	End-User: Department/Office/Hospital concerned
◇	Disbursement Vouchers/Payrolls - 3 copies (1 original 2 duplicate copies)	End-User: Department/Office/Hospital concerned
◇	Accomplishment Report/s (1 original copy each)	End-User: Department/Office/Hospital concerned
◇	Contract of Employment for Job Orders (1 original copy first claim and 1 authenticated copy for succeeding month)	End-User: Department/Office/Hospital concerned
◇	Job Order Computation (1 original copy first claim and 1 authenticated copy for succeeding month)	End-User: Department/Office/Hospital concerned
◇	Job Order Plantilla (1 original copy first claim and 1 authenticated copy for succeeding month)	End-User: Department/Office/Hospital concerned
◇	Specimen Card (1 original copy first claim and 1 authenticated copy for succeeding month)	End-User: Department/Office/Hospital/concerned personnel
<b>B. Payments for Professional Fees</b>		
◇	Obligation Request (OBR) - 3 copies (1 original 2 duplicate copies)	End-User: Department/Office/Hospital concerned
◇	Payrolls/Disbursement Vouchers - 3 copies (1 original 2 duplicate copies)	End-User: Department/Office/Hospital concerned
◇	Accomplishment Report/s (1 original copy each)	End-User: Department/Office/Hospital concerned
◇	Contract of Services/Consultancy Agreement (1 original copy first claim and 1 authenticated copy for succeeding month)	End-User: Department/Office/Hospital concerned
◇	Daily Time Record (1 original copy each personnel)	End-User: Department/Office/Hospital concerned

Daily Time Record (1 original copy each personnel)		End-User: Department/Office/Hospital concerned				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE		
1	Sign in the Client Log Book in the office lobby	1.1	Give the Log Book to the Client	None	2 minutes	Assistance Front Desk
2	Submit the required documents for initial assessment and verification	2.1	Receive the documents, check as to completeness of requirements, receive in the Data Tracking System, stamp received, affix initial, control number, and date received	None	15 minutes	Administrative Aide III/Admin Aide IV
						Administrative Aide IV/Admin Aide III
		2.2	Record/Indicate end-user number and important details in the logbook and in computer system for monitoring purposes			
		2.3	Prepare Obligation Request, DVs/Payrolls and supporting documents for payment, affix initials	None	1 hour	Admin Aide IV, Administrative Assistant II
		2.4	Review the documents, affix initial/sign in the Obligation Request and recommending approval in Disbursement Voucher	None	1 day	Admin Officer IV, Admin Officer V/PDO IV, Provl Govt Dept Head (Provl Admin)



	2.5	Forward to the Provincial Budget Office thru Data Tracking System for signature of the Provl Budget Officer as to existence of available appropriation	None	15 minutes	Administrative Aide III/ Liaison
	2.6	Sign in OBRs certifying the existence of available appropriation			PGDH (Provincial Budget Officer)/ OIC-PBO
	2.7	Sign in audited Disbursement Vouchers certifying that the allotment is obligated for the indicated purpose and supporting documents are complete			PGDH (Provincial Accountant)/ Acting PA
	2.8	Sign in Disbursement Vouchers certifying that the funds are available			PGDH (Provincial Treasurer)
	2.9	Issue Accountant's Advice and forward check to the Provl Admin Office			Accounting Clerk, Acting Provl Accountant
3 Forward audited Disbursement Vouchers with checks as per Accountant's Advice(Liaison of Acctg)	3.1	Receive DVs with checks as per accountant's advice, encode in computer, sort and stamp name of signatory	None	15 minutes	Administrative Aide III, Admin Assistant II
	3.2	Receive payrolls from Accounting Office, sort and stamp name of signatory, and record in Log book			Administrative Aide III, Admin Assistant II
	3.3	Encode, review, affix initials in DVs and checks	None	1 day	Admin Officer IV, Admin Officer V

	3.4	Affix signatures in DVs and checks	None	1 day	Provl Govt Dept Head (Provl Admin)
	3.5	Release to the Provl Treasurer's Office - Cash Division w/ advice	None	13 minutes	Provincial Administrator's Office Liaison
4	4.1	Sign in Disbursement Voucher and receive check			PTO-Cashier
<b>TOTAL:</b>				<b>2 days and 2 hours</b>	

<b>OFFICE OR DIVISION</b>	Provincial Administrator's Office, Administrative Services Division	
<b>Classification</b>	Simple	
<b>Type of Transaction</b>	G2G-Government to Government, G2C-Government to Citizen, G2B-Government to Business	
<b>Who may avail</b>	All officials and employees of PGNO (for C-E), and (F) certified indigent for financial assistance	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
<b>C. Payment for Travel Claims</b>		
◇	Obligation Request (OBR) - 3 copies (1 original 2 duplicate copies)	End-User: Department/Office/Hospital concerned
◇	Disbursement Vouchers - 3 copies (1 original 2 duplicate copies)	End-User: Department/Office/Hospital concerned
◇	Travel Order approved by authorized signatory (1 original copy and 1 duplicate copy)	End-User: Department/Office/Hospital concerned
◇	Itinerary of Travel signed and approved (2 original copies)	End-User: Department/Office/Hospital concerned
◇	Certification of Itinerary Completed signed and approved (1 original copy and 1 duplicate copy)	End-User: Department/Office/Hospital concerned
◇	Certificate of Appearance	Department/Office/Place visited
<b>D. Payment for Utility Bills</b> (Electricity/Water Consumption, Telephone/Mobile Expenses, Internet/Cable Subscription)		
◇	Obligation Request (OBR) - 3 copies (1 original 2 duplicate copies)	End-User: Department/Office/Hospital concerned

◇ Disbursement Vouchers - 3 copies (1 original 2 duplicate copies)	End-User: Department/Office/Hospital concerned
◇ Statement of Bills (1 original copy per month)	Company concerned
◇ Official Receipt for Reimbursement (1 original copy with no erasure)	Company concerned
<b>E. Payment for Registration/Renewal</b> (LTO and GSIS Insurance for Transportation Equipment)	End-User: Department/Office/Hospital concerned
◇ Obligation Request (OBR) - 3 copies (1 original 2 duplicate copies)	End-User: Department/Office/Hospital concerned
◇ Disbursement Vouchers - 3 copies (1 original 2 duplicate copies)	End-User: Department/Office/Hospital concerned
◇ Official Receipt and Certificate of Registration of RP vehicle (1 authenticated copy)	Land Transportation Office
◇ LTO Registration/Renewal Form	Land Transportation Office
◇ Computation for GSIS Insurance	Government Service Insurance System
<b>F. Payment for Financial Assistance to Indigents</b> (for approval)	
◇ Obligation Request (OBR) - 3 copies (1 original 2 duplicate copies)	End-User: Department/Office/Hospital concerned
◇ Disbursement Vouchers - 3 copies (1 original 2 duplicate copies)	End-User: Department/Office/Hospital concerned
◇ Certificate of Indigency (1 original copy)	Barangay
◇ Case Study (1 original copy)	Provincial Social Welfare and Development Office/Sangguniang Panlalawigan Office

CLIENT STEPS		AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	Sign in the Client Log Book in the office lobby	1.1	Give the Log Book to the Client	None	2 minutes	Assistance Front Desk
2	Submit the required documents for initial assessment and verification	2.1	Receive the documents, check as to completeness of requirements, receive in the Data Tracking System, stamp received, affix initial, control number, and date received	None	15 minutes	Administrative AideIII/Admin Aide IV

	2.2	Record/Indicate end-user number and important details in the logbook and in computer system for monitoring purposes	None	15 minutes	Administrative Aide IV/Admin Aide III
	2.3	Prepare Obligation Request, DVs and supporting documents for payment, affix initials	None	15 minutes	Administrative Aide IV/Admin Aide III
	2.4	Review the documents, affix initials/signatures in the Obligation Request and recommending approval in Disbursement Voucher and supporting documents for Travel	None	4 hours	Admin Officer IV/Admin Officer V/PDO IV, Provl Govt Dept Head (Provincial Administrator)
	2.5	Forward to the Provincial Budget Office thru Data Tracking System for signature of the Provl Budget Officer as to existence of available appropriation	None	15 minutes	Administrative Aide III/ Liaison
	2.6	Sign in OBRs certifying the existence of available appropriation			PGDH (Provincial Budget Officer)/ OIC-PBO
	2.7	Sign in audited Disbursement Vouchers certifying that the allotment is obligated for the indicated purpose and supporting documents are complete			PGDH (Provincial Accountant)/ Acting PA
	2.8	Sign in Disbursement Vouchers certifying that the funds are available			PGDH (Provincial Treasurer)

	2.9	Issue Accountant's Advice and forward check to the Provl Admin Office			Accounting Clerk, Acting Provl Accountant
3	3.1	Receive DVs with checks as per accountant's advice, encode in computer, sort and stamp name of signatory	None	15 minutes	Administrative Aide III, Admin Assistant II
	3.2	Receive payrolls from Accounting Office, sort and stamp name of signatory, and record in Log book			Administrative Aide III, Admin Assistant II
	3.3	Encode, review, affix initials in DVs and checks	None	1 day	Admin Officer V/PDO IV
	3.4	Affix signatures and approve DVs and checks			Project Development Officer/Provl Admin
	3.5	Release to the Provl Treasurer's Office - Cash Division w/ advice	None	13 minutes	Provincial Administrator's Office Liaison
4	4.1	Release the check/s			<i>PTO-Cashier</i>
<b>TOTAL:</b>				<b>1 day, 5 hours and 15 minutes</b>	

### III. SUPPLIES AND PROCUREMENT TRANSACTIONS

#### 1. PROCESSING OF PURCHASE REQUESTS

All Purchase Requests for supplies and materials, gasoline oil and lubricants expenses, water expenses, postage and courier services, repairs and maintenance of Building and other structure, machinery and transportation equipment, advertising and subscription expenses and other maintenance and operating expenses as per accounting and auditing rules and regulations.

<b>OFFICE OR DIVISION</b>	Provincial Administrator's Office, Administrative Services Division	
<b>Classification</b>	Highly Technical	
<b>Type of Transaction</b>	G2G-Government to Government, G2C-Government to Citizen, G2B-Government to Business	
<b>Who may avail</b>	All	
	<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
<b>A. Purchase of Supplies and Materials, Advertising and Subscription</b>		
◊ Obligation Request (OBR) - 3 copies (1 original 2 duplicate copies)		End-User: Department/Office/Hospital concerned
◊ Purchase Requests - 3 copies (1 original copy and 2 duplicate copies)		End-User: Department/Office/Hospital concerned
◊ Project Procurement and Management Plan (PPMP) - 1 authenticated/certified copy with received stamp of BAC		End-User: Department/Office/Hospital concerned
◊ Annual Procurement Plan (APP) consolidated by GSO - after submission of PPMP (1 authenticated/certified copy)		General Services Office
◊ Project Proposal approved by the Governor - if charged to specific PPAs (1 certified copy)		End-User: Department/Office/Hospital concerned
<b>B. Purchase of Drinking Water, Gasoline oil and lubricants, Postage and Courier Services</b>		
◊ Obligation Request (OBR) - 3 copies (1 original 2 duplicate copies)		End-User: Department/Office/Hospital concerned
◊ Purchase Requests - 3 copies (1 original copy and 2 duplicate copies)		End-User: Department/Office/Hospital concerned
◊ Project Procurement and Management Plan (PPMP) - 1 authenticated/certified copy with received stamp of BAC		End-User: Department/Office/Hospital concerned
Additional - Billing Statement for Postage and Courier Services (1 original copy)		Postage and Courier Services
<b>C. Labor and Materials for the Repair and Maintenance</b>		
<b>(Building and other structure)</b>		

◇ Obligation Request (OBR) - 3 copies (1 original 2 duplicate copies)	End-User: Department/Office/Hospital concerned
◇ Purchase Requests - 3 copies (1 original copy and 2 duplicate copies)	End-User: Department/Office/Hospital concerned
◇ Project Procurement and Management Plan (PPMP) - 1 authenticated/certified copy with received stamp of BAC	End-User: Department/Office/Hospital concerned
◇ Program of Work - (1 original copy)	End-User: Department/Office/Hospital concerned
◇ Contract and/or Plan - (1 certified copy each)	End-User: Department/Office/Hospital concerned
◇ Request for Pre-inspection - recommended/approved by Inspector (1 original copy)	End-User: Department/Office/Hospital, Provl Admin Ofc-PMSSD, Inspection Section
<b>(Machinery and Transportation Equipment)</b>	
◇ Obligation Request (OBR) - 3 copies (1 original 2 duplicate copies)	End-User: Department/Office/Hospital concerned
◇ Purchase Requests - 3 copies (1 original copy and 2 duplicate copies)	End-User: Department/Office/Hospital concerned
◇ Project Procurement and Management Plan (PPMP) - 1 authenticated/certified copy with received stamp of BAC	End-User: Department/Office/Hospital concerned
◇ Request for Pre-inspection - recommended and approved by Inspector (1 original copy)	End-User: Department/Office/Hospital concerned/Provl Admin-Inspection Section
◇ Acknowledgement Receipt of Equipment signed (1 certified copy)	End-User: Department/Office/Hospital concerned
◇ Official Receipt and Certificate of Registration of RP vehicle (1 authenticated copy)	End-User: Department/Office/Hospital concerned
◇ Estimated Cost of Labor and Materials (1 original copy)	Supplier
<b>D. Purchase for Catering Services: Meals (Other MOOE)</b>	
◇ Obligation Request (OBR) - 3 copies (1 original 2 duplicate copies)	End-User: Department/Office/Hospital concerned
◇ Purchase Requests - 3 copies (1 original copy and 2 duplicate copies)	End-User: Department/Office/Hospital concerned
◇ Project Procurement and Management Plan (PPMP) - 1 authenticated/certified copy with received stamp of BAC	End-User: Department/Office/Hospital concerned
◇ Project Proposal approved by the Governor - if charged to specific PPAs (1 certified copy)	End-User: Department/Office/Hospital concerned
<b>E. Purchase of IT and other Equipment</b>	

◆	Obligation Request (OBR) - 3 copies (1 original 2 duplicate copies)	End-User: Department/Office/Hospital concerned				
◆	Purchase Requests - 3 copies (1 original copy and 2 duplicate copies)	End-User: Department/Office/Hospital concerned				
◆	Project Procurement and Management Plan (PPMP) - 1 authenticated/certified copy with received stamp of BAC	End-User: Department/Office/Hospital concerned				
◆	Annual/Supplemental Equipment Procurement Program (ASEPP)	End-User: Department/Office/Hospital concerned				
◆	Authority to Purchase charged to Capital Outlay as per DBM Local Budget Circular No. 35 dated 12/08/1998	End-User: Department/Office/Hospital concerned, Office of the Governor				
◆	Endorsement Letter from Provincial Budget Officer	End-User: Department/Office/Hospital concerned, Provincial Budget Office				
CLIENT STEPS		AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	Sign in the Client Log Book in the office lobby	1.1	Give the Log Book to the Client	None	2 minutes	Assistance Front Desk
2	Submit the required documents for initial assessment and verification	2.1	Receive the documents, check as to completeness of requirements, receive in the Data Tracking System, stamp received, affix initial, control number, and date received	None	15 minutes	Administrative AideIII/Admin Aide III
		2.2	Record/Indicate end-user number and important details in the logbook and in computer system for monitoring purposes			Administrative AideIV/Admin Aide IV
		2.3	Prepare Purchase Requests, Obligation Request, and attach supporting documents, stamp budget control, affix initials	None	1 hour	Administrative AideIV/Admin Assistant II



	2.4	Review the documents, affix initials/signatures in the Obligation Requests and Purchase Requests	None	1 day	Admin Officer IV, Admin Officer V/PDO IV, Provl Govt Dept Head (Provl Admin)
	2.5	Forward to the Provincial Budget Office thru Data Tracking System for preparation of OBR if Capital Outlay	None	15 minutes	Administrative Aide III/ Liaison
3	3.1	Forward the printed OBR with PR and signed endorsement (if Capital Outlay) thru Prov'l Budget Office Liaison	Receive OBRs, PRs, AREPP, Authority pursuant of Local Budget Circular No. 35 dated 12/08/1998 of DBM and signed Endorsement		Provincial Budget Officer
	3.2	Affix initials in the OBRs, PRs and Authority and signs in AREPP	None	1 day	Provl Administrator, Governor
	3.3	Affix signature/approve the OBRs, PRs, AREPP, Authority	None	1 day	Governor
	3.4	Sign in OBRs certifying the existence of available appropriation			PGDH (Provincial Budget Officer)/ OIC-PBO

	3.5	Sign in OBRs certifying the existence of available appropriation			PGDH (Provincial Budget Officer)/ OIC-PBO
	3.6	Sign in PR certifying that the allotment is obligated for the indicated purpose and supporting documents are complete			PGDH (Provincial Accountant)/ Acting PA
	3.7	Refer to Bids and Awards Committee for appropriate action as to mode of procurement: Public Bidding, Small Value Procurement, Direct Contracting, Shopping, Repeat Order, Government to Government, Emergency Procurement, or Negotiated or Extension of Contract			Bids and Awards Committee, BAC Secretariat, Provincial Legal Officer and Provincial Administrator (Chairman)
	3.8	Procurement flow starts based on its mode, selling of Bid Document to interested Bidders, Pre-Bid Conference, Opening of Bids/Quotation and Bid Evaluation of TWG if necessary			BAC Secretariat, TWG
	3.9	Prepare Abstract of Bids/Quotations for signature the office head/representative and other signatories			BAC Secretariat

4	Forward the Abstract and supporting documents (BAC Liaison)	4.1	Process Abstract for review, initial and signature of the office head/ representative and signatories of the committee	None	1 day	Administrative Aide III, Admin Assistant II, Admin Officer IV/ Admin Officer V
		4.2	Affix signature in Abstract as Chairman	None	1 day	PGDH (Provincial administrator)
		4.3	Prepare Purchase Orders/Contract, affix initials, record, encode to DTS (Contract is subject for approval of Chief Executive)			BAC Secretariat, BAC Chairman, Chief Executive
5	Forward the Purchase Orders with all supporting documents (BAC Liaison)	5.1	Receive Purchase Orders per batch thru DTS, record and stamp receive, affix initials, control number and date received	None	2 hours	Administrative Aid III (frontliner)
		5.2	Review POs as per PRs, OBRs and supporting documents, affix initials depending on the amount and charges	None	1 day	Admin Officer IV, Admin Officer V/PDO IV, Provl Govt Dept Head (Provl Admin)
		5.3	Signs Purchase Orders, Notice of Award to Proceed to Suppliers, Agency Procurement Request fo DBM	None	1 day	Administrative Officer V, Project Development Officer IV, Governor

	5.4	Forward to BAC Secretariat thru DTS per batch	None	1 hour	Administrative Aide III	
	5.5	Forward to COA, release to Supplier			BAC Secretariat	
6	Deliver supplies and request for inspection	6.1	Prepare Inspection and Acceptance Report and Requisition and Issuance Slip	None	1 day	Administrative Assistant II
		6.2	Receive supplies from the suppliers, facilitate request for inspection, prepare Disbursement Vouchers for payment	None		Administrative Assistant II, Admin Aide IV/ III
		6.3	Review DVs for payment and supporting documents, affix initials in recommending approval depending on the amount and charges	None	1 day	Admin Officer IV, Admin Officer V/PDO IV, Provl Govt Dept Head (Provl Admin)
		6.4	Collate necessary documents for signature of authorized signatories	None	1 day	Administrative Assistant II, Admin Officer IV, Admin Officer V

				1 day	Administrative Officer V,/Project Development Officer IV, Provincial Administrator/Governor	
	6.5	Signs the recommending approval in Disbursement Vouchers depending on the amount and charges	None			
	6.6	Forward to Provincial Accounting Office for audit and signature of the Provincial Accountant	None	15 minutes	Administrative Aide III (Liaison)	
	6.7	Sign in audited Disbursement Vouchers certifying that the allotment is obligated for the indicated purpose and supporting documents are complete			PGDH (Provincial Accountant)/ Acting PA	
	6.8	Sign in Disbursement Vouchers certifying that the funds are available			PGDH (Provincial Treasurer)	
	6.9	Issue Accountant's Advice and forward check to the Provl Admin Office			Accounting Clerk, Acting Provl Accountant	
7	7.1	Forward audited Disbursement Vouchers with checks as per Accountant's Advice(Liaison of Acctg)	Receive DVs with checks as per accountant's advice, encode in computer, sort and stamp name of signatory	None	15 minutes	Administrative Aide III, Admin Assistant II

	7.2	Encode, review, affix initials in DVs and checks	None	1 day	Admin Officer IV, Admin Officer V
	7.3	Affix signatures and approve DVs and checks			Project Development Officer IV, Provl Govt Dept Head (Provl Admin), Governor
	7,4	Release to the Provl Treasurer's Office - Cash Division w/ advice	None	13 minutes	Provincial Administrator's Office Liaison
8	8.1	Sign in Disbursement Voucher and receive check Release the check/s			<i>PTO-Cash Division</i>
<b>TOTAL:</b>				<b>11 days, 4 hrs and 15 minutes</b>	

#### IV. FACILITATE APPROVAL OF CONTRACTS AND PROJECT PROPOSALS

##### 1. LEGAL DOCUMENTS

All legal documents such as Final Deed of Donation, Deed of Sale with Condition, Conformity to Sell, Deed of Absolute Sale with Conditions from the General Services Office, and all the Contract of Services/Employment, Consultancy Agreement, Memorandum of Agreement/Understanding, Deed of Sale and all other documents for review and endorsement to the Office of the Sangguniang Panlalawigan upon recommendation of the Provincial Administrator, which the Governor is empowered to implement and which the Sanggunian is empowered to provide for and under the Local Government Code of 1991.

<b>OFFICE OR DIVISION</b>	Provincial Administrator's Office, Administrative Services Division
<b>Classification</b>	Complex
<b>Type of Transaction</b>	G2G-Government to Government

Who may avail	All qualified Government Officials and Employees of the Provincial Government of Negros Occidental	
	CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<b>A. Final Deed of Donation, Deed of Sale with Condition, Conformity to Sell, Deed of Absolute Sale with Conditions</b>		
	• <b>Final Deed of Donation</b> (8 original copies)	General Services Office
	◊ Endorsement Letter signed by the PGDH (General Services Officer) - (1 original copy)	General Services Office
	◊ Letter of Request for approval of the Governor and Acknowledgement Receipt of Awardee (1 original copy)	General Services Office
	◊ Declaration of Heirship and Waiver (6 original copies)	General Services Office
	◊ Deed of Sale with Conditions (6 original copies)	General Services Office
	• <b>Deed of Sale with Condition</b> (8 original copies)	General Services Office
	◊ Endorsement Letter signed by the PGDH (General Services Officer) - (1 original copy)	General Services Office
	◊ Terms of Condition (1 original copy)	General Services Office
	• <b>Conformity to Sell</b> (8 original copies)	General Services Office
	◊ Endorsement Letter signed by the PGDH (General Services Officer) - (1 original copy)	General Services Office
	◊ Transfer of Certificate of Title (6 original copies)	General Services Office
	◊ Letter of Request from Awardee	General Services Office
	• <b>Deed of Absolute Sale with Condition</b> (8 original copies)	General Services Office
	◊ Endorsement Letter signed by the PGDH (General Services Officer) - (1 original copy)	General Services Office
	◊ Final Deed of Sale with Condition (6 original copies)	General Services Office
	◊ Declaration of Heirship with Sale of Real Property (1 authenticated copy)	General Services Office
<b>B. Contract of Services/Employment, Consultancy Agreement, Memorandum of Agreement/Understanding, Deed of Sale</b>		Department/Office concerned/Provincial Legal Office/PHRMO

◇ Endorsement Letter signed by the PGDH - (1 original copy)		Department/Office concerned/Provincial Legal Office/PHRMO				
◇ Legal Opinion		Provincial Legal Office				
◇ Endorsement Letter to SP Office (2 original copies)		Department/Office concerned/ Provincial Legal Office/ Provincial Admin Office				
CLIENT STEPS		AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	Sign in the Client Log Book in the office lobby	1.1	Give the Log Book to the Client	None	2 minutes	Assistance Front Desk
2	Forward endorsement letter	2.1	Receive submitted documents, encode details for records purposes	None	5 minutes	Administrative Officer I
		2.2	Check and affix initial in the endorsement	None	1 day	Provl Govt Dept Head (Provincial Administrator)
		2.3	Update record, print transmittal to Governor's Office	None	5 minutes	Administrative Officer I
		2.4	Affix signature/approve the endorsement to SP Office	None	1 day	Governor
3	Submit SP Resolutions (SP Office Liaison)	3.1	Receive submitted documents, encode details for records purposes	None	5 minutes	Administrative Officer I
4	Submit Legal Documents for signature	4.1	Check and affix initial in the legal documents	None	1 day	Provl Govt Dept Head (Provincial Administrator)
		4.2	Affix signature/approve the Legal Documents	None	1 day	Governor
		4.3	Prepare/print transmittal and forward to the office concerned	None	10 minutes	Administrative Officer I, Administrative Aide III
		<b>TOTAL:</b>			<b>4 days and 27 minutes</b>	



## 2. PROJECT PROPOSALS

All Project Proposals for Programs, Projects and Activities of the Provincial Government of Negros Occidental submitted by Department/Offices for review and/or endorsement to the Office of the Sangguniang Panlalawigan upon recommendation of the Provincial Administrator, which the Governor is empowered to implement and which the Sanggunian is empowered to provide for and under the Local government Code of 1991.

<b>OFFICE OR DIVISION</b>	<b>Provincial Administrator's Office, Administrative Services Division</b>				
<b>Classification</b>	<b>Complex</b>				
<b>Type of Transaction</b>	<b>G2G-Government to Government</b>				
<b>Who may avail</b>	<b>All qualified Government Officials and Employees of the Provincial Government of Negros Occidental, Non-Government Organizations</b>				
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>		
<b>A. PROJECT PROPOSALS (NGOs) for endorsement to SP</b>					
◇ Project Proposals (2 original copies)	End-User: Department/Office/Hospital concerned				
◇ Annual Investment Plan (AIP) - (1 certified photocopy)	End-User: Department/Office/Hospital concerned				
◇ Endorsement Letter to SP Office (2 original copies)	Provl Legal Office/Provl Admin Office				
◇ Executive Legislative Agenda (ELA) - (1 certified photocopy)	End-User: Department/Office/Hospital concerned				
◇ List of Approved Projects, Programs and Activities (PPAs) - (1 certified photocopy)	Provincial Councils (OAG, PDRRM, Peace and Order, Provincial Council for the Protection of Children, Provincial Development Council)				
<b>B. PROJECT PROPOSALS (Department/Office) for approval</b>					
◇ Project Proposals (2 original copies)	End-User: Department/Office/Hospital concerned				
◇ Annual Investment Plan (AIP) - (1 certified photocopy)	End-User: Department/Office/Hospital concerned				
◇ Endorsement Letter to SP Office (2 original copies) if necessary	Provl Legal Office/Provl Admin Office				
◇ Executive Legislative Agenda (ELA) - (1 certified photocopy)	End-User: Department/Office/Hospital concerned				
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>		<b>FEE TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
<b>1</b> Sign in the Client Log Book in the office lobby	<b>1.1</b>	Give the Log Book to the Client	None	2 minutes	Assistance Front Desk
<b>2</b> Forward endorsement/Project Proposals	<b>2.1</b>	Receive submitted documents, encode details for records purposes, review the contents	None	15 minutes	Project Development Officer I
	<b>2.2</b>	Review Project Proposals, affix initials	None	10 minutes	Project Development Officer IV

	2.3	Check and affix signature/recommend approval in the endorsement/project proposal	None	1 day	Provl Govt Dept Head (Provincial Administrator)	
	2.4	Update record, print transmittal to Governor's Office	None	5 minutes	Project Development Officer I	
	2.5	Affix signature/approve the endorsement to SP Office	None	1 day	Governor	
3	3.1	Submit SP Resolutions (SP Office Liaison)	Receive submitted documents, encode details for records purposes	None	5 minutes	Project Development Officer I
4	4.1	Submit Project Proposals for signature	Check and affix initial in SP Resolutions	None	1 day	Provl Govt Dept Head (Provincial Administrator)
	4.2	Affix signature/approve the documents	None	1 day	Governor	
	4.3	Prepare/print transmittal and forward to the office concerned	None	10 minutes	Project Development Officer I, Admin Aide III	
<b>TOTAL:</b>				<b>4 days and 47 minutes</b>		

## V. FACILITATE APPROVAL OF ISSUANCES

All issuances/directives such as Executive Orders, Memoranda, Special Orders, Assignment/Reassignment/Detail Orders, and Travel Orders outside Region VI prepared/received for signature/approval of the Governor upon recommendation of the Provincial Administrator, and Travel Orders within Region VI and Office Orders of overtime services for approval of the Provincial Administrator.

<b>OFFICE OR DIVISION</b>	Provincial Administrator's Office, Administrative Services Division
<b>Classification</b>	Simple
<b>Type of Transaction</b>	G2G-Government to Government, G2C-Government to Citizen, G2B-Government to Business
<b>Who may avail</b>	All

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE				
◇	Executive Orders (3 original copies)	Dept/Office concerned/PHRMO/Provl Legal Office/Provl Admin/Governor's Office				
◇	Assignment/Reassignment/Detail Orders (3 original copies)	Dept/Office/Hospital concerned/PHRMO/Provl Legal Office/Provl Admin/Governor's Office				
◇	Memorandum (2 original copies)	Dept/Office/Hospital concerned/PHRMO/Provl Legal Office/Provl Admin/Governor's Office				
◇	Office/Special Orders (Designation)	Dept/Office/Hospital concerned/PHRMO/Provl Legal Office/Provl Admin/Governor's Office				
◇	Special Orders (cash Advance of Disbursing Officer)	Dept/Office/Hospital concerned/PHRMO/Provl Legal Office/Provl Admin/Governor's Office				
◇	Special Orders	Dept/Office/Hospital concerned/PHRMO/Provl Legal Office/Provl Admin/Governor's Office				
◇	Travel Orders	Dept/Office/Hospital concerned/PHRMO/Provl Legal Office/Provl Admin/Governor's Office				
●	<b>For recording purposes (2 copies)</b>					
◇	Within the Province of Negros Occidental (signed/approved by the Department/Office Head)	Department/Office/Hospital concerned				
	<i>For approval of the Provincial Administrator (3 copies)</i>					
◇	Within Region VI (signed/recommended by the Department/Office Head)	Dept/Office/Hospital concerned/PHRMO/Provl Legal Office/Provl Admin/Governor's Office				
●	<i>For approval of the Governor (3 copies)</i>					
◇	Outside Region VI (signed by the Department/Office Head and recommended by the Provincial Administrator)	Dept/Office/Hospital concerned/PHRMO/Provl Legal Office/Provl Admin/Governor's Office				
◇	Office Orders for Overtime Services (2 original copies)	Dept/Office/Hospital concerned/PHRMO/Provl Legal Office/Provl Admin/Governor's Office				
CLIENT STEPS		AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	Sign in the Client Log Book in the office lobby	1.1	Give the Log Book to the Client	None	2 minutes	Assistance Front Desk

2	Submit documents for approval	2.1	Receive documents, record/encode important details	None	10 minutes	Administrative Officer I
		2.2	Receive Travel Orders within the Province of Negros Occidental, stamp recorded, encode and affix initial and control number			Administrative Assistant II
		2.3	Receive Travel Orders within/outside Region VI, stamp recorded, encode and affix initial and control number			Administrative Assistant II
	Refer concern to the Provincial Administrator	2.4	Arrange meeting with the Provincial Administrator to convene re concern before issuance			Project Development Officer I
		2.5	Prepare/review Executive Order, endorse to the Provincial Administrator for recommendation			Executive Assistant IV, Provincial Legal Officer
		2.6	Prepare Memoranda as directed by the Provincial Administrator			Project Devt Officer I/Project Devt Officer II, Administrative Officer I/ Administrative Officer V

	2.7	Prepare Assignment/ Reassignment/ Detail Orders, Office Orders (Designation) as directed by the Provincial Administrator	None	15 minutes	Project Devt Officer I/Administrative Officer I/ Administrative Officer V
	2.8	Prepare Travel Orders as requested			Administrative Officer IV/ Administrative Officer V
	2.9	Review, recommend/approve and affix initial/signature in the issuance/directive	None	1 day	Provl Govt Dept Head (Provincial Administrator)
	2.10	Approved and affix signature in the issuance/directive			Governor
	2.11	Assign issuance number, photocopy, disseminate for information	None	10 minutes	Administrative Officer I , Administrative Officer V
3	3.1	Release the issuance/directive or route thru liaison	None	4 hours	Administrative Officer I/Liaison
<b>TOTAL:</b>				<b>1 day, 4 hours and 37 minutes</b>	

**Project Management and Support Services Division**