

ADMINISTRATIVE SERVICE (AS)



ADMINISTRATIVE SERVICE (AS)

SUMMARY OF PROCESSES

External Services

Human Resource Management Division (HRMD)

PROCESSES	DURATION	CLASSIFICATION
1. <u>Recruitment Process</u> <i>(ISO Certified)</i>	35 Working Days	Complex

General Services Division (GSD)

PROCESSES	DURATION	CLASSIFICATION
2. <u>Request of Property, Plant and Equipment (PPE) and Semi-Expendable Items thru Donation or Transfer Without Cost to Other NGAs, LGUs, GOCCs or State Universities</u>	4 days, 3 hours and 35 minutes	Complex

Records Management Division

PROCESSES	DURATION	CLASSIFICATION
3. <u>Receiving of Incoming Documents</u> <i>(ISO Certified)</i>	60 minutes	Simple
4. <u>Request for Information (under the Freedom of Information)</u>	15-35 Working Days	Complex
5. <u>Authentication of Documents</u>	5 hours & 35 minutes	Simple

Treasury Division (External/Internal Services)

PROCESSES	DURATION	CLASSIFICATION
6. <u>Collection of Fees and Charges</u>	5 minutes	Simple
7. <u>Disbursement of Fund</u>	20 minutes	Simple



Administrative Service (AS)

Internal Services

Human Resource Management Division (HRMD)

PROCESSES	DURATION	CLASSIFICATION
8. <u>Processing of GSIS, Pag-BIG and PHILHEALTH Claims</u>		
a. <u>Request change of/ correction of name/ personal data or status of applicant</u>	1 Working Day & 1 Hour	Simple
b. <u>Request to file Application for Retirement/Separation/Benefit Claim</u>	1 Working Day, 4 Hours & 15 minutes	Simple
9. <u>Processing of Authority to Render Overtime Services</u>	4 working days	Simple
10. <u>Processing of Applications for Provident Fund Loan</u>	1 Hour & 20 minutes	Simple
11. <u>Processing of Personnel Development Nomination</u>	10 working days	Complex
12. <u>Processing of Applications for Program on Awards and Incentives for Service Excellence (PRAISE)</u>	3 Hours & 35 minutes	Simple
13. <u>Processing of Applications for Magna Carta Eligibility</u>	2 Working Days & 5 Minutes	Simple

General Services Division (GSD)

PROCESSES	DURATION	CLASSIFICATION
14. <u>Request for Audio-Visual Room (AVR) Reservation</u>	18 minutes	Simple
15. <u>Request for Service Vehicle (GSD Pooled)</u>	15 minutes	Simple
16. <u>Request for Repair and Maintenance Services (Thru Petty Cash)</u>	10 Hours and 5 minutes	Simple
17. <u>Request for Repair and Maintenance Services (Thru BAC Procurement)</u>	8 Hours and 5 minutes	Simple
18. <u>Request for Supplies and Materials</u>	2 Hours and 35 minutes	Simple

Records Management Division (RMD)

PROCESSES	DURATION	CLASSIFICATION
19. <u>Publication of DOE Issuances</u>	2 Working Days & 30 minutes	Simple
20. <u>Mailing/Postal Services</u>	2 hours & 40 minutes	Simple
21. <u>Messengerial Delivery Service</u>	2 hours & 50 minutes	Simple

Treasury Division (TD)

PROCESSES	DURATION	CLASSIFICATION
22. <u>Petty Cash Disbursement</u>	15 minutes	Simple

Procurement Management Division (PMD)

PROCESSES	DURATION	CLASSIFICATION
23. <u>Request for Certification of various PMD Documents</u>	40 minutes	Simple
24. <u>Numbering and Monitoring of Purchase Requests</u>	30 minutes	Simple
25. <u>Request for Inclusion in Supplemental APP</u>	70 minutes	Simple
26. <u>Procurement thru Public Bidding (ISO Certified)</u>	See Reference B	Highly Technical
27. <u>Procurement thru Section 53.9: Small Value Procurement (ISO Certified)</u>	See Reference B	Complex



HUMAN RESOURCE MANAGEMENT DIVISION (HRMD)

EXTERNAL SERVICES

1. Recruitment Process *(ISO Certified)*

INTERNAL SERVICES

1. Processing of GSIS, Pag-BIG and PHILHEALTH Claims
 - a. Request change of/ correction of name/ personal data or status of applicant
 - b. Request to file Application for Retirement/Separation/Benefit Claim
2. Processing of Authority to Render Overtime Services
3. Processing of Applications for Provident Fund Loan
4. Processing of Personnel Development Nomination
5. Processing of Applications for Program on Awards and Incentives for Service Excellence (PRAISE)
6. Processing of Applications for Magna Carta Eligibility



Recruitment Process

Note: *This process is ISO Certified.*

This applies to transactions done for the Recruitment Process in the DOE.

(Updated as of 29 September 2023)

Office or Division:	Human Resource Management Division (HRMD)	
Classification:	Complex Transaction	
Type of Transaction:	Government-to-Government / Government-to-Citizen	
Who May Avail:	External/Internal applicants	
CHECKLIST OF REQUIRMENTS		WHERE TO SECURE
1. Filled out Personal Data Sheet (PDS)	<p>Provided by the applicant to be inputted/uploaded through the Department of Energy (DOE) Human Resource Information and Payroll System (HRIPS)</p> <p>HRIPS Link can be accessed through the DOE and CSC websites.</p> <p>HRIPS Link is posted in three (3) conspicuous places in the DOE</p>	
2. Cover Letter and Updated Resume		
3. Certificate of Graduation/Diploma and Transcript of Records		
4. Civil Service Certificate of Eligibility or PRC Board Exam Rating or Other Proof of Eligibility		
5. Certificate/s of seminars/trainings attended, if any		
6. Latest Performance Rating or Performance Evaluation form, for those with work experience or with previous employer (If employed in the private sector).		
7. Individual Performance Commitment Review (IPCR) (If employed in the government sector).		
8. One (1) 3.5 cm x 4.5 cm (passport size) recent photo.		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>1. Fill out Online Application Form through the HRIPS and attach application documentary requirements</p>	<p>1.1. Receive and Evaluate Completeness of Application Documents.</p> <p>1.2. If application documents are not complete, the application is no longer acted upon and the HRIPS is updated to inform the applicant.</p>		N/A	<p>HRMA</p> <p>HRMO II</p>
	<p>1.3. Evaluation of Applicant's credentials vis-à-vis the position's Qualification Standard (QS) and Updating of HRIPS status</p> <p>1.4. If the applicant's credentials did not meet the position's QS, the application is denied and the HRIPS is updated to inform the applicant.</p>		21	<p>HRMA</p> <p>HRMO II</p> <p>HRMO III</p>

	1.5. HRMD Schedule Initial Interview			
2. Applicant attends the HRMD Initial Interview Proper.	<p>2.1. Conduct Initial Interview Proper</p> <p>2.1.1. If the applicant did not pass the interview, the application is denied and the HRIPS is updated to inform the applicant.</p> <p>2.2. Scheduling of DOE Online Qualifying Examination.</p>			
3. Take the DOE Online Qualifying Examination.	<p>3.1. Viewing of Examination Results of Applicants and Updating of HRIPS status.</p> <p>3.1.1. If applicant failed the DOE Oline Qualifying Examination, the applicant is denied and the HRIPS is updated to inform the applicant.</p>			<p>HRMA</p> <p>HRMO II</p> <p>HRMO III</p>
	4. Preparation and Review of Referral		7	<p>HRMO II</p> <p>HRMO IV</p>

	Memorandum and Assessment Sheets.			HRMO V
	5. End User Evaluation		N/A	End User
	6. Verification of EUE Endorsement, Request for Outstanding Accomplishment Form, Preparation of HRMPSB Score Sheets.		3	HRMO II HRMO III
7. Submit the Outstanding Accomplishment Form.	7.1. Receiving and compilation of forms		N/A	HRMPSB Secretariat
	8. Pre-HRMPSB Meeting.		1	HRMPSB Secretariat
	9. Regular HRMPSB Deliberation/Meeting 9.1. If applicant did not pass the HRMPSB deliberation, the application is denied, and the HRIPS is updated to inform the applicant.		1	HRMPSB HRMPSB Secretariat
	10. Preparation / Approval of Job Offer and Release to Applicant.	None	2	HRMO II HRMO III HRMO IV HRMO V
TOTAL NUMBER OF DAYS.			35 WORKING DAYS	



GENERAL SERVICES DIVISION (GSD)

EXTERNAL SERVICES

1. Request of Property, Plant and Equipment (PPE) and Semi-Expendable Items thru Donation or Transfer Without Cost to Other NGAs, LGUs, GOCCs or State Universities

INTERNAL SERVICES

1. Request for Audio-Visual Room (AVR) Reservation
2. Request for Service Vehicle (GSD Pooled)
3. Request for Repair and Maintenance Services (Thru Petty Cash)
4. Request for Repair and Maintenance Services (Thru BAC Procurement)
5. Request for Supplies and Materials



Request of Property, Plant and Equipment (PPE) and Semi-Expendable Items thru Donation or Transfer Without Cost to Other NGAs, LGUs, GOCCs or State Universities

Office or Division:	General Services Division			
Classification:	Complex Transaction			
Type of Transaction:	Government-2-Government			
Who May Avail:	NGAs, LGUs, GOCCs and State Universities			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Request of PPE and Semi-Expendable Items thru Donation or Transfer Without Cost to Other Government Entities, LGUs, Schools or state Universities		Bureau/Service/Office concerned		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client submits Letter Request of Property, Plant and Equipment (PPE) and Semi-Expendable Items thru Donation or Transfer without Cost to the Records Management Division (RMD)/Field Office	1. Records Management Division (RMD)/Field Office forwards the Letter Request to the Office of the Secretary	None		Records Management Division
	2. Office of the Secretary forwards the Letter Request to the Office of the Director for Administrative Services	None		Office of the Secretary
	3. Director for Administrative Services forwards the Letter Request to the General Services Division	None		Director, Administrative Services
	4. General Services Division Chief forwards the Letter Request to the Disposal Sub-Section	None		General Services Division Chief

	5. Disposal Sub-Section receives the Letter Request within 5 minutes	None	5 minutes	Property Officer
	6. Property Officer checks the availability of PPE and Semi- Expendable Items in the inventory list.		30 minutes	
	6.1 If not available, Property Officer prepares Reply Letter to the requesting agency/entity to be signed by the Director for Administrative Services	None	1 hour	Property Officer
	6.2 Property Officer routes the Reply Letter to the requesting agency/entity for signature of GSD Chief and Director for Administrative Services	None		Property Officer
	6.3 Property Officer transmits the signed Reply Letter to the requesting agency/entity	None	30 minutes	Property Officer
	7. Property Officer checks if the item/s are functioning in coordination with ITMS if the items are IT equipment or with COA, Motorpool and Accounting for motor vehicles	None	2 days	Property Officer
	8. Property Officer prepares all necessary documents and Memo request to the Disposal Committee and endorses for the approval of the Secretary	None	2 days	Property Officer

	9. GSD Division Chief, to the Disposal Committee and to the Secretary acts on the necessary documents such as Donation Approval Form and Donation Approval Report	None		GSD Chief / Disposal Committee / DOE Secretary
	10. Property Officer drafts the Deed of Donation (DOD) for review of the Legal Services	None	30 minutes	Property Officer
	11. Property Officer routes the Deed of Donation (DOD) to the Legal Services for review	None		Property Officer
	12. Property Officer endorses the Deed of Donation to the Office of the Secretary for signature	None	30 minutes	Property Officer
	13. Secretary acts on the Deed of Donation	None		DOE Secretary
	14. Property Officer informs the Donee thru Phone Call/Email to pick-up the Approved Deed of Donation and Property Transfer Report (PTR) for Donee's signature	None	30 minutes	Property Officer
15. Done signs and notarize the Approved Deed of Donation and Property Transfer Report (PTR)	15.1 Property Officer receives the notarized Deed of Donation and prepares the Property Gate Pass for items to be pulled-out duly approved by the Director of Administrative Services	None	30 minutes	Property Officer
	16. Property Officer assists the Donee for the inspection, hauling of the pulled-out items donated on the agreed schedule and	None	1 hour	Property Officer

	acknowledge the Property Gate Pass			
Total Number of Days		4 days, 3 hours and 35 minutes		

*For single item only

*This process is applicable on all donations (property and vehicle) made by the DOE to other NGAs, LGUs, GOCCs, State Universities, etc. with the following conditions:

1. Steps involving the approval/inspection of COA, the Disposal Committee, other concerned offices shall not be counted against the processing time of the documents;
2. These steps shall depend on the availability of signatories/offices involved in the process even if the documents are in the possession of the processing unit.



RECORDS MANAGEMENT DIVISION (RMD)

EXTERNAL/INTERNAL SERVICES

1. Receiving of Incoming Documents *(ISO Certified)*
2. Request for Information (under the Freedom of Information)
3. Authentication of Documents

INTERNAL SERVICES

1. Publication of DOE Issuances
2. Mailing/Postal Services
3. Messengerial Delivery Service



Receiving of Incoming Documents

Note: *This process is ISO Certified.*

Office or Division:	Records Management Division (RMD)			
Classification:	Simple Transaction			
Type of Transaction:	Government-2-Business			
Who May Avail:	Stakeholders			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Pre-numbered stubs to be attached to the documents		DOE Guards on Duty/Security Personnel		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client submits the document through Personal Delivery and/or Courier/Postal	1.1 Check the completeness of documents as to addressee, information, and attachments	None	5 mins.	<i>RMD-Receiving Unit Staff / Officer</i>
	1.2a In Personal Delivery, If incomplete, return to the proponent.		2 mins.	
	1.2b In Courier/Postal Service, if incomplete, indicate the lacking documents and stamp received at the upper right most of the document indicating the time and date of receipt and affix the initials of the Receiving staff		10 mins	
	1.3 If complete, stamp received at the		2 mins.	

	upper right most of the document indicating the time and date of receipt and affix the initial of the Receiving Staff			
	1.4 Sort/segregate documents received by office/bureau/service		2 mins	
	1.5 Encode in the Energy Application Monitoring System (EAMS)		15 mins	
	1.6 Scan the documents and attach in the corresponding EAMS entry/number.		20 mins	
	1.7 Record in the corresponding logbook for dispatching		4 mins	
Total Number of Days			60 mins. / 1 hr.*	0.125 Working day

**Per transaction/document received*



Request for Information (under the Freedom of Information)

Office or Division:	Records Management Division (RMD) as DOE FOI Receiving Officer			
Classification:	FOI Transaction under Executive Order No. 02, Series of 2016			
Type of Transaction:	Government-2-Citizens			
Who May Avail:	Citizens/Stakeholders			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. eFOI/Standard Request Form		Access to website www.foi.gov.ph		
2. Complete Contact information		External Client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit eFOI/Standard Request Form	1.1 Check if the request is valid and receive request	None	5 days	<i>FOI Receiving Officer</i>
	1.2 Check if the request for information is clear, if clear, assess if the agency holds the information requested or if the request is a repeat of a previous request from the same requestor			
	1.3 If not clear what information is requested, seek clarification (15 working day clock stops)			
2. Provide clarification	1.4 When clarification is received NEW working day period starts			
	1.5 If no clarification received, automatically close			

	the request (after 60 days from receipt)			
	1.6 Coordinate with the FOI Focal Person/FOI Action Officer (FAO) of the concerned unit to confirm if the requested information is available in the agency			<i>FOI Receiving Officer, FOI Action Officer</i>
	1.7 If the request for information is available, forward to the concerned FOI Decision Maker (FDM)			<i>FOI Receiving Officer</i>
	1.8 If the request for information is not available in the agency, deny and refer to the correct agency or office			
3. Wait for the response	1.9 Obtain all relevant information and prepare schedule of all information located			<i>FOI Action Officer</i>
	1.10 Inform/Consult other officials with key interest			<i>FOI Action Officer, Technical Staff, Division Chief</i>
	1.11 Review content of documents and apply relevant exemptions			<i>FOI Decision Maker</i>
	1.12 Consider comment/advice of FDM and/or other officials			<i>FOI Action Officer</i>
			10 days	

	1.13 Seek clearance from the FDM			<i>FOI Action Officer, FOI Decision Maker</i>
	1.14 Prepare information for release, if requestor asked for information in a certain format, comply with their preference, if practical.			<i>FOI Action Officer</i>
	1.15 If the requested information requires additional time to gather information, the FOI Decision Maker may apply for an extension		20 days	<i>FOI Decision Maker</i>
Total Number of Days			15-35 Working Days (with request for an extension of twenty (20) working days)	



Authentication of Documents

Office or Division:	Records Management Division (RMD)			
Classification:	Simple Transaction			
Type of Transaction:	Government-2-Business			
Who May Avail:	Stakeholders			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Endorsement letter from the originator of the document		DOE Concerned Bureau/Service/Office		
2. Request letter from client		External Client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Request letter and Endorsement letter from the concerned bureau/service/ office	1.1 Receive Request letter and Endorsement letter from the originator of the document requested	None	20 mins.	Staff, RMD
	1.2 Check if the requested document is in the custody of RMD.			Records Officer, RMD
	1.3 If available, pull out the requested document and inform the requesting party		30 mins.	
	1.4 If not available, inform the concerned Bureau/Service/Office or the requesting party		10 mins.	
	1.5 Prepare Order of Payment in the Collection Monitoring System (COMS)		20 mins.	Staff, RMD
	1.6 Inform the requesting party of the amount to be paid for the requested document through email		15 mins.	

2. Pay necessary fees as stated in the Order of Payment	2.1 After payment, acknowledge the receipt of the proof of payment of the requestor	Php 20.00 for the 1st page and 2.00 for the succeeding page	5 mins.	
	2.2 Reproduce the requested document according to the request of the party		40 mins.	
	2.3 Stamp, initial and forward to the certifying authority the requested document	None	1 hour	<i>Records Officer, RMD</i>
	2.4 Sign/authenticate the requested document		2 hours	<i>Records Officer, RMD</i>
	2.5 Inform the requesting party that the document is ready for pick-up		10 mins.	<i>Staff, RMD</i>
3. Pick-up the authenticated document/s and acknowledge receipt in the logbook	3.1 Release the document/ss to the requesting party or his/her authorized representative	5 mins.		
Total Number of Days		5 hours & 35 minutes		

**This Process is for 300 to 500 pages of documents.*



TREASURY DIVISION (TD)

EXTERNAL/INTERNAL SERVICES

1. Collection of Fees and Charges
2. Disbursement of Fund

INTERNAL SERVICES

1. Petty Cash Disbursement



Collection of Fees and Charges

Issuance of Official Receipt (OR) to acknowledge receipt of collection of fees and charges from various clients/businesses.

Office or Division:	TREASURY DIVISION (TD)			
Classification:	Simple Transaction			
Type of Transaction:	Government to Client (G2C); Government to Business (G2B)			
Who may avail:	External / Internal Clients			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Order of Payment 2. Cash / Check / Proof of Payment		Concerned Bureau / Division		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Order of Payment to TD/Cashier	1.1 Check the Validity of Order of Payment against approved Fees and Charges	See attached Schedule of Fees and Charges CY 2023	1 minute	Administrative Officer (AO) I
2. Pay the respective amount whether in cash, check or both;and/or Submit proof of payment if paid thru bank/online	2.1 Accept payment(s) and prepare Official Receipt Confirm credit to DOE account and prepare Official Receipt once confirmed		3 minutes	AO I / AO V
3. Receive the Official Receipt; check if all information are correctly encoded; and count any amount of change	3.1 Issue the Official Receipt		1 minute	AO I
Total Processing Time		5 minutes		



Disbursement of Fund

Release of payments through Electronic Modified Disbursement System (eMDS), Check or Authority for Fund Transfer.

Office or Division:	TREASURY DIVISION (TD)			
Classification:	Simple Transaction			
Type of Transaction:	Government to Client (G2C); Government to Business (G2B) Government to Government (G2G)			
Who may avail:	External / Internal Clients			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Signed LDDAP-ADA / EMDS – ACIC 2. Approved Disbursement Voucher (DV)		Accounting Division		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit signed LDDAP - ADA / EMDS-ACIC with approved DV and its attached documents	1.1 Receive & encode LDDAP-ADA / EMDS – ACIC / DV to Check Monitoring System (CMS)	Salaries & Wages of Officials, Employees, Service Contractuals & Job Orders	3 minutes	Administrative Aide VI (Clerk III)
	1.2 Review the correctness of LDDAP-ADA / EMDS – ACIC as against the DV	Remittances to GSIS, HDMF, Philhealth, NHMFC Honoraria	2 minutes	Administrative Officer (AO) III
	1.3 Prepare BillerDes for utility payments (e.g. Globe, PLDT, Meralco) and Findes for payroll	Suppliers/ Service Providers/ Contractors	5 minutes	AO III
	1.4 Check and validate the entered details	Utilities	2 minutes	AO III / AO V

	in the CMS as against the DV & LDDAP-ADA/EMDS-ACIC	Rental		
	1.5 Review the correctness of BillerDes & Findes as against the DV/s	Repairs & Maintenance Taxes, Licenses, Registrations	2 minutes	AO V
	1.6 Log manually in the journal deduction of validated LDDAP – ADA / EMDS – ACIC from NCA balance	Insurances Cash Advances Refunds	1 minute	AO V
	1.7 Sign LDDAP – ADA / EMDS – ACIC and approve the same in the EMDS online	Reimburse-ments Purchase of US \$ for Poor's & Platts	2 minutes	TD Chief
	1.8 Sort original and duplicate copies of ACIC and LDDAP-ADA for submission to Landbank	Capital Outlay Other Operating Expenses	3 minutes	Administrative Assistant (AA) II (Disbursing Officer)
Total Processing Time		20 minutes		
2. Submit completely signed DV if payment is thru check	2.1 Receive and encode duly approved DV to CMS		3 minutes	Clerk III
	2.2 Prepare check and ACIC		5 minutes	AO III
	2.3 Review the		2 minutes	AO III

	correctness of check and ACIC as against the DV			
	2.4 Check and validate the entered details in the CMS, check and ACIC		3 minutes	AO V
	2.5 Log manually in the journal deduction of validated check from NCA balance		1 minute	AO V
	2.6 Sign check and ACIC and approve the same in the EMDS online		2 minutes	TD Chief
	2.7 Sort original and duplicate copies of ACIC for submission to Landbank		2 minutes	AA II
	2.8 Release check		2 minutes	AA II
Total Processing Time			20 minutes	



INTERNAL SERVICES

HUMAN RESOUCCE MANAGEMENT DIVISION



Processing of Applications for GSIS, PAG-IBIG, & PHILHEALTH

This applies to transactions relative to PWPMS' Internal Services.

Office or Division:	Human Resource Management Division (HRMD)	
Classification:	Simple Transactions	
Type of Transaction:	Government-2-Government	
Who May Avail:	DOE Employees	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. GSIS		DOE HRMD-Personnel Welfare and Performance Management Section (PWPMS) DOE-HRMD Personnel Action and Services Section (PASS)
1.1 For Retirement		
1.1.1 Duly accomplished application form		
1.1.2 Updated Service Record, with Certificate of Leave Without Pay (LWOP)		
1.2 For Life Insurance Benefit/Cash Surrender Value (CSV)/Retirement/Policy Maturity		
1.2.1 Duly accomplished Application Form		
1.2.2 Updated Service Record, with LWOP		
1.2.3 Original Policy Contract, if available		
2. PAGIBIG		
2.1 Provident Benefits Claim (Compulsory Retirement)		
2.1.1 Duly accomplished Application Form		
2.1.2 Updated Service Record, with Certificate of LWOP		
2.1.3 Two (2) Valid IDs (Govt. issued), photocopy only		
2.2 Maturity (10, 15, 20 yrs.)		
2.2.1 Duly accomplished Application Form		
2.2.2 Service Record (latest)		

2.3 Multi-Purpose Loan (MPL)		DOE HRMD-PWPMS / PASS (Service Record)		
2.3.1 Duly accomplished MPL Form				
2.3.2 Original payslip with signature				
2.3.3 Two (2) Valid IDs, photocopy only				
2.3.4 LBP ATM Card (photocopy)				
3. Philhealth				
3.1 Retiree – Lifetime Membership				
3.1.1 Duly accomplished PMRF				
3.1.2 Updated Service Record				
3.1.3 Two (2) ID pictures (1x1)				
3.2 New Employee				
3.2.1 Duly accomplished PMRF				
3.2.2 Marriage Certificate (if married employee)				
3.2.3 Birth Certificate of children below 18 y/o				
3.2.4 Birth Certificate of parents above 60 y/o (if single employee)				
4. Processing of Claims and Applications		Personnel Welfare & Performance Management Section (PWPMS)		
CLIENT STEPS	AGENCY ACTIONS	FEE TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
A. Request for change of/ correction of name/ personal data or status of applicant				
1. Submit Request for Change of/ Correction of Name/Personal Data or Status	1.1 Receive/Encode the request, together with the required document, like Birth Certificate, Marriage License, etc.		30 Mins.	HRMO II

	1.2 Evaluate submission and check attachments	None		HRMO II
	1.3 Submit request and attachments to GSIS/Pag-IBIG/ PhilHealth		1 Working Day	
	1.4 Coordinate/provide the employee a copy of the receipt		15 Mins.	
	1.5 Monitor the status; From time to time, respond to employee and provide updates		15 Mins.	
	Total Number of Days		1 Day & 1 Hour	
B. Request to file Application for Retirement / Separation / Benefit Claim				
1. Submit the duly accomplished Application for Retirement/ Separation	1.6 Receive/encode/ review the information in the application forms	None	30 Mins.	HRMO II
	1.7 Request/ask pertinent documents from the HRMD-Personnel Action & Services Section (PASS), e.g., Service Record, etc.			
2. Comply with lacking documents (if any)			N/A	Concerned Employee

	3.1 Receive/review/ coordinate/request for completion of data in the form and/or require to submit lacking document/s (if any)		15 Mins.	HRMO II
	3.2 Further review/sign application as complied; and/or Coordinate/provide additional document/s (for any change in template form)	None	3 Hours	HRMO III, IV, V
	3.3 Submit the application and related documents to the GSIS, Pag-IBIG, and PhilHealth		1 Working Day	
	3.4 Monitor the filed applications for benefit with GSIS, Pag-IBIG, PhilHealth		15 Mins. (per Application and Office: (GSIS/ Pag-IBIG/ PhilHealth)	HRMO II
	3.5 Inform the employee, retiree or separated personnel on the status/ release of the benefit/claim	None	15 Mins.	
Total number of Days		1 Day, 4 Hours, and 15 Mins.		



Processing of Authority to Render Overtime Services

This applies to transactions done for the Processing of Authority to Render Overtime Services (as of 24 Oct 2023)

Office or Division:	Human Resource Management Division (HRMD)		
Classification:	Simple Transactions		
Type of Transaction:	Government-to-Government		
Who May Avail:	Internal Clients (DOE employees)		
CHECKLIST OF REQUIRMENTS		WHERE TO SECURE	
1. Request for Authority to Render Overtime Work (RAROW) Form		DOE Website	
CLIENT STEPS	AGENCY ACTIONS	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit duly signed RAROW Form and complete documents to the HRMD	1. Check the completeness of the submitted documents from the Client. 1.1. If the documents are incomplete, prepare Memorandum to the requesting Client, to submit the lacking document/s.	4 hours	Employee HRMO II
	2. Evaluate if the Overtime Work indicated in the RAROW warrants approval. 2.1. If the Overtime Work is not approved, discuss to the requesting Client regarding	1 day	HRMO II / HRMO III HRMO V

	the condition or requirements to be considered		
	3. Prepare Memorandum for the Secretary and the Certification of Authority to Render Overtime Work	4 hours	HRMO II / HRMO III
	4. Review and affix initial on the Memorandum for the Secretary and the Certification of Authority to Render Overtime Work	6 hours	HRMO IV
	5. Finalize and affix initial on the Memorandum for the Secretary and the Certification of Authority to Render Overtime Work	6 hours	HRMO V
	6. Endorse and sign the Memorandum for the Secretary and the Certification of Authority to Render Overtime Work		Administrative Service Director
	7. Recommend and sign the Memorandum for the Secretary and the Certification of Authority to Render Overtime Work. 7.1. If in any case the Undersecretary does not approve of the recommendations, the HRMD will offer further alternative to the Client		Department Undersecretary for Administration HRMO V

	8. Approve and sign Certification of Authority to Render Overtime Work		Department Secretary
	9. Release approved Certification of Authority to Render Overtime Work to requesting employee	4 hours	HRMO II
TOTAL WORKING DAYS		4 working days	

*only complete applications shall be processed.

*only processes acted by HRMD are with inclusive time.



Processing of Applications for Provident Fund Loan

This applies to transactions relative to PWPMS' Internal Services.

Office or Division:	Human Resource Management Division (HRMD)			
Classification:	Simple Transaction			
Type of Transaction:	Government-2-Government			
Who May Avail:	DOE Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Application Form Only		DOE –Human Resource Information and Payroll System (HRIPS)		
2. Processing of Loans/Claims		Personnel Welfare & Performance Management Section (PWPMS)		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Application for loan through HRIPS; and/or Death Benefit Claims	1.1 Receive/ Review the information in the application form through HRIPS; Coordinate with Accounting Division as to take home pay/credit limit (for loan application)		5 mins	HRMA, HRMO II
2. Comply with lacking documents (if any)				Concerned Employee
	1.2 Prepare the Memo, including the matrix of loan applications; and/or the death benefit claim		1 hr	HRMA, HRMO II, III, IV, V
	1.3 Endorse the memo/ Board Resolution to the Provident Fund		N/A	Provident Fund Board of Trustees

	<p>Board of Trustees for signature/approval</p> <p>(Action Taken): if</p> <p>a) Disapproved, Memo/Letter of Regret</p> <p>b) Approved, memo to Accounting Division and Voucher for the release of the loan/claim</p>			
	<p>1.4 Inform the concerned employee of the Board's approval</p>		5 Mins.	HRMA, HRMO II
Total Number of Days		1 Hour & 20 Minutes		



Processing of Personnel Development Nomination

The scope of the Processing of Personnel Development Nomination is one of the core processes of the Learning and Development of the Human Resource Management Division (HRMD).

It shall cover all Department of Energy (DOE) employees in the first and second level positions, whether holding permanent, temporary*, coterminous*, contractual*, and casual appointments; and employees from other government agencies detailed to the DOE.

**Only for short-term & non-study courses which do not require any service obligation.*

Office or Division:	Human Resource Management Division (HRMD)
Classification:	Complex Transaction
Type of Transaction:	Government-2-Government
Who may avail:	DOE Employees

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Duly Accomplished Personnel Development Nomination Form	To be submitted through the Human Resource Information and Payroll System (HRIPS) – Online
PDC Requirements	
1. Memorandum endorsed by the concerned Undersecretary and Director	
2. Budget appropriation/clearance from Budget Division	
3. Identified/itemized funding source/requirements	
4. Invitation/ program of activity/ sponsorship or funding source/ etc.	
5. Individual Performance Commitment and Review (IPCR) Two (2) consecutive periods for foreign nomination and latest rating period for local nomination	
6. Proof of no outstanding Service obligation requirement (for foreign study and non-study program / local study program)	
7. Proof of Compliance to Course and sponsor/organizer requirements (i.e. education, experience, age, etc.)	
8. Training history (Indicate title/date/venue/sponsor or organizer)	
9. Travel Plan	
10. Certificate of Assignment of Responsibility with conforme of all parties	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Employee to endorse to HRMD the Training Invitation from institutions or agencies, and from international partners and cooperations for posting		None		Employee / Nominee
	<p>2. Evaluate invitation for posting if relevant to the mandate and identify target participants</p> <p>Deadline of training invitation is minimum of 3 working days from the date of posting</p> <p>Note: Endorse to HRMD the training program for HRIPS posting at least fifteen (15) days prior to the deadline of acceptance set by the training provider/sponsor</p>	None	Two (2) days	Human Resource Management Officer / HRMD
3. Apply for Personnel Development Nomination through HRIPS with complete PDC requirements through HRIPS	<p>3. Receive duly approved/signed by Division Chief, Director and Undersecretary, and endorsed by the Budget Division</p> <p>Note:</p> <p>Approval of the Personnel Development Nomination Form from the nominee/s must be on or before the set deadline of the HRMD</p>	None		<p>Employee / Nominee</p> <p>Bureau/Service Director and Undersecretary</p> <p>Budget Division</p>

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	<p>4. Evaluate and assess the PDC form for its correctness, completeness of the requirements in accordance with the PDC guidelines</p> <p>4.1 Return PDC nomination form with notation, if nominee is found not qualified by the PDC Secretariat through HRIPS.</p> <p>4.2 Preparation of Assessment Sheet and Endorsement of PDC nomination</p>	None	Three (3) days	Human Resource Management Officer / HRMD
	5. Assessment and deliberation of the PDC secretariat, presided by the Administrative Services Director	None	One (1) day	Human Resource Management Officer / HRMD AS Director
	6. Deliberation of pre-qualified nominee/s in the PDC meeting presided by the Undersecretary (PDC Chair);	None	One (1) day	PDC Board
	7. PDC Chair endorses/signs the Recommendation memo, endorsement letter and other pertinent documents relative to the nomination for the approval by the Secretary. Disapproved applications will be notified through HRIPS		Two (2) days	PDC Board
	8. Approval of the Secretary on the PDC recommendation and other related recommendation			Secretary, Office of the Secretary (OSEC)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	9. Inform Employee / Nominee of approved PDC recommendation through HRIPS		One (1) day	Human Resource Management Officer / HRMD Employee / Nominee
Total Number of Days			Ten (10) Days	

Note: Processing time does not include waiting time for Posting period, Employee’s compliance and submission, Pre-PDC and PDC Board Meeting Schedule for applications queued for deliberation.

Only PDC application with complete requirements will be acted upon.



Processing of Applications for Program on Awards and Incentives for Service Excellence (PRAISE)

This applies to transactions relative to PWPMS' Internal Services.

Office or Division:	Human Resource Management Division (HRMD)			
Classification:	Simple Transactions			
Type of Transaction:	Government-2-Government			
Who May Avail:	DOE Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Accomplished Form		DOE –HRMD		
2. Processing of Claims and Application		Personnel Welfare & Performance Management Section (PWPMS)		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Application for PRAISE benefits	1.1 Receive/Encode/ Review/Evaluate information in the memo-request and in the application form		2.5 hours	HRMA, HRMO II, III, IV, V
	1.2 Prepare/sign/monitor the letter to concerned agency/ school for verification			
	1.3 Preparation for the Pre-PRAISEC meeting with AS Director (i.e., per application/ individual evaluation); Various coordination done by the Secretariat.			
2. Comply with lacking documents (if any)			N/A	Concerned Employee
	2.1 Deliberation of individual's assessments presided by PRAISEC Chairperson		N/A	PRAISE Committee

	<p>2.2.Prepare/finalize/sign/monitor the endorsement memo to Secretary (Action Taken) - if:</p> <p>a) <u>Disapproved</u>, Memo/Letter of Regret</p> <p>b) <u>Approved</u>, memo to Accounting Division and voucher for the release of award/ benefit</p>		1 hour	HRMA, III, IV, V
	2.3 Inform the concerned employee of the approved PRAISEC recommendation		5 Mins.	HRMA, HRMO II
Total Number of Days		3 Hours & 35 minutes		



Processing of Applications for Magna Carta Eligibility

This applies to transactions relative to PWPMS' Internal Services.

Office or Division:	Human Resource Management Division (HRMD)	
Classification:	Simple Transaction	
Type of Transaction:	Government-2-Government	
Who May Avail:	DOE Employees	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
My Magna Carta Application		DOE Human Resource Information and Payroll System (HRIPS)
1. List of personnel recommended for the entitlement to MC benefits with the department/ agency head's certification that said personnel are found to have complied with the requirements under the Guidelines for R.A. 8439 and DOST Administrative Order No. 009, s. 2020.		
The list must be accompanied with the following documents:		
1.1 Endorsement by the Screening Sub-Committee Level to the Screening Committee-Executive Level thru: its TWG/Secretariat	Concerned Bureau/Service/Office	
1.2 Functions of the Bureau/Service/Division/Section/Unit where the personnel belong	-do-	
1.3 Certified true copies (CTC) of diploma/s	Respective personnel and/or HRMD	
1.4 CTC of academic Transcript Of Records	Personnel Actions and Services Section (PASS) / Personnel Welfare and Performance Management Section (PWPMS) – HRMD	
1.5 CTC of Service Records	PASS	
1.6 Position Description Forms (functions)	PASS / PWPMS	
1.7 CTC of CSC eligibility/ies, or PRC license/s	-do-	
1.8 Other relevant documents deemed important i.e, IPCR, Reports (as may be required)	Concerned Bureau/Service/Office	
2. Processing of Claims (tentative computation)	PWPMS	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit request for Magna Carta benefits and/or renewal of the entitlement on or before July 31 through HRIPS	1.1 Receive through HRIPS and hard copy and stamp date of submission of the Bureau/ Office, and refer to evaluator.		5 minutes	HRMA
	1.2 Check complete-ness (presence and absence), using the Checklist of Requirements		15 minutes	HRMO II
	1.3 Data inputting vis-à-vis the various documents required and validation		4hours	HRMO II / III
	1.4 Request availability of/coordinate with the TWG members; Prepare notice of meeting and confirm their attendance; Meetings (deliberations) held/ conducted		4hours	HRMO II, III, IV, V
	1.5 Prepare TWG Recommendation (summary of evaluation) and the Certificate of Eligibility (COE)		2 hours	HRMO III, IV
	1.6 Prepare memo for the DOE Secretary from the MC Screening Committee-Executive Level (draft and finalization)		3 Hours & 30 minutes.	HRMO III, IV, V

	1.7 TWG/OSEC action for 2 days			
	1.8 Record/scan/route/monitor the matrix of evaluation and memo to the TWG and the ExeCom level		2 Hours	HRMA
	1.9 Monitor/Receive the Action Taken from the OSEC (e.g., checked completeness of documents attached, signatures/approval)		15 min	HRMA
Total Number of Days		2 Working Days & 5 Minutes (16 Hours & 5 Minutes)		

INTERNAL SERVICES

GENERAL SERVICES DIVISION



Request for Audio-Visual Room (AVR) Reservation

Office or Division:		General Services Division (GSD)		
Classification:		Simple Transaction		
Type of Transaction:		Government-2-Government		
Who May Avail:		DOE Employees		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Request for Services		General Services Division – Engineering and Maintenance Section (EMS)		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Request availability of AVR at GSD and have a pre-schedule booking	1.1. Check availability of AVR	None	1 minute	<i>Engineering and Maintenance Section (EMS) Staff, General Services Division</i>
2. Prepare and submit duly accomplished Request for Services (RFS) to GSD	2.1. Receive and Numbering of duly accomplished RFS from End-User		2 minutes	
	2.2. Approval of RFS by GSD Chief and Administrative Services (AS) Director	10 minutes	GSD Chief and Administrative Services Director	
	2.3. Route of approved RFS to End-User and AVR personnel concerned	5 minutes	EMS Staff, GSD	
Total Number of Days		18 minutes		



Request for Service Vehicle (GSD Pooled)

Office or Division:		General Services Division (GSD)		
Classification:		Simple Transaction		
Type of Transaction:		Government-2-Government		
Who May Avail:		DOE Employees		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Duly Accomplished Trip Ticket		General Services Division – Staff Support Section		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit duly accomplished Trip Ticket	1.1. Check availability of service vehicle	None	5 minutes	<i>Staff, General Services Division</i>
	1.2. Trip Ticket for approval of GSD Chief and AS Director		10 minutes	GSD Chief and AS Director
	1.3. Approved service vehicle Trip Ticket ready for pick-up		N/A	<i>Staff, General Services Division</i>
Total Number of Days		15 minutes		



Request for Repair and Maintenance Services (Thru Petty Cash)

Office or Division:	General Services Division (GSD)			
Classification:	Simple Transaction			
Type of Transaction:	Government-2-Government			
Who May Avail:	DOE Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Request for Services		General Services Division – Engineering and Maintenance Section (EMS)		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Prepare and submit duly accomplished Request for Services (RFS) to GSD	1.1. Receive and Numbering of duly accomplished RFS from End-User	None	5 minutes	<i>GSD Engineering and Maintenance Section (EMS) Staff and Supply and Property Management Section (SPMS)</i>
	1.2. Inspection and preparation of scope of works		2 hours	
	1.3. Canvass of spare parts and/or services		4 hours	
	1.4. Preparation of documents for submission to Treasury Division (TD)		1 hour	<i>GSD, AS-OD, AS-TD, BD-FS, End-User</i>
	1.5. Purchase of materials and/or services		3 hours	<i>EMS Staff, GSD</i>
	1.6. Implementation of repair works			
Total Number of Days		10 hours and 5 minutes		



Request for Repair and Maintenance Services (Thru BAC Procurement)

Office or Division:		General Services Division (GSD)		
Classification:		Simple Transaction		
Type of Transaction:		Government-2-Government		
Who May Avail:		DOE Employees		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Request for Services		General Services Division – Engineering and Maintenance Section (EMS)		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Prepare and submit duly accomplished Request for Services (RFS) to GSD	1.1. Receive and Numbering of duly accomplished RFS from End-User	None	5 minutes	<i>GSD Engineering and Maintenance Section (EMS) Staff and Supply and Property Management Section (SPMS)</i>
	1.2. Inspection and preparation of scope of works		2 hours	
	1.3. Canvass of spare parts and/or services		4 hours	
	1.4. Preparation of documents for submission to BAC		2 hours	<i>GSD, AS-OD, AS-PMD, BD-FS, End-User</i>
Total Number of Days		8 hours and 5 minutes		



Request for Supplies and Materials

Office or Division:		General Services Division		
Classification:		Simple Transaction		
Type of Transaction:		Government-2-Government		
Who May Avail:		DOE Employees		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Requisition Issue Slip (RIS)		General Services Division - Supply and Property Management Section (GSD-SPMS)		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. End-User prepares and submits duly accomplished Requisition and Issue Slip (RIS) to General Services Division (GSD – SPMS)	1. GSD – SPMS receives the approved RIS of supplies and materials requested NOTE: Schedule of Acceptance of RIS is every Mondays and Wednesdays at 8:00AM to 11:30AM	None	5 minutes	Supply/Property Officer
	2. GSD – SPMS checks based on Annual Procurement Plan (APP) and the availability of stocks in the warehouse 2.1 If not available, GSD-SPMS informs the End-User thru Phone Call that there's no stock available	None	1 hour 30 minutes	Supply/Property Officer Supply/Property Office
	3. GSD-SPMS prepares the supplies and materials for issuance	None	1 hour	Supply/Property Officer

	to end user based on the approved RIS			
	<p>4. GSD-SPMS releases the supplies and materials for issuance to end user</p> <p>NOTE: Schedule of Releasing of Supplies every Tuesdays and Thursdays at 8:00AM to 4:00PM</p>	None	30 minutes	Supply/Property Officer
Total Number of Days		2 hours and 35 minutes		



INTERNAL SERVICES

RECORDS MANAGEMENT DIVISION



Request for Publication of DOE Issuances

Office or Division:	Records Management Division (RMD)			
Classification:	Simple Transaction			
Type of Transaction:	Government-2-Government			
Who May Avail:	Bureaus / Services / Offices of DOE			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Memorandum Request for Publication of DOE Issuances		Requesting Unit		
2. Final and Official Soft Copy of the Issuance				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Memorandum Request for Publication of DOE Issuance	1.1 Receive request for publication and proofread the e-copy vs. official copy	None	15 mins.	RMD Administrative Officer
	1.2 Email the copy of the issuances and request for layout & quotation		5 mins.	
	1.3 Gathered /reviewed layout & quotation from three (3) publishing companies and prepare memorandum/ documentary requirements for the BAC meeting		2 Working Days	
	1.4 Coordinate with requesting unit and publishers for the date of publication		5 mins.	
	1.5 Prepare Letter Order and coordinate to the winning bidders/publishers		5 mins.	
Total number of days		2 Working days & 30 minutes		

**This process is for simple transaction (4 to 5 number of pages of DOE Issuance)*



Mailing / Postal Services

Office or Division:	Records Management Division (RMD)			
Classification:	Simple Transaction			
Type of Transaction:	Government-2-Government			
Who May Avail:	Bureaus/Services/Offices of DOE			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Request for Mailing/Postal Form		RMD		
2. Letter		Client		
3. PHILPOST required form				
3.1 Registered Mails - Registry Return Receipt (Blue Color)		RMD		
3.2 Express Mail - Philpost Express Form (White & Orange Color)		RMD		
3.3 Foreign Destination - Advice of Receipt/of Delivery/of Entry (Pink Color)		RMD		
3.4 Domestic Parcel - Philpost Domestic Parcel Form (Blue and White Color)		RMD		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Request for Mailing/Postal and Letter to be mailed in PHILPOST required form	1.1 Receive and check if the requirements are complete	None	5 mins	<i>Records Officer/Staff, RMD</i>
	1.2 Sort and weigh mails according to type of postal service and destination		5 mins	
	1.3 Indicate cost of postage based on the rates given by PHILPOST		5 mins	
	1.4 Stamp Indicia in the envelope as required by PHILPOST		5 mins	
	1.5 Encode in the Mailing list the required information		10 mins	

	1.6 Prepare the Certificate of Mailing		10 mins	
	1.7 Deliver Mails to Post Office		120 mins	
Total Number of Days			2 Hours & 40 minutes	

**This process is for single request.*



Messengerial Delivery Service

Office or Division:	Records Management Division (RMD)			
Classification:	Simple Transaction			
Type of Transaction:	Government-2-Government			
Who May Avail:	Bureaus/Services/Offices of DOE			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Request for Messengerial Delivery Service (RMD Form No. 1)		DOE- Records Management Division		
2. Complete details in the envelope (Recipient, Company and Correct Address)		Concerned Employee		
3. Correct and complete documents				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit mails to be delivered with attached Request RMD Form No. 1 (properly filled-up)	1.1 Stamp received RMD Form No. 1 and indicate the date and time of receipt. This form must be in two copies	None	5 mins.	<i>Records Officer, RMD</i>
	1.2 Encodes in the Messengerial Monitoring System (MMS) the mails for personal delivery and indicate generated control number in the mail and RMD Form No. 1		20 mins.	
	1.3 Sort mails according to destination and put these in the destination box		5 mins.	
	1.4 Properly accomplish External Messengerial		20 mins.	<i>Staff, RMD</i>

	Service Monitoring Report (EMSMR) Form No. 1(a) 2016			
	1.5 Deliver the Mails according to their scheduled day of dispatching		2 hours	
Total Number of Days		2 hours & 50 minutes		

- *This Process is for single request.*



INTERNAL SERVICES

TREASURY DIVISION



Petty Cash Disbursement

Release of petty cash to DOE employees/internal clients for emergency purposes so as not to impair the operation of a particular Bureau/Division.

Office or Division:	TREASURY DIVISION (TD)			
Classification:	Simple Transaction			
Type of Transaction:	Government to Client (G2C); Government to Government (G2G)			
Who may avail:	Internal Clients			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ol style="list-style-type: none"> 1. Petty Cash Voucher (PCV) 2. Certificate of Emergency 3. Other documents as required (e.g. Canvasses/Quotations from at least three (3) suppliers, Summary/Abstract of Canvass, Official Receipt, Requisition & Issue Slip, Inspection & Acceptance Report, Report of Waste Material, Justification) 		Concerned Bureau / Division (End-User)		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit PCV (with Box A already approved) and the corresponding supporting documents	1.2 Receive and check/review PCV and its supporting documents	Non-stock Supplies and Materials	3 minutes	Administrative Officer (AO) V
	1.2 Compute VAT and/or EWT to be deducted from the Gross Amount (if applicable)	Medicines Repairs & Maintenance (emergency) Postage & Courier Services (emergency)	2 minutes	AO V
	1.3 Approve/Sign PCV (if documents	Other Emergency Purchases	3 minutes	AO V / TD Chief

	are complete and verified)			
	1.4 Call end-user for release of payment or submission of lacking docs or return of PCV for compliance		3 minutes	AO V
2. Receive petty cash and sign on the PCV	2.1 Release petty cash payment and require signature of end-user on the PCV		2 minutes	AO V
3. Receive relevant documents	3.1 Photocopy PCV and relevant documents for end-user copy and for liquidation & filing purposes		2 minutes	Disbursing Officer / AO V
Total Processing Time		15 minutes		



PROCUREMENT MANAGEMENT DIVISION (PMD)

INTERNAL SERVICES

1. Request for Certification of various PMD Documents
2. Numbering and Monitoring of Purchase Requests
3. Request for Inclusion in Supplemental APP
4. Procurement thru Public Bidding (ISO Certified)
5. Procurement thru Section 53.9: Small Value Procurement (ISO Certified)



Request for Certification of various PMD Documents

Office or Division:	Procurement Management Division (PMD)			
Classification:	Simple Transaction			
Type of Transaction:	Government-2-Government (Compliance to DOE Internal Document Security, Government Fares Agreement (GFA), DBM PS Virtual System and BAC policies and procedures)			
Who May Avail:	Bureaus / Services / Offices of DOE Officials/Employees			
CHECKLIST OF REQUIREMENTS (as applicable)		WHERE TO SECURE		
1. Request Slip duly signed by Head of Concerned Unit		PMD receiving area		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. End-user / Supplier submits Request Slip	1.1 Receive and Log the Request on the following: <ul style="list-style-type: none"> a) Non-availability / availability of Common Supplies /Office Supplies / ICT Supplies from DBM-PS b) Non-availability of Flights c) Certified true copy of BAC related documents d) Certified true copy of Purchase Order (PO) and other procurement related contracts e) Others documents 	None	10 minutes	<i>Receiving Staff, Procurement Management Division</i>

	1.2 Endorse to concerned PMD Officer to validate the reference/source documents or check the document security classification if necessary		10 minutes	<i>Receiving Staff, PMD Administrative Officer III, PMD</i>
	1.3 Prepare the requested certification		10 minutes	<i>AO III, PMD</i>
	1.4 Review / approve the requested certification		5 minutes	<i>Supv. AO / Chief AO, PMD</i>
	1.5 Issue the copy of the requested certification		5 minutes	<i>AO III, PMD</i>
Total Number of Days		40 Minutes		



Numbering and Monitoring of Purchase Requests

Office or Division:	Procurement Management Division (PMD)			
Classification:	Simple Transaction			
Type of Transaction:	Government-2-Government			
Who May Avail:	Bureaus / Services / Offices of DOE (End-users)			
CHECKLIST OF REQUIREMENTS (as applicable)		WHERE TO SECURE		
1. Copy of End-user's PPMP		DOE Intranet under Downloadable Forms		
2. Copy of Budget Office Allocation to End-user based from approved APP				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. End-user prepares Purchase Request upon approval of the Annual Procurement Plan (APP) under GAA and submit to Procurement Management Division (PMD) for PR Control Number	1.1 Receives the Purchase Request, checks the completeness as to signature, concerned end-users, item description, amount and numbers the said PR for Control Number	None	15 Minutes	<i>Administrative Officer III, Procurement Management Division</i>
	1.2 Reviews/checks the PR based on End-user's submitted PPMP, PMD Consolidated APP and recommends the numbering of Purchase Request (PR)		5 Minutes	<i>Supv. AO (SAO), PMD</i>
	1.3 Validate PR entries and Approves/Initials the numbering of the Purchase Request (PR)		5 Minutes	<i>Chief AO, PMD</i>

	1.4 Records the details of the said Purchase Request (PR) and return numbered PR to End-user		5 Minutes	<i>AO III, PMD</i>
	1.5 PR ready for pick-up be end-user			
Total Number of Days		30 Minutes		



Request for Inclusion in Supplemental APP

Office or Division:	Procurement Management Division (PMD)			
Classification:	Simple Transaction			
Type of Transaction:	Government-2-Government (Compliance to RA 9184 and its IRR, Annual Procurement Plan (APP)/Supplemental APP)			
Who May Avail:	Bureaus / Services / Offices of DOE as End-users			
CHECKLIST OF REQUIREMENTS (as applicable)		WHERE TO SECURE		
1. Project Procurement Management Plan (PPMP)		End-user		
2. Memorandum Request for inclusion in the Supplemental APP				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. End-user Memo request for inclusion in the SAPP along with Project Procurement Management Plan (PPMP)	1.1 PMD receive and log submitted request for inclusion in SAPP	None	10 minutes	<i>Administrative Officer III, Procurement Management Division</i>
	1.2 Review, validate and evaluate, recommend approval of Request.		30 minutes	
	1.3 Input the approved request in the draft consolidated SAPP		10 minutes	
	1.3(a) BAC deliberates on the draft SAPP			BAC
	1.4 Prepare BAC Resolution to recommend approval of SAPP to HoPE		10 minutes	AO III, PMD

	1.5 Provide copy of approved SAPP to End-user		10 minutes	Chief AO, PMD
				AO III, PMD
Total Number of Days		1 Hour & 10 Minutes		



Procurement thru Public Bidding

Note: This process is ISO Certified.

Office or Division:	Procurement Management Division (PMD)			
Classification:	Highly Technical Transaction			
Type of Transaction:	Government-2-Government (Compliance to RA 9184)			
Who May Avail:	Bureaus/Services/Offices of DOE (End-users)			
CHECKLIST OF REQUIREMENTS (as applicable)		WHERE TO SECURE		
1. Memorandum Request to DOE BAC Chair		End-User's Division / Bureau		
2. Copy of approved APP or Supplemental APP				
3. Approved and Numbered Purchase Request (PR)/ Request for Services (RFS)				
4. Technical Specification/Terms of Reference approved by the Bureau/Service Director				
5. Secretary's approval of the Activity (if applicable)				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of Procurement Request	1. Recording of received documents	NONE	5 minutes	Receiving Clerk
2.1 Completion of required documents	2. Checking for the completeness of document. 2.1. If incomplete, return to end-user		15 minutes	BAC Secretariat Section (BSS)
	3. Endorsement to BAC		15 minutes	BAC Secretariat
	4. BAC endorse to TWG for Evaluation		(15 minutes)	BAC Chairperson
5.1 Completion of required documents	5. TWG evaluation of procurement documents 5.1. If incomplete, return to end-user for submission of required documents		(5 days)	BAC TWG

	5.2. If complete, endorsed to BAC Secretariat for inclusion in BAC Meeting Agenda for Pre procurement			
6. End-user confirms attendance to BAC Meeting	6. Arrangement for BAC meeting		2 hours	BAC Secretariat
7.2. End-user to revise/correct the TOR	7. Pre-procurement deliberation 7.1. If approved, TWG endorsed to BAC Sec for posting 7.2. If not approved return to end-user for revision/correction TOR		(1 day)	BAC/ BAC–TWG
8.1 End-user reviews and confirms Bid Documents	8. Preparation of Invitation to Bid and bid documents. 8.1. Endorsed to end user for confirmation prior to posting		1 day	BAC Secretariat
	9. Posting of Bid Opportunities		1 day (21 days from posting to opening)	BAC Secretariat
	10. Issuance of Bid Documents to the bidders		30 min (included in 21 days)	BAC Secretariat Section
11. End-user confirms attendance to BAC Meeting	11. Arrangement for BAC meeting for Pre-Bid Conference		2 hours (included in 21 days)	BAC Secretariat
	12. Conduct of Pre-bid Conference		1 hour	BAC/BAC TWG

			(included in 21 days)	
13.1 End-user reviews and confirms Bid Bulletin	13. Posting Bid Bulletin, if applicable 13.1. Endorsed to end user for confirmation prior to posting		1 day (At least 12 days from opening of bids but not earlier than 7 days from posting) (included in 21 days)	BAC Secretariat
14..End-user confirms attendance to BAC Meeting	14. Arrangement for BAC meeting for Pre-Bid Conference		2 hours (included in 21 days)	BAC Secretariat
	15. Bid Opening 15.1. BAC Declare the Lowest Bid as read 15.2. If, any bidder is ineligible BAC Sec issues a Notice of Ineligibility 15.2.1. If ineligible bidder request for reconsideration, BAC resolves the request for reconsideration within 7 days, 15.2.2. BAC Sec immediately notify the bidder of the BAC decision 15.3. If there is no eligible bidder, the BAC declares a failure of bidding. 15.3.1. Return to End-User for mandatory review and go back to Step No. 8 for reposting or		(21 days from posting)	BAC/BAC TWG

<p>15.3 End-users conducts review of TOR and resubmit to TWG or Recommends cancellation of procurement</p>	<p>15.3.2. Recommends for cancellation of procurement .</p>			
	<p>16. Preliminary Bid Evaluation 16.1. TWG presents the result of the preliminary bid evaluation 16.2. BAC Confirms the Bidder with the lowest calculated bid and TWG proceeds with Post Evaluation 16.2.1. If, any bidder is ineligible BAC Sec issues a Notice of Ineligibility 16.3. If ineligible bidder request for reconsideration, BAC resolves the request for reconsideration within 3 days, 16.3.1. BAC Sec immediately notify the bidder of the BAC decision\ 16.4. If there is no eligible bidder, the declares a failure of bidding. 16.4.1. Return to End-User for mandatory review go back to Step No. 8 for reposting or</p>		<p>(within 7 days after opening of bids) Included in the Maximum of 15 days of evaluation upon bid opening</p>	<p>BAC/BAC -TWG</p>

	16.4.2. Recommends for cancellation of procurement .			
17.End-user submits post qualification result to TWG	<p>17. Post Qualifications/ Evaluation</p> <p>17.1. If the lowest bidder as read is qualified proceed to Step No. 18.</p> <p>17.2. If the bidder with the lowest bid as read is found to be noncompliant, the TWG presents the result of the post qualification/ evaluation</p> <p>17.3. BAC Confirms the post disqualification of lowest bidder and BAC Secretariat issues a Notice of Post-disqualification</p> <p>17.3.1. If the post-disqualified bidder request for reconsideration, BAC resolves the request for reconsideration within 3 days,</p> <p>17.3.2. BAC Sec immediately notify the bidder of the BAC decision</p> <p>17.3.3. TWG repeats the process of post evaluation for other eligible bidders</p> <p>17.4. If there is no eligible bidder, the declares a failure of bidding.</p> <p>17.5. Return to End-User for mandatory review</p>		(15 day period of evaluation upon bid opening) Maximum required under RA 9184, Extension subject to approval of HoPE	BAC -TWG

	go back to Step No. 8 for reposting or 17.6. Recommends for cancellation of procurement .			
18 End-user confirms attendance to BAC Meeting	18. Arrangement of BAC Meetings		2 hours	BAC Secretariat
19. End-user Signs the BAC Resolution	19. Presentation of TWG Evaluation for award 19.1. If the bidder pass the post-qualification, TWG recommends for award 19.2. If BAC declares the lowest bidder as post-disqualified the TWG repeats the process of post-qualification for subsequent next ranked bidder until the last eligible bidder. 19.2.1. BAC Sec. Notify the Bidder 19.3. If all eligible bidders have been disqualified BAC declares a failure of Bidding 19.4. Return to End-User for mandatory review and go back to Step No. 8 for reposting or 19.5. Recommends for cancellation of procurement		(1 day) Included in the 15 days maximum from BAC Resolution to Issuance of NOA	BAC/TWG / BAC Secretariat
	20. Endorsement of BAC Resolution/NOA for approval of HoPE		1 hour Included in the 15 days maximum from BAC Resolution	BAC Secretariat

			to Issuance of NOA	
	<p>21. Approval of BAC Resolution and NOA</p> <p>21.1. HoPE approves and signs the BAC Resolution</p> <p>21.2. HoPE exercises the Reservation Clause under RA9184</p> <p>21.2.1. Return to BAC for appropriate action</p>		<p>(5 days upon recommendation by BAC)</p> <p>Included in the 15 days maximum from BAC Resolution to Issuance of NOA</p>	HoPE
	22. Issuance of NOA		<p>(Within 15 days upon recommendation by BAC)</p> <p>Maximum days allowed under 9184</p>	BAC Secretariat
23. End-user reviews the draft contract and ensure the supplier post the performance security and process the approval of Contract	<p>23. Approval of Contract</p> <p>23.1. HoPE and Supplier approves and signs the Contract</p> <p>23.2. HoPE exercises the Reservation Clause under RA9184</p> <p>23.2.1. Return to BAC for appropriate action</p>		<p>(Within 10 days upon issuance of NOA)</p> <p>Maximum days allowed under RA 9184)</p>	HoPE
	<p>24. Approval of Notice to Proceed (NTP)</p> <p>24.1. HoPE approves and signs the Contract</p> <p>24.2. HoPE exercises the</p>		<p>(Within 7 days upon approval of Contract)</p> <p>Maximum days allowed under RA 9184</p>	HoPE

	Reservation Clause under RA9184 24.2.1. Return to BAC for appropriate action			
	25. Issuance of NTP		Within 7 days upon approval of Contract, Maximum days allowed under RA 9184	Procurement Planning and Contract Management Section
Total Number of Days (For Complete Process)			90 Days, 4 Hours & 50 Minutes	
Total Number of Days For Procurement Management Division			20 Days, 10 Hours & 5 Minutes	



Procurement thru Section 53.9: Small Value Procurement

Note: *This process is ISO Certified.*

Office or Division:	Procurement Management Division (PMD)			
Classification:	Complex Transaction			
Type of Transaction:	Government-2-Government			
Who May Avail:	Bureaus / Services / Offices of DOE (End-users)			
CHECKLIST OF REQUIREMENTS (as applicable)		WHERE TO SECURE		
1. Memorandum Request to DOE BAC Chair		End-User's Division / Bureau		
2. Copy of approved APP or Supplemental APP				
3. Approved and Numbered Purchase Request (PR)/ Request for Services (RFS)				
4. Technical Specification/Terms of Reference approved by the Bureau/Service Director				
5. Secretary's approval of the Activity, if applicable				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of Procurement Request	1. Recording of received documents	NONE	5 minutes	Receiving Clerk
2.1 Completion of required documents	2. Checking for the completeness of document. 2.1. If incomplete, return to end-user		15 minutes	BAC Secretariat Section
	3. Endorsement to BAC		15 minutes	BAC Secretariat
	4. BAC endorse to TWG for Evaluation		(15 minutes)	BAC Chairperson

5.1 Completion of required documents	<p>5. TWG evaluation of procurement documents</p> <p>5.1. If incomplete, return to end-user</p> <p>5.2. If complete,</p> <p>5.2.1. If 50,000 and below, no posting, proceed to Step No. 9, TWG Bid Evaluation</p> <p>5.2.2. If above 50,000.00, posting is required, proceed to Step No. 6</p>	(3 days)	BAC TWG
6.1 Review and confirmation of RFQ	<p>6. Preparation of RFQ for Posting</p> <p>6.1. RFQ endorsed to end user for confirmation prior to posting</p>	1 day	BAC Secretariat Section
	7. Posting of Bid Opportunities at DOE and PhilGEPS website	(3 days) minimum allowed under RA9184	BAC Secretariat Section
	8. Endorsement of submitted quotations to TWG	1 day	BAC Secretariat
9.1 End-user conduct technical evaluation	<p>9. Bid evaluation.</p> <p>9.1. End-user evaluation</p> <p>9.2. TWG Evaluation</p>	(3 days)	BAC TWG
10. End-user confirms attendance to BAC Meeting	10. Arrangement for BAC meeting	2 hours	BAC Secretariat
	<p>11. BAC Deliberation</p> <p>11.1. If successful procurement, recommend for award</p> <p>11.2. If failure of bidding;</p>	1 day	BAC/BAC TWG

<p>11.2. End-user conduct mandatory review and revision of TOR or recommends cancellation of procurement</p>	<p>11.2.1. Re-posting with mandatory review of TOR by end-user, or 11.2.2. Cancellation of Procurement 11.3. BAC Secretariat prepares Resolution</p>			
<p>12. End-user affix signature in the Resolution</p>	<p>12. Endorsement of BAC Resolution/NOA for approval of HoPE</p>		<p>1 hour</p>	<p>BAC Secretariat</p>
	<p>13. Approval of BAC Resolution and NOA 13.1. HoPE approves and signs the BAC Resolution and NOA 13.2. HoPE exercises the Reservation Clause under RA9184 13.2.1. Return to BAC for appropriate action</p>		<p>(5 days upon recommendation by BAC, recommended period under RA 9184) Included in the 15 days issuance of NOA</p>	<p>HoPE</p>
	<p>14. Issuance of NOA</p>		<p>10 days (Within 15 days upon recommendation by BAC, Maximum days allowed under 9184)</p>	<p>BAC Secretariat Section</p>
	<p>15. Preparation and endorsement of Purchase Order (PO) to End-user</p>		<p>3 hours</p>	<p>Procurement Planning and Contract Management Section</p>

16. End-user process the approval of PO	17. Approval of PO	(2 days)	Budget and Accounting Division
	18. Issuance of PO to Supplier	10 days maximum period after issuance of NOA. Maximum days allowed under RA 9184	Procurement Planning and Contract Management Section
Total Number of Days		39 days 6 Hours and 50 minutes	
Total Number of Days For Procurement Management Division		13 Days, 6 Hours & 35 Minutes	