

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT  
National Capital Region

FOR : ALL CENTER/RESIDENTIAL CARE FACILITIES  
ALL UNITS/SECTIONS  
ALL RPMOs ( Pantawid, SLP and RCTSU)

FROM : THE REGIONAL DIRECTOR

SUBJECT : Business Process and Requirements Analysis (BPRA) and Process Flow Chart on Processing of Incoming and Outgoing Documents in ARD and RD's Office

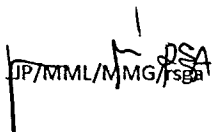
DATE : September 7, 2017

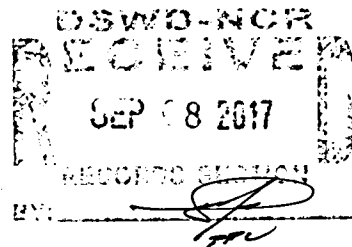
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This is to share with you the approved BPRA and Process Flow Chart of Assistant Regional Director (ARD) and Regional Directors (RD) Office as per result of the Monitoring and Evaluation Workshop on the Preparation of Business Process and requirements Analysis and Process Flow Chart held on July 21, 2017 at Icon Hotel.

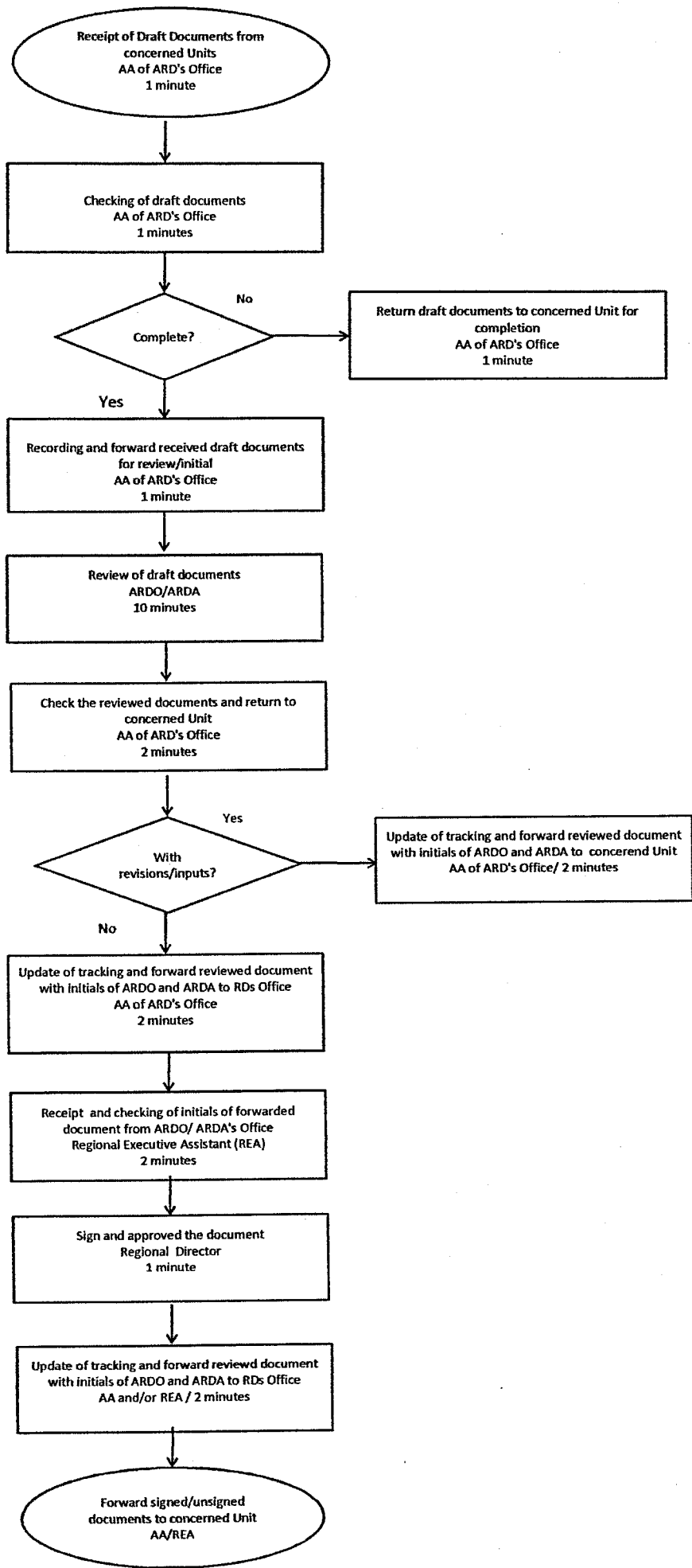
For your information and guidance.

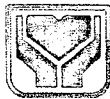
  
VINCENT ANDREW T. LEYSON





PROCESSING OF INCOMING AND OUTGOING DOCUMENTS IN ASSISTANT  
REGIONAL DIRECTOR (ARD) and REGIONAL DIRECTOR'S OFFICE





BUSINESS PROCESS AND REQUIREMENTS ANALYSIS

Minimum  
Deliverable: *Processing of Incoming and Outgoing Documents in ARDO & RD's Office*

[A] PROCESSES					[B] REQUIREMENTS				[10] Remarks
[1]	[2]	[3]	[4]	[5]	[6]	[7]	[8]	[9]	
No.	Task	Responsible Person	Time Frame	Output	Policy	Application	Material/Infra	Competency	
1	Receipt of Draft Documents from Concerned Units	AA/REA	1 min	Documents for review/tracking		MS Excel	Stamp, Pen and Computer	Clerical	
2	Forward received documents for review/initial of ARDO, ARDA, RD	AA/REA	1 min	Documents for review of ARDA, RD and ARDO			Folder	Customer Service	
3	Review of Draft Documents	ARDO, ARDA, RD	10 mins	Documents with inputs/revisions (if any)	CSC Rules		Pen and Sticky Notes	Analytical Skills	
4	Return of reviewed documents	ARDO, ARDA, RD	1 min	Documents with inputs/revisions (if any)			Folder		
5	Recording of documents	AA/REA	1 min	Tracked documents for outgoing		MS Excel	Computer	Clerical	
6	Return of draft documents to concerned units/sections	AA/REA	1 min	Forwarded Documents to concerned units for revision			Logbook and Pen	Customer Service	
7	Receipt of Revised Document from Concerned Unit/Section	AA/REA	1 min	Reviewed documents based on inputs			Logbook and Pen	Clerical	
8	Forward received revised documents for	AA/REA	1 min	Documents for review/initials/signatures			Folder	Customer Service	

task and/or indicate  
d/or indicate necessary  
d/or indicate the  
tively perform the task



	review/initial/signature of ARDO, ARDA, RD			of ARDA, RD and ARDO					
9	Signing of Documents/Affixing initials to documents	ARDO, ARDA, RD	2 mins	Signed or Documents with Initials					
10	Return of signed or docs with initials	ARDO, ARDA, RD	1 min	Signed or Documents with Initials			Folder	Customer Service	
11	Recording of documents	AA/REA	1 min	Tracked documents for outgoing		MS Excel	Computer	Clerical	
12	Return of Signed/Documents with Initials to concerned unit	AA/REA	1 min	Forwarded documents with signature/initials of RD, ARDO, ARDA			Logbook and Pen	Customer Service	
<b>Fill-up Instructions for [A] Processes:</b> [1] Indicate the sequential number assigned to the task to emphasize procedure. [2] Indicate the detailed description of the task/action performed by the responsible person. [3] Indicate the full name and position of the responsible person who performs the task. [4] Indicate the actual or average time consumed to complete the task/action. [5] Indicate the detailed description of the product or result attained after completing the task.					<b>Fill-up Instructions for [B] Requirements:</b> [6] Indicate the title of the policy, rules or regulation that govern the process and performance of task and/or indicate necessary enhancements to improve the policy, rules or regulations. [7] Indicate the title of the application necessary to support the efficient performance of task and/or indicate necessary enhancements to improve the current application. [8] Indicate the hardware and services necessary to support the effective performance of task and/or indicate the necessary enhancements to improve the existing hardware and services. [9] Indicate the knowledge, skills and attitude that the responsible person must possess to effectively perform the task and/or additional KAS that must be acquired by the responsible person. [10] To be filled by the analyst to indicate action or additional information needed.				