

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

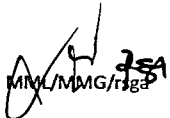
DATE : January 3, 2018


This is to share with you the approved BPRA and Process Flow Chart of Standards Unit 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 as follows:

- ✓ Application for Accreditation of Social Work managing Court Cases (SWMCC)
- ✓ Application for Issuance of Registration/RL Certificate
- ✓ Application for Public Solicitation

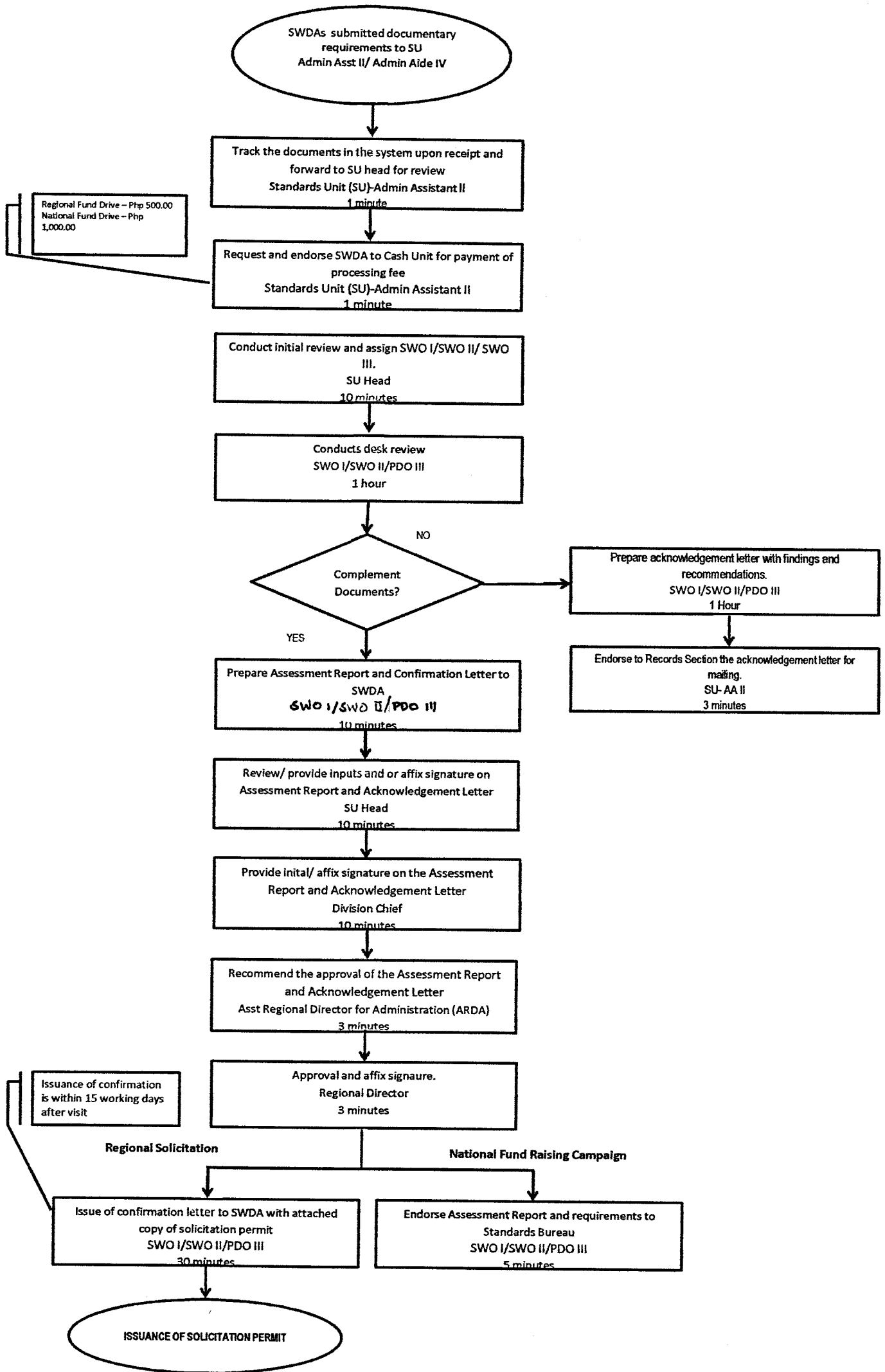
For your information and guidance.


VINCENT ANDREW T. LEYSON


MML/MMG/rsp

DSWD-NCR
JAN 05 2018
BY: 
RTO

Process Flow Chart on Application for Public Solicitation



DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

National Capital region

Legarda, Manila

**BUSINESS PROCESS AND REQUIREMENTS ANALYSIS OF STANDARDS UNIT
FOR APPLICATION FOR PUBLIC SOLICITATION**

TASK	RESPONSIBLE PERSON	TIME FRAME	OUTPUT	POLICY	APPLICATION	MATERIAL/INFRA	COMPETENCY
1. Receipt of documentary requirements relative to the application for authority to conduct public solicitation (new/renewal) for tracking;	SU- AAI	1 minute	Tracked NFRC/Regional Solicitation Application Documents	MC 17 series of 2014	Microsoft Excel	Computer, Log book, ball-pen, Stamp pad	Organization
2. Forward documentary requirements to SU-Head for Initial review;	SU- AAI	1 minute	Tracked NFRC/Regional Solicitation application Documents	MC 17 series of 2014	Microsoft Excel	Computer, Log book, ball-pen, Stamp pad	Organization
3. Request and endorse SWDA to Cash Unit for payment of processing fee (Regional Fund Drive -Php 500,000) National Fund Drive - Php 1,000,000)	SU- AAI	1 minute	Tracked NFRC/Regional Solicitation application Documents	MC 17 series of 2014	Microsoft Excel	Computer, Log book, ball-pen, Stamp pad	Organization
4. Initial review of documentary requirements and assign to Swo I/SWO II/ PDO III for thorough review;	Head, Standards Unit	5 mins	Application for NFRC/Regional Solicitation assigned to SWO II for desk review	MC 17 series of 2014	Checklist of Requirements	Ball-pen, paper	Assessment
5. Forward initially reviewed documents to SU- AAI for tracking;	SU- AAI	1 minute	Tracked NFRC/Regional Solicitation application Documents assigned to SWO II	MC 17 series of 2014	Microsoft Excel	Computer, Log book, ball-pen, Stamp pad	Organization
6. Forward initially reviewed documents to concerned staff;	SU- AAI	1 minute	Tracked NFRC/Regional Solicitation application Documents assigned to SWO III	MC 17 series of 2014	Microsoft Excel	Computer, Log book, ball-pen, Stamp pad	Organization
7. Receipt and conduct Initial desk review of documents;	SWO I/ SWO II/ PDO III	1 hour	Filled-out checklist of requirements with or without tracking docs for compliance	MC 17 series of 2014	Checklist of Requirements	Ball-pen, paper	Analytical Thinking

TASK	RESPONSIBLE PERSON	TIME FRAME	OUTPUT	POLICY	APPLICATION	MATERIAL/INFRA	COMPETENCY
<p>7.If Not Complete: Prepare acknowledgement letter with comments and recommendation on the submitted documents for compliance of SWDA; If Complete: Prepare Assessment Report for approval</p>	Social Welfare Officer II	30 minutes	Draft Acknowledgement letter	MC 17 series of 2014	Microsoft Word	Computer, paper, pen and printer	Technical Writing and Assessment
8. Forward draft acknowledgement letter/assessment report to SU-AAll for tracking;	SU- AAll	1 minute	Tracked the draft acknowledgement letter/assessment report for SWDA	MC 17 series of 2014	Microsoft Excel	Computer, Log book, ball-pen, Stamp pad	Organization
9. Forward the draft acknowledgement letter/assessment report to SU Head for review and initial;	SU- AAll	1 minute	Tracked the draft acknowledgement letter/assessment report for review and inputs of SU Head	MC 17 series of 2014	Microsoft Excel	Computer, Log book, ball-pen, Stamp pad	Organization
10. Review and provide inputs on the draft acknowledgement letter/assessment report; If with comments, proceed to task no. 10.1 If without comments, proceed to task no. 11	Head, Standards Unit	5 minutes	Reviewed the draft acknowledgement letter/assessment report with comments/inputs or initial	MC 17 series of 2014	None	Paper and Pen	Analytical Thinking
10.1. Return the reviewed acknowledgement letter/assessment report to SU- AAll for tracking;	Head, Standards Unit	1 minute	Tracked the draft acknowledgement letter/assessment report with comments/inputs of SU Head	MC 17 series of 2014	Microsoft Excel	Computer, Log book, ball-pen, Stamp pad	Organization
10.2. Return the reviewed acknowledgement letter/assessment report to assigned staff;	SU- AAll	1 minute	Tracked the draft acknowledgement letter/assessment report with comments/inputs of SU Head	MC 17 series of 2014	Microsoft Excel	Computer, Log book, ball-pen, Stamp pad	Organization

TASK	RESPONSIBLE PERSON	TIME FRAME	OUTPUT	POLICY	APPLICATION	MATERIAL/INFRA	COMPETENCY
10.3 Enhancement of the acknowledgement letter/assessment report;	SWO II	5 minutes	Enhanced the draft acknowledgement letter based on the comments/inputs of SU Head	MC 17 series of 2014	Microsoft Excel	Computer, Log book, ball-pen, Stamp pad	Organization
10.4 Forward enhanced draft acknowledgement letter/assessment report to SU-AAll for tracking;	SWO II	1 minute	Tracked the enhanced draft acknowledgement letter/assessment report based on the comments/inputs of SU Head	MC 17 series of 2014	Microsoft Excel	Computer, Log book, ball-pen, Stamp pad	Organization
10.5 Forward enhanced draft acknowledgement letter/assessment report to SU Head for review and initial;	SU-AAll	1 minute	Tracked the enhanced draft acknowledgement letter/assessment report based on the comments/inputs of SU Head	MC 17 series of 2014	Microsoft Excel	Computer, Log book, ball-pen, Stamp pad	Organization
10.6 Review of the enhanced draft acknowledgement letter/assessment report for initial;	Head, Standards Unit	5 minutes	Reviewed draft acknowledgement letter for inputs/ comments or initial	MC 17 series of 2014	None	Paper and Pen	Analytical Thinking
11. Forward the signed draft acknowledgement letter/assessment report to SU-AAll for tracking;	SU Head	1 minute	Tracked the draft acknowledgement letter/assessment report with initial of SU Head	MC 17 series of 2014	Microsoft Excel	Computer, Log book, ball-pen, Stamp pad	Organization
12. Endorse signed draft acknowledgement letter/assessment report to the Division Chief's Office;	SU- AAll	1 minute	Tracked the draft acknowledgement letter/assessment report with initial of SU Head	MC 17 series of 2014	Microsoft Excel	Computer, Log book, ball-pen, Stamp pad	Organization
13. Receipt and forward the draft acknowledgement letter/assessment report from SU to Division Chief;	DC-AAll	1 minute	Tracked the draft acknowledgement letter/assessment report with initial of SU Head	MC 17 series of 2014	Microsoft Excel	Computer, Log book, ball-pen, Stamp pad	Organization

TASK	RESPONSIBLE PERSON	TIME FRAME	OUTPUT	POLICY	APPLICATION	MATERIAL/INFRA	COMPETENCY
14. Review and affix initials on the draft acknowledgement letter/assessment report; If with comments, proceed to task no. 14.1 If without comments, proceed to task no. 15	Division Chief, IDD	5 minutes	Reviewed draft acknowledgement letter/assessment report for inputs/ comments or initial	MC 17 series of 2014	None	Paper and Pen	Analytical Thinking
14.1 Return the reviewed acknowledgement letter/assessment report to DC-AAIV for tracking;	Division Chief, IDD	1 minute	Tracked the draft acknowledgement letter with inputs/comments of DC	MC 17 series of 2014	Microsoft Excel	Computer, Log book, ball-pen, Stamp pad	Organization
14.2 Return the reviewed acknowledgement letter/assessment report to SU-AAII;	DC-AAII	1 minute	Tracked the draft acknowledgement letter with inputs/comments of DC	MC 17 series of 2014	Microsoft Excel	Computer, Log book, ball-pen, Stamp pad	Organization
15. Forward signed acknowledgement letter/assessment report to DC-AAIV for tracking;	DC-AAII	1 minute	Tracked the draft acknowledgement letter/assessment report with initial of DC	MC 17 series of 2014	Microsoft Excel	Computer, Log book, ball-pen, Stamp pad	Organization
16. Endorse signed acknowledgement letter/assessment report to ARDA-AAI for tracking;	DC-AAII	1 minute	Tracked the draft acknowledgement letter/assessment report with initial of DC	MC 17 series of 2014	Microsoft Excel	Computer, Log book, ball-pen, Stamp pad	Organization
17. Forward the signed acknowledgement letter/assessment report to ARDA;	ARDA-AAI	1 minute	Tracked the draft acknowledgement letter/assessment report with initial of DC	MC 17 series of 2014	Microsoft Excel	Computer, Log book, ball-pen, Stamp pad	Organization
18. Review and affix signature on the acknowledgement letter/assessment report; If with comments, proceed to task no. 18.1 If without comments, proceed to task no. 19	ARDA	5 minutes	Reviewed draft acknowledgement letter/assessment report for inputs/ comments or initial	MC 17 series of 2014	None	Paper and Pen	Analytical Thinking
18.1 Return the reviewed acknowledgement letter/assessment report to ARDA-AAI for tracking;	ARDA	1 minute	Tracked the draft acknowledgement letter with inputs/comments of ARDA	MC 17 series of 2014	Microsoft Excel	Computer, Log book, ball-pen, Stamp pad	Organization

TASK	RESPONSIBLE PERSON	TIME FRAME	OUTPUT	POLICY	APPLICATION	MATERIAL/INFRA	COMPETENCY
18.2 Return the reviewed acknowledgement letter/assessment report to SU-AAII;	ARDA-AAI	1 minute	Tracked the draft acknowledgement letter with inputs/comments of ARDA	MC 17 series of 2014	Microsoft Excel	Computer, Log book, ball-pen, Stamp pad	Organization
19. Forward signed acknowledgement letter/assessment report to ARDA-AAI for tracking;	ARDA	1 minute	Tracked the draft acknowledgement letter/assessment report with initial of ARDA	MC 17 series of 2014	Microsoft Excel	Computer, Log book, ball-pen, Stamp pad	Organization
20. Forward signed acknowledgement letter/assessment report to SU-AAII;	ARDA-AAI	1 minute	Tracked the draft acknowledgement letter/assessment report with initial of ARDA	MC 17 series of 2014	Microsoft Excel	Computer, Log book, ball-pen, Stamp pad	Organization
23. Endorsed signed acknowledgement letter/assessment report to RD-AAII;	SU-AAII	1 minute	Tracked the final acknowledgement letter/assessment report with initial of ARDA for logo	MC 17 series of 2014	Microsoft Excel	Computer, Log book, ball-pen, Stamp pad	Organization
24. Review and approval of the acknowledgement letter/assessment report;	SWO II	1 minute	Tracked the final acknowledgement letter/assessment report to SWDA	MC 17 series of 2014	Microsoft Excel	Computer, Log book, ball-pen, Stamp pad	Organization
25. Forward approved acknowledgement letter/assessment report to RD-AAII for tracking;	SU-AAII	1 minute	Tracked the final acknowledgement letter/assessment report to SWDA	MC 17 series of 2014	Microsoft Excel	Computer, Log book, ball-pen, Stamp pad	Organization
26. Endorsed approved acknowledgement letter/assessment report to SU-AAII;	RD-AAII	1 minute	Tracked the final acknowledgement letter/assessment report to SWDA	MC 17 series of 2014	Microsoft Excel	Computer, Log book, ball-pen, Stamp pad	Organization
27. Endorsement of acknowledgement letter/assessment report/Authority to conduct fund drive to SWDA;	SU-AAII	1 minute	Tracked the final acknowledgement letter/assessment report to SWDA	MC 17 series of 2014	Microsoft Excel	Computer, Log book, ball-pen, Stamp pad	Organization
If Regional Solicitation Permit:							
27.1 Coordinate with the SWDA the issuance of the approved regional solicitation permit;	SWO II	5 minutes	Released of Solicitation Permit to SWDA	MC 17 series of 2014	Microsoft Excel	Computer, Log book, ball-pen, Stamp pad	Organization
If National Fund Raising Campaign:							

TASK	RESPONSIBLE PERSON	TIME FRAME	OUTPUT	POLICY	APPLICATION	MATERIAL/INFRA	COMPETENCY
27.2 Forward the signed assessment report with the attached documentary requirements to Records Section for endorsement to Standards Bureau.	SU AA II	5 minutes	Endorsed the assessment report to Standards Bureau	MC 17 series of 2014	Microsoft Excel	Computer, Log book, ball-pen, Stamp pad	Organization