

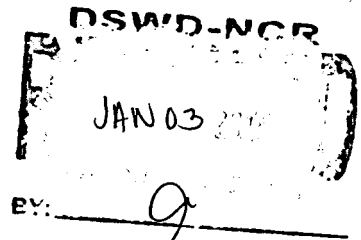
Department of Social Welfare and Development
National Capital Region

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 : December 28, 2017



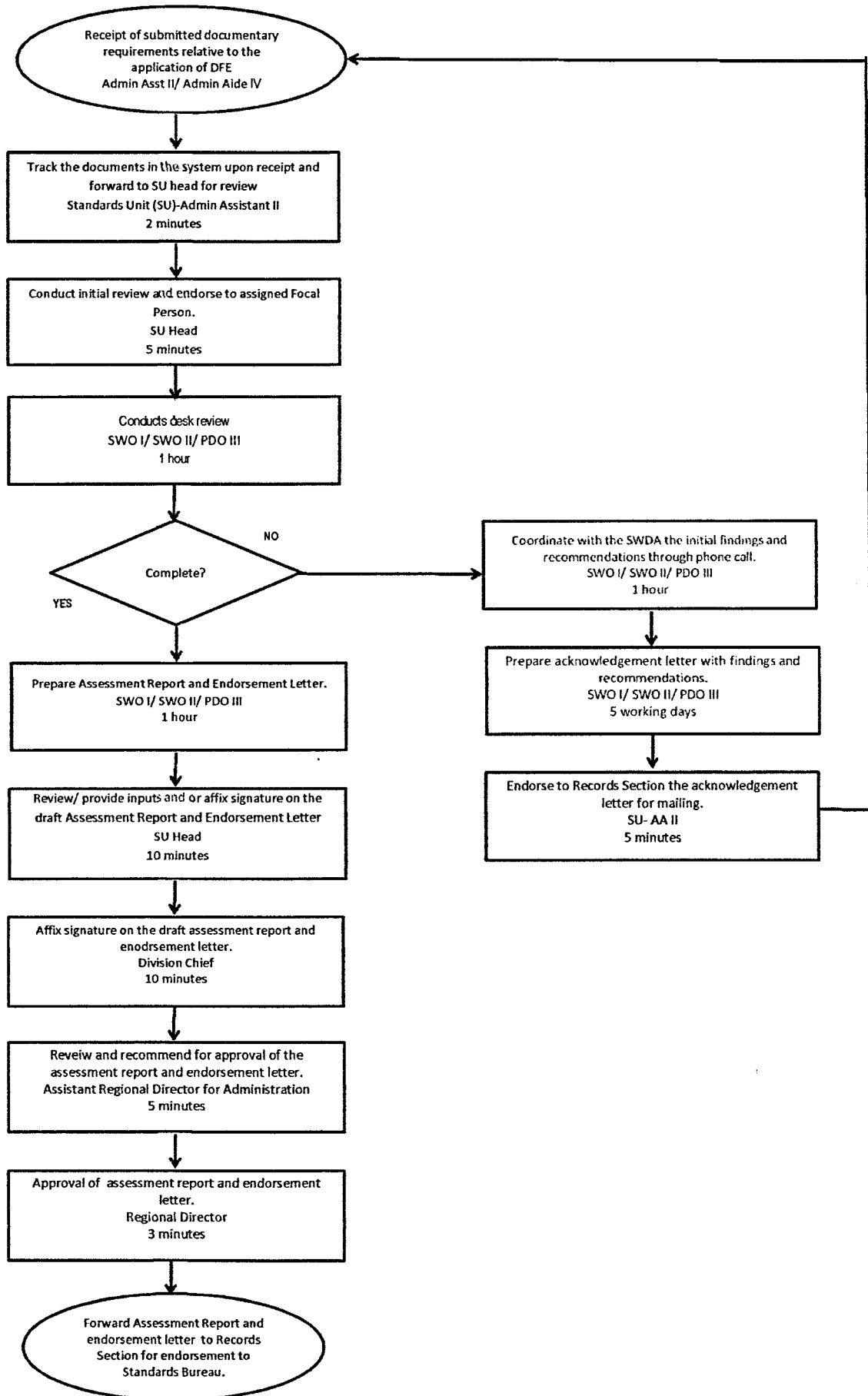
This is to share with you the approved BPRA and Process Flow Chart of Standards Unit on the Application for Duty Free Entry as per result of the Monitoring and Evaluation Workshop on the Preparation of Business Process and requirements Analysis and Process Flow Chart held on July 21, 2017 at Icon Hotel.

For your information and guidance.


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MNL/IMG/1584

Process Flow Chart on Application for Duty Free Entry (DFE)



DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

National Capital region

Legarda, Manila

BUSINESS PROCESS AND REQUIREMENTS ANALYSIS OF STANDARDS UNIT

FOR APPLICATION OF DUTY FREE ENTRY

TASK	RESPONSIBLE PERSON	TIME FRAME	OUTPUT	POLICY	APPLICATION	MATERIAL/INFRA	COMPETENCY
1. Receipt of documentary requirements relative to the application for duty free entry for tracking;	SU- AAI	1 minute	Tracked Duty Free Entry Application Documents	AO11 series of 2012	Microsoft Excel	Computer, Log book, ball-pen, Stamp pad	Organization
2. Track the documents in the system and endorse application to Officer of the Day;	SU- AAI	1 minute	Endorsed application documents to OD to provide TA to SWDA	AO11 series of 2012	None	Application document of SWDA	Organization
3. Initial review of documentary requirements and assign to SWO I/SWO II/ PDO III for thorough review;	Officer of the Day	1 hour	Provided TA to SWDA	AO11 series of 2012	None	Checklist of Requirements, Copy of Forms and Guidelines, ball-pen	Assessment
4. Forward documentary requirements to SU-Head for assignment to SU staff;	SU- AAI	1 minute	Endorsed Duty Free Entry Application Documents to SU head	AO11 series of 2012	None	Application documents of SWDAs with attached Checklist of documents	Organization
5. Initially review documents and assign to concerned staff;	Head, Standards Unit	3 minutes	Tracked Duty Free Entry Application Documents	AO11 series of 2012	Microsoft Excel	Computer, Log book, ball-pen, Stamp pad	Organization
6. Forward initially reviewed documents to SU-AAII for tracking;	Head, Standards Unit	1 minute	Application for DFE assigned to SWO II for desk review	AO11 series of 2012	Microsoft Excel	Computer, Log book, ball-pen, Stamp pad	Organization
7. Forward documents to concerned staff for desk review;	SU- AAI	1 minute	Tracked Duty Free Entry Application Documents assigned to concerned staff	AO11 series of 2012	Microsoft Excel	Computer, Log book, ball-pen, Stamp pad	Organization
8. Desk review of documents submitted by the SWDA	SWO II/ SWO III/ PDO III	half day	Reviewed documents	AO11 series of 2012	None	ballpen, checklist	Assessment

TASK	RESPONSIBLE PERSON	TIME FRAME	OUTPUT	POLICY	APPLICATION	MATERIAL/INFRA	COMPETENCY
9. Prepare acknowledgement letter/assessment report;	SWO II/ SWO II/ PDO III	1 hour	Draft acknowledgement letter/ assessment report	AO11 series of 2012	Microsoft word	Computer, Log book, ball-pen, Stamp pad	Organization
10. Forward draft acknowledgement letter/assessment report to SU-AAII for tracking;	SWO II/ SWO II/ PDO III	1 minute	Tracked draft acknowledgement letter/assessment report	AO11 series of 2012	None	Computer, Log book, ball-pen, Stamp pad	Organization
11. Forward the draft acknowledgement letter/assessment report to SU Head for review and Initial;	SU- AAI	1 minute	Tracked draft acknowledgement letter/assessment report	AO11 series of 2012	Microsoft Excel	Computer, Log book, ball-pen, Stamp pad	Organization
12. Review and provide inputs on the draft acknowledgement letter/assessment report ; If with comments, proceed to task no. 12.1 If without comments, proceed to task no. 13	SU Staff	10 minutes	Reviewed the acknowledgement letter/assessment report and documents	AO11 series of 2012	None	Paper and Pen	Assessment
12.1 Return the reviewed acknowledgement letter/assessment report to SU- AAI for tracking;	SU Staff	1 hour	Tracked draft acknowledgement letter/assessment report with comments/ inputs of SU Head	AO11 series of 2012	Microsoft Word	Computer, Log book, ball-pen	Analytical Thinking
12.2 Return the reviewed acknowledgement letter/assessment report to assigned staff;	SU- AAI	1 minute	Tracked draft acknowledgement letter/assessment report with comments/ inputs of SU Head	AO11 series of 2012	Microsoft Excel	Computer, Log book, ball-pen, Stamp pad	Organization
12.3 Enhancement of the acknowledgement letter/assessment report ;	SWO II/ SWO II/ PDO III	1 hour	Enhanced acknowledgement letter/assessment report	AO11 series of 2012	Microsoft Excel	Computer, Log book, ball-pen, Stamp pad	Organization
12.4 Forward enhanced draft acknowledgement letter/assessment report to SU-AAII for tracking;	SWO II/ SWO II/ PDO III	1 minute	Tracked enhanced acknowledgement letter/assessment report	AO11 series of 2012	None	Paper and Pen	Analytical Thinking

TASK	RESPONSIBLE PERSON	TIME FRAME	OUTPUT	POLICY	APPLICATION	MATERIAL/INFRA	COMPETENCY
12.5 Forward enhanced draft acknowledgement letter/assessment report to SU Head for review and initial;	SU- AAI	1 minute	Tracked enhanced acknowledgement letter/assessment report	AO11 series of 2012	Microsoft Excel	Computer, Log book, ball-pen, Stamp pad	Organization
12.6 Review of the enhanced draft acknowledgement letter/assessment report for initial;	Head, Standards Unit	10 minutes	Tracked enhanced acknowledgement letter/assessment report	AO11 series of 2012	Microsoft Excel	Computer, Log book, ball-pen, Stamp pad	Organization
13. Affix signature and forward the signed draft acknowledgement letter/assessment report to SU-AAII for tracking;	Head, Standards Unit	1 minute	Tracked enhanced acknowledgement letter/assessment report	AO11 series of 2012	Microsoft Excel	Computer, Log book, ball-pen, Stamp pad	Organization
14. Endorse signed draft acknowledgement letter/assessment report to the Division Chief's Office;	SU- AAI	1 minute	Tracked signed acknowledgement letter/assessment report	AO11 series of 2012	Microsoft Excel	Computer, Log book, ball-pen, Stamp pad	Organization
15. Receipt and forward the draft acknowledgement letter/assessment report from SU to Division Chief;	DC-AAIV	1 minute	Tracked signed acknowledgement letter/assessment report	AO11 series of 2012	Microsoft Excel	Computer, Log book, ball-pen, Stamp pad	Organization
16. Review and affix initials on the draft acknowledgement letter/assessment report; if with comments, proceed to task no. 16.1 if without comments, proceed to task no. 17	Division Chief, IDD	10 minutes	Reviewed draft acknowledgement letter/assessment report for inputs/ comments or initial	AO11 series of 2012	None	Paper and Pen	Analytical Thinking
16.1 Return the reviewed acknowledgement letter/assessment report to DC-AAIV for tracking;	Division Chief, IDD	1 minute	Tracked the draft acknowledgement letter/assessment report	AO11 series of 2012	Microsoft Excel	Computer, Log book, ball-pen, Stamp pad	Organization
16.2 Return the reviewed acknowledgement letter/assessment report to SU-AAII;	SU- AAI	1 minute	Tracked the draft acknowledgement letter/assessment report with comments/ inputs of DC	AO11 series of 2012	Microsoft Excel	Computer, Log book, ball-pen, Stamp pad	Organization

TASK	RESPONSIBLE PERSON	TIME FRAME	OUTPUT	POLICY	APPLICATION	MATERIAL/INFRA	COMPETENCY
17. Forward signed acknowledgement letter/assessment report to DC-AAIV for tracking;	Division Chief, IDD	1 minute	Tracked the signed acknowledgement letter/assessment report	AO11 series of 2012	Microsoft Excel	Computer, Log book, ball-pen, Stamp pad	Organization
18. Endorse signed acknowledgement letter/assessment report to ARDA-AAI for tracking;	DC-AAIV	5 minutes	Tracked the signed acknowledgement letter/assessment report	AO11 series of 2012	None	Paper and Pen	Analytical Thinking
19. Forward the signed acknowledgement letter/assessment report to ARDA;	ARDA-AAI	1 minute	Tracked the signed acknowledgement letter/assessment report	AO11 series of 2012	Microsoft Excel	Computer, Log book, ball-pen, Stamp pad	Organization
20. Review and affix signature on the acknowledgement letter/assessment report; If with comments, proceed to task no.20.1 If without comments, proceed to task no. 21	ARDA	10 minutes	Reviewed the acknowledgement letter/assessment report and documents	AO11 series of 2012	Microsoft Excel	Computer, Log book, ball-pen, Stamp pad	Organization
20.1 Return the reviewed acknowledgement letter/assessment report to ARDA-AAI for tracking;	ARDA	1 minute	Tracked the signed acknowledgement letter/assessment report	AO11 series of 2012	Microsoft Excel	Computer, Log book, ball-pen, Stamp pad	Organization
20.2 Return the reviewed acknowledgement letter/assessment report to SU-AAI;	ARDA-AAI	1 minute	Tracked the signed acknowledgement letter/assessment report	AO11 series of 2012	Microsoft Excel	Computer, Log book, ball-pen, Stamp pad	Organization
21. Forward signed acknowledgement letter/assessment report to ARDA-AAI for tracking;	ARDA	1 minute	Tracked the signed acknowledgement letter/assessment report	AO11 series of 2012	Microsoft Excel	Computer, Log book, ball-pen, Stamp pad	Organization
22. Track and endorsed signed acknowledgement letter/assessment report to SU-AAI;	ARDA-AAI	5 minutes	Tracked the signed acknowledgement letter/assessment report	AO11 series of 2012	None	Computer, Log book, ball-pen, Stamp pad	Analytical Thinking
23. Track and forward acknowledgement letter/assessment report to RD-AAI for signature and approval;	SU-AAI	1 minute	Tracked the signed acknowledgement letter/assessment report	AO11 series of 2012	Microsoft Excel	Computer, Log book, ball-pen, Stamp pad	Organization

TASK	RESPONSIBLE PERSON	TIME FRAME	OUTPUT	POLICY	APPLICATION	MATERIAL/INFRA	COMPETENCY
24. Approve acknowledgement letter/assessment report to RD-AAII for tracking;	Regional Director	1 minute	Tracked the signed acknowledgement letter/assessment report	AO11 series of 2012	Microsoft Excel	Computer, Log book, ball-pen, Stamp pad	Organization
25. Endorsed approved acknowledgement letter/assessment report to SU-AAI;	RD-AAII	1 minute	Tracked the signed acknowledgement letter/assessment report	AO11 series of 2012	Microsoft Excel	Computer, Log book, ball-pen, Stamp pad	Organization
If complete documents:							
25.1 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	AO11 series of 2012	Microsoft Excel	Computer, Log book, ball-pen, Stamp pad	Organization
If Incomplete documents:							
25.2 Endorse the signed acknowledgement letter to SWDA indicating areas for compliance and return application documents.	SWO I/ SWO II/ PDO III	half day	Endorsed the acknowledgement letter to SWDA.	AO11 series of 2012	Microsoft Excel	Computer, Log book, ball-pen, Stamp pad	Organization