

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

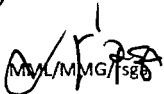
SUBJECT : Business Process and Requirements Analysis (BPRA) and Process Flow Chart on Processing of Incoming and Outgoing Documents for Action and Acted Upon by Regional Director and Processing of Disbursement Voucher/Purchase Request and Purchase Order at ARDA's Office

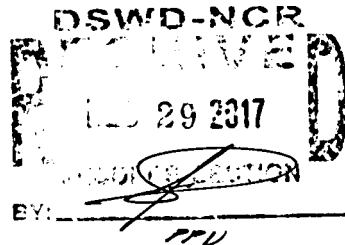
DATE : December 18, 2017

This is to share with you the approved BPRA and Process Flow Chart of above-mentioned subject 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.

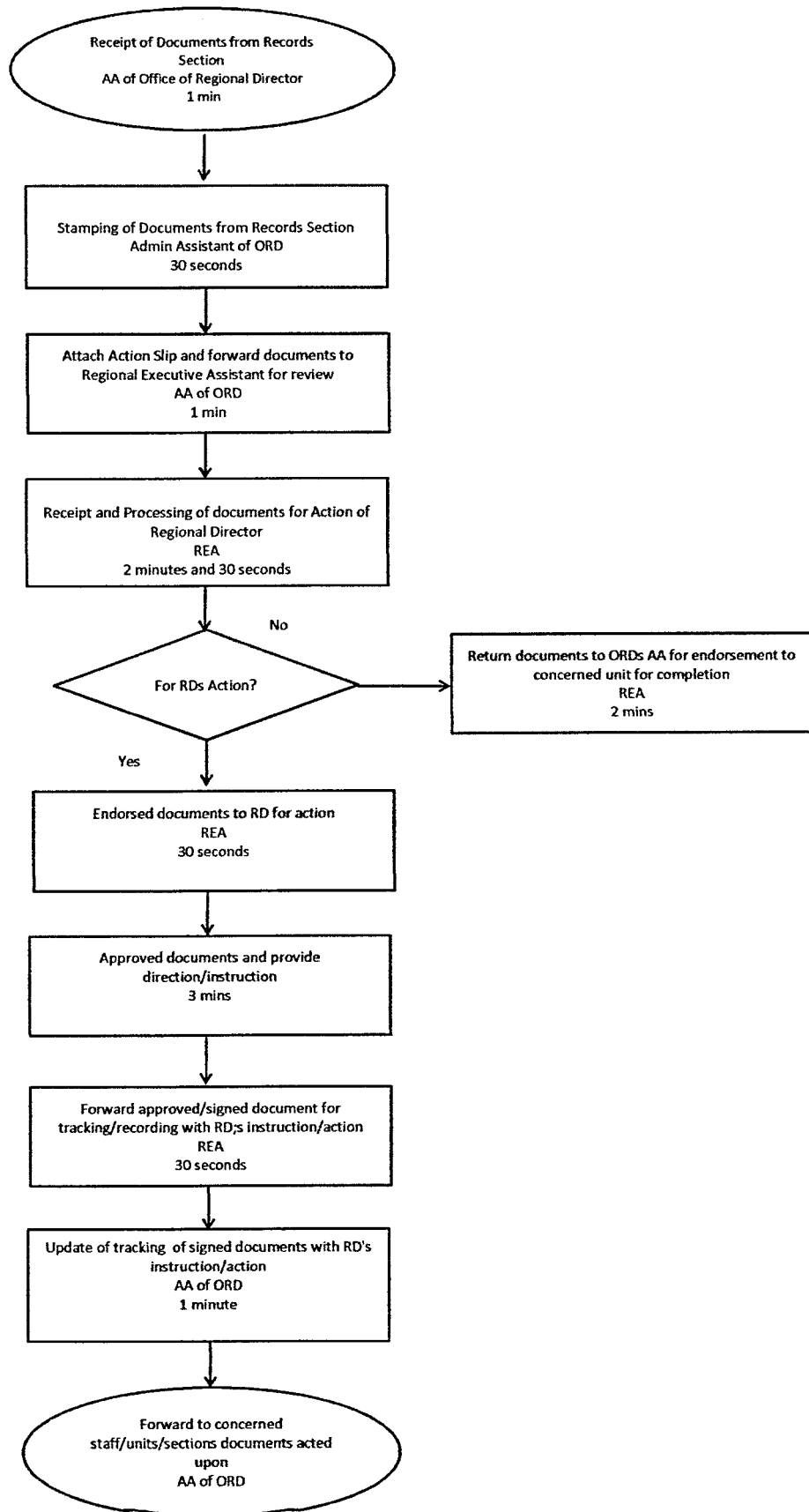
For your information and guidance.


VINCENT ANDREW T. LEYSON


MM/MMG/1526



PROCESSING OF INCOMING AND OUTGOING OF DOCUMENTS FOR ACTION AND ACTED UPON BY REGIONAL DIRECTOR





BUSINESS PROCESS AND REQUIREMENTS ANALYSIS

Minimum Deliverable: Facilitate incoming and outgoing of documents for action and acted upon by the RD, respectively

[1]	[2]	[A] PROCESSES			[B] REQUIREMENTS				[10] Remarks
		[3] Responsible Person	[4] Time Frame	[5] Output	[6] Policy	[7] Application	[8] Material/Infra	[9] Competency	
1	Receipt of Documents from Records Section	AA	1 min	Documents for Action of the Regional Director			Stamp, Pen	Clerical; Customer Service	
2	Stamping of Documents from Records Section	AA	30 seconds	Stamped documents			Stamp and Pen	Clerical	
3	Attach Action Slip to Stamped Documents for Action	AA	30 seconds	Documents with Action Slip			Action Slip, Stapler	Clerical	
4	Forward documents to the REA for review	AA	1 min	Documents for review of REA			Folder	Clerical	
5	Receipt Documents from AA	REA	30 seconds	Documents for review			Folder, Pen	Clerical	
6	Processing of Documents for Action of RD	REA	2 mins	Reviewed documents			Pen and Sticky Notes	Analytical	
7	Forward Reviewed Documents for RD's action	REA	30 seconds	Reviewed documents for RD's action			Folder	Clerical	
8	Action Documents	RD	3 mins	Documents with instructions to			Pen	Analytical and Technical	



				concerned staff/units/sections					
9	Forward documents acted upon	RD	1 min	Forwarded documents with actions/instructions from RD			Folder		
10	Receipt of Documents with action from RD	AA/REA	30 seconds	Documents with actions			Folder	Clerical	
11	Tracking/Recording of Documents with RD's instructions/action	AA/REA	1 min	Tracked Documents for Outgoing			Excel Tracking File, Pen, Logbook	Clerical	
12	Forward to concerned staff/units/sections documents acted upon	AA	2 mins	Received Documents by concerned staff/units/sections			Logbook, Pen	Clerical	

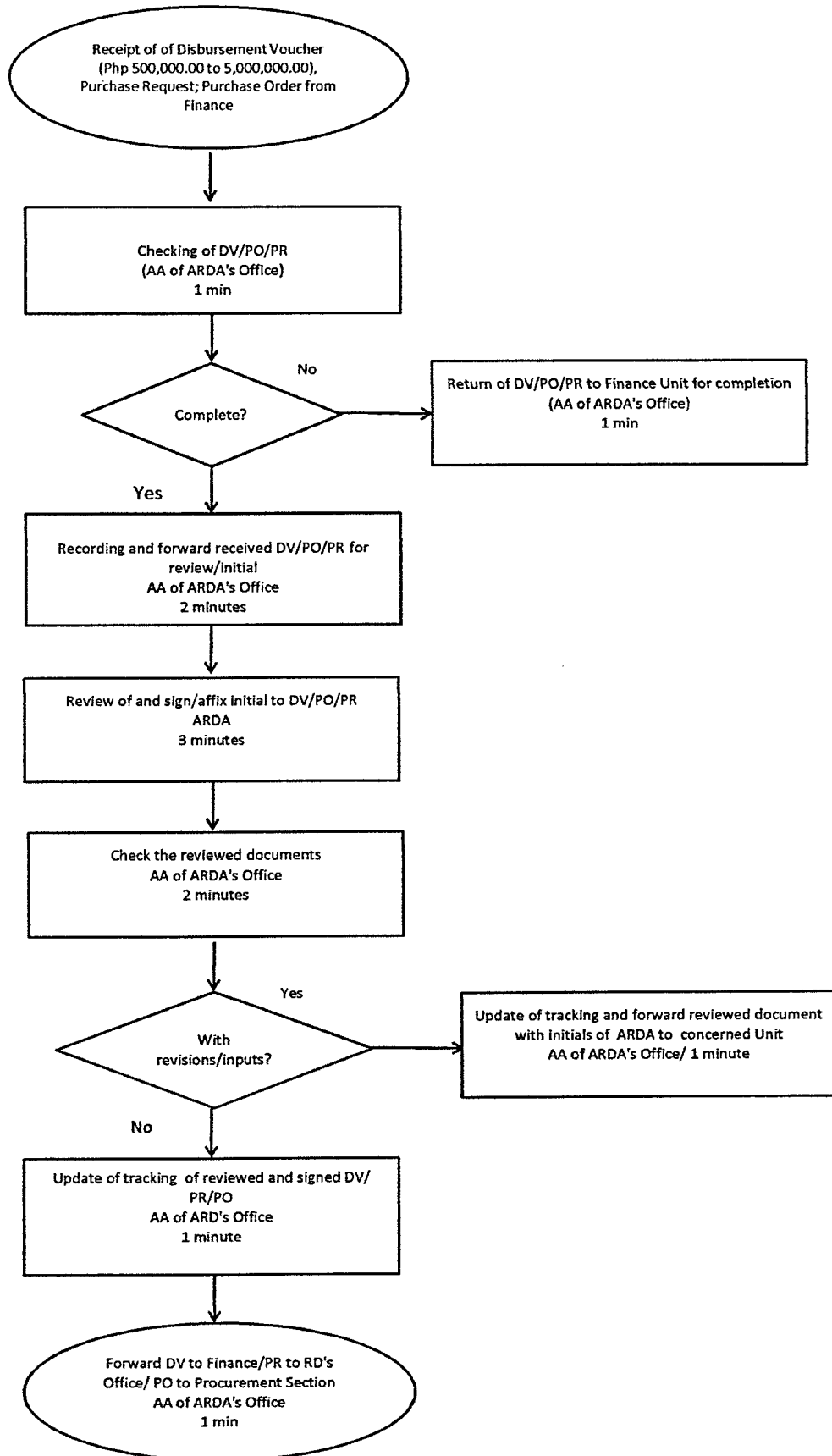
Fill-up Instructions for [A] Processes:

- [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.

Fill-up Instructions for [B] Requirements:

- [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.

PROCESS FLOW OF DISBURSEMENT VOUCHERS/PURCHASE ORDER/PURCHASE REQUEST OF ARDA'S OFFICE





DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT
Policy and Plans Division [PPD]
Planning Unit [PU]

"Monitoring and Evaluation Workshop on the Preparation of Business Process and Requirements Analysis (BPRA) and Process Flow Chart"
July 19, 20 and 21, 2017/Icon Hotel, Timog Ave. cor. Tomas Morato, QC

BUSINESS PROCESS AND REQUIREMENTS ANALYSIS

Minimum Deliverable: Facilitate Signing of Financial Documents such as Disbursement Voucher, Purchase Request and Purchase Order

[1] No.	[2] Task	[A] PROCESSES			[B] REQUIREMENTS					[10] Remarks
		[3] Responsible Person	[4] Time Frame	[5] Output	[6] Policy	[7] Application	[8] Material/Infra	[9] Competency		
1	Receipt of Disbursement Voucher (amounting Php. 500,000 to Php. 5,000,000.00)/Purchase Order/Purchase Request	AA	1 min	DV/PO/PR for review of initials and attachments/tracking		MS Excel	Stamp, Pen and Computer	Clerical		
2	Checking of DV/PO/PR	AA	1 min	Checked DV/PO/PR documents			Pen/Pencil	Clerical		
3	Recording of DV/PO/PR	AA	1 min	Recorded incoming PO/PR/DV for ARDA's initial/signature		MS Excel	Computer	Clerical		
4	Forward received DV/PR/PO for initial of ARDA	AA	1 min	Documents for review and signature of ARDA			Folder	Customer Service		
5	Review and sign/affix initial to DV/PR/PO	ARDA	3 mins	DV/PO/PR with signature/initial	CSC Rules		Pen and Sticky Notes	Analytical Skills		
6	Return of reviewed and signed PR/PO/DV	ARDA	1 min	signed DV/PO/PR			Folder			
7	Checking of reviewed and signed DV/PR/PO	AA	1 min	Checked documents with signatures/initials			Pen/Pencil			
8	Updating of tracking of reviewed and signed PR/PO/DV	AA	1 min	Tracked DV/PR/PO for outgoing		MS Excel	Computer	Clerical		



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<p>9</p> <p>Forward signed DV to Finance/PR to RD's Office/PO to Procurement Section</p>	<p>AA</p>	<p>1 min</p>	<p>Forwarded signed documents to concerned units/sections</p>			<p>Logbook and Pen</p>	<p>Customer Service</p>	
<p>Fill-up Instructions for [A] Processes:</p> <p>[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.</p>				<p>Fill-up Instructions for [B] Requirements:</p> <p>[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.</p>				