



**DEPARTMENT OF SOCIAL WELFARE AND
DEVELOPMENT**

ADMINISTRATIVE SERVICE

CITIZEN'S CHARTER

2024 (1ST Edition)



**DEPARTMENT OF SOCIAL WELFARE AND
DEVELOPMENT**

ADMINISTRATIVE SERVICE

CITIZEN'S CHARTER

2024 (1ST Edition)

I. Mandate:

The Department of Social Welfare and Development (DSWD) is the primary government agency mandated to develop, implement and coordinate social protection and poverty-reduction solutions for and with the poor, vulnerable and disadvantaged.

II. Vision:

An empowered society where the poor, vulnerable, and disadvantaged sectors have immediate and equitable access to opportunities for an improved quality of life.

III. Mission:

As the authority in the Social Welfare and Development sector, the DSWD develops, implements, enables, and coordinates SWD policies and programs for and with the poor, vulnerable, and disadvantaged.

IV. Service Pledge:

We are committed to provide quality, prompt, and courteous service from Mondays to Fridays, 8:00 A.M. to 5:00 P.M., without noon breaks and thereby ensure that all applicants or requesting parties who are within the DSWD premises prior to the end of the official working hours and during lunch break shall be attended to. In view of this, we shall ensure availability of Officers-in-Charge of our frontline services at all times for consultation and advice.

Furthermore, we shall endeavor to complete transactions within the day and in the event that we are unable to do so, we shall inform you promptly of our actions taken so far and clearly explain the reason/s for such delay.

We shall appreciate any positive or negative feedback regarding our services, facilities, and personnel.

All these we pledge for the best interest of the clients/customers we serve.

Quality Policy

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

Deliver, coordinate, and monitor social protection programs and services to the poor, vulnerable, and disadvantaged population towards a fair, just and peaceful society;

Sustain a culture of excellence through continual improvement of systems, mechanisms, and procedures in the delivery of programs and services;

Work with integrity and adhere to ethical standards for customer satisfaction and quality service by complying with the DSWD mandates, and other pertinent laws; and

Demonstrate genuine concern for the poor, prompt compassionate service, and free from any form of corruption.

LIST OF OFFICES

| | |
|---|---------------|
| I. Mandate: | 2 |
| II. Vision: | 2 |
| III. Mission: | 2 |
| IV. Service Pledge: | 2 |
| Quality Policy | 3 |
| FRONTLINE SERVICES | 6 |
| 1. Issuance of Gate Pass for Properties for Repair/ Replacement / Transfer/Disposal/Other Modes of Disposition..... | 7 |
| 2. Issuance of Property Clearance for Separated Official and Employees..... | 13 |
| 3. Receiving Request for Information..... | 18 |
| NON-FRONTLINE SERVICES | 35 |
| 1. Facilitation of Request for Relief from Property Accountability from Commission on Audit..... | 36 |
| 2. Facilitation of Request for Replacement/Reimbursement of Lost, Damaged or Destroyed Properties..... | 44 |
| 3. Issuance of Sticker Pass..... | 49 |
| 4. Procurement under Agency to Agency..... | 53 |
| 5. Procurement under Direct Contracting..... | 60 |
| 6. Procurement under Direct Detail Purchase of Petroleum Fuel, Oil and Lubricant (POL) Products and Airline Tickets..... | 69 |
| 7. Procurement under Emergency Cases..... | 74 |
| 8. Procurement under Highly Technical Consultant..... | 86 |
| 9. Procurement under Lease of Real Property and Venue..... | 94 |
| 10. Procurement Under Repeat Order..... | 105 |
| 11. Procurement under Scientific, Scholarly or Artistic Work, Exclusive Technology and Media Services..... | 112 |
| 12. Procurement under Shopping under Section 52.1 (B)..... | 119 |
| 13. Procurement under Small Value Procurement..... | 130 |
| 14. Procurement Under Two Failed Biddings under Section 53.1..... | 141 |
| 15. Provision of Technical Assistance on Property and Supply Management..... | 152 |
| 16. Re-issuance of Equipment and Semi-Expendable Supplies..... | 155 |

| | |
|--|------------|
| 17. Recording, Documentation and Issuance of Expendable or Consumable Supplies..... | 159 |
| 18. Recording, Documentation and Issuance of PPE and Semi- Expendable Properties..... | 165 |
| 19. Request for Air Transport Service..... | 171 |
| 20. Request for Dormitory Accommodation..... | 174 |
| 21. Request for Technical Assistance for Special Sanitation and Disinfection of the Offices..... | 176 |
| 22. Request for Technical Assistance Relative to Building and Grounds Management | 179 |
| 23. Request for the Use of DSWD Conference Rooms..... | 184 |
| 24. Request for Use and Monitoring of Vehicle..... | 187 |
| 25. Surrender / Turnover of Property and Cancellation of Property Accountability. | 192 |
| 26. Transfer of Property Accountability..... | 196 |
| FEEDBACK AND COMPLAINTS MECHANISM..... | 201 |
| LIST OF OFFICES..... | 201 |

**ADMINISTRATIVE SERVICE
(AS)**

FRONTLINE SERVICES

1. Issuance of Gate Pass for Properties for Repair/ Replacement / Transfer/Disposal/Other Modes of Disposition

Issued for properties which are to be brought outside of DSWD premises for repair or replacement by the supplier and for properties that are to be disposed through sale/transfer/other mode of disposition.

| | | |
|-----------------------------|--|--|
| Office or Division: | AS - Property Supply and Asset Management Division (PSAMD) DSWD Field Office - Property and Supply Section (PSS) | |
| Classification: | Simple | |
| Type of Transaction: | G2C – Government to Citizen G2G - Government to Government G2B - Government to Business Entities | |
| Who may avail: | Property and Supply Custodian | |
| | CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
| | <ol style="list-style-type: none"> 1. Three (3) original copies of duly accomplished Gate Pass 2. Property/ies to be brought outside the DSWD premises | <ol style="list-style-type: none"> 1. To be prepared by the concerned Office's Designated Property and Supply Custodian (DPSC) through the Property Records and Equipment Monitoring Inventory System (PREMIS) 2. To be prepared by the DPSC of concerned Office without any prescribed format |
| | <p><u>In the absence of the authorized signatory secure any of the following:</u></p> <ol style="list-style-type: none"> 1. Signed by the personnel authorized to sign in behalf of the authorized signatory – with attached one (1) photocopy of Special Order (SO) for order of succession 2. Digitally signed using the PNPKI registered digital signature | <ol style="list-style-type: none"> 1. Records and Archives Management Division (RAMD) 2. Digital signature of: <ul style="list-style-type: none"> ● Authorized signatory or; ● Authorized representative with attached 1 photocopy of SO for order of succession; 3. From the: |

| | |
|---|--|
| <p>3. Printed copy of email using the official DSWD email account allowing the property to be brought outside DSWD premises</p> | <ul style="list-style-type: none"> ● Authorized signatory or; ● Authorized representative with attached 1 photocopy of SO for Order of succession |
| <p><u>Properties for repair/replacement attach:</u></p> | |
| <ol style="list-style-type: none"> 1. 1 photocopy of pull-out slip indicating the name of person who will bring out the property or authorization letter 2. 1 photocopy of Technical Assistance Report 3. 1 photocopy of approved Purchase Order (PO) or Purchase Request (PR) 4. 1 photocopy of PAR/ICS if property is under warranty 5. 1 photocopy of government issued ID and company ID of client or representative | <ol style="list-style-type: none"> 1. Issued by the supplier/contractor 2. From concerned DSWD Office (IT Equipment – ICTMS/RICTMU; Motor Vehicle, Office Equipment, Furniture and Fixtures – GSD/GSS; Maintenance Equipment – BGMD/GSS) 3. Procurement Management Service (PMS) 4. From the accountable personnel 5. From supplier or representative |
| <p><u>For loaned properties to be returned to supplier attach:</u></p> | |
| <ol style="list-style-type: none"> 1. 1 photocopy of pull-out slip indicating the name of person who will bring out the property or authorization letter 2. Personal Property Item Pass Slip (PPIPS) and/or delivery or acknowledgement receipt 3. 1 photocopy of government issued ID and company ID of client or representative | <ol style="list-style-type: none"> 1. Issued by the supplier/contractor 2. Issued by the Security Personnel upon entry of the property, from supplier or contractor 3. From supplier or representative |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|--|---|-----------------|-----------------|--|
| 1. End User request and submit accomplished Gate Pass. | 1.1 Property personnel shall receive and review submitted duly accomplished gate passes and attachments vis-à-vis property presented. | None | 3 Minutes | Division Chief <i>Property Supply and Asset Management Division</i> |
| | 1.2 The property personnel shall review if the Gate Pass is complete and with attachments (PIIP and other supporting documents) 1.2.1 Complete/ Duly Accomplished: Update PREMIS through scanning the barcode of the Gate Pass to record the time of receipt of request and endorse the same to the Heads of Property Office for approval 1.2.2 | None | 5 Minutes | Division Chief <i>Property Supply and Asset Management Division</i> |

| | | | | |
|--|---|------|-----------|---|
| | <p>Incomplete/ with discrepancy:</p> <p>Return the Gate Pass to the requestor/ DPSC for proper accomplishment.</p> | | | |
| | <p>1.3 The Head Property Office shall approve the Gate Pass (from 8:00 A.M. to 4:00 P.M)</p> | None | 2 Minutes | <i>Head Property Office</i> |
| | <p>1.4 The property personnel shall scan the Gate Pass barcode to record the time of approval.</p> | None | 2 Minutes | <i>Division Chief Property Supply and Asset Management Division</i> |
| | <p>1.5. The property staff shall provide the customer feedback form to the requesting party for the service provided.</p> <p>1.5.1 Forward copy of the approved Gate Pass to:</p> <ul style="list-style-type: none"> a. Original copy – Security Guard b. Duplicate copy – Person | None | 5 Minutes | <i>Division Chief Property Supply and Asset Management Division</i> |

| | | | | |
|---|--|------|------------|--|
| | <p>who shall bring the equipment out of DSWD premises to present to Security Guard On-Duty/ Property Officer</p> <p>c. Triplicate – Property Office copy</p> | | | |
| <p>2. Present property together with the duplicate copy of the approved Gate Pass to the security guard</p> | <p>2.1 Review the presented property vis-à-vis the duplicate copy of the approved Gate Pass</p> <p>With discrepancy Return gate pass to the person who shall take the equipment out of DSWD premises and instruct the latter to secure a new gate pass reflecting the correct details of the property to be brought</p> | None | 15 Minutes | <p><i>Division Chief</i> Property Supply and Asset Management Division</p> |

| | | | | |
|--|--|--|------------------|---|
| | <p>outside DSWD premises. Without discrepancy Security Guard On-Duty shall sign the original and duplicate copy of the gate pass, return the signed duplicate copy to the client.</p> <p>2.2 Scan the barcode of the Gate Pass to record the time when the property was brought outside the DSWD in PREMIS.</p> | | | |
| | <p>2.3 Surrender the original copy of the gate pass to the Property, Supply, and Asset Management Division (PSAMD)/Property and Supply Section (PSS).</p> <p>The Security Guard shall return the copy of the gate pass upon return of the equipment brought</p> | | <p>5 Minutes</p> | <p><i>Division Chief</i> Property Supply and Asset Management Division</p> |

| | | | | |
|--|--|-------------|-------------------|--|
| | outside the DSWD premises for monitoring purposes. | | | |
| | 2.4 File gate pass for safekeeping and future reference. | None | 6 Minutes | <i>Division Chief</i> Property Supply and Asset Management Division |
| | TOTAL | NONE | 43 Minutes | |

2. Issuance of Property Clearance for Separated Official and Employees

Property Clearance is issued to DSWD employees who are retired/transferred to another government agency/detail separation from the service, promotion/reassignment/transfer from one organizational unit within the Department. Approved Property Clearance shall be issued immediately upon cancellation of property accountability.

| | | |
|--|---|---|
| Office or Division: | AS - Property Supply and Asset Management Division (PSAMD) DSWD Field Office - Property and Supply Section (PSS) | |
| Classification: | Simple | |
| Type of Transaction: | G2C – Government to Citizen | |
| Who may avail: | Department of Social Welfare and Development (DSWD) Employees who are: <ol style="list-style-type: none"> Resigned Transferred to other Government Offices Non-renewal of Contract Terminated Retired | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE |
| A. <u>Without Property Accountability</u> 1. Three (3) original copies of Clearance Form | | A. <u>Without Property Accountability</u> 1. Personnel Administration Division with prescribed format 2. From Client |

| 2. And/or duly approved request for transfer / resignation / retirement B. <u>With Property Accountability</u> 1. Three (3) original copies of Clearance Form 2. One (1) Original Copy of Duly Accomplished Furniture and Equipment Transfer Slip (FETS) to transfer/turnover of property accountabilities 3. Duly signed PAR/ICS for transferred property accountability <u>In Case of Lost:</u> 1. With request for relief from property accountability due to loss - one (1) copy of COA decision 2. With request for replacement / reimbursement of lost property - One (1) photo copy of request for replacement approved by the Undersecretary for General Administration and Support Services Group (GASSG) | | B. <u>With Property Accountability</u> 1. Personnel Administration Division (PAD) with prescribed format 2. To be prepared by the Office's Designated Property and Supply Custodian (DPSC) through the Property Records and Equipment Monitoring Inventory System (PREMIS) 3. Submitted by the personnel applying for property clearance with signature of the new end user <u>In Case of Lost:</u> 1. 1.DSWD Commission on Audit without prescribed format 2. 2. Property Supply and Asset Management Division (PSAMD) without prescribed format | | |
|---|---|---|-----------------|--|
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Submit three original copies of the clearance form issued by the Personnel Administration Division (PAD)/ Personnel Administration Section (PAS) and/or duly approved request for transfer / resignation / retirement 2 months before the effectivity of retirement, | 1.1 Receive Three original copies of clearance issued PAD/PAS and/or duly approved request for transfer / resignation / retirement and review the | None | 15 Minutes | <i>Division Chief</i> Property Supply and Asset Management Division |

| | | | | |
|--|---|------|-------|--|
| 30 days of resignation or transfer from 8 AM to 5 PM, Mondays to Fridays except holidays | attached documents from 8 AM to 5 PM, Mondays to Fridays except holidays. | | | |
| | 1.2 Review and validate recorded property accountability/ies on file using the Property Records and Equipment Monitoring Inventory System (PREMIS) and the individual folder of personnel if canceled. | None | 1 Day | <i>Division Chief</i> Property Supply and Asset Management Division |
| | 1.3 If No Accountability/ies The property personnel shall record the date of effectivity of retirement / resignation / transfer/detail of separation/date of issuance of property clearance in PREMIS and process clearance by affixing initial and forward to the Head of Property for approval. | None | 1 Day | <i>Division Chief</i> Property Supply and Asset Management Division |

| | | | | |
|---|--|------|------------|--|
| | <p>With Accountability/ies Inform the former Office of the applicant through a Memorandum on the remaining accountability/ies to process its cancellation and/or request submission of other requirements/ proof of canceled Property Accountability.</p> | | | |
| 2. Submit documents and other requirements as proof of canceled property accountability and accomplish Client Satisfaction Measurement Form | 2.1 The property personnel shall receive and review/validate the submitted documents and other requirements as proof of canceled property accountability. | None | 4 Hours | <i>Division Chief</i> Property Supply and Asset Management Division |
| | 2.2 Check the “cleared” box and affix the signature in the clearance form | None | 10 Minutes | <i>Head</i> Property Office |
| | 2.3 The property personnel shall scan signed clearance form; record in | None | 15 Minutes | <i>Division Chief</i> Property Supply and Asset Management Division |

| | | | | |
|--|--|-------------|------------------------------------|--|
| | clearance logbook/ monitoring sheet, forward to the next office concerned and administer the Client Satisfaction Measurement Form (either online or paper-based) | | | |
| | 2.4 Upload scanned signed clearance in PREMIS | None | 15 Minutes | Division Chief <i>Property Supply and Asset Management Division</i> |
| | TOTAL | NONE | 2 Days, 4 Hours, 55 Minutes | |

3. Receiving Request for Information

To provide the process in dealing with requests for information involving transactions, general operations, thrusts, and programs of the Department involving public interest subject to the procedures and limitations pursuant to Executive Order No. 02 dated 23 July 2016 on Freedom of Information (FOI), entitled Operationalizing in the Executive Branch the People’s Constitutional Right to Information and the State Policies to Full Public Disclosure and Transparency in the Public Service and Providing Guidelines Therefor.

| Office or Division: | Administrative Service- Records And Archive Management Division |
|---|--|
| Classification: | Covered by special law (Executive Order No. 02, s. of 2016) |
| Type of Transaction: | G2C – Government to Citizens |
| Who may avail: | Individuals with Filipino Citizenship |
| CHECKLIST OF REQUIREMENTS | |
| WHERE TO SECURE | |
| Standard Request (through FOI Request Form) 1. Must Accomplish FOI Request Form 1.1 State your complete name, contact information and purpose of your request 1.2. Attach one (1) photocopy of government issued I.D or valid school I.D (for registered students) (front and back) with photo | Requesting party may visit: https://www.dswd.gov.ph/issuances/MCs/MC_2017-009.pdf for the FOI Request Form or Secure FOI Request Form in the Office of the FOI Receiving Officer / FO FOI Focal |
| Online Requests (through eFOI portal) 1. Visit the eFOI website 1.1 Choose <u>Make a Request</u> icon 1.2 Select <u>Department of Social Welfare and Development</u> 1.3 Click on <u>Write My Request</u> 1.4 Ensure all the mandatory fields are filled out 1.5 Attach one (1) photocopy of government issued I.D or valid school I.D (for registered students) (front and back) with photo. 1.6 Create an account | Requesting party may visit the FOI website to place their request: https://www.foi.gov.ph/ |

| <p>If unable to make a written request, because of illiteracy or disability</p> <p>1. Visit the nearest DSWD Office or directly contact at (02) 8-951-7119 for inquiries</p> | <p>Requesting may visit the nearest DSWD Office</p> | | | |
|---|---|-------------------------------|-------------------------------|--|
| <p>For Requests through EFOI Portal</p> | | | | |
| <p>CLIENT STEP/S</p> | <p>AGENCY ACTIONS</p> | <p>FEES TO BE PAID</p> | <p>PROCESSING TIME</p> | <p>PERSON RESPONSIBLE</p> |
| <p>1. Submit request for information via the eFOI Portal</p> | <p>1.1 Receive and review the completeness of the request and correctness of supporting documents</p> <p>1.1.1 Check if the details provided in the eFOI is complete with attached one (1) copy of any government-issued I.D or school I.D (for registered students) with photo</p> <p>1.1.2 Check if the FOI Request reasonably describes the information requested and the reason, or purpose of the request.</p> <p>If incomplete and with clarification, notify the requesting party through an e-mail or reply in the eFOI Portal and wait for the requesting party's response.</p> <p>If a response is not received within 60 calendar days, the system will automatically close the request.</p> | <p>None</p> | <p>1 Hour</p> | <p><i>Division Chief Records And Archive Management Division</i></p> |

| | | | | |
|--|---|------|-------------------------|--|
| | <p>1.2 Conduct initial assessment and determine whether to deny or accept the FOI Request</p> <p>1.1.1 Outright deny if the request is found to be: a. Available online b. Substantially similar or identical to the previous request; and c. Information not maintained by the Department but is available in other Government Agencies, the same shall be forwarded to the identified Agency using the “referral” option in the eFOI portal;</p> <p>1.1.2 Send a reply message via eFOI portal indicating the reason for full denial to the requesting party.</p> <p>1.1.3 Attach a link to the Client Satisfaction Measurement Form</p> | None | 2 Hour (end of process) | <i>Division Chief</i> Records And Archive Management Division |
| | <p>1.2 Accept if the request is accurate and complete.</p> <p>1.2.1 Once accepted, an automated email notification will be sent to the FOI registered email account of the CO FOI Decision Maker</p> | None | 1 Hour and 45 Minutes | <i>Division Chief</i> Records And Archive Management Division |
| | <p>1.3 Update status in the ISO registered FOI Monitoring Tool</p> | None | 15 Minutes | <i>Division Chief</i> Records And Archive |

| | | | | |
|--|--|------|------------------------|--|
| | | | | Management Division |
| | 1.4 Receive notification from FRO through email and Open the eFOI Portal | None | 5 Minutes | <i>Division Chief</i> Records And Archive Management Division |
| | <p>1.5 Determine if the request is simple or complex.</p> <p>If simple, draft a reply letter addressed to the client. Send the reply to the client by uploading in the eFOI Portal.</p> <p>If complex, conduct research.</p> <p>1.5.1 . Coordinate with concerned OBSU/s.</p> <p>1.5.2 Prepare a letter reply to the client.</p> <p>1.5.3 Upload in the eFOI the letter reply to the client.</p> | None | 7 Hours and 55 Minutes | <i>Division Chief</i> Records And Archive Management Division |
| | 1.6 Print the screenshots of the request | None | 15 Minutes | <i>Division Chief</i> Records And Archive Management Division |
| | 1.7 Prepare memorandum to concerned OBSU/s | None | 2 Hours | <i>Division Chief</i> Records And Archive Management Division |
| | 1.8 Endorse the draft memorandum to the Office of the Director (OD) through email and hard copy | None | 15 Minutes | <i>Division Chief</i> Records And Archive Management Division |

| | | | | |
|--|---|------|------------------------|--|
| | <p>1.9 Review the printed draft memorandum and recommend its approval to the FDM</p> <p>If documents are found to be in order, refer to step 10.</p> <p>If the documents need revisions, the OD staff will send back the drafts with comments to FDM Process focal for enhancement.</p> | None | 3 Hours and 20 Minutes | <i>Division Chief</i> Records And Archive Management Division |
| | 1.10. Revise the draft memorandum and incorporate the comments. | None | 15 Minutes | <i>Division Chief</i> Records And Archive Management Division |
| | 1.11. Re-submit to the OD staff the printed copy of the revised memorandum | None | 10 Minutes | <i>Division Chief</i> Records And Archive Management Division |
| | 1.12 Forward the draft memorandum to the FDM for approval. | None | 30 Minutes | <i>Division Chief</i> Records And Archive Management Division |
| | <p>1.13 FDM shall review the printed draft memorandum.</p> <p>If the draft memorandum is found to be in order, FDM shall approve it.</p> <p>If the draft memorandum needs revision, FDM will send back to OD staff the documents with comments.</p> | None | 35 Minutes | <i>Division Chief</i> Records And Archive Management Division |

| | | | | |
|--|--|------|---|---|
| | 1.13.1 OD Staff shall return to the LS FOI Focal, the documents for revision. Then proceed to step 8 | | | |
| | 1.14 Sign the memorandum to the OBSU | None | 7 Minutes | <i>Division Chief</i> Records And Archive Management Division |
| | 1.15 Record, scan and send the signed memorandum to the concerned OBSU/s to notify them. | None | 20 Minutes | <i>Division Chief</i> Records And Archive Management Division |
| | 1.16 Send the hard copy of the signed memorandum to the concerned OBSU/s | None | 30 Minutes | <i>Division Chief</i> Records And Archive Management Division |
| | 1.17 Receive the referral through a memorandum from the FOI Decision Maker | None | 15 Minutes | <i>Division Chief</i> Records And Archive Management Division |
| | 1.18. Retrieval of the requested data: 1.18.1 If the Office/s concern does not maintain the requested information, they must inform the FRO, in writing within 2 working days upon receipt of the referral from the FDM. <i>Proceed to step 20</i> | None | 16 Hours. | <i>Division Chief</i> Records And Archive Management Division |
| | 1.19 For standard request, transmit such information to the FRO within 10 working days upon receipt of endorsement from FDM. | None | (18.2) Standard Request: 71 hrs. and 25 mins. | <i>Division Chief</i> Records And Archive Management Division |

| | | | | |
|--|---|------|---|---|
| | 1.19.1 For complex requests or those requests that require an extensive search of office records, the concerned office/s may write a request for extension of time to respond to FRO for not more than 10 working days. | | (18.3) Complex Requests: 159 hrs. and 5 mins. | |
| | 1.20 Forward to the FOI Receiving Officer the requested data. | None | 1 hour and 20 minutes | <i>Division Chief</i> Records And Archive Management Division |
| | 1.21 Receive response from the CO/FO OBSD/s holding the information | None | 15 minutes | <i>Division Chief</i> Records And Archive Management Division |
| | 1.22 The FRO Process Focal shall collate and ensure that the information is complete If found to be incomplete , return the same to the concerned office/s for compliance. | None | 1 hour | <i>Division Chief</i> Records And Archive Management Division |
| | 1.23 If found to be complete, prepare a letter endorsing the data/information to the Requesting Party through a formal letter with attached ISO registered FOI Customer Feedback Form. | None | 5 hours | <i>Division Chief</i> Records And Archive Management Division |
| | 1.24 Sign the letter endorsing the data/information to the Requesting Party through a formal letter with attached ISO registered | None | 40 minutes | <i>Division Chief</i> Records And Archive Management Division |

| | | | | |
|--|--|-------------|---|---|
| | FOI Customer Feedback Form. | | | |
| | 1.25 Transmit the approved information to the requesting party, through: a. electronic mail; or b. courier service | None | 1 hour and 30 minutes | <i>Division Chief</i> Records And Archive Management Division |
| | 1.26 Update status of request in the FOI Monitoring Tool and file copy of endorsement letter to the requesting party | None | 30 minutes | <i>Division Chief</i> Records And Archive Management Division |
| | TOTAL: | None | Standard Request - 12 Working days and 38 Minutes Complex Request - 23 Working days and 19 Minutes (covered by EO 02 s2016) | |

| For Standard Request through FOI Request Form | | | | |
|---|---|------------------------|------------------------|---|
| CLIENT STEP/S | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Submit request for information via the Manual Request (FOI Form) | 1. Review the completeness of the request and supporting document. If the details provided in the FOI Request Form is complete with attached one (1) copy of any government-issued I.D | None | 1 hour | <i>Division Chief</i> Records And Archive Management Division |

| | | | | |
|--|--|--|--|--|
| | <p>or school I.D (for registered students) with photo</p> <p>If the FOI Request reasonably describes the information requested and the reason, or purpose of the request.</p> <p>If incomplete and with clarification, return the FOI Form to the requesting party for compliance. Or notify the requesting party through an email if the request was received digitally and wait for the requesting party's response. If a response is not received within 60 calendar days, the request is deemed closed.</p> | | | |
|--|--|--|--|--|

| | | | | |
|--|---|------|-----------------------------|---|
| | <p>1.2. Conduct initial assessment and determine whether to deny or accept the FOI Request</p> <p>1.2.1 Outright deny if the request is found to be:</p> <ul style="list-style-type: none"> a. Available online b. Substantially similar or identical to the previous request; and c. Information not maintained by the Department. <p>1.2.2 Draft a reply letter to the requesting party indicating the reason for full denial signed by FRO / Regional Director</p> <p>1.2.3 Transmit the reply letter with attached Client Satisfaction Measurement Form to the requesting party, through:</p> <ul style="list-style-type: none"> a. electronic mail; or b. courier service | None | 5 hours (end of process) | <i>Division Chief</i> Records And Archive Management Division |
|--|---|------|-----------------------------|---|

| | | | | |
|--|---|------|-------------------------|---|
| | 1.3. Accept if the request is accurate and complete. | None | 45 minutes | <i>Division Chief</i> Records And Archive Management Division |
| | 1.4 Draft a letter endorsing the request to the FOI Decision Maker (FDM) / FO FOI Focal for evaluation. | None | 2 hours. | <i>Division Chief</i> Records And Archive Management Division |
| | 1.5. Sign the prepared memorandum | None | 1 hour | <i>Division Chief</i> Records And Archive Management Division |
| | 1.6. Transmit the memorandum endorsing the FOI request to FDM / FO FOI Focal | None | 30 minutes | <i>Division Chief</i> Records And Archive Management Division |
| | 1.7. Update status in the ISO registered FOI Monitoring Tool | None | 15 minutes | <i>Division Chief</i> Records And Archive Management Division |
| | 1.8. Receive the endorsement letter from FRO / FO FOI Focal | None | 17 hours and 45 minutes | <i>Division Chief</i> Records And Archive Management Division |
| | 1.9. Determine if the request is simple or complex. If simple , draft a reply letter addressed to the | None | (8.1) 10 minutes | <i>Division Chief</i> Records And Archive Management Division |

| | | | | |
|--|---|------|--|--|
| | <p>client. Send the reply to the client by email</p> <p>If complex, conduct research.</p> <p>1.9.1 Coordinate with concerned CO / FO OBSU</p> | | <p>(8.2)</p> <p>7 hours and 10 minutes</p> | |
| | <p>1.10 Prepare a memorandum to concerned OBSU/s</p> | None | 2 hours | <i>Division Chief</i> Records And Archive Management Division |
| | <p>1.11. Send an email to the Office of the Director (OD) / FO FOI Focal attaching the draft memorandum, screenshots and reply to client for review</p> | None | 15 minutes | <i>Division Chief</i> Records And Archive Management Division |
| | <p>1.12. Print the draft memorandum to CO / FO OBSU/s and forward to the OD / FO FOI Focal to respond to FRO not more than 10 working days.</p> | None | 10 minutes | <i>Division Chief</i> Records And Archive Management Division |
| | <p>1.13. Review the printed draft memorandum and recommend its approval to the FDM / FO FOI Focal / FO ORD</p> | None | 1 hour | <i>Division Chief</i> Records And Archive Management Division |

| | | | | |
|--|--|------|------------|---|
| | <p>If documents are found to be in order, refer to step 10.</p> <p>If the documents need revisions, the OD personnel will send back the drafts with comments to FDM Process focal for enhancement.</p> | | | |
| | 1.14. Revise the draft memorandum and incorporate the comments. | None | 15 minutes | <i>Division Chief</i> Records And Archive Management Division |
| | 1.15. Re-submit to the LS-OD / FO FOI Focal personnel the printed copy of the revised memorandum | None | 15 minutes | <i>Division Chief</i> Records And Archive Management Division |
| | 1.16. Forward the draft memorandum to the FDM / FO FOI Focal for approval. | None | 30 minutes | <i>Division Chief</i> Records And Archive Management Division |
| | 1.16. FDM / FO FOI Focal will review the printed draft memorandum. | None | 30 minutes | <i>Division Chief</i> Records And Archive Management Division |
| | If the draft memorandum is | | 30 minutes | |

| | | | | |
|--|--|------|-------------------------------------|--|
| | <p>found to be in order, FDM shall approve it.</p> <p>If the draft memorandum needs revision, FDM / FO FOI Focal will send back to OD personnel the documents with comments.</p> <p>1.16.1 OD personnel shall return to the LS / FO FOI Focal, the documents for revision. Then proceed to step 13</p> | | <p>20 minutes</p> <p>15 minutes</p> | |
| | 1.17. Sign the memorandum to the concerned CO / FO OBSDs | None | 2 minutes | <i>Division Chief</i> Records And Archive Management Division |
| | 1.18. Record, scan, and send the signed memorandum to the concerned CO / FO OBSDs through email to notify them. | None | 20 minutes | <i>Division Chief</i> Records And Archive Management Division |
| | 1.19. Send the hard copy of the signed memorandum to the concerned CO / FO OBSDs | None | 30 minutes | <i>Division Chief</i> Records And Archive Management Division |

| | | | | |
|--|---|------|--|---|
| | 1.20. Receive the referral through a memorandum from the FDM / FO FOI Focal | None | 15 minutes | <i>Division Chief</i> Records And Archive Management Division |
| | 1.21. Retrieval of the requested data: If the Office/s concern does not maintain the requested information , they must inform the FRO/FO FOI Focal, in writing within 2 working days upon receipt of the referral from the FDM/FO FOI Focal. <i>Proceed to step 23</i> | None | (21.1) 16 hrs. | <i>Division Chief</i> Records And Archive Management Division |
| | For standard requests , transmit such information to the FRO / FO FOI Focal within 10 working days upon receipt of endorsement from FDM / FO FOI Focal. For complex requests or those requests that require an extensive search of office records , the concerned office/s may write a request for an extension of time to respond to FRO / FO | None | (21.2) Standard Request: 71 hrs. and 25 mins. (21.3) Complex Requests: 159 hrs. and 5 mins. | <i>Division Chief</i> Records And Archive Management Division |

| | | | | |
|--|--|------|-----------------------|---|
| | FOI Focal for not more than 10 working days. | | | |
| | 1.22. Forward to the FRO / FO FOI Focal the requested data. | None | 1 hr. and 20 minutes | <i>Division Chief</i> Records And Archive Management Division |
| | 1.23. Receive a response from the CO / FO OBSD holding the information | None | 15 minutes | <i>Division Chief</i> Records And Archive Management Division |
| | 1.24. The FRO Process Focal / FO FOI Focal shall collate and ensure that the information is complete If found to be incomplete , return the same to the concerned office/s for compliance. | None | 1 hour and 15 minutes | <i>Division Chief</i> Records And Archive Management Division |
| | If found to be complete , prepare a letter endorsing the data/information to the Requesting Party through a formal letter with the attached FOI Customer Feedback Form. | None | 5 hours | <i>Division Chief</i> Records And Archive Management Division |

| | | | | |
|--|---|-------------|--|---|
| | 1.26. Sign the letter endorsing the data/information to the Requesting Party through a formal letter with an attached FOI Customer Feedback Form. | None | 40 minutes | <i>Division Chief</i> Records And Archive Management Division |
| | 1.27. Transmit the approved information to the requesting party, through: a. electronic mail; or b. courier service | None | 1 hour | <i>Division Chief</i> Records And Archive Management Division |
| | 1.28. Update the status in the FOI Monitoring Tool, and file a copy of the endorsement letter to the requesting part. | None | 30 minutes | <i>Division Chief</i> Records And Archive Management Division |
| | TOTAL: | None | Standard Request - 12 working days and 50 minutes Complex Request - 23 working days and 49 minutes (Covered by EO 02 s2016) | |

ADMINISTRATIVE SERVICE (AS)

NON-FRONTLINE SERVICES

1. Facilitation of Request for Relief from Property Accountability from Commission on Audit

To provide assistance to accountable officers who are requesting relief from property accountability with the Commission on Audit (COA) for lost, damaged or destroyed property under his/her accountability.

| | |
|---|---|
| Office/Division: | DSWD Central Office Administrative Service – Property Supply and Asset Management Division (AS-PSAMD) DSWD Field Office – Property and Supply Section (PSS) |
| Classification: | Complex Transaction |
| Type of Transaction: | G2G – Government to Government |
| Who may avail: <i>Sino ang maaaring makinabang?</i> | Department of Social Welfare and Development (DSWD) Employees who are: a. DSWD employees and officials |
| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
| <ol style="list-style-type: none"> 1. One (1) original copy of duly accomplished and notarized Report of Loss, Stolen, Damaged and Destroyed Property (RLSDDP). 2. One (1) original copy of duly notarized Affidavit of Loss 3. One (1) original copy of duly notarized Joint Affidavit of Two (2) Disinterested Person. 4. One (1) original copy of Police Report 5. One (1) original copy Comments of the Head Cluster/Regional Director | <ol style="list-style-type: none"> 1. From PSAMD Office through PREMIS 2. To be prepared by the client without any prescribed format 3. To be prepared by the client without any prescribed format 4. To be prepared by the client without any prescribed format 5. To be prepared by the client without any prescribed format |

| | |
|---|--|
| <p>6. One (1) original copy of Certification from Competent Authority on the Destruction brought by Natural Calamity and Insurgency.</p> <p>7. One (1) original copy of Inspection Report of Damaged Property.</p> <p>8. One (1) photocopy of Property Acknowledgement Receipt (PAR)/Inventory Custodian Slip (ICS)</p> | <p>6. To be prepared by the client without any prescribed format</p> <p>7. To be prepared by the client without any prescribed format</p> <p>8. From Property Office</p> |
|---|--|

| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|--------------|---------------|-----------------|-----------------|--------------------|
|--------------|---------------|-----------------|-----------------|--------------------|

Processing of Request for Relief

| | | | | |
|---|---|-------------|--|--|
| <p>1. Submit copy of notarized Report of Lost, Stolen, Damaged or Destroyed Property (RLSDDP) with proof of receipt by the Commission on Audit (COA) and/or request for relief duly endorsed by the Head of Office, Bureaus, and Services (HOBS) / Head of Offices, Divisions, and Sections (HODS) concerned.</p> | <p>1.1 The property personnel receive the request for relief with attachments. Review if the submitted request has complete documentary requirements as provided for under Sec. 6.9 of AO 6, s. 2017.</p> | <p>None</p> | <p>5 Minutes</p> | <p>Division Chief <i>Property Supply and Asset Management Division</i></p> |
| | <p>1.2 Property personnel shall verify if the property is</p> | <p>None</p> | <p>2 Hours (May be extended depending on</p> | <p>Division Chief <i>Property Supply and Asset</i></p> |

| | | | | |
|--|--|--|---|-----------------------------------|
| | <p>already tagged in PREMIS as lost/damaged/destroyed; If not, tag property as lost under the module RLSDDP/RLSD DSP.</p> <p>If not complete: prepare a reply Memorandum to the accountable officer thru the HOBS to require submission of the identified lacking documentary requirement/s.</p> <ul style="list-style-type: none"> ▪ The Memorandum shall be signed by the Administrative Service Director/ Administrative Division Chief <p>If complete, proceed to the next step</p> | | <p>the number of transactions being handled and the availability of documents and information to support the issuance of recommendation.)</p> | <p><i>Management Division</i></p> |
|--|--|--|---|-----------------------------------|

| | | | | |
|--|---|-------------|---|---|
| | <p>1.3 Prepare recommendation/ comments addressed to COA, copy furnished the Accountable Officer and HOBS concerned, to be signed by the Undersecretary for GASSG/Regional Director</p> <p>1.3.1 The Administrative Service Director and Head/ Administrative Division Chief and Head of Property Office shall affix his/her initial on the draft Recommendation/ Comment;</p> <p>1.3.2 The draft Recommendation/ Comment shall be properly endorsed by the aforementioned officials, with sufficient information as to the compliance of</p> | <p>None</p> | <p>5 Days</p> <p>5 days</p> <p>(May be extended depending on the number of transactions being handled and the availability of documents and information to support the issuance of recommendation.)</p> | <p>Division Chief <i>Property Supply and Asset Management Division</i></p> <p>Director <i>Administrative Service Director</i></p> <p>or</p> <p>Division Chief <i>Administrative Division</i></p> <p>Head <i>Property Office</i></p> |
|--|---|-------------|---|---|

| | | | | |
|---------------|---|-------------|-----------------------------------|--|
| | <p>the Request to all the documentary requirements</p> <p>1..3.3 Property personnel shall submit the original copy to COA and photocopy to the Accountable Officer and HOBs/HODS concerned.</p> | | | |
| TOTAL: | | None | 5 Days, 2 Hours, 5 Minutes | |

| Provision of Technical Assistance upon Receipt of COA Decision | | | | |
|---|---|------|--|--|
| <p>1. Forward copy of COA decision on the request for relief from property accountability</p> | <p>1.1 Property personnel will receive copy of COA decision on the accountable officer's Request for Relief from Property Accountability</p> | None | 5 Minutes | <i>Division Chief</i> Property Supply and Asset Management Division |
| | <p>1.2 The property personnel shall review the Decision of COA to determine the appropriate assistance to be provided to the accountable officer, as follows:</p> <p>If Relief is Granted Prepare Memorandum to Finance Office endorsing the COA decision and request the dropping of the lost</p> | None | <p>3 Days</p> <p>(May be extended depending on the number of transactions being handled)</p> | <i>Division Chief</i> Property Supply and Asset Management Division |

| | | | | |
|--|---|--|--|--|
| | <p>property from the Books of Accounts for signature of Administrative Service Director/ Concerned Division Chief in Field Office, copy furnished the Accountable Officer through the HOBS/HODS</p> <p>1.2.1 Update records/PREMIS</p> <p>If Relief is Denied – Property personnel will prepare memorandum informing the Accountable Officer of the “Money Value” to be settled and processes for replacement or payment, as the case maybe, in accordance with the existing guidelines.</p> <p>Replacement <i>Pagpapalit–</i> Accountable Officer to submit to Property Office through a memorandum the details of the proposed item/s with same or higher specifications as replacement to the lost property</p> | | | |
|--|---|--|--|--|

| | | | | |
|---|--|------|--|--|
| | <p>Payment –Accountable Officer to settle/pay the “money value” of the lost property based on the existing COA accounting rules and guidelines</p> | | | |
| <p>2. For Replacement:</p> <p>Present replacement unit for the lost property</p> | <p>2.1 Inspect/Validate the offered replacement item/s</p> <p>If Non-Compliant, Inform the Accountable Officer of the reason/s for non-compliance and require to meet the needed requirements</p> <p>If Compliant, Proceed to next step</p> | None | <p>4 Hours</p> <p>(May be extended depending on the number of transactions being handled.)</p> | <p><i>Division Chief</i> Property Supply and Asset Management Division</p> |
| | <p>2.2 Once the replacement unit is compliant with the approved recommendation, the Property Personnel shall:</p> <p>a. Accept replacement unit upon concurrence of COA Representative and Prepare necessary documentation/update record in PREMIS</p> <p>b. Prepare Memorandum to</p> | None | <p>4 Hours</p> <p>(May be extended depending on the number of transactions being handled.)</p> | <p><i>Division Chief</i> Property Supply and Asset Management Division</p> |

| | | | | |
|---|---|------|-----------|--|
| | Finance and Management Service (FMS)/Finance and Management Division (FMD) and COA on the acceptance of offered replacement items for reference and recording in the Books of Accounts | | | |
| <p>2. For Reimbursement</p> <p>Request for Assistance for securing the Order of Payment from Accounting Division/Accounting Section and pay the money value of the lost property in accordance with the approved recommendation</p> <p>Upon receipt of the Official Receipt (OR), forward original copy to property office for facilitation of cancellation of property accountability in the the property records</p> | <p>2.1 The accountable officer, through the assistance of property personnel, shall secure from the Accounting Division/Section an Order of Payment and pay to the Cash Division/Section the Money Value of the lost property in accordance with the approved recommendation.</p> | None | 2 Hours | <i>Division Chief</i> Property Supply and Asset Management Division |
| 3. Fill-out CSMF | 3. Upon completion of the process, the Property Personnel shall administer CSMF (either online or paper-based) from the client/accountable officer through the prescribed customer feedback form | None | 5 Minutes | <i>Division Chief</i> Property Supply and Asset Management Division |

| | | | |
|---------------|-------------|--|--|
| TOTAL: | None | For Replacement - 3 Days, 8 Hours, 10 Minutes For Reimbursement - 3 Days, 2 Hours, 10 Minutes | |
|---------------|-------------|--|--|

2. Facilitation of Request for Replacement/Reimbursement of Lost, Damaged or Destroyed Properties

When the lost, damaged and destroyed property issued to employees was due to other circumstance other than force majeure, theft/robbery and fire (whereas lost may be credited), the Accountable Officer can request for the replacement or reimbursement of the money value of the lost property or payment of cost of repair of the damaged property, within thirty (30) days from the occurrence of loss.

| | | |
|---|---|--|
| Office/Division: | DSWD Central Office Administrative Service – Property Supply and Asset Management Division (AS-PSAMD) | |
| | DSWD Field Office – Property and Supply Section (PSS) | |
| Classification: | Complex Transaction | |
| Type of Transaction: | G2G – Government to Government | |
| Who may avail: | Department of Social Welfare and Development (DSWD) Officials and Employees | |
| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE | |
| 1. One (1) copy of duly accomplished Report of Loss, Stolen, Damaged and Destroyed Property (RLSDDP), with proof of submission to COA | 1. From PSAMD Office through PREMIS | |
| 2. One (1) original copy of Memorandum requesting reimbursement/replacement of | 2. To be prepared by the Client without any prescribed format | |

| | | | | |
|--|--|------|--|--|
| | <p>1.2 The Property Personnel shall prepare a recommendation addressed to the Undersecretary for GASSG/Regional Director for the replacement or payment of the lost property to be coursed through the Accounting Office for concurrence as to the computation of the Money Value</p> | None | <p>5 Days (May be extended depending on the number of transactions being handled and the availability of signatories of approving officials)</p> | <p><i>Division Chief</i> Property Supply and Asset Management Division</p> |
| | <p>1.3 The property personnel shall receive of the decision (approval/disapproval) from the Undersecretary for GASSG/Regional Director on the request, the Property personnel shall assess the same and advise the accountable officer through the HOBS/HODS for the next steps to be undertaken:</p> <p>If the request is disapproved, prepare a Memorandum informing the Accountable Officer of the disapproval of the request and/or require compliance with the lacking requirements, within 7 working days upon receipt of the Memorandum.</p> | None | <p>2 Days (May be extended depending on the number of transactions being handled)</p> | <p><i>Division Chief</i> Property Supply and Asset Management Division</p> |

| | | | | |
|--|--|-------------|--|--|
| | <p>Upon receipt of the lacking requirements or compliance with the instructions of the Undersecretary for GASSG/Regional Director, repeat the 3rd step of this Citizen's Charter</p> <p>If the request is approved, prepare Memorandum to Accountable Officer through his head informing the approval of the request for reimbursement/replace ment of the lost property and the steps to be undertaken for the execution of the decision (e.g. submission of the replacement unit and TA Report, if applicable) or payment of the money value to the Cash Division/Section within 15 calendar days from receipt of the decision</p> <p>Proceed to next step</p> | | | |
| <p>2. Present replacement unit/Settle the money value of the lost property</p> | <p>2.1 Inspect/Validate the offered replacement item/s</p> <p>If Non-Compliant, Inform the Accountable Officer of the reason/s for non-compliance and</p> | <p>None</p> | <p>8 Hours (May be extended depending on the number of transactions being handled)</p> | <p><i>Division Chief</i> Property Supply and Asset Management Division</p> |

| | | | | |
|--|---|-------------|----------------|---|
| | <p>to meet the needed requirements.</p> <p>If Compliant, proceed to next step <i>Magpatuloy sa susunod na hakbang</i> Once the replacement unit is compliant with the approved recommendation, the Property Personnel shall:</p> <ol style="list-style-type: none"> a. Accept replacement unit b. Prepare necessary documentation/update record in PREMIS c. Prepare Memorandum to Finance and Management Service (FMS)/Finance and Management Division (FMD) and copy furnish Accountable Officer on the acceptance of the offered replacement items for reference and recording in the Books of Account | | | |
| | <p>2.2 Reimbursement - The accountable officer, through the assistance of property personnel shall secure from the Accounting Division/Section the</p> | <p>None</p> | <p>2 Hours</p> | <p><i>Division Chief</i> Property Supply and Asset Management Division</p> |

| | | | | |
|------------------|--|-------------|---|--|
| | order of payment and pay to the Cash Division/Section the money value of the lost property in accordance with the approved recommendation. | | | |
| 3. Fill-out CSMF | 3. Upon completion of the process, the Property personnel shall administer the CSMF (either online or paper-based) from the client/accountable officer through the prescribed customer feedback form | None | 5 Minutes | <i>Division Chief</i> Property Supply and Asset Management Division |
| TOTAL: | | None | For Replacement - 7 Days, 12 Hours, 25 Minutes For Reimbursement - 7 Days, 7 Hours, 25 Minutes | |

3. Issuance of Sticker Pass

- a. Issued in lieu of Gate Pass when **portable equipment belonging to the Department** (i.e. laptop) are frequently brought outside or inside DSWD premises.
- b. Issued as proof of ownership of **personal/ private properties** (e.g. demo units, consigned items) brought inside DSWD premises for more than one day.

| | |
|-------------------------|--|
| Office/Division: | DSWD Central Office Administrative Service – Property Supply and Asset Management Division (AS-PSAMD) DSWD Field Office – Property and Supply Section (PSS) |
| Classification: | Simple |

| | | | | |
|--|--|---|------------------------|--|
| Type of Transaction: | | G2G – Government to Government | | |
| Who may avail: | | Department of Social Welfare and Development (DSWD) Officials and Employees | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| <p>One (1) original copy of duly accomplished request for issuance of Sticker Pass</p> <p><u>In the absence of the authorized signatory secure any of the following:</u></p> <ol style="list-style-type: none"> 1. Signed by the personnel authorized to sign in behalf of the authorized signatory – with attached one (1) photocopy of Special Order (SO) for order of succession 2. Digitally signed using the PNPKI registered digital signature 3. Printed copy of email using the official DSWD email account requesting for the issuance of sticker pass 4. Present the property to claim sticker pass | | <p>To be prepared by the client Office’s Designated Property and Supply Custodian (DPSC) through the Property Records and Equipment Monitoring Inventory System (PREMIS);</p> <ol style="list-style-type: none"> 1. Records and Archives Management Division (RAMD) 2. Digital signature of: <ul style="list-style-type: none"> • Authorized signatory or; • Authorized representative with attached 1 photocopy of SO for order of succession 3. From the: <ul style="list-style-type: none"> • Authorized signatory or; • Authorized representative with attached 1 photocopy of SO for order of succession 4. To be presented by the requester | | |
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Submit duly accomplished request for | 1.1. The property personnel shall receive the duly | None | 5 Minutes | <i>Division Chief</i> Property Supply and Asset |

| | | | | |
|---|--|-------------|---------------------------|--|
| <p>Sticker Pass from 8 AM to 5 PM, Mondays to Fridays except holidays</p> | <p>accomplished request for issuance Sticker Pass from 8am to 3pm</p> | | | <p>Management Division</p> |
| | <p>1.2 Validate request:</p> <p>If not duly signed, request for the lacking signature</p> <p>If duly signed, update expiration date of the sticker pass in PREMIS; for DSWD property with an accountable person under regular / contractual / coterminous / casual employee expiration date shall be at the end of every semester and for COS workers, expiration date shall be the end of every quarter. For personal property expiration date shall be similar to the DSWD property with regular accountable person Ensure that the client has provided their satisfaction feedback in PREMIS which will</p> | <p>None</p> | <p>1 Hour, 30 Minutes</p> | <p><i>Division Chief</i> Property Supply and Asset Management Division</p> |

| | | | | |
|-----------------------|--|------|------------|--|
| | automatically generate the name of service provider once request was approved. | | | |
| | 1.3. Generate and print sticker pass and forward to Head of Property Office together with the Sticker Pass request for approval of the request and for signature of the generated Sticker Pass | None | 30 Minutes | <i>Division Chief</i> Property Supply and Asset Management Division |
| | 1.4. Approve Sticker Pass Request and sign printed Sticker Pass | None | 15 Minutes | Head <i>Property Office</i> |
| | 1.5. Attach signed sticker pass to the submitted sticker pass request and file in the data file folder according to numerical sequence | None | 15 Minutes | <i>Division Chief</i> Property Supply and Asset Management Division |
| 2. Claim Sticker Pass | 2.1. Validate presented property vis-à-vis the details of property indicated in the request for issuance of sticker pass and in the printed sticker pass. | None | 30 Minutes | <i>Division Chief</i> Property Supply and Asset Management Division |

| | | | | |
|--|---|-------------|---------------------------|--|
| | <p>If incorrect details, inform the requester and request for the right item.</p> <p>If correct details, Attach sticker pass in the most visible and secure area of the property and present, the submitted sticker pass request for signature or requester as received sticker</p> | None | 30 Minutes | <i>Division Chief</i> Property Supply and Asset Management Division |
| | 2.3. Update PREMIS and marked sticker pass as claimed | None | 30 Minutes | <i>Division Chief</i> Property Supply and Asset Management Division |
| | TOTAL: | None | 4 Hours, 5 Minutes | |

4. Procurement under Agency to Agency

Procurement of Goods and Services, Infrastructure Projects, and Consulting Services based on the requirement needed by the Agency to be procured using **Negotiated Procurement – Agency to Agency under Section 53.5** of the 9th Edition 2016 Revised IRR of R.A. 9184 as the applicable Alternative Method of Procurement.

| | |
|-----------------------------|---|
| Office or Division: | Administrative Service - Procurement Management Division (AS-PMD) Bids and Awards Committee Secretariat Section (BAC SEC) Contract Monitoring Section (CMS) |
| Classification: | Highly Technical |
| Type of Transaction: | G2G - Government-to-Government) / G2B Government to Business |
| Who may avail: | DSWD Central Office Office/ Bureau/ Service/ Unit (OBSU) |

| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
|--|--|---|-----------------------------|--|
| <p>All Purchase Request (PR) with DRN number must be submitted in three (3) copies signed by the Head of the OBS indicating complete technical specifications of the goods and services requested with a certified true copy of approved PPMP and other supporting documents per request as follows:</p> <ul style="list-style-type: none"> • Approved Project Proposal • Approved Terms of Reference • Justification • Price Quotation/ Proposal • Market Scanning/ Research, if applicable | | <p>End-user Unit (OBSUs) submit to BAC Secretariat located at the 2nd Floor, Mahusay Building, DSWD Central Officer</p> | | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| <p>1. OBSU endorses approved PR to the BAC through its Secretariat</p> | <p>1.1 The PPMS Procurement Officer endorses to the BAC, through its Secretariat, a transmittal memorandum requesting for BAC Resolution recommending the adoption of Negotiated Procurement – Agency-to-Agency as the mode of procurement and award of contract to the identified Servicing Agency, together with the accomplished Checklist for AMPs (DSWD-AS-GF-0</p> | <p>None</p> | <p>One (1) calendar day</p> | <p><i>Division Chief Procurement Management Division</i></p> |

| | | | | |
|--|--|------|-----------------------------------|--|
| | <p>1.2 Upon receipt of the documents, BAC Secretariat Procurement Officer shall review and verify the veracity and completeness of the documents – e.g. justification, market study/ research, price quotations/ proposals – to ensure that the Servicing Agency is technically, legally and financially capable to deliver the goods and/or services in accordance with the provision of R.A. No. 9184 and its 2016 Revised IRR.</p> <p>1.2.1 The BAC Secretariat Procurement Officer, upon the BAC’s due deliberation, shall then prepare the BAC Resolution recommending adoption of Negotiated Procurement – Agency-to-Agency modality and award of contract to the Servicing Agency.</p> <p>1.2.2 The BAC Resolution shall be endorsed to the Head of the BAC Secretariat for final review and comments, prior to its routing for signature of the members of the BAC, and eventually for</p> | None | Within Fifteen (15) calendar days | <i>Division Chief</i> Procurement Management Division |
|--|--|------|-----------------------------------|--|

| | | | | |
|--|--|--|--|--|
| | <p>signature and approval of the Head of the Procuring Entity (HoPE).</p> <p>1.2.3 The BAC Resolution is routed by the BAC Secretariat among the BAC Members for their signature.</p> <p>1.2.4 The BAC Resolution is routed to the HoPE for signature and/or approval.</p> <p>1.2.5 The BAC Secretariat Procurement Officer shall endorse the approved BAC Resolution Certified True Copy (CTC) with complete supporting documents and the accomplished Checklist for AMPs to BAC Secretariat Receiving Officer for the updating of PMT and afterwards endorse to PMD-CMS for preparation of Memorandum of Agreement (MOA)/ Memorandum of Understanding (MOU)/ Purchase Order (PO).</p> <p>1.2.6 In the event the HoPE shall disapprove the recommendation, such disapproval shall be based only on valid, reasonable, and justifiable grounds to be</p> | | | |
|--|--|--|--|--|

| | | | | |
|--|---|-------------|---|--|
| | <p>expressed in writing, addressed to the BAC.</p> <p>The BAC deliberates and informs the End-user on the decision/disapproval by the HoPE.c</p> | | | |
| <p>2. Prepare the ORS and have the PO signed by the HoPE</p> | <p>2.1 Upon receipt of the complete documents from BAC Secretariat, the CMS receiving officer updates the PMT and hands over the documents to the CMS Procurement Officer, upon coordination with the CMS Section Head, to review and prepare MOA/ MOU/ PO.</p> <p>In case of MOA/ MOU: Prepare draft MOA/ MOU between the Department and Servicing Agency and endorse the same with outgoing clerk for onward endorsement to the Legal Service (LS) for review.</p> <p>2.1.1 Within three (3) days from receipt of comments, the concerned Procurement Officer shall then finalize the MOA/ MOU in accordance to the comments of LS, prepare the FMS-AD COA Checklist and label</p> | <p>None</p> | <p>Six (6) Calendar days <i>(exclusive of End-user and FMS process)</i></p> | <p><i>Division Chief Procurement Management Division</i></p> |

| | | | | |
|--|---|--|--|--|
| | <p>all the documents and endorse to the End-user concerned the entire document and the accomplished Checklist for AMPs.</p> <p>NOTE: <i>In case the Servicing Agency has their prescribed or template MOA/MOU and requires their prior vetting/review, an additional number of days is allotted to the SA and End-user Unit.</i></p> <p>In case of PO: Prepare PO. Then endorse to the End-user concerned the entire documents and the accomplished Checklist for AMPs.</p> <p>2.1.2 The End-user prepares the Obligation Request and Status (ORS) form and facilitates the signature on Box A of ORS by the HOBs.</p> <p>2.1.3 The End-user facilitates the signature and approval of the MOA/ MOU/ PO by the HoPE.</p> <p>2.1.4 Once MOA/ MOU/ PO is signed and approved by the HoPE, the End-user facilitates the processing of fund obligation by</p> | | | |
|--|---|--|--|--|

| | | | | |
|--|--|------|-------------------------|--|
| | FMS-Budget Division (FMS-BD) and certification of funds availability by FMS-Accounting Division (FMS-AD) | | | |
| | <p>2.2 Upon receipt of the duly funded MOA/ MOU/ PO, the CMS Procurement Officer shall notify and serve immediately to the Servicing Agency (SA) the MOA/ MOU/ PO and facilitate the signing by the duly authorized representative of the SA.</p> <p>2.2.1 The CMS Procurement Officer shall immediately furnish the BAC Secretariat with a hard copy/scanned copy of the duly conformed MOA/ MOU/ PO for posting.</p> | None | Three (3) calendar days | <i>Division Chief</i> Procurement Management Division |
| | 2.3 The BAC, through its Secretariat, shall post the MOA/ MOU/ PO, for information purposes, in the PhilGEPS website, the DSWD website, and at any conspicuous place reserved for this purpose in the DSWD premises within ten (10) days from their issuance, except for | None | Within Ten (10) days | <i>Division Chief</i> Procurement Management Division |

| | | | | |
|--|--|-------------|-------------------------|--|
| | contracts with ABC of Fifty Thousand Pesos (₱50,000.00) and below. 2.3.1 The BAC Sec shall furnish the proof of posting to the PMD-CMS. | | | |
| | TOTAL: | NONE | 35 Calendar Days | |

5. Procurement under Direct Contracting

Procurement of Goods based on the requirement needed by the Agency to be procured using **Direct Contracting under Section 50** of the 9th Edition 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act (RA) 9184 as the applicable Alternative Method of Procurement.

| | |
|--|---|
| Office or Division: | Administrative Service - Procurement Management Division (AS-PMD) Bids and Awards Committee Secretariat Section (BAC SEC) Contract Monitoring Section (CMS) |
| Classification: | Highly Technical |
| Type of Transaction: | G2G Government-to-Government / G2B Government to Business |
| Who may avail: | DSWD Central Office Office/ Bureau/ Service/ Unit (OBSU) |
| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
| All Purchase Request (PR) with DRN number must be submitted in three (3) copies signed by the Head of the OBS indicating complete technical specifications of the goods and services requested with a certified true copy of approved PPMP and other supporting documents per request as follows: | End-user Unit (OBSUs) submit to BAC Secretariat located at the 2nd Floor, Mahusay Building, DSWD Central Office. |

| <ul style="list-style-type: none"> • Pre-repair Inspection Report • Service Provider Diagnostic Report • Certificate of Exclusive/ Sole Distributorship • Market Survey/ Market Research, if applicable • Property Accountability Report (PAR), if applicable • Price Quotation | | | | |
|---|---|------------------------|-------------------------|--|
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. OBSU endorses approved PR to the BAC through its Secretariat | 1.1 The PPMS receiving officer shall record, update the Procurement Monitoring Tool (PMT) and endorse to the PPMS Procurement Officer who then prepares the RFQ and ensures that the specific requirements indicated in the approved PR are consistent with the approved technical specifications and/or supporting documents. He/She then endorses the RFQ and other relevant supporting documents, together with the accomplished Checklist for Alternative Mode of | None | Three (3) calendar days | <i>Division Chief</i> Procurement Management Division |

| | | | | |
|--|---|--|--|--|
| | <p>Procurement (AMPs) (DSWD-AS-GF-096) , to the PPMS receiving officer for signature of the PMD-Chief/OIC.</p> <p>1.1.1 The PMD Chief/OIC signs the RFQ Form.</p> <p>1.1.2 Once the RFQ is signed, the PPMS receiving officer updates the PMT, and endorses the RFQ to the PPMS Procurement Officer to facilitate the procurement process.</p> <p>1.1.3 The PPMS Procurement Officer shall send the RFQ to the identified direct supplier and require the same to submit price quotation including the terms and conditions of sale, and a certification of exclusive dealership and/or sole distributorship, patents or copyrights.</p> <p>1.1.4 Upon receipt of the price quotation and required documents,</p> | | | |
|--|---|--|--|--|

| | | | | |
|--|--|------|-----------------------------------|--|
| | <p>the PPMS Procurement Officer endorses to the BAC, through its Secretariat, a transmittal memorandum requesting for BAC Resolution recommending the adoption of Direct Contracting as the mode of procurement and award of contract to the identified direct supplier, together with the accomplished Checklist for AMPs (DSWD-AS-GF-096)</p> | | | |
| | <p>1.2 Upon receipt of the documents, BAC Secretariat Procurement Officer shall review and verify the veracity and completeness of the documents submitted – e.g. justification, market study, price quotations and others. Otherwise, BAC Secretariat shall coordinate with PPMS to comply with the lacking document.</p> <p>1.2.1 The BAC may conduct simplified</p> | None | Within Fifteen (15) calendar days | <i>Division Chief</i> Procurement Management Division |

| | | | | |
|--|--|--|--|--|
| | <p>negotiations on the terms and conditions of the contract to ensure that the direct supplier is technically, legally and financially capable to deliver the goods at the most advantageous price and contract for the Government.</p> <p>1.2.3 Upon successful negotiation, the BAC shall recommend the award of contract to the HoPE in accordance with Section (IV)(L) of the Guideline [Annex "H"].</p> <p>1.2.4 The BAC Secretariat Procurement Officer, upon the BAC's due deliberation, shall then prepare the BAC Resolution recommending adoption of Direct Contracting modality and award of contract in favor of the direct supplier. The NOA is also prepared.</p> <p>1.2.5 The BAC Resolution and the NOA shall be</p> | | | |
|--|--|--|--|--|

| | | | | |
|--|--|--|--|--|
| | <p>endorsed to the Head of the BAC Secretariat for final review and comments, prior to its routing for signature of the members of the BAC, and eventually for signature and approval of the Head of the Procuring Entity (HoPE).</p> <p>1.2.6 The BAC Resolution is routed by the BAC Secretariat among the BAC Members for their signature.</p> <p>1.2.7 Then, the BAC Resolution together with the NOA is routed to the HoPE for signature and/or approval.</p> <p>1.2.8 In the event the HoPE shall disapprove the recommendation, such disapproval shall be based only on valid, reasonable, and justifiable grounds to be expressed in writing, addressed to the BAC.</p> <p>1.2.9 The BAC deliberates and</p> | | | |
|--|--|--|--|--|

| | | | | |
|--|--|-------------|--|--|
| | <p>informs the End-user on the decision/ disapproval of the HoPE.</p> <p>1.2.10 Upon receipt of the duly signed NOA, the BAC Sec Procurement Officer serves it at once to the awarded supplier. The BAC Sec procurement officer shall then endorse the approved BAC Resolution Certified True Copy (CTC) with complete supporting documents and the accomplished Checklist for AMPs to BAC Sec Receiving Officer for the updating of PMT and afterwards endorse to PMD-CMS for preparation of Purchase Order (PO).</p> | | | |
| <p>2. Prepare the ORS and have the PO signed by the HoPE</p> | <p>2.1 The PMD-CMS shall prepare and facilitate the issuance of PO.</p> <p>2.1.1 Upon receipt of the complete documents, e.g. certified true copies of the BAC</p> | <p>None</p> | <p>Three (3) calendar days (<i>exclusive of FMS process</i>)</p> | <p><i>Division Chief</i> Procurement Management Division</p> |

| | | | | |
|--|---|--|--|--|
| | <p>Resolution, NOA, PR, and other relevant documents from BAC Secretariat, the CMS receiving officer updates the PMT and hand over the documents to the CMS Procurement Officer, upon coordination with the CMS Section Head, to review and prepare Purchase Order. Then endorses to the End-user concerned the entire documents and the accomplished Checklist for AMPs.</p> <p>2.1.2 The End-user prepares the Obligation Request and Status (ORS) form and facilitates the signature on Box A of ORS by the HOBS.</p> <p>2.1.3 Then, the End-user facilitates for signature and approval of the PO by the HoPE.</p> <p>2.1.4 Once PO is signed and approved by the HoPE, the End-user facilitates the processing of fund</p> | | | |
|--|---|--|--|--|

| | | | | |
|--|--|-------------|--------------------------------|--|
| | <p>obligation by FMS-Budget Division and certification of funds availability by FMS-Accounting Division.</p> | | | |
| | <p>2.2 Upon receipt of the duly funded PO, the CMS Procurement Officer shall immediately notify and serve to the supplier the PO.</p> <p>2.2.1 The HoPE or his duly authorized representative shall issue the Notice to Proceed (NTP), if necessary, and a copy of the approved PO to the Supplier within three (3) calendar days from the date of approval of the contract.</p> <p>2.2.2 The CMS Procurement Officer shall immediately furnish the BAC Secretariat with a scanned copy of the duly conformed NOA and PO, including the NTP if necessary, for posting.</p> | <p>None</p> | <p>Three (3) calendar days</p> | <p><i>Division Chief</i> Procurement Management Division</p> |

| | | | | |
|--|---|-------------|-------------------------|--|
| | <p>3.1 The BAC, through its Secretariat, shall post the NOA, PO, including the NTP if necessary, for information purposes, in the PhilGEPS website, the DSWD website, and at any conspicuous place reserved for this purpose in the DSWD premises within ten (10) days from their issuance, except for contracts with ABC of Fifty Thousand Pesos (₱50,000.00) and below.</p> <p>3.1.1 The BAC Sec shall furnish the proof of posting to the PMD-CMS.</p> | None | Within ten (10) days | <i>Division Chief</i> Procurement Management Division |
| | TOTAL: | None | 34 Calendar Days | |

6. Procurement under Direct Detail Purchase of Petroleum Fuel, Oil and Lubricant (POL) Products and Airline Tickets

Procurement of Goods and Services based on the requirement needed by the Agency to be procured using Negotiated Procurement - Direct Retail Purchase of Petroleum Fuel, Oil and Lubricant (POL) Products and Airline Tickets under Section 53.14 of the 9th Edition 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act (RA) 9184 as the applicable Alternative Methods of Procurement.

| | | | | |
|---|--|---|------------------------|--|
| Office or Division: | | Administrative Service - Procurement Management Division (AS-PMD) Bids and Awards Committee Secretariat Section (BAC SEC) Contract Monitoring Section (CMS) | | |
| Classification: | | Highly Technical | | |
| Type of Transaction: | | Government-to-Government (G2G) / Government to Business (G2B) | | |
| Who may avail: | | DSWD Central Office Office/ Bureau/ Service/ Unit (OBSU) | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| <p>All Purchase Request (PR) with DRN number must be submitted in three (3) copies signed by the Head of the OBS indicating complete technical specifications of the goods and services requested with a certified true copy of approved PPMP and other supporting documents per request as follows:</p> <ul style="list-style-type: none"> ● Approved Project Proposal ● Approved Terms of Reference (TOR) ● Justification Letter ● Market Survey/ Market Research ● Price Quotation/ Proposal | | End-user Unit (OBSUs) submit to BAC Secretariat located at the 2nd Floor, Mahusay Building, DSWD Central Office | | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. OBSU endorses approved PR to the BAC through its Secretariat | 1.1 The PPMS Procurement Officer endorses to the BAC, through its Secretariat, a transmittal memorandum requesting for BAC Resolution recommending the adoption of Negotiated Procurement – Direct Retail Purchase of POL products and Airline Tickets as the mode of procurement and award of contract to the | None | One (1) calendar day | <i>Division Chief</i> Procurement Management Division |

| | | | | |
|--|---|-------------|--|--|
| | <p>identified supplier and/or service provider, together with the accomplished Checklist for AMPs (DSWD-AS-GF-096).</p> | | | |
| | <p>1.2 Upon receipt of the documents, the BAC Secretariat Procurement Officer shall review and verify the veracity and completeness of the documents to ensure that the conditions have been met.</p> <p>Otherwise, BAC Secretariat shall coordinate with PPMS to comply with the lacking document.</p> | <p>None</p> | <p>Within Fifteen (15) calendar days</p> | <p><i>Division Chief</i> Procurement Management Division</p> |
| | <p>1.3 The BAC Secretariat Procurement Officer, upon the BAC's due deliberation, prepares the BAC Resolution with the following recommendation:</p> <p>1.3.1 The end-user delegated to directly purchase POL products and airline tickets in accordance with Part IV (J) of the Guidelines for Alternative Methods of Procurement (AMPs) shall determine the supplier or service provider capable of delivering the required POL products and airline</p> | | | |

| | | | | |
|--|---|--|--|--|
| | <p>tickets at retail pump price or at the most reasonable retail price, as the case may be.</p> <p>1.3.4 Taking into account the usual trade and business practices being observed in the industry and the requirements and other reasonable considerations identified by the end-user, direct retail purchase of the required POL products or airline tickets shall be carried out in accordance with pertinent accounting principles and practices as well as of sound management and fiscal administration provided that they do not contravene existing laws and regulations applicable to financial transactions.</p> <p>1.3.5 The BAC Resolution shall be endorsed to the Head of the BAC Secretariat for final review and comments, prior to its routing for signature of the members of the BAC, and eventually for signature and approval of the Head of the Procuring Entity (HoPE).</p> <p>1.3.6 The BAC Resolution is routed by the BAC Secretariat among the</p> | | | |
|--|---|--|--|--|

| | | | | |
|--|--|-------------|-------------------------|--|
| | <p>BAC Members for their signature.</p> <p>1.3.7 Then, the BAC Resolution is routed to the HoPE for signature and/or approval.</p> <p>Upon receipt of the duly approved BAC Resolution, the BAC Sec-in-Charge shall then endorse the approved BAC Resolution Certified True Copy (CTC) with complete supporting documents and the accomplished Checklist for AMPs to BAC Sec receiving officer for the updating of PMT and afterwards endorse to End-user (ex. AS-GSD-AMBPS), copy furnish CMS.</p> <p>In the event the HoPE shall disapprove the recommendation, such disapproval shall be based only on valid, reasonable, and justifiable grounds to be expressed in writing, addressed to the BAC.</p> <p>1.3.8 The BAC shall deliberate and inform the End-user on the decision/ disapproval by the HoPE.</p> | | | |
| | TOTAL | NONE | 16 Calendar Days | |

7. Procurement under Emergency Cases

Procurement of Goods and Services, Infrastructure Project, and Consulting Services based on the requirement needed by the Agency to be procured using **Negotiated Procurement - Emergency Cases under Section 53.2** of the 9th Edition 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act (RA) 9184 as the applicable Alternative Methods of Procurement.

| | | | | |
|--|----------------------------------|---|------------------------|--|
| Office or Division: | | Administrative Service - Procurement Management Division (AS-PMD) Bids and Awards Committee Secretariat Section (BAC SEC) Contract Monitoring Section (CMS) | | |
| Classification: | | Highly Technical | | |
| Type of Transaction: | | Government-to-Government (G2G) / Government to Business (G2B) | | |
| Who may avail: | | DSWD Central Office Office/ Bureau/ Service/ Unit (OBSU) | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| <p>All Purchase Request (PR) with DRN number must be submitted in three (3) copies signed by the Head of the OBS indicating complete technical specifications of the goods and services requested with a certified true copy of approved PPMP and other supporting documents per request as follows:</p> <ul style="list-style-type: none"> • Approved Project Proposal • Approved Terms of Reference (TOR) • Justification Letter • Market Survey/ Market Research | | End-user Unit (OBSUs) submit to BAC Secretariat located at the 2nd Floor, Mahusay Building, DSWD Central Office | | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1 OBSU endorses approved PR to the | 1.1 The PMD-BAC Secretariat (BAC | None | One (1) calendar day | <i>Division Chief</i> Procurement Management Division |

| | | | | |
|------------------------------------|---|--|--|--|
| <p>BAC through its Secretariat</p> | <p>Sec) checks the submitted PR and its supporting documents versus a checklist, as hand carried by the End-user staff.</p> <p>If found complete, the BAC Sec stamps receive the PR. The BAC Sec receives, records the approved PR with proper signatories – in consonance with the existing guidelines – and with complete supporting documents, and encodes in the Procurement Monitoring Tool (PMT).</p> <p>If found incomplete, the PR is immediately declined for appropriate action by the End-user.</p> <p>1.1.1 BAC Sec shall check the inclusion of the procurement project in the approved Supplemental PPMP and completeness of required supporting documents. If found in order, the BAC Sec affixes his/her initial, then endorses</p> | | | |
|------------------------------------|---|--|--|--|

| | | | | |
|--|---|-------------|------------------------------------|--|
| | <p>to the BAC Sec Head.</p> <p>Otherwise, if no approved Supplemental PPMP the BAC Sec prepares a PR Action Form (DSWD-AS-GF-083) and returns the PR to the End-User Unit for appropriate action.</p> | | | |
| | <p>1.2 The BAC Sec Procurement Officer, upon the BAC's due deliberation, prepares the BAC Resolution recommending to the HOPE: (i) any revision of the Annual Procurement Plan (APP) to cover the Procurement Project; (ii) adoption of the Negotiated Procurement - Emergency Cases modality and (iii) delegate to either the BAC or the End-user unit or any other appropriate bureau, committee, support or procuring unit the authority to directly negotiate with a legally, technically, and financially capable supplier, contractor, or</p> | <p>None</p> | <p>Within One (1) calendar day</p> | <p><i>Division Chief</i> Procurement Management Division</p> |

| | | | | |
|--|--|--|--|--|
| | <p>consultant for procurement undertaken through any of the allowable instances of Negotiated Procurement (Emergency Cases) under Section 53.2 of the 2016 revised IRR.</p> <p>1.2.1 The BAC Resolution shall be endorsed to the Head of the BAC Secretariat for final review and comments, prior to its routing for signature of the members of the BAC, and eventually for signature and approval of the Head of the Procuring Entity (HoPE).</p> <p>1.2.2 The BAC Resolution is routed by the BAC Secretariat among the BAC Members for their signature.</p> <p>1.2.3 Then, the BAC Resolution is routed to the HoPE for signature and/or approval.</p> <p>1.2.4 The BAC Sec furnishes the PPMS and/or the authorized</p> | | | |
|--|--|--|--|--|

| | | | | |
|--|--|-------------|--------------------------------|--|
| | <p>OBS/ End-user Unit the approved BAC Resolution Certified True Copy (CTC) to proceed with securing quotations.</p> <p>1.2.5 If NP-EC is directly negotiated, proceed to Step # 14.</p> <p>1.2.6 In the event the HoPE shall disapprove the recommendation, such disapproval shall be based only on valid, reasonable, and justifiable grounds to be expressed in writing, addressed to the BAC.</p> <p>1.2.7 The BAC deliberates and informs the End-user on the decision/disapproval by the HoPE.</p> | | | |
| | <p>1.3 The PPMS receiving officer records, updates the PMT and endorses to the PPMS Procurement Officer who then prepares the RFQ/ Request for Proposal (RFP) and ensures that the specific requirements</p> | <p>None</p> | <p>Three (3) calendar days</p> | <p><i>Division Chief</i> Procurement Management Division</p> |

| | | | | |
|--|---|--|--|--|
| | <p>indicated in the approved PR are consistent with the approved technical specifications/ project proposal/ TOR and/or supporting documents.</p> <p>1.3.1 The PPMS receiving officer shall endorse the RFQ/ RFP and other relevant supporting documents to the PPMS receiving officer for signature of the PMD-Chief. Once the RFQ/RFP is signed, the PPMS receiving officer updates the PMT, and endorses it to the PPMS Procurement Officer to facilitate the procurement process.</p> <p>1.3.2 The PPMS Procurement Officer sends out/ emails the RFQ/ RFP and requests the prospective suppliers, service providers, contractors and/or consultants, to submit a price quotation/ proposal that is responsive to the minimum technical</p> | | | |
|--|---|--|--|--|

| | | | | |
|--|---|------|--|--|
| | specifications/ requirements set by the End-user Unit. | | | |
| 2. Submit a bid quotation/ bid proposal through the official email | <p>2.1 The Supplier/ Contractor/ Consultant shall submit a bid quotation/ bid proposal through the official email address and/or fax number of the BAC Secretariat dedicated for the receipt of quotations/proposals or submits personally to the BAC Secretariat office.</p> <p>2.1.1 The PPMS Procurement Officer shall endorse to the BAC, through its Secretariat, a transmittal memorandum requesting for BAC evaluation and/or deliberation of quotations received.</p> | None | In accordance with the deadline set in the RFQ/RFP | <i>Division Chief</i> Procurement Management Division |
| | 2.2 Upon receipt of the price quotations/ proposals, the BAC, through the BAC Sec. Procurement Officer or through the designated Technical Working Group (TWG) if any, shall then proceed to examine and | None | Three (3) calendar days | <i>Division Chief</i> Procurement Management Division |

| | | | | |
|--|---|-------------|--|--|
| | <p>evaluate the submitted documents, and determine their compliance to the minimum technical specifications set by the end-user Unit, and recommend to the BAC their findings.</p> | | | |
| | <p>2.3 Upon receipt of the documents, BAC Sec Procurement Officer reviews and verifies the veracity and completeness of the appropriate supporting documents to ensure that the supplier, contractor, or consultant is technically, legally and financially capable to deliver the goods and/or services.</p> <p>2.3.1 The BAC Sec Procurement Officer, upon the BAC's due deliberation, shall then prepare the BAC Resolution recommending to the HOPE the award of contract to the legally, technically and financially capable supplier, service provider,</p> | <p>None</p> | <p>Within Fifteen (15) calendar days</p> | <p><i>Division Chief</i> Procurement Management Division</p> |

| | | | | |
|--|--|--|--|--|
| | <p>contractor or consultant.</p> <p>2.3.2 The BAC Resolution shall be endorsed to the Head of the BAC Secretariat for final review and comments, prior to its routing for signature of the members of the BAC, and eventually for signature and approval of the HoPE.</p> <p>2.3.3 The BAC Resolution is routed by the BAC Secretariat among the BAC Members for their signature.</p> <p>2.3.4 The BAC Resolution together with the NOA is routed to the HoPE for signature and/or approval.</p> <p>2.3.5 Upon receipt of the duly approved BAC Resolution, the BAC Sec-in-Charge shall then endorse the approved BAC Resolution (CTC) with complete supporting documents and the accomplished Checklist for AMPs to</p> | | | |
|--|--|--|--|--|

| | | | | |
|--|--|-------------|--|--|
| | <p>BAC Sec receiving officer for the updating of PMT and afterwards endorse to PMD-CMS for preparation of Purchase Order (PO).</p> <p>2.3.6 In the event the HOPE shall disapprove the recommendation, such disapproval shall be based only on valid, reasonable, and justifiable grounds to be expressed in writing, addressed to the BAC.</p> <p>2.3.7 The BAC deliberates and informs the End-user on the decision/disapproval by the HoPE.</p> | | | |
| <p>3. Prepare the ORS and have the PO signed by the HoPE</p> | <p>3.1 The PMD-CMS prepares and facilitates the issuance of PO.</p> <p>3.1.1 Upon receipt of the complete documents, e.g. certified true copies of the BAC Resolution, PR, and other relevant documents from BAC Secretariat, the CMS receiving officer</p> | <p>None</p> | <p>Three (3) calendar days <i>(exclusive of FMS process)</i></p> | <p><i>Division Chief</i> Procurement Management Division</p> |

| | | | | |
|--|---|--|--|--|
| | <p>updates the PMT and hand over the documents to the CMS Procurement Officer, upon coordination with the CMS Section Head, to review and prepare Purchase Order. Then endorses to the End-user concerned the entire documents and the accomplished Checklist for AMPs.</p> <p>3.1.2 The End-user prepares the ORS form and facilitates the signature on Box A of ORS by the HOBS.</p> <p>3.1.3 The End-user facilitates for signature and approval of the PO by the HoPE.</p> <p>3.1.4 Once PO is signed and approved by the HoPE, the End-user facilitates the processing of fund obligation by FMS-Budget Division (FMS-BD) and certification of funds availability by FMS-Accounting Division (FMS-AD).</p> | | | |
|--|---|--|--|--|

| | | | | |
|--|--|------|----------------------|--|
| | <p>3.2 Upon receipt of the duly funded PO, the CMS Procurement Officer shall immediately notify and serve to the supplier, contractor or consultant the PO. Then, he/she facilitates and/or ensures the signing of PO by the supplier, contractor or consultant to signify the acceptance of the award made to them.</p> <p>3.2.1 The CMS Procurement Officer shall immediately furnish the BAC Secretariat with a hard copy/scanned copy of the duly conformed Contract/PO for posting.</p> | None | One (1) calendar day | <i>Division Chief</i> Procurement Management Division |
| | <p>3.3 The BAC, through its Secretariat, shall post the PO, for information purposes, in the PhilGEPS website, the DSWD website, and at any conspicuous place reserved for this purpose in the</p> | None | Within Ten (10) days | <i>Division Chief</i> Procurement Management Division |

| | | | | |
|--|---|-------------|-------------------------|--|
| | <p>premises of the DSWD within ten (10) days from their issuance, except for contracts with ABC of Fifty Thousand Pesos (₱50,000.00) and below.</p> <p>3.3.1 The BAC Sec shall furnish the proof of posting to the PMD-CMS.</p> | | | |
| | TOTAL | NONE | 38 Calendar Days | |

8. Procurement under Highly Technical Consultant

Procurement of Consulting Services based on the requirement needed by the Agency to be procured using **Negotiated Procurement - Highly Technical Consultant under Section 53.7** of the 9th Edition 2016 Revised IRR of R.A. 9184 as the applicable Alternative Method of Procurement.

| | |
|--|---|
| Office or Division: | Administrative Service - Procurement Management Division (AS-PMD) Bids and Awards Committee Secretariat Section (BAC SEC) Contract Monitoring Section (CMS) |
| Classification: | Highly Technical |
| Type of Transaction: | Government-to-Government (G2G) / Government to Business (G2B) |
| Who may avail: | DSWD Central Office Office/ Bureau/ Service/ Unit (OBSU) |
| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
| All Purchase Request (PR) with DRN number must be submitted in three (3) copies signed by the Head of the OBS indicating complete technical specifications of the goods and services requested with a certified true copy | End-user Unit (OBSUs) submit to BAC Secretariat located at the 2nd Floor, Mahusay Building, DSWD Central Office |

| <p>of approved PPMP and other supporting documents per request as follows:</p> <ul style="list-style-type: none"> • Approved Project Proposal • Approved Terms of Reference • Justification • Curriculum Vitae | | | | |
|---|---|------------------------|-----------------------------------|--|
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. OBSU endorses approved PR to the BAC through its Secretariat | 1.1 The PPMS Procurement Officer endorses to the BAC, through its Secretariat, a transmittal memorandum requesting for BAC Resolution recommending the adoption of Negotiated Procurement - Highly Technical Consultant as the mode of procurement and award of contract to the identified individual consultant, together with the accomplished Checklist for Alternative Mode of Procurement (AMPs) (DSWD-AS-GF-096). | None | One (1) calendar day | <i>Division Chief</i> Procurement Management Division |
| | 1.2 Upon receipt of the documents, BAC Secretariat Procurement Officer shall review and verify the veracity and completeness of the documents - e.g. justification, TOR, CV, and others. | None | Within Fifteen (15) calendar days | <i>Division Chief</i> Procurement Management Division |

| | | | | |
|--|--|--|--|--|
| | <p>Otherwise, BAC Secretariat shall coordinate with PPMS to comply with the lacking document.</p> <p>1.2.1 The BAC shall undertake the negotiation with the individual consultant based on the TOR prepared by the End-user. Considering the nature of the consultancy work, the negotiations need not be elaborate, it is enough that the BAC has validated that the individual is legally, technically and financially capable to undertake and fulfill the consultancy work based on the TOR.</p> <p>1.2.2 Upon successful negotiation, the BAC shall recommend the award of contract to the HoPE in accordance with Section (IV)(L) of the Guideline [Annex “H”].</p> <p>1.2.3 The BAC Secretariat Procurement Officer, upon the BAC’s due deliberation, shall then prepare the BAC Resolution recommending adoption of Negotiated</p> | | | |
|--|--|--|--|--|

| | | | | |
|--|---|--|--|--|
| | <p>Procurement – Highly Technical Consultant modality and award of contract to the individual consultant. The Notice of Award (NOA) is also prepared.</p> <p>1.2.4 The BAC Resolution and the NOA shall be endorsed to the Head of the BAC Secretariat for final review and comments, prior to its routing for signature of the members of the BAC, and eventually for signature and approval of the HoPE.</p> <p>1.2.5 The BAC Resolution is routed by the BAC Secretariat among the BAC Members for their signature.</p> <p>1.2.6 The BAC Resolution together with the NOA is routed to the HoPE for signature and/or approval.</p> <p>1.2.7 In the event the HoPE shall disapprove the recommendation, such disapproval shall be based only on valid, reasonable, and justifiable grounds to be expressed in</p> | | | |
|--|---|--|--|--|

| | | | | |
|--|--|-------------|------------------------------|--|
| | <p>writing, addressed to the BAC.</p> <p>1.2.8 The BAC deliberates and informs the End-user on the decision/disapproval of the HoPE.</p> <p>1.2.9 Upon receipt of the duly signed NOA, the BAC Sec Procurement Officer serves it at once to the awarded individual consultant. The BAC Sec procurement officer shall then endorse the approved BAC Resolution (CTC) with complete supporting documents and the accomplished Checklist for AMPs to BAC Sec Receiving Officer for the updating of Procurement Monitoring Tool (PMT) and afterwards endorse to PMD-Contract Monitoring Section (CMS) for preparation of Contract.</p> | | | |
| <p>3. Prepare the ORS and have the PO signed by the HoPE</p> | <p>3.1 Upon receipt of the complete documents e.g. CTC of the BAC Resolution, NOA, PR, and other relevant documents from BAC Secretariat, the CMS</p> | <p>None</p> | <p>Six (6) calendar days</p> | <p><i>Division Chief</i> Procurement Management Division</p> |

| | | | | |
|--|--|--|--|--|
| | <p>receiving officer updates the PMT and hand over the documents to the CMS Procurement Officer, upon coordination with the CMS Section Head, to review and prepare the draft Contract.</p> <p>3.1.1 The CMS Procurement Officer prepares the draft Contract between the Department and the Consultant and endorses the same with outgoing clerk for onward endorsement to the LS for review.</p> <p>3.1.2 Within three (3) days from receipt of comments, the concerned Procurement Officer shall then finalize the Contract in accordance to the comments of LS, prepare the FMS-Accounting Division (FMS-AD) COA Checklist and label all the documents and endorse to the End-user concerned the entire document and the accomplished Checklist for AMPs.</p> <p>3.1.3 The end-user prepares the ORS form and facilitates the</p> | | | |
|--|--|--|--|--|

| | | | | |
|--|---|------|-------------------------|--|
| | <p>signature on BOx A of ORA by the HOBS.</p> <p>Then, the End-user facilitates the signature and approval of the Contract by the HoPE.</p> <p>3.1.4 Once the Contract is signed and approved by the HoPE, the End-User facilitates the processing of fund obligation by FMS-Budget Division (FMS-BD) and certification of funds availability of FMS-AD.</p> | | | |
| | <p>3.2 Upon receipt of the duly funded Contract, the CMS Procurement Officer shall immediately notify and serve to the consultant the Contract.</p> <p>3.2.1 The HoPE or his duly authorized representative shall issue the Notice to Proceed (NTP), if necessary, and a copy of the approved Contract to the Consultant within three (3) calendar days from the date of approval of the contract.</p> <p>3.2.2 The CMS Procurement Officer shall immediately</p> | None | Three (3) calendar days | <i>Division Chief</i> Procurement Management Division |

| | | | | |
|--|---|-------------|-------------------------|--|
| | furnish the BAC Secretariat with a scanned copy of the duly conformed NOA and Contract, including the NTP if necessary, for posting. | | | |
| | <p>3.3 The BAC, through its Secretariat, shall post the NOA, Contract, including the NTP if necessary, for information purposes, in the PhilGEPS website, the DSWD website, and at any conspicuous place reserved for this purpose in the DSWD premises within ten (10) days from their issuance, except for contracts with ABC of Fifty Thousand Pesos (₱50,000.00) and below.</p> <p>3.3.1 The BAC Sec shall furnish the proof of posting to the PMD-CMS.</p> | None | Within Ten (10) days | <i>Division Chief</i> Procurement Management Division |
| | TOTAL: | None | 35 Calendar Days | |

9. Procurement under Lease of Real Property and Venue

Procurement of Goods or Services based on the requirement needed by the agency to be procured using Lease of Real Property and Venue under Section 53.10 of the 2016 Revised IRR of RA 9184 as mode of procurement.

| | | | | |
|--|---|---|-------------------------|--|
| Office or Division: | Administrative Service - Procurement Management Division (AS-PMD) Bids and Awards Committee Secretariat Section (BAC SEC) Contract Monitoring Section (CMS) | | | |
| Classification: | Highly Technical | | | |
| Type of Transaction: | Government-to-Government (G2G) / Government to Business (G2B) | | | |
| Who may avail: | DSWD Central Office Office/ Bureau/ Service/ Unit (OBSU) | | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| <p>All Purchase Request (PR) with DRN Number must be submitted in three (3) copies signed by the Head of the OBS indicating complete technical specifications of the goods and services requested with a certified true copy of approved PPMP and other supporting documents per request as follows:</p> <ul style="list-style-type: none"> • Approved Project Proposal • Evaluation Criteria/ Rating Factor • Justification on the proposed venue/ location • Certification that DSWD facilities are not available | | End-user Unit (OBSUs) submit to BAC Secretariat located at the 2nd Floor, Mahusay Building, DSWD Central Office | | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. OBSU endorses approved PR to the BAC through its Secretariat | 1.1 The PPMS receiving officer shall record, update the PMT and endorse it to the PPMS Procurement Officer who then prepares the | None | Three (3) calendar days | <i>Division Chief</i> Procurement Management Division |

| | | | | |
|--|---|--|--|--|
| | <p>Request for Quotation (RFQ) and ensures that the specific requirements indicated in the approved PR are consistent with the approved Project Proposal and/or supporting documents. He/She then endorses the RFQ and other relevant supporting documents, together with the accomplished Checklist for AMPs (DSWD-AS-GF-096), to the PPMS receiving officer for signature of the PMD Chief/OIC.</p> <p>1.1.1 The PMD Chief/OIC signs the RFQ Form.</p> <p>1.1.2 Once the RFQ is signed, the PPMS receiving officer updates the PMT, and endorses the RFQ to the PPMS Procurement Officer to facilitate the procurement process.</p> <p>1.1.3 The PPMS Procurement Officer sends out/ emails the RFQ and requests the prospective service providers/Lessors to submit a price quotation/proposal that is responsive to the minimum technical</p> | | | |
|--|---|--|--|--|

| | | | | |
|---|--|-------------|---|--|
| | <p>specifications/ requirements set by the End-user Unit (OBS).</p> <p>Real Property</p> <p>The PPMS Procurement Officer shall invite at least three (3) prospective Lessors to submit sealed price quotations.</p> <p>Venue</p> <p>The PPMS Procurement Officer shall send the RFQ to at least three (3) venues within the vicinity of the selected location. Receipt of at least one (1) quotation is sufficient to proceed with the evaluation thereof.</p> | | | |
| <p>2. Submit price quotations/ bid proposal through official email address and/or fax number of the BAC Secretariat</p> | <p>2.1 The Service Providers/Lessors submit price quotation through the official email address and/or fax number of the BAC Secretariat dedicated for the receipt of quotation or submits personally to the BAC Secretariat office, on or before the deadline for submission of</p> | <p>None</p> | <p>In accordance with the deadline set in the RFQ</p> | <p><i>Division Chief</i> Procurement Management Division</p> |

| | | | | |
|--|--|------|--|--|
| | quotation indicated in the RFQ. | | | |
| | 2.2 The PPMS Procurement Officer, thereafter, endorses to the BAC, through its Secretariat, a transmittal memorandum requesting for BAC evaluation and/or deliberation of quotations received and award of contract to the legally, technically and financially capable service provider/ Lessor. | None | Within One (1) calendar day from the deadline for submission of quotations | <i>Division Chief</i> Procurement Management Division |
| | 2.3 Upon the deadline for receipt of the price quotations, BAC Secretariat Procurement Officer shall then proceed to recommend to the BAC, if warranted, the creation of Technical Working Group (TWG) from the pool of technical experts in the Department who will examine and evaluate the submitted documents, and determine their compliance to the minimum technical specifications set by the end-user unit/s | None | Three (3) calendar days | <i>Division Chief</i> Procurement Management Division |

| | | | | |
|--|--|--|--|--|
| | <p>(OBSUs), and recommend to the BAC their findings.</p> <p>Real Property</p> <p>On a specified date, submitted price quotations shall be opened to determine the Lowest Calculated Quotation. Receipt of at least one (1) quotation is sufficient to proceed with the evaluation thereof.</p> <p>The real property being offered by the Lessor with the Single or Lowest Calculated Quotation shall be rated in accordance with the technical specifications and the reasonableness of its price quotation shall be determined in accordance with the methodology prescribed in Appendix B of Annex "H".</p> <p>Upon determination of the responsiveness and reasonableness of the quotation, the BAC shall recommend to the HOPE the award of contract in favor of the Lessor with the Single or Lowest Calculated a. and</p> | | | |
|--|--|--|--|--|

| | | | | |
|--|--|--|--|--|
| | <p>Responsive Quotation. Award of contract shall be made in accordance with Section IV(L) of the Guidelines (Annex "H").</p> <p>Venue</p> <p>Receipt of at least one (1) quotation is sufficient to proceed with the evaluation thereof.</p> <p>The venue being offered by the Lessor with the Lowest Calculated Quotation shall then be rated in accordance with the technical specifications prepared pursuant to Appendix B of Annex "H". Compliance rating with technical specifications may be conducted through ocular inspection, interviews, or other forms of due diligence.</p> <p>Upon determination of the responsiveness of the quotation, the BAC shall recommend to the HOPE the award of contract in favor of the Lessor with the Single or Lowest Calculated and Responsive Quotation.</p> | | | |
|--|--|--|--|--|

| | | | | |
|--|--|------|-----------------------------------|--|
| | <p>Award of contract shall be made in accordance with Section IV(L) of the Guidelines (Annex “H”).</p> <p>In case of failure of procurement, the BAC Secretariat Head issues a Memorandum to PMD-PPMS copy furnished the End-user informing the result and advising End-user to conduct mandatory review of specifications and/or requirements prior to conduct of another round of procurement</p> | | | |
| | <p>2.4 The BAC Sec Procurement Officer, upon the BAC’s due deliberation, prepares the Abstract of Quotations (AOQ) recommending to the HoPE the adoption of the Negotiated Procurement – Lease of Real Property or Venue modality and award of contract to the service provider/Lessor with the Single or Lowest Calculated and Responsive Quotation.</p> <p>2.4.1 The AOQ and the NOA shall be</p> | None | Within Fifteen (15) calendar days | <i>Division Chief</i> Procurement Management Division |

| | | | | |
|--|--|--|--|--|
| | <p>endorsed to the Head of the BAC Secretariat for final review and comments, prior to its routing for the signature of the members of the BAC, and eventually for the signature and approval of the HoPE.</p> <p>2.4.2 The AOQ is routed by the BAC Secretariat among the BAC Members for their signature.</p> <p>2.4.3 Then, the AOQ and NOA are routed to the HOPE for signature and/or approval.</p> <p>2.4.4 Upon receipt of the duly signed NOA, the BAC Sec Procurement Officer serves it at once to the awarded service provider/ Lessor. The BAC Sec-in-Charge shall then endorse the approved Abstract of Quotations with complete supporting documents and the accomplished Checklist for AMPs to BAC Sec receiving officer for the updating of PMT and afterwards endorse to PMD-CMS</p> | | | |
|--|--|--|--|--|

| | | | | |
|--|---|-------------|--------------------------------|--|
| | <p>for preparation of Purchase Order (PO).</p> <p>2.4.5 In the event the HOPE shall disapprove the recommendation, such disapproval shall be based only on valid, reasonable, and justifiable grounds to be expressed in writing, addressed to the BAC.</p> <p>The BAC deliberates and informs the End-user on the decision/disapproval of the HOPE.</p> | | | |
| <p>3. Prepare the ORS and have the PO signed by the HoPE</p> | <p>3.1 The PMD-CMS shall prepare and facilitate the issuance of Contract (for Lease of Real Property) / Purchase Order (for Lease of Venue).</p> <p>Upon receipt of the complete documents, e.g. Abstract of Quotations, NOA, PR, and other relevant documents from BAC Secretariat, the CMS receiving officer updates the PMT and hand over the documents to the CMS Procurement Officer, upon coordination with the</p> | <p>None</p> | <p>Three (3) calendar days</p> | <p><i>Division Chief</i> Procurement Management Division</p> |

| | | | | |
|--|--|-------------|--------------------------------|--|
| | <p>CMS Section Head, to review and prepare Purchase Order/ Contract. Then endorses to the End-user concerned the entire documents and the accomplished Checklist for AMPs.</p> <p>3.1.2 The End-user prepares the Obligation Request and Status (ORS) form and facilitates the signature on Box A of ORS by the HOBS.</p> <p>3.1.3 Then, the End-user facilitates for signature and approval of the PO/Contract by the HoPE.</p> <p>3.1.4 Once PO/Contract is signed and approved by the HoPE, the End-user facilitates the processing of fund obligation by FMS-Budget Division and certification of funds availability by FMS-Accounting Division.</p> | | | |
| | <p>3.2 Upon receipt of the duly funded PO/Contract, the CMS Procurement Officer</p> | <p>None</p> | <p>Three (3) calendar days</p> | <p><i>Division Chief</i> Procurement Management Division</p> |

| | | | | |
|--|--|------|----------------------|--|
| | <p>shall immediately notify and serve to the service provider/Lessor the PO/Contract, as follows:</p> <p>3.2.1 The HoPE or his duly authorized representative (ex. CMS) shall issue the approved PO/Contract to the Service Provider/Lessor within three (3) calendar days from the date of approval of the contract.</p> <p>3.2.2 The CMS Procurement Officer shall immediately furnish the BAC Secretariat with a hard or scanned copy of the duly conformed NOA and PO/Contract for posting</p> | | | |
| | <p>3.3 The BAC, through its Secretariat, shall post the NOA and PO/Contract for information purposes, in the PhilGEPS website, the DSWD website, and at any conspicuous place reserved for this purpose in the DSWD premises within ten (10) days from their issuance, except for</p> | None | Within Ten (10) days | <i>Division Chief</i> Procurement Management Division |

| | | | | |
|--|--|-------------|--|--|
| | contracts with ABC of Fifty Thousand Pesos (₱50,000.00) and below. 3.3.1 The BAC Sec shall furnish the proof of posting to the PMD-CMS. | | | |
| | TOTAL: | None | 38 Calendar Days <i>(exclusive of FMS process)</i> | |

10. Procurement Under Repeat Order

Procurement of Goods based on the requirement needed by the Agency to be procured using **Repeat Order** under Section 51 of the 9th Edition 2016 Revised Implementing rules and Regulations (IRR) of Republic Act (RA) 9184 as the applicable Alternative Method of Procurement.

| | | | |
|---|---|---|--|
| Office or Division: | Administrative Service - Procurement Management Division (AS-PMD) Bids and Awards Committee Secretariat Section (BAC SEC) Contract Monitoring Section (CMS) | | |
| Classification: | Highly Technical | | |
| Type of Transaction: | Government-to-Government (G2G) / Government to Business (G2B) | | |
| Who may avail: | DSWD Central Office Office/ Bureau/ Service/ Unit (OBSU) | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | |
| All Purchase Request (PR) with DRN number must be submitted in three (3) copies signed by the Head of the OBS indicating complete technical specifications of the goods and services requested with a certified true copy of approved PPMP and other supporting documents per request as follows: <ul style="list-style-type: none"> ● Justification ● Market Survey/ Market Research ● Previously Awarded Contract, BAC Resolution, Notice of Award, Notice to Proceed | | End-user Unit (OBSUs) submit to BAC Secretariat located at the 2nd Floor, Mahusay Building, DSWD Central Office | |

| | |
|--|--|
| <ul style="list-style-type: none"> • Inspection and Acceptance Certificate • Price Quotation | |
|--|--|

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|--|-----------------|-----------------------------------|--|
| 1. OBSU endorses approved PR to the BAC through its Secretariat | 1.1 The PPMS Procurement Officer endorses to the BAC, through its Secretariat, a transmittal memorandum requesting for BAC Resolution recommending the award of contract through Repeat Order, together with the accomplished Checklist for AMPs (DSWD-AS-GF-096). | None | Three (3) calendar days | <i>Division Chief</i> Procurement Management Division |
| | 1.2 Upon receipt of the documents, BAC Secretariat Procurement Officer shall review and verify the veracity and completeness of the documents submitted – e.g. justification, market study, price quotations and others. Otherwise, BAC Secretariat shall coordinate with PPMS to comply with the lacking document. | None | Within Fifteen (15) calendar days | <i>Division Chief</i> Procurement Management Division |

| | | | | |
|--|---|--|--|--|
| | <p>1.2.1 The BAC Secretariat Procurement Officer, upon the BAC's due deliberation, shall then prepare the BAC Resolution recommending award of contract through Repeat Order. The NOA is also prepared.</p> <p>1.2.2 The BAC Resolution and the NOA shall be endorsed to the Head of the BAC Secretariat for final review and comments, prior to its routing for signature of the members of the BAC, and eventually for signature and approval of the HoPE.</p> <p>1.2.3 The BAC Resolution is routed by the BAC Secretariat among the BAC Members for their signature.</p> <p>1.2.4 Then, the BAC Resolution together with the NOA is routed to the HoPE for signature and/or approval.</p> <p>1.2.5 In the event the HoPE shall disapprove the</p> | | | |
|--|---|--|--|--|

| | | | | |
|--|--|--|--|--|
| | <p>recommendation, such disapproval shall be based only on valid, reasonable, and justifiable grounds to be expressed in writing, addressed to the BAC.</p> <p>1.2.6 The BAC deliberates and informs the End-user on the decision/disapproval of the HoPE.</p> <p>1.2.7 Upon receipt of the duly signed NOA, the BAC Sec Procurement Officer serves it at once to the awarded supplier. The BAC Sec procurement officer shall then endorse the approved BAC Resolution Certified True Copy (CTC) with complete supporting documents and the accomplished Checklist for AMPs to BAC Sec Receiving Officer for the updating of Procurement Monitoring Tool (PMT) and afterwards endorse to PMD-Contract Monitoring Section (CMS) for preparation</p> | | | |
|--|--|--|--|--|

| | | | | |
|---|--|------|--|--|
| | of Purchase Order (PO). | | | |
| 2. Prepare the ORS and have the PO signed by the HoPE | <p>2.1 The PMD-CMS prepares and facilitates the issuance of PO.</p> <p>2.1.1 Upon receipt of the complete documents, e.g. certified true copies of the BAC Resolution, NOA, PR, and other relevant documents from BAC Secretariat, the CMS receiving officer updates the PMT and hand over the documents to the CMS Procurement Officer, upon coordination with the CMS Section Head, to review and prepare Purchase Order. Then endorses to the End-user concerned the entire documents and the accomplished Checklist for AMPs.</p> <p>2.1.2 The End-user prepares the ORS form and facilitates the signature on Box A of ORS by the HOBS.</p> <p>2.1.3 Then, the End-user facilitates for signature and</p> | None | Three (3) calendar days <i>(exclusive of FMS process)</i> | <i>Division Chief</i> Procurement Management Division |

| | | | | |
|--|--|------|-------------------------|--|
| | <p>approval of the PO by the HoPE.</p> <p>2.1.4 Once PO is signed and approved by the HoPE, the End-user facilitates the processing of fund obligation by FMS-Budget Division (FMS-BD) and certification of funds availability by FMS-Accounting Division (FMS-AD).</p> | | | |
| | <p>2.2 Upon receipt of the duly funded PO, the CMS Procurement Officer shall immediately notify and serve to the supplier the PO.</p> <p>2.2.1 The HoPE or his duly authorized representative shall issue the NTP, if necessary, and a copy of the approved PO to the Supplier within three (3) calendar days from the date of approval of the contract.</p> <p>2.2.2 The CMS Procurement Officer shall immediately furnish the BAC Secretariat with a scanned copy of the</p> | None | Three (3) calendar days | <i>Division Chief</i> Procurement Management Division |

| | | | | |
|--|--|-------------|--|---|
| | duly conformed NOA and PO | | | |
| | <p>2.3 The BAC, through its Secretariat, shall post the NOA, PO, including the NTP if necessary, for information purposes, in the PhilGEPS website, the DSWD website, and at any conspicuous place reserved for this purpose in the DSWD premises within ten (10) days from their issuance, except for contracts with ABC of Fifty Thousand Pesos (₱50,000.00) and below.</p> <p>2.3.1. The BAC Sec shall furnish the proof of posting to the PMD-CMS.</p> | None | Within Ten (10) days | <i>Division Chief Procurement Management Division</i> |
| | TOTAL | None | 34 Calendar Days <i>(exclusive of FMS process)</i> | |

11. Procurement under Scientific, Scholarly or Artistic Work, Exclusive Technology and Media Services

Procurement of Goods and Services, Infrastructure Project, and Consulting Services based on the requirement needed by the Agency to be procured using **Negotiated Procurement - Scientific, Scholarly, or Artistic Work, Exclusive Technology and Media Services under Section 53.6** of the 9th Edition 2016 Revised IRR of R.A. 9184 as the applicable Alternative Method of Procurement.

| | | | | |
|---|--|---|------------------------|--|
| Office or Division: | | Administrative Service - Procurement Management Division (AS-PMD) Bids and Awards Committee Secretariat Section (BAC SEC) Contract Monitoring Section (CMS) | | |
| Classification: | | Highly Technical | | |
| Type of Transaction: | | Government-to-Government (G2G) / Government to Business (G2B) | | |
| Who may avail: | | DSWD Central Office Office/ Bureau/ Service/ Unit (OBSU) | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| All Purchase Request (PR) with DRN number must be submitted in three (3) copies signed by the Head of the OBS indicating complete technical specifications of the goods and services requested with a certified true copy of approved PPMP and other supporting documents per request as follows: <ul style="list-style-type: none"> ● Approve Project Proposal ● Approved Terms of Reference ● Justification ● Price Quotation/ Proposal ● Market Scanning/ Research | | End-user Unit (OBSUs) submit to BAC Secretariat located at the 2nd Floor, Mahusay Building, DSWD Central Office | | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. OBSU endorses approved PR to the BAC through its Secretariat | 1.1 The PPMS Procurement Officer endorses to the BAC, through its Secretariat, | None | One (1) calendar day | <i>Division Chief</i> Procurement Management Division |

| | | | | |
|--|--|-------------|--|--|
| | <p>a transmittal memorandum requesting for BAC Resolution recommending the adoption of Negotiated Procurement – Scientific, Scholarly, or Artistic Work, Exclusive Technology and Media Services as the mode of procurement and award of contract to the identified supplier, contractor or consultant, together with the accomplished Checklist for Alternative Mode of Procurement (AMPs) (DSWD-AS-GF-096).</p> | | | |
| | <p>1.2 Upon receipt of the documents, BAC Secretariat Procurement Officer shall review and verify the veracity and completeness of the documents – e.g. justification, market study, price quotations/ proposals – to ensure that the supplier, service provider, contractor, or consultant is technically, legally and financially capable to deliver the goods and/or services in accordance with the provision of R.A. No. 9184 and its 2016 Revised IRR.</p> | <p>None</p> | <p>Within Fifteen (15) calendar days</p> | <p><i>Division Chief</i> Procurement Management Division</p> |

| | | | | |
|--|---|--|--|--|
| | <p>1.2.1 The BAC shall undertake the negotiation with a technically, legally and financially capable supplier, contractor or consultant based on the technical specifications, scope of work or terms of reference prepared by the End-user.</p> <p>1.2.2 Upon successful negotiation, the BAC shall recommend the award of contract to the HoPE in accordance with Section (IV)(L) of the Guideline [Annex “H”].</p> <p>1.2.3 The BAC Secretariat Procurement Officer, upon the BAC’s due deliberation, shall then prepare the BAC Resolution recommending adoption of Negotiated Procurement – Scientific, Scholarly or Artistic Work, Exclusive Technology and Media Services modality and award of contract to the supplier, service provider, contractor, or consultant. The Notice of Award is also prepared.</p> <p>1.2.4 The BAC Resolution and the NOA</p> | | | |
|--|---|--|--|--|

| | | | | |
|--|--|--|--|--|
| | <p>shall be endorsed to the Head of the BAC Secretariat for final review and comments, prior to its routing for signature of the members of the BAC, and eventually for signature and approval of the Head of the Procuring Entity (HoPE).</p> <p>1.2.5 The BAC Resolution is routed by the BAC Secretariat among the BAC Members for their signature.</p> <p>1.2.6 Then, the BAC Resolution together with the NOA is routed to the HoPE for signature and/or approval.</p> <p>1.2.7 Upon receipt of the duly signed NOA, the BAC Sec Procurement Officer serves it at once to the awarded supplier, service provider, contractor, or consultant. The BAC Sec-in-Charge shall then endorse the approved BAC Resolution Certified True Copy (CTC) with complete supporting documents and the accomplished Checklist for AMPs to BAC Sec</p> | | | |
|--|--|--|--|--|

| | | | | |
|--|--|-------------|--------------------------------|--|
| | <p>Receiving Officer for the updating of PMT and afterwards endorse to PMD-CMS for preparation of Purchase Order (PO).</p> <p>1.2.8 In the event the HoPE shall disapprove the recommendation, such disapproval shall be based only on valid, reasonable, and justifiable grounds to be expressed in writing, addressed to the BAC.</p> <p>1.2.9 The BAC deliberates and informs the End-user on the decision/disapproval of the HoPE.</p> | | | |
| <p>2. Prepare the ORS and have the PO signed by the HoPE</p> | <p>2.1 The PMD-CMS prepares and facilitates the issuance of PO.</p> <p>2.1.1 Upon receipt of the complete documents, e.g. certified true copies of the BAC Resolution, NOA, PR, and other relevant documents from BAC Secretariat, the CMS receiving officer updates the PMT and hand over the documents to the CMS Procurement Officer, upon coordination with the CMS Section Head, to review and prepare</p> | <p>None</p> | <p>Three (3) calendar days</p> | <p><i>Division Chief</i> Procurement Management Division</p> |

| | | | | |
|--|--|------|-------------------------|--|
| | <p>PO. Then endorses to the End-user concerned the entire documents and the accomplished Checklist for AMPs.</p> <p>2.1.2 The End-user prepares the ORS form and facilitates the signature on Box A of ORS by the HOBS.</p> <p>2.1.3 Then, the End-user facilitates for signature and approval of the PO by the HoPE.</p> <p>2.1.4 Once PO is signed and approved by the HoPE, the End-user facilitates the processing of fund obligation by FMS-Budget Division (FMS-BD) and certification of funds availability by FMS-Accounting Division (FMS-AD).</p> | | | |
| | <p>2.2 Upon receipt of the duly funded PO, the CMS Procurement Officer shall immediately notify and serve to the supplier, contractor or consultant the PO.</p> <p>2.2.1 The HoPE or his duly authorized representative shall issue the Notice to</p> | None | Three (3) calendar days | <i>Division Chief</i> Procurement Management Division |

| | | | | |
|--|---|------|----------------------|--|
| | <p>Proceed (NTP), if necessary, and a copy of the approved PO to the Supplier, Contractor or Consultant within three (3) calendar days from the date of approval of the contract.</p> <p>2.2.2 The CMS Procurement Officer shall immediately furnish the BAC Secretariat with a scanned copy of the duly conformed NOA and PO, including the NTP if necessary, for posting.</p> | | | |
| | <p>2.3 The BAC, through its Secretariat, shall post the NOA, PO, including the NTP if necessary, for information purposes, in the PhilGEPS website, the DSWD website, and at any conspicuous place reserve for this purpose in the DSWD premises within ten (10) days from their issuance, except for contracts with ABC of Fifty Thousand Pesos (Php 50,000.00) and below.</p> <p>2.3.1 The BAC Sec shall furnish the proof of</p> | None | Within Ten (10) days | <i>Division Chief</i> Procurement Management Division |

| | | | | |
|--|-------------------------|-------------|--|--|
| | posting to the PMD-CMS. | | | |
| | TOTAL: | None | 32 Calendar Days <i>(exclusive of FMS process)</i> | |

12. Procurement under Shopping under Section 52.1 (B)

Procurement of Goods based on the requirement needed by the agency to be procured using Shopping under Section 52 of the 2016 Revised IRR of RA 9184 as a mode of procurement.

| | | | | |
|---|---|---|-------------------------|--|
| Office or Division: | | Administrative Service - Procurement Management Division (AS-PMD) Bids and Awards Committee Secretariat Section (BAC SEC) Contract Monitoring Section (CMS) | | |
| Classification: | | Highly Technical | | |
| Type of Transaction: | | Government-to-Government (G2G) / Government to Business (G2B) | | |
| Who may avail: | | DSWD Central Office Office/ Bureau/ Service/ Unit (OBSU) | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| All Purchase Request (PR) with DRN number must be submitted in three (3) copies signed by the Head of the OBS indicating complete technical specifications of the goods and services requested with a certified true copy of approved PPMP and other supporting documents per request as follows: <ul style="list-style-type: none"> Approved Terms of Reference TA Report (BGMD/ICTMS/SMS) | | End-user Unit (OBSUs) submit to BAC Secretariat located at the 2nd Floor, Mahusay Building, DSWD Central Office | | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. OBSU endorses approved PR to the BAC through its Secretariat | 1.1 The PPMS receiving officer records, updates the Procurement | None | Three (3) calendar days | <i>Division Chief</i> Procurement Management Division |

| | | | | |
|--|---|--|--|--|
| | <p>Monitoring Tool (PMT) and endorses to the PPMS Procurement Officer who then prepares the RFQ and ensures that the specific requirements indicated in the approved PR are consistent with the approved technical specifications and/or supporting documents. He/She then endorses the RFQ and other relevant supporting documents, together with the accomplished Checklist for AMPs (DSWD-AS-GF-096), to the PPMS receiving officer for signature of the PMD-Chief/OIC.</p> <p>1.1.1 The PMD Chief/OIC signs the RFQ Form.</p> <p>1.1.2 Once the RFQ is signed, the PPMS receiving officer updates the PMT, and endorses the RFQ to the PPMS Procurement Officer to facilitate the procurement process. Proceed to step # 9.</p> <p>1.1.3 For those projects/ activities with an Approved Budget for the Contract (ABC) above Fifty Thousand</p> | | | |
|--|---|--|--|--|

| | | | | |
|--|---|------|-----------------------|--|
| | <p>Pesos (₱50,000.00) but not more than One Million Pesos (PhP1M), the PPMS receiving officer shall endorse the RFQ to the BAC, through its Secretariat, to proceed with the required postings.</p> | | | |
| | <p>1.2 The BAC Sec Head assigns the RFQ to BAC Sec Procurement Officer for posting.</p> <p>1.2.1 The BAC Sec Procurement Officer shall post the RFQ at the PhilGEPS website, DSWD website and at the conspicuous place reserved for this purpose in the premises of the DSWD-CO/FO for a period of three (3) calendar days.</p> <p>1.2.2 The BAC Sec procurement officer shall forward the posted RFQ together with the proofs of postings to the BAC Sec records officer for updating in the PMT. He/She shall then endorse the documents to the PPMS receiving officer.</p> | None | Two (2) calendar days | <i>Division Chief</i> Procurement Management Division |
| | | None | One (1) calendar days | <i>Division Chief</i> Procurement Management Division |

| | | | | |
|---|--|-------------|---|--|
| | <p>1.3 The PPMS receiving officer updates the PMT and forwards the posted RFQ to the PPMS procurement officer.</p> <p>1.3.1 The PPMS Procurement Officer shall send out/email the RFQ to at least three (3) suppliers of known qualifications and requests to submit price quotation that is responsive to the minimum requirements on technical specifications, quantity, ABC and other terms and conditions of the contract set by the End-user Unit (OBS). This, notwithstanding, those who respond through any of the required postings shall be allowed to participate.</p> | | | |
| <p>2. Submit price quotations through official email address and/or fax number of the BAC Secretariat</p> | <p>2.1 The suppliers must submit their price quotation through the official email address and/or fax number of the BAC Secretariat dedicated for the receipt of quotation or submits personally to the BAC Secretariat office, on or before the deadline for</p> | <p>None</p> | <p>In accordance with the deadline set in the RFQ</p> | <p><i>Division Chief</i> Procurement Management Division</p> |

| | | | | |
|--|--|------|---|--|
| | <p>submission of quotation indicated in the RFQ.</p> <p>2.1.1 At least three (3) price quotations must be obtained to proceed with the evaluation thereof.</p> | | | |
| | <p>2.2 The deadline for submission may be extended thrice, if none or less than the required number of quotations are received.</p> <p>2.2.1 For ABCs more than Fifty Thousand Pesos (₱50,000.00), extensions of deadline shall likewise be posted for a period of three (3) calendar days in the PhilGEPS, the website of the Procuring Entity, if any, and at any conspicuous place in the Procuring Entity's premises.</p> <p>2.2.2 In case no supplier responded after the third extension, the BAC shall conduct a mandatory review in accordance with Section IV(K) of the Guidelines.</p> | None | Before the original deadline for submission | <i>Division Chief</i> Procurement Management Division |

| | | | | |
|--|---|------|--|--|
| | <p>2.3 The PPMS Procurement Officer, thereafter, endorses to the BAC, through its Secretariat, a transmittal memorandum requesting for BAC evaluation and/or deliberation of quotations received and award of contract to the legally, technically and financially capable supplier to supply and deliver the goods.</p> | None | Within one (1) calendar day from the deadline for submission of quotations | <i>Division Chief</i> Procurement Management Division |
| | <p>2.4 Upon the deadline for receipt of the price quotations, the BAC Sec Procurement Officer shall conduct evaluation, reviews and verifies the veracity and completeness of the submitted quotations to ensure that the supplier is technically, legally and financially capable to deliver the goods or services in accordance with the provision of R.A. No. 9184 and its 2016 IRR.</p> <p>If the BAC Secretariat procurement officer could not proceed with the evaluation due to the complexity of the technical specifications, the</p> | None | Three (3) calendar days | <i>Division Chief</i> Procurement Management Division |

| | | | | |
|--|---|-------------|--|--|
| | <p>BAC Secretariat may recommend to the BAC, if warranted, the creation of Technical Working Group (TWG) from the pool of technical experts in the Department who will examine and evaluate the submitted documents, and determine their compliance to the minimum technical specifications/ requirements set by the end-user unit/s (OBSUs), and recommend to the BAC their findings.</p> <p>In case of failure of procurement, the BAC Secretariat Head issues a Memorandum to PMD-PPMS copy furnished the End-user informing the result and advising End-user to conduct mandatory review of specifications and/or requirements prior to conduct of another round of procurement.</p> | | | |
| | <p>2.5 The BAC Sec Procurement Officer, upon the BAC's due deliberation, prepares the AOQ recommending to the HoPE the adoption of</p> | <p>None</p> | <p>Within Fifteen (15) calendar days</p> | <p><i>Division Chief</i> Procurement Management Division</p> |

| | | | | |
|--|--|--|--|--|
| | <p>the Shopping under Section 52.1(b) modality and the award of contract in favor of the supplier with the Single or Lowest Calculated and Responsive Quotation, as the case may be.</p> <p>The AOQ shall be endorsed to the Head of the BAC Secretariat for final review and comments, prior to its routing for signature of the members of the BAC, and eventually for the signature and approval of the Head of the Procuring Entity (HoPE).</p> <p>2.5.1 The AOQ is routed by the BAC Secretariat among the BAC Members for their signature.</p> <p>2.5.2 Then, the AOQ is routed to the HoPE for signature and/or approval.</p> <p>2.5.3 The BAC Sec Procurement Officer shall then endorse the approved AOQ with complete supporting documents and the accomplished Checklist for AMPs to BAC Sec receiving officer for the updating</p> | | | |
|--|--|--|--|--|

| | | | | |
|--|---|-------------|--------------------------------|--|
| | <p>of the PMT and afterwards endorse to PMD-CMS for preparation of Purchase Order (PO).</p> <p>2.5.4 In the event the HoPE shall disapprove the recommendation, such disapproval shall be based only on valid, reasonable, and justifiable grounds to be expressed in writing, addressed to the BAC.</p> <p>2.5.5 The BAC deliberates and informs the End-user on the decision/disapproval of the HoPE.</p> | | | |
| <p>3. Prepare the ORS and have the PO signed by the HoPE</p> | <p>3.1 Upon receipt of the complete documents e.g. AOQ, PR, and other relevant documents from the BAC Secretariat, the CMS receiving officer updates the PMT and hand over the documents to the CMS Procurement Officer, upon coordination with the CMS Section Head, to review and prepare the PO.</p> <p>3.1.1 CMS Procurement Officer prepares the PO. Then endorses to the</p> | <p>None</p> | <p>Three (3) calendar days</p> | <p><i>Division Chief</i> Procurement Management Division</p> |

| | | | | |
|--|---|------|-------------------------|--|
| | <p>End-user concerned the entire documents and the accomplished Checklist for AMPs.</p> <p>3.1.2 The End-user prepares the ORS form and facilitates the signature on Box A of ORS by the HOBS.</p> <p>3.1.3 Then, the End-user facilitates for signature and approval of the PO by the HoPE.</p> <p>3.1.4 Once the PO is signed and approved by the HoPE, the End-user facilitates the processing of fund obligation by FMS-Budget Division and certification of funds availability by FMS-Accounting Division.</p> | | | |
| | <p>3.2 Upon receipt of the duly funded PO, the CMS Procurement Officer shall notify and serve immediately to the Supplier the PO and facilitate the signing by the duly authorized representative.</p> <p>3.2.1 The CMS Procurement Officer shall immediately furnish the BAC</p> | None | Three (3) calendar days | <i>Division Chief</i> Procurement Management Division |

| | | | | |
|--|--|-------------|---|--|
| | Secretariat with a hard copy/scanned copy of the duly conformed PO for posting. | | | |
| | <p>3.3 The BAC, through its Secretariat, shall post the PO, for information purposes, in the PhilGEPS website, the DSWD website, and at any conspicuous place reserved for this purpose in the DSWD premises within ten (10) days from their issuance, except for contracts with an Approved Budget for the Contract of Fifty Thousand Pesos (₱50,000.00) and below.</p> <p>3.3.1 The BAC Sec shall furnish the proof of posting to the PMD-CMS.</p> | None | Within Ten (10) calendar days | <i>Division Chief</i> Procurement Management Division |
| | TOTAL: | None | 41 Calendar Days <i>(exclusive of End-User and FMS process)</i> | |

13. Procurement under Small Value Procurement

Procurement of Goods, Infrastructure Projects or Consulting Services based on the requirement needed by the agency to be procured using Negotiated Procurement-Small Value Procurement under Section 53.9 of the 2016 Revised IRR of RA 9184 as mode of procurement.

| | | | | |
|---|--|---|-------------------------|--|
| Office or Division: | | Administrative Service - Procurement Management Division (AS-PMD) Bids and Awards Committee Secretariat Section (BAC SEC) Contract Monitoring Section (CMS) | | |
| Classification: | | Highly Technical | | |
| Type of Transaction: | | Government-to-Government (G2G) / Government to Business (G2B) | | |
| Who may avail: | | DSWD Central Office Office/ Bureau/ Service/ Unit (OBSU) | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| <p>Three (3) copies of Procurement Request (PR) with DRN Number signed by the Head of the OBS indicating complete technical specifications of the goods and services requested</p> <p>One (1) certified true copy of approved PPMP and other supporting documents per request as follows:</p> <ul style="list-style-type: none"> • Approved Terms of Reference • Technical Assistance (TA) Report (BGMD/ICTMS/SMS) | | End-user Unit (OBSUs) submit to BAC Secretariat located at the 2nd Floor, Mahusay Building, DSWD Central Officer | | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. OBSU endorses approved PR to the BAC through its Secretariat | 1.1 The PPMS receiving officer shall record, and update the Procurement Monitoring Tool (PMT) and endorse to the | None | Three (3) calendar days | <i>Division Chief</i> Procurement Management Division |

| | | | | |
|--|--|--|--|--|
| | <p>PPMS Procurement Officer who then prepares the RFQ/ RFP and ensures that the specific requirements indicated in the approved PR are consistent with the approved technical specifications, scope of work, terms of reference (TOR) and/or supporting documents.</p> <p>1.1.1 The PPMS receiving officer shall endorse the RFQ/RFP and other relevant supporting documents, together with the accomplished Checklist for Alternative Mode of Procurement (AMPs) (DSWD-AS-GF-096), to the PPMS receiving officer for signature of the PMD-Chief/OIC.</p> <p>1.1.2 The PMD Chief/OIC shall sign the RFQ/RFP Form.</p> <p>1.1.3 Once the RFQ/RFP is signed, the PPMS receiving officer shall update the PMT, and endorse the RFQ/RFP to the PPMS Procurement Officer to facilitate the procurement process.</p> <p>1.1.3 For those projects/ activities with an</p> | | | |
|--|--|--|--|--|

| | | | | |
|--|---|-------------|------------------------------|--|
| | <p>Approved Budget for the Contract (ABC) above Fifty Thousand Pesos (₱50,000.00) but not more than One Million Pesos (₱1M), the PPMS receiving officer shall endorse the RFQ/RFP to the BAC, through its Secretariat, to proceed with the required postings.</p> | | | |
| | <p>1.2 The BAC Sec Head assigns the RFQ/RFP to BAC Sec Procurement Officer for posting.</p> <p>1.2.1 The BAC Sec Procurement Officer shall post the RFQ/RFP at the PhilGEPS website, DSWD website and at the conspicuous place reserved for the purpose in the premises of the DSWD CO/FO for a period of three (3) calendar days.</p> <p>1.2.2 The BAC Sec procurement officer shall forward the posted RFQ/RFP together with the proofs of postings to the BAC Sec records officer for updating in the PMT.</p> <p>1.2.3 The BAC Sec procurement officer shall endorse the documents to the PPMS receiving officer.</p> | <p>None</p> | <p>Two (2) calendar days</p> | <p><i>Division Chief</i> Procurement Management Division</p> |

| | | | | |
|--|--|------|--|--|
| | <p>1.3 The PPMS receiving officer shall update the PMT and forward the posted RFQ/RFP to the PPMS procurement officer.</p> <p>1.3.1 The PPMS Procurement Officer shall send out/email the RFQ/RFP to at least three (3) suppliers, service providers, contractors or consultants of known qualifications and requests to submit price quotation/proposal that is responsive to the minimum requirements on technical specifications/ scope of work/ TOR, ABC and other terms and conditions set by the End-user Unit (OBS). This, notwithstanding, those who respond through any of the required postings shall be allowed to participate.</p> | None | One (1) calendar day | <i>Division Chief</i> Procurement Management Division |
| 2. Submit price quotations/ bid proposal through official email address and/or fax number of the BAC Secretariat | 2.1 The suppliers, service providers, contractors or consultants must submit their price quotation/bid proposal through the official email address and/or fax number of the BAC Secretariat dedicated for the receipt | None | In accordance with the deadline set in the RFQ/RFP | |

| | | | | |
|--|--|------|--|--|
| | <p>of quotation or submits personally to the BAC Secretariat office, on or before the deadline for submission of quotation indicated in the RFQ/RFP.</p> <p>Receipt of at least one (1) quotation is sufficient to proceed with the evaluation thereof.</p> | | | |
| | <p>2.2 The PPMS Procurement Officer shall endorse to the BAC, through its Secretariat, a transmittal memorandum requesting for BAC evaluation and/or deliberation of quotations/proposals received and award of contract to the legally, technically and financially capable service provider/ Lessor.</p> | None | Within one (1) calendar day from the deadline for submission of quotations | <i>Division Chief</i> Procurement Management Division |
| | <p>Evaluation of quotations/ proposals</p> <p>2.3 Upon the deadline for receipt of the price quotations/ proposals, the BAC Sec Procurement Officer shall conduct evaluation, review and verify the veracity and completeness of the submitted quotations/proposal to</p> | None | Three (3) calendar days | <i>Division Chief</i> Procurement Management Division |

| | | | | |
|--|--|--|--|--|
| | <p>ensure that the supplier is capable to deliver the goods or services in accordance with the provision of RA No. 9184 and its 2016 Revised IRR.</p> <p>If the BAC Secretariat procurement officer could not proceed with the evaluation due to the complexity of the specifications, scope of works, or TOR, the BAC Secretariat may recommend to the BAC, if warranted, the creation of Technical Working Group (TWG) from the pool of technical experts in the Department who will examine and evaluate the submitted documents, and determine their compliance to the minimum technical specifications/ qualifications set by the end-user unit/s (OBSUs), and recommend to the BAC their findings.</p> <p>In case of failure of procurement, the BAC Secretariat Head shall issue a Memorandum to PMD-PPMS copy furnished the End-user informing the result and advising End-user to</p> | | | |
|--|--|--|--|--|

| | | | | |
|--|--|-------------|--|--|
| | <p>conduct mandatory review of specifications and/or requirements prior to conduct of another round of procurement.</p> | | | |
| | <p>2.4 The BAC Sec Procurement Officer, upon the BAC's due deliberation, shall prepare the BAC Resolution or AOQ recommending to the HoPE the adoption of the Negotiated Procurement - Small Value Procurement modality and the award of contract in favor of the supplier, service provider, contractor with the Single or Lowest Calculated and Responsive Quotation (for goods or infrastructure projects), or in favor of the consultant with the Single or Highest Rated and Responsive Proposal (for consulting services) as the case may be. Likewise, the NOA is also prepared in cases of infrastructure projects and consulting services.</p> <p>2.4.1 The BAC Resolution/AOQ and the NOA (if applicable) shall be endorsed to the</p> | <p>None</p> | <p>Within Fifteen (15) calendar days</p> | <p><i>Division Chief</i> Procurement Management Division</p> |

| | | | | |
|--|--|--|--|--|
| | <p>Head of the BAC Secretariat for final review and comments, prior to its routing for signature of the members of the BAC, and eventually for the signature and approval of the HoPE.</p> <p>2.4.2 The BAC Secretariat shall route the BAC Resolution/AOQ among the BAC Members for their signature.</p> <p>2.4.3 The AOQ/BAC Resolution and NOA are routed to the HoPE for signature and/or approval.</p> <p>2.4.4 Upon receipt of the duly signed NOA, the BAC Sec Procurement Officer shall serve it to the awarded supplier, contractor or consultant.</p> <p>2.4.5 The BAC Sec Procurement Officer shall endorse the approved AOQ/ BAC Resolution Certified True Copy (CTC) with complete supporting documents and the accomplished Checklist for AMPs to BAC Sec Receiving Officer for the updating of the PMT and afterwards endorse</p> | | | |
|--|--|--|--|--|

| | | | | |
|---|---|-------------|------------------------------|--|
| | <p>to PMD-CMS for preparation of Purchase Order (PO) or Contract.</p> <p>In the event the HoPE shall disapprove the recommendation, such disapproval shall be based only on valid, reasonable, and justifiable grounds to be expressed in writing, addressed to the BAC.</p> <p>2.4.6 The BAC shall deliberate and inform the End-user on the decision/ disapproval of the HoPE.</p> | | | |
| <p>3. Prepare the OBRS and have the PO signed by the HoPE</p> | <p>3.1 Upon receipt of the complete documents from the BAC Secretariat, the Contract Monitoring Section (CMS) receiving officer shall update the PMT and endorse the documents to the CMS Procurement Officer, upon coordination with the CMS Section Head, to review and prepare the PO or Contract.</p> <p>In case of Contract for Consulting Services: Prepare the draft Contract between the Department and the Consultant and endorse the same to</p> | <p>None</p> | <p>Six (6) calendar days</p> | <p><i>Division Chief</i> Procurement Management Division</p> |

| | | | | |
|--|---|--|--|--|
| | <p>the outgoing clerk for onward endorsement to the Legal Service (LS) for review.</p> <p>Within three (3) days from receipt of comments, the concerned Procurement Officer shall then finalize the Contract in accordance with the comments of LS, prepare the FMS-AD COA Checklist and executive summary (if necessary) and label all the documents. Then endorse to the End-user (OBS) concerned the entire document and the accomplished Checklist for AMPs.</p> <p>In case of PO for Goods and Infrastructure Projects:</p> <p>Prepare the PO. Then endorses to the End-user concerned the entire documents and the accomplished Checklist for AMPs.</p> <p>3.1.1 The End-user shall prepare the ORS form and facilitate the signature on Box A of ORS by the HOBS.</p> | | | |
|--|---|--|--|--|

| | | | | |
|--|--|------|-------------------------------|--|
| | <p>3.1.2 The End-user facilitates for signature and approval of the PO or Contract by the HoPE.</p> <p>3.1.3 Once the PO or Contract is signed and approved by the HoPE, the End-user shall facilitate the processing of fund obligation by FMS-Budget Division and certification of funds availability by FMS-Accounting Division.</p> | | | |
| | <p>3.2 Upon receipt of the duly funded PO/Contract, the CMS Procurement Officer shall notify and serve immediately to the Supplier, Service Provider, Contractor or Consultant the PO/Contract and facilitate the signing by the duly authorized representative.</p> <p>3.2.1 The CMS Procurement Officer shall furnish the BAC Secretariat with a hard copy/scanned copy of the duly conformed PO/Contract for posting.</p> | None | Three (3) calendar days | <i>Division Chief</i> Procurement Management Division |
| | 3.3 The BAC, through its Secretariat, shall | None | Within Ten (10) calendar days | <i>Division Chief</i> |

| | | | | |
|--|--|-------------|---|---------------------------------|
| | post the PO/ Contract and NOA (if any), for information purposes, in the PhilGEPS website, the DSWD website, and at any conspicuous place reserved for this purpose in the DSWD premises within ten (10) days from their issuance, except for contracts with an Approved Budget for the Contract (ABC) of Fifty Thousand Pesos (₱50,000.00) and below. 3.3.1 The BAC Sec shall furnish the proof of posting to the PMD-CMS. | | | Procurement Management Division |
| | TOTAL: | None | 44 Calendar Days <i>(exclusive of End-User and FMS process)</i> | |

14. Procurement Under Two Failed Biddings under Section 53.1

Procurement of Goods, Infrastructure Projects or Consulting Services based on the requirement needed by the Agency to be procured using **Negotiated Procurement – Two Failed Biddings under Section 53.1** of the 9th Edition 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act (RA) 9184 as the applicable Alternative Method of Procurement.

| | |
|-----------------------------|---|
| Office or Division: | Administrative Service - Procurement Management Division (AS-PMD) Bids and Awards Committee Secretariat Section (BAC SEC) Contract Monitoring Section (CMS) |
| Classification: | Highly Technical |
| Type of Transaction: | Government-to-Government (G2G) / Government to Business (G2B) |

| | | | | |
|---|--|---|------------------------|---|
| Who may avail: | | DSWD Central Office Office/ Bureau/ Service/ Unit (OBSU) | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| <p>Three (3) copies of Purchase Request (PR) with DRN number must be submitted signed by the Head of the OBS indicating complete technical specifications of the goods and services requested</p> <p>One (1) certified true copy of approved PPMP and other supporting documents per request as follows:</p> <ul style="list-style-type: none"> • Approved Terms of Reference • Approved Project Proposal • BAC Resolution declaring 2nd Failure of Bidding | | End-user Unit (OBSUs) submit to BAC Secretariat located at the 2nd Floor, Mahusay Building, DSWD Central Office | | |
| CLIENT STEPS | AGENCY ACTIONS | FEEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. OBSU endorses approved PR to the BAC through its Secretariat | <p>1.1 The PPMS receiving officer shall record, update the PMT and endorse to the PPMS Procurement Officer who shall prepare the Draft RFQ/RFP and ensures that the specific requirements indicated in the approved PR are consistent with the approved technical specifications, scope of work, Terms of Reference (TOR) and/or other supporting documents.</p> <p>1.1.1 Prepare a transmittal memorandum to the BAC, through the</p> | None | One (1) calendar day | <i>Division Chief Procurement Management Division</i> |

| | | | | |
|--|--|------|-----------------------|--|
| | <p>BAC Secretariat, endorsing the Draft RFQ/RFP and other relevant supporting documents, together with the accomplished Checklist for Alternative Mode of Procurement (AMPs) (DSWD-AS-GF-096)</p> <p>1.1.2 The PMD-PPMS Chief/OIC shall sign the memorandum– endorsement.</p> <p>1.1.3 The PPMS receiving officer shall then transmit the memo-endorsement to the BAC, through its Secretariat, to proceed with the required postings.</p> | | | |
| | <p>1.2 The BAC Sec Head shall assign the RFQ/RFP to BAC Sec Procurement Officer for posting.</p> <p>1.2.1 The BAC Sec Procurement Officer shall post the procurement opportunity (e.g. RFQ/RFP) at the PhilGEPS website, DSWD website and at the conspicuous place reserved for this purpose in the premises of the DSWD-CO/FO for a</p> | None | Two (2) calendar days | <i>Division Chief</i> Procurement Management Division |

| | | | | |
|--|---|------|-------------------------|--|
| | <p>period of at least three (3) calendar days.</p> <p>1.2.2 The BAC Sec procurement officer shall forward the posted RFQ/RFP together with the proofs of postings to the BAC Sec records officer for updating in the PMT. He/She shall then endorse the documents to the PPMS receiving officer.</p> | | | |
| | <p>1.3 The PPMS receiving officer shall update the PMT and forward the posted RFQ/RFP to the PPMS procurement officer.</p> <p>1.3.1 The PPMS Procurement Officer shall send out/email the RFQ/RFP to at least three (3) suppliers, contractors or consultants, including those disqualified in previous biddings for the project, for negotiations to ensure effective competition. This, notwithstanding, those who responded through any of the required postings shall be allowed to participate. Even if only one (1) bidder should respond to such invitation or posting, the BAC shall proceed with the</p> | None | One (1) Calendar day | <i>Division Chief</i> Procurement Management Division |

| | | | | |
|--|--|------|-----------------------------------|--|
| | negotiation subject to the rules prescribed hereunder. | | | |
| | <p>1.4. Any requirements, guidelines, documents, clarifications, or other information relative to the negotiations that are communicated by the BAC to a supplier, contractor, or consultant shall be communicated on an equal basis to all other suppliers, contractors, or consultants engaging in negotiations with the BAC relative to the procurement. The prospective bidders shall be given equal time and opportunity to negotiate and discuss the technical and financial requirements of the project to be able to submit a responsive quotation or proposal.</p> <p>1.4.1 Following completion of the negotiations, the BAC shall request all suppliers, contractors, or consultants in the proceedings to submit, on a specified date (e.g. within five calendar days), a best offer based on the final technical and financial requirements together with their</p> | None | Within Fifteen (15) calendar days | <i>Division Chief</i> Procurement Management Division |

| | | | | |
|--|---|--|--|--|
| | <p>post-qualification documents.</p> <p>1.4.2 Upon receipt of the best and final offer, together with their post-qualification documents, the BAC Sec Procurement Officer shall conduct evaluation, review and verify the veracity and completeness of the documents to ensure that the supplier, contractor, or consultant is capable to deliver the goods/render the services and in accordance with the provision of RA No. 9184 and its 2016 Revised IRR.</p> <p>1.4.3 The BAC Secretariat may recommend to the BAC, if warranted, the creation of Technical Working Group (TWG) from the pool of technical experts in the Department who shall examine and evaluate the submitted documents (best and final offer and post-qualification documents), and determine their compliance to the minimum technical specifications, scope of work or terms of reference set by the end-user unit/s (OBSUs),</p> | | | |
|--|---|--|--|--|

| | | | | |
|--|---|------|-----------------------------------|--|
| | and recommend to the BAC their findings. | | | |
| | <p>1.5 The BAC Sec Procurement Officer, upon the BAC’s due deliberation, shall prepare the BAC Resolution recommending to the Head of the Procuring Entity (HoPE) the adoption of the Negotiated Procurement –Two Failed Bidding and the award of contract in favor of the supplier, contractor with Single or Lowest Calculated and Responsive Quotation (for goods or infrastructure projects), or in favor of the consultant with the Single or Highest Rated and Responsive Proposal (for consulting services) as the case may be. Likewise, the NOA is also prepared in cases of infrastructure projects and consulting services.</p> <p>1.5.1 The BAC Resolution and the NOA shall be endorsed to the Head of the BAC Secretariat for final review and comments, prior to its routing for approval and signature of the members of the BAC,</p> | None | Within Fifteen (15) calendar days | <i>Division Chief</i> Procurement Management Division |

| | | | | |
|--|---|--|--|--|
| | <p>and eventually approval of the HoPE.</p> <p>1.5.2 The BAC Secretariat shall route the BAC Resolution among the BAC Members for their signature.</p> <p>1.5.3 The BAC Resolution and NOA are routed to the HoPE for signature and/or approval.</p> <p>In the event the HoPE shall disapprove the recommendation, such disapproval shall be based only on valid, reasonable, and justifiable grounds to be expressed in writing, addressed to the BAC.</p> <p>1.5.4 The BAC shall deliberate and inform the End-user on the decision/disapproval of the HoPE.</p> <p>1.5.5 Upon receipt of the duly signed NOA, the BAC Sec Procurement Officer shall serve it to the awarded supplier, contractor or consultant.</p> <p>1.5.6 The BAC Sec Procurement Officer shall endorse the approved BAC Resolution Certified True Copy (CTC) with complete supporting</p> | | | |
|--|---|--|--|--|

| | | | | |
|--|--|-------------|---|--|
| | <p>documents and the accomplished Checklist for AMPs to BAC receiving officer for the updating of PMT and afterwards endorse to PMD-CMS for preparation of the Contract.</p> | | | |
| <p>2. Prepare the ORS and have the PO signed by the HoPE</p> | <p>2.1 Upon receipt of the complete documents from the BAC Secretariat, the CMS receiving officer shall update the PMT and hand over the documents to the CMS Procurement Officer, upon coordination with the CMS Section Head, to review and prepare the draft Contract.</p> <p>2.1.1 The CMS Procurement Officer shall prepare the draft Contract between the Department and the Supplier, Contractor or Consultant and endorse the same with outgoing clerk for onward endorsement to the LS for review.</p> <p>2.1.2 Within three (3) days from receipt of comments, the concerned Procurement Officer shall finalize the Contract in accordance to the comments of LS, prepare the FMS-AD COA Checklist and label</p> | <p>None</p> | <p>Six (6) Calendar Days <i>(exclusive of End-user and FMS process)</i></p> | <p><i>Division Chief Procurement Management Division</i></p> |

| | | | | |
|--|--|------|-------------------------|--|
| | <p>all the documents and endorse to the End-user concerned the entire document and the accomplished Checklist for AMPs.</p> <p>2.1.3 The End-user shall prepare the ORS form and facilitate the signature on Box A of ORS by the HOBS. Then, the End-user shall facilitate for signature and approval of the Contract by the HoPE.</p> <p>2.1.4 Once the Contract is signed and approved by the HoPE, the End-user shall facilitate the processing of fund obligation by FMS-Budget Division and certification of funds availability by FMS-Accounting Division.</p> | | | |
| | <p>2.2 Upon receipt of the duly funded Contract, the CMS Procurement Officer shall notify and serve to the Supplier, Contractor or Consultant the Contract, as follows:</p> <p>2.2.1 The HoPE or his duly authorized representative shall issue the Notice to Proceed (NTP), if necessary, and a copy of the approved Contract to the Supplier,</p> | None | Three (3) calendar days | <i>Division Chief</i> Procurement Management Division |

| | | | | |
|--|---|-------------|---|---|
| | <p>Contractor or Consultant within three (3) calendar days from the date of approval of the contract.</p> <p>2.2.2 The CMS Procurement Officer shall furnish the BAC Secretariat with a scanned copy of the duly conformed NOA and Contract, including the NTP if necessary, for posting.</p> | | | |
| | <p>2.3 The BAC, through its Secretariat, shall post the NOA, Contract, including the NTP if necessary, for information purposes, in the PhilGEPS website, the DSWD website, and at any conspicuous place reserved for this purpose in the DSWD premises within ten (10) days from their issuance, except for contracts with ABC of Fifty Thousand Pesos (₱50,000.00) and below.</p> <p>2.3.1 The BAC Sec shall furnish the proof of posting to the PMD-CMS.</p> | None | Within Ten (10) days | <i>Division Chief Procurement Management Division</i> |
| | TOTAL: | None | 56 Calendar Days <i>(exclusive of End-user and FMS process)</i> | |

15. Provision of Technical Assistance on Property and Supply Management

Technical Assistance is provided to Office, Bureaus, Service Unit and Field Offices in the area of Property, Asset and Warehouse Management to capacitate their Property Officers and/or Designated Property and Supply Custodian on the knowledge of DSWD Guidelines, Oversight Agencies Rules and Regulations on Property and Supply Management and Land Titling facilitation.

| | | | | |
|--|--|--|------------------------|--|
| Office/Division: | | DSWD Central Office Administrative Service – Property Supply and Asset Management Division (AS-PSAMD) | | |
| | | DSWD Field Office – Property and Supply Section (PSS) | | |
| Classification: | | Highly Technical <i>Teknikal sa mataas na antas</i> | | |
| Type of Transaction: | | G2G – Government to Government <i>Pamahalaan sa Pamahalaan</i> | | |
| Who may avail: | | <ol style="list-style-type: none"> 1. DSWD Offices 2. DSWD Designated Property and Supply Custodian 3. Field Offices | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| 1. Request for Technical Assistance - One (1) original copy. | | To be prepared by DSWD Office OBSU and Field Offices through Memorandum addressed to Administrative Service Director, Attention the AS-PSAMD Chief Administrative Officer signed by their Head of Office or authorized official. | | |
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Forward the request for Technical Assistance (TA) indicating the specific topics and concerns to be discussed from 8 AM to 5 PM, Mondays to | 1.1. Received request for TA from 8 AM to 5 PM, Mondays to Fridays except holidays, and forward to the Head of Property Office | None | 5 Minutes | <i>Division Chief</i> Property Supply and Asset Management Division |

| | | | | |
|-------------------------|---|------|------------|--|
| Fridays except holidays | | | | |
| | <p>1.2. The property personnel shall identify if immediate request for TA</p> <p>If yes: Conduct TA to the requesting client</p> <p>If no: Forward to Head of Property Office for assigning of task</p> | None | 5 Minutes | <i>Division Chief</i> Property Supply and Asset Management Division |
| | 1.3. The Head of the Property Office shall review the request. | None | 5 Minutes | <i>Head</i> Property Office |
| | 1.4. Check the availability of Technical Staff on the requested date of TA. | None | 10 Minutes | <i>Head</i> Property Office |
| | 1.5. If If not available - Assign request to concerned Technical Staff and advise staff to request for reschedule of TA through Memorandum | None | 1 Day | <i>Division Chief</i> Property Supply and Asset Management Division |
| | 1.6. If available for scheduled TA Request, advise the Technical Staff to prepare a | None | 1 Day | <i>Division Chief</i> Property Supply and Asset Management Division |

| | | | | |
|---|---|------|---|--|
| | Memorandum confirming the date of TA | | | |
| | 1.7. Prepare Special Order (SO), (If Field Office) for the period of TA. <i>Maghanda ng Special Order (SO), (Kung ang TA ay sa Field Office) para sa panahon isinasagawa ang TA</i> | None | 4 Day | <i>Division Chief</i> Property Supply and Asset Management Division |
| | 1.8. Conduct TA for immediate request and/or scheduled TA request | None | Immediate - 1 Day | <i>Division Chief</i> Property Supply and Asset Management Division |
| 2. Accomplished the TA Evaluation Form and/or Client Satisfaction Measurement Form (CSMF) | 2.1. Receive the duly accomplished TA Evaluation Form and/or CSMF. | None | 10 Minutes | <i>Division Chief</i> Property Supply and Asset Management Division |
| | 2.2. Prepare TA Feedback Report for review and signature of the Head of Property Office For CSMF – will be reported on the succeeding month after the conduct of TA, this will be included in the | None | 10 Days from returned to Official Station CSMF report will be submitted to CART every 10 th of the succeeding month | <i>Division Chief</i> Property Supply and Asset Management Division |

| | | | | |
|--|---|-------------|--|--|
| | Client Satisfaction Measurement Survey Report (CSMR) submitted to DSWD Central Office (CO)/Field Office (FO) Committee on Anti Red Tape (CART) focal every 10 th of the succeeding month | | | |
| | TOTAL | None | For immediate TA - 13 Days and 35 Minutes For Schedules TA - 20 Days and 35 Minutes | |

16. Re-issuance of Equipment and Semi-Expendable Supplies

To ensure that surrendered serviceable equipment and semi-expendable supplies may be requested for re-issuance to optimize the use of equipment or semi-expendable equipment or supply due to lack of equipment, lack of capital outlay and other exigencies.

| | |
|----------------------------------|--|
| Office/Division: | DSWD Central Office Administrative Service – Property Supply and Asset Management Division (AS-PSAMD) DSWD Field Office – Property and Supply Section (PSS) |
| Classification: | Simple Transaction |
| Type of Transaction: | G2G – Government to Government |
| Who may avail: | Department of Social Welfare and Development (DSWD) Officials and Employees |
| CHECKLIST OF REQUIREMENTS | |
| WHERE TO SECURE | |

| 1. One (1) Original copy of memorandum requesting for issuance of property 2. Two (2) Original copies of Furniture and Equipment Transfer Slip (FETS) 3. Two (2) Original copies of Property Accountability Receipt or Inventory Custodian Slip | | 1. From concerned OBSUs and personnel, interoffice memorandum format 2. From PREMIS online through the Designated Property Officer of concerned Office 3. From PREMIS online through the Designated Property Officer of concerned Office | | |
|---|---|--|--|--|
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Prepare a request letter containing item specifications, quantity, purpose and to whom the equipment or semi-expendable equipment/supply shall be assigned. | 1. Receive, review and verify the availability of request | None | 60 Minutes (Verification of request may take longer hours depending on technicality of details, availability and volume of items) | <i>Division Chief</i> Property Supply and Asset Management Division |
| 2. Process the signing of FETS of the recipient office or accountable person for the re-issuance of item or equipment | 2.1 Inform requesting Office on the availability/non-availability of items 2.1.1 Request approval of FETS for confirmation of transfer 2.1.2 AS Property Officer shall inform the OBS | None | 120 Minutes (Processing of request may take longer hours depending on technicality of details, availability and volume of items) | <i>Division Chief</i> Property Supply and Asset Management Division |

| | | | | |
|--|---|------|--|--|
| | non-availability of equipment | | | |
| 3. Recording of re-Issuance through PREMIS | 3.1 Update PREMIS and generate PAR/ICS and barcode | None | 90 Minutes (Updating of PREMIS and generation of PAR/ICS and barcode may take longer hours depending on technicality of details, availability and volume of items) | <i>Division Chief</i> Property Supply and Asset Management Division |
| | 3.2 Transfer accountability through updating of database and issuance of PAR or ICS | None | 45 Minutes (Processing and approval of request may take longer hours depending on technicality of details and volume of items) | <i>Division Chief</i> Property Supply and Asset Management Division |
| | 3.3 Attach generated barcode sticker on the requested item | None | 15 Minutes (Barcode placement may take longer hours depending on the volume of items) | <i>Division Chief</i> Property Supply and Asset Management Division |
| | 3.4 Physical issuance of item or equipment and filing of PAR or ICS | None | 60 Minutes (Issuance of item/s may take longer hours depending on volume of items and | <i>Division Chief</i> Property Supply and Asset Management Division |

| | | | | |
|--|---|-------------|--|--|
| | | | response of the end-user or requesting office) | |
| | 3.5 Provide customer feedback form to the requesting party for the the service provided | None | 5 Minutes | <i>Division Chief</i> Property Supply and Asset Management Division |
| | TOTAL: | None | 6 Hours, 35 Minutes <i>(Total time for continuous and non-continuous transactions and may take longer time depending on volume, technicality, documents, and available resources</i> | |

17. Recording, Documentation and Issuance of Expendable or Consumable Supplies

Request for issuance of commonly used office supplies is being done through filling-out of Requisition and Issue Slip (RIS) prepared by designated OBSU staff. The RIS and actual issuance of supplies shall be processed by the Warehouse Management Section subject to approval of the Chief of AS-PSAMD.

| | | | | |
|--|--|---|--------------------------------|--|
| Office/Division: | | DSWD Central Office Administrative Service – Property Supply and Asset Management Division (AS-PSAMD) | | |
| | | DSWD Field Office – Property and Supply Section (PSS) | | |
| Classification: | | Simple Transaction | | |
| Type of Transaction: | | G2G – Government to Government | | |
| Who may avail: | | Department of Social Welfare and Development (DSWD) Offices | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| <ol style="list-style-type: none"> Three (3) copies of duly accomplished RIS of concerned Offices One (1) Photocopy of approved PPMP of requesting Office One (1) Photocopy of approved Technical Assistance Request, if required One (1) Photocopy of project proposal, if required | | <ol style="list-style-type: none"> RIS template issued to respective Offices with prescribed format; Designated Supply/Property Officer of respective Office, Bureaus, Services, Units; Focal person of concerned technical support office such as AS-BGMD/GSS, ICTMS/RICTMU, SMS, among others, depending on the nature of technical assistance request without any prescribed format Focal person of proponent Office | | |
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Submit duly approved Requisition Issue Slip (RIS) to Procurement Management | 1.1 Property Officer shall receive and validate the accuracy and completeness of | None | 20 Minutes (per submitted RIS) | <i>Division Chief</i> Property Supply and Asset Management Division |

| | | | | |
|--|---|--|--|--|
| <p>Division (PMD)/Procurement Management Section (PMS) including required attachment such as Project Procurement Management Plan (PPMP) and Technical Assistance Request (TAR)</p> | <p>all attached documents.</p> <p>1.1.1 Upon receipt of RIS from PMD/PMS the Property Officer shall review and verify the completeness of information and attachments as follows:</p> <ul style="list-style-type: none"> a. Photocopy of approved PPMP b. Inventory of Supplies on-hand duly noted by the requesting Office's Head; c. Technical Report from concerned Offices, if necessary; d. Pre-repair inspection, if necessary <p>1.1.2 Property/Supply Staff shall return the RIS should the following be encountered:</p> | | | |
|--|---|--|--|--|

| | | | | |
|--|--|------|--------------------------------|--|
| | <p>a. Incomplete documents</p> <p>b. Issuance will result in surplus of inventory of the requesting office.</p> <p>c. Item requested is not the intended item for replacement</p> <p>d. The specification of the item requested is not the same as provided in the Technical Report.</p> | | | |
| | <p>1.2 Property Officer shall check completeness of document</p> <p>If no, request for the lacking document(s);</p> <p>If yes, assign the RIS number, encode the RIS details in the monitoring tool, check the items if included in the Approved PPMP</p> | None | 30 Minutes (per submitted RIS) | <i>Division Chief</i> Property Supply and Asset Management Division |

| | | | | |
|--|---|------|---|--|
| | and proceed to the next step. | | | |
| | <p>1.3 Supply Officer shall check availability of Supplies</p> <p>1.3.1 Assess the availability of the requested supplies. Fill-out the RIS Form. Put “√” for available items and/or “X” for items that are not available.</p> <p>If not available, prepare a Memorandum for the end-user returning the RIS with instruction to prepare Purchase Request (PR) to procure those marked as unavailable items.</p> <p>If available, request the approval of the Division/Section Chief in the RIS for the issuance of the item/s.</p> <p>1.3.2 Indicate the quantity issued in the “issued-quantity” column and any remarks in the</p> | None | 80 Minutes (per submitted RIS and actual availability verification) | <i>Division Chief</i> Property Supply and Asset Management Division |

| | "issued-remarks" column. | | | |
|--|---|------|---|--|
| | <p>1.4 Prepare the items to be issued by observing the First In First Out (FIFO)/ First Expired First Out (FEFO) method. Issue and sign the "Issued by" portion.</p> <p>1.4.1 Goods to be issued must be recorded in the Stock and Bin Card and existing database.</p> <p>1.4.2 The property staff shall issue the available requested items to the end user.</p> <p>1.4.3 The End-User shall validate the quantity and specification of received items. If accurate/in order, sign the "received by" portion of RIS.</p> <p>1.4.4 The property/supply staff shall retain the original copy of the duly signed RIS for preparation of</p> | None | <p>4 Hours (Average working hours per RIS, however, transactions time may differ due to volume or quantity of items, distance of origination and destination, response time of the end user or requesting office)</p> | <p><i>Division Chief</i> Property Supply and Asset Management Division</p> |

| | | | | |
|--|--|-------------|--|--|
| | Report of Supplies and Materials Issued (RSMI), while the 2nd copy shall be given to the end-user. | | | |
| | 1.5 The property staff shall provide CSMF to the client for the service provided. | None | 5 Minutes | <i>Division Chief</i> Property Supply and Asset Management Division |
| | 1.6 After completion of the issuance of expendable/consumable supplies, the concerned property personnel shall prepare monthly RSMI to be submitted to the Accounting Division/Section | None | 60 Minutes (Average time per RIS, depending on volume of transactions and simplicity or complexity of information) | <i>Division Chief</i> Property Supply and Asset Management Division |
| | TOTAL: | None | 7 Hours, 25 Minutes (Average working hours and not a continuing process per step and applicable to 1-10 types of items for less than 50 total quantity of items) | |

18. Recording, Documentation and Issuance of PPE and Semi- Expendable Properties

Prior to issuance to end user, all newly acquired properties, classified either as PPE of Semi-expendable properties shall first be coordinated with the Property Supply and Asset Management Division (PSAMD) in the Central Office or Property Supply/Units in the Field Offices for recording and property tagging.

| | | | | |
|--|--|---|------------------------|--|
| Office/Division: | | DSWD Central Office Administrative Service – Property Supply and Asset Management Division (AS-PSAMD) | | |
| | | DSWD Field Office – Property and Supply Section (PSS) | | |
| Classification: | | Simple Transaction | | |
| Type of Transaction: | | G2G – Government to Government | | |
| Who may avail: | | Department of Social Welfare and Development (DSWD) Officials and Employees | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| <ol style="list-style-type: none"> 1. 1 Copy of Purchase Order (PO) 2. 1 Copy of Contract (if applicable) 3. 1 Copy of Sales Invoice / Delivery Receipt (SI/DR) 4. 1 Copy of Notice to Proceed 5. 1 Copy of Inspection and Acceptance Report (IAR) 6. 1 Copy of Property Transfer Report (PTR) (If applicable) | | <ol style="list-style-type: none"> 1. Procurement Management Service -Contract Monitoring Division 2. Concerned Offices, Bureaus, Services, Units (OBSUs) | | |
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Forward complete documents to Property Office: | 1.1. The Inspection Committee shall submit from 8am to 5pm, Mondays to Fridays, except holidays: | None | 5 Minutes | <i>Division Chief</i> Property Supply and Asset Management Division |

| | | | | |
|--|--|--|--|--|
| | <p>For Purchased Property</p> <ul style="list-style-type: none"> a. Purchase Order (PO) Or Contract b. Sales Invoice (SI)/Delivery Receipt (DR) c. Notice to Proceed, Certificate of Completion/Inspection and Acceptance Report (IAR)/ Property Transfer Report (PTR) for transferred property from Central Office (CO) to Field Office (FO) / FO to CO / FO to FO d. Copy of Purchase Contract e. Approved Distribution List <p>For Donated Properties</p> <ul style="list-style-type: none"> a. Deed of Donation b. Approved Distribution List | | | |
|--|--|--|--|--|

| | | | | |
|--|---|-------------|-------------------|--|
| | <p>For properties attached to subscription</p> <ul style="list-style-type: none"> a. Copy of Contract b. Approved Distribution List <p>For fabricated and constructed buildings</p> <ul style="list-style-type: none"> a. Liquidation Report for fabricated properties; and b. Approved Distribution List <p>Note: Prior to recording, ensure the following:</p> <ul style="list-style-type: none"> a. that the items are properly inspected prior to transmittal of documents b. Documents are endorsed with routing slip | | | |
| | <p>1.2. The Property Personnel shall validate the accuracy and completeness of all attached documents</p> | <p>None</p> | <p>15 Minutes</p> | <p><i>Division Chief</i> Property Supply and Asset Management Division</p> |

| | | | | |
|--|---|------|------------|--|
| | <p>1.3. If no, request for the lacking document/s</p> <p>If yes, proceed to the next step</p> | None | 5 Minutes | <i>Division Chief</i> Property Supply and Asset Management Division |
| | <p>1.4. The Property Personnel shall determine property acquisition cost and record the property details, identified end user and other information in PREMIS</p> | None | 10 Minutes | <i>Division Chief</i> Property Supply and Asset Management Division |
| | <p>1.5. The property officer shall determine property acquisition cost and record the property details, identified end user and other information in PREMIS</p> <p>Upon successful encoding electronically, a property number shall be automatically generated by the system for property identification.</p> | None | 10 Minutes | <i>Division Chief</i> Property Supply and Asset Management Division |

| | | | | |
|--|---|------|------------|--|
| | 1.6. The Property Personnel shall print the property label/barcode to be placed in the most visible and secured part of the property and print the PAR/ICS and Undertaking (if with secondary end-user) for Approval of the Head of Property Office | None | 10 Minutes | <i>Division Chief</i> Property Supply and Asset Management Division |
| | 1.7. The property officer shall prepare Memorandum to endorse the approved PAR/ICS and Undertaking (if with secondary end user) forms with attached routing slip and CSMF to the identified end user | None | 15 Minutes | <i>Division Chief</i> Property Supply and Asset Management Division |
| | 1.8. issuance of Semi expendable property, the property personnel shall prepare the Report of Semi-Expendable Property Issued (RSPI) to report the issued property and forward to Accounting | None | 1 Day | <i>Division Chief</i> Property Supply and Asset Management Division |

| | Division/Section/ Unit | | | |
|--|---|-------------|---------------------------------|--|
| | 1.9. Scan barcode PAR/ICS to update the following information of the property in PREMIS: 1. Date the PAR/ICS was returned with signature of the End-User 2. Date of approval of PAR/ICS | None | 10 Minutes | <i>Division Chief</i> Property Supply and Asset Management Division |
| | 1.10. The copy of PAR/ICS and undertaking (if with secondary accountable person) shall be filed for reference | None | 5 Minutes | <i>Division Chief</i> Property Supply and Asset Management Division |
| | TOTAL: | None | 1 Day, 1 HOUR, 5 Minutes | |

19. Request for Air Transport Service

To provide a systematic procedure for the requests of reservation/booking of air transport service through a 24/7 online portal system provided by the airline service provider.

| | | | | |
|---|--|----------------------------------|------------------------|--|
| Office or Division: | Administrative Service (AS) – General Services Division (GSD) | | | |
| Classification: | Simple | | | |
| Type of Transaction: | G2G – Government to Government | | | |
| Who may avail: | All DSWD Officials and Employees | | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| 1. One (1) copy of the duly approved Air Transport Order (ATO) | | AS-GSD/GSS or DSWD Resource Site | | |
| 2. One (1) copy of the Approved Air Transport Reservation Request Form | | | | |
| 3. One (1) photocopy of Authority to Travel | | Requesting Office | | |
| 4. Justification (if applicable) | | | | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| BOOKING PROCESS 1. Submit one (1) copy of the approved Air Transport Order (ATO) to GSD/GSS together with the approved ATRR and Travel Authority. | 1.1 Receive the ATO with the attached documents and endorse it to the GSD/GSS System Administrator. | None | 2 minutes | <i>Division Chief</i> General Services Division |
| | 1.2 Review as to completeness of details and required documents. | None | 10 minutes | <i>Division Chief</i> General Services Division |
| | 1.3 If found in order, the System Administrator affixes his/her signature to verify the ATO. 1.3.1 If not, return the ATO to the concerned OBS to comply with the required details/documents. | None | 5 minutes | <i>Division Chief</i> General Services Division |

| | | | | |
|--|--|------|------------|---|
| | <p>1.4 Provide the ATRO with access to the corporate account through the service provider's 24/7 online portal system.</p> <p>1.4.1 Return the verified ATO to the concerned OBS to proceed with the booking process through the online portal system.</p> | None | 5 minutes | <i>Division Chief General Services Division</i> |
| 2.1 Book the requested flight based on the details provided in the ATO. | <p>2.1 Monitor the flight booking/reservation through the online portal system.</p> <p>2.1.1 Provide the passenger/s with the Electronic Ticket Transaction Receipt (e-ticket).</p> <p>2.1.2 Inform the passenger/s of the airline policies relating to their service availment.</p> | None | 30 minutes | <i>Division Chief General Services Division</i> |
| <p>IF WITH FLIGHT CHANGES</p> <p>3. The passenger or their representative shall inform the Air Transport Reservation Officer (ATRO) at least four (4) hours before the flight regarding the flight rebooking or cancellation and request for system</p> | <p>3.1 Provide system access to the corporate account through the service provider's 24/7 online portal system.</p> <p>3.1.1 The ATRO shall inform the General Services Division/General Services Section</p> | None | 30 minutes | <i>Division Chief General Services Division</i> |

| | | | | |
|---|---|-------------|-------------------|--|
| <p>access to facilitate the rebooking of the flight.</p> | <p>(GSD/GSS) System Administrator about the rebooking/cancellation and request for system access to facilitate the rebooking through the online portal system.</p> <p>3.1.2 To cancel the booked flight, the ATRO shall contact the service provider's hotline number to request the cancellation.</p> | | | |
| <p>4.1 Monitor the flight rebooking through the online portal system and coordinate with the ATRO through email/hangouts for flight cancellation.</p> | <p>4.1 The ATRO shall facilitate the rebooking through the portal system or contact the hotline number for cancellation of the flight.</p> <p>4.1.1 The ATRO shall issue the rebooked flight ticket to the requesting passenger. For the refund of airfare of the canceled flight, the ATRO shall contact the service provider through email to request the issuance of the refund record required for the payment process.</p> | <p>None</p> | <p>1 hour</p> | <p><i>Division Chief General Services Division</i></p> |
| <p>5. Secure a copy of the justification for the rebooked/canceled flights and other required documents.</p> | <p>5. The ATRO shall update the GSD/GSS System Administrator regarding the flight changes/cancellations</p> | <p>None</p> | <p>10 minutes</p> | <p><i>Division Chief General Services Division</i></p> |

| | | | | |
|---|--------------------------------------|-------------|-------------------------------|--|
| | made including the charges incurred. | | | |
| 6. Accomplish the Client Satisfaction Measurement Form (CSMF) | 6.1 Secure the accomplished CSMF. | None | 5 minutes | <i>Division Chief</i> General Services Division |
| | TOTAL: | None | 2 hours and 37 Minutes | |

20. Request for Dormitory Accommodation

DSWD provides temporary accommodation in the Central Office through its dormitories for all DSWD Officials and Employees from the Central Office and Field Offices.

| | | | | |
|---|---|--|------------------------|--|
| Office or Division: | Administrative Service (AS) – General Services Division (GSD) | | | |
| Classification: | Simple | | | |
| Type of Transaction: | G2G – Government to Government | | | |
| Who may avail: | All DSWD Officials and Employees | | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| 1. Submit one (1) copy of the duly accomplished Request for Dormitory Accommodation Form | | AS-GSD or DSWD Resource Site | | |
| UPON CHECK-IN 2. Billet Form (1 original copy) | | AS-GSD | | |
| PRIOR CHECK-OUT 3. Order of Payment (1 original copy) 4. Official Receipt (1 photocopy) 5. Clearance Form (1 original copy) | | FMS – Accounting Division FMS – Cash Division AS-GSD | | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Submit one (1) copy of the accomplished Request for Dormitory Accommodation Form through email at gsd@dswd.gov.ph or Hard copy endorsed to GSD. | 1.1 Receive and assign a control number to the submitted request form and/or send an acknowledgement email to the Requesting Party. | None | 3 minutes | <i>Division Chief</i> General Services Division |

| | | | | |
|---|---|--|------------|---|
| | 1.2 Confirm the availability/non-availability of the Dormitory to the Requesting Party and provide recommendation for approval/disapproval to the Chief of General Services Division. | None | 10 minutes | <i>Division Chief General Services Division</i> |
| | 1.3 Affix his/her signature and endorse the request to the Director IV of Administrative Service for approval/disapproval. | None | 5 minutes | <i>Chief/ Officer-in-Charge General Services Division</i> |
| | 1.4 Sign the request form and return the approved/ disapproved request to the GSD | None | 5 minutes | <i>Director Administrative Service</i> |
| 2. Secure a billet form to the AS-GSD | 2.1 Provision of Service 2.2 Issue a billet form signed by the Dormitory Manager and Chief/OIC of GSD | None | 3 minutes | <i>Division Chief General Services Division</i> |
| 3. Present the Billet Form and request an Order of Payment to the FMS – Accounting Division | 3. Issue an Order of Payment and attach the Billet Form presented | None | 15 minutes | <i>Division Chief General Services Division</i> |
| 4. Pay the required fees at the Financial Management Service – Cash Division <i>*Make sure to secure Official Receipt that will be issued upon payment</i> | 4. Accept the payment based on the Order of Payment 4.1 Issue the Official Receipt (OR) | 300.00 – DSWD Official/ Employees 500.00 – Non-DSWD | 15 minutes | <i>Division Chief General Services Division</i> |

| | | | | |
|--|---|----------------------|------------------------------|--|
| | | Government Personnel | | |
| 5. Return to the AS-GSD for the processing and release of Clearance or Certification | 5. Secure the copy of the OR and issue a clearance/ certificate to the Client | None | 15 minutes | <i>Division Chief</i> General Services Division |
| 6. Accomplish the Client Satisfaction Measurement Form (CSMF) through online or pen and paper. | 6. Secure the accomplished CSMF | None | 2 minutes | <i>Division Chief</i> General Services Division |
| | TOTAL: | None | 1 Hour and 13 Minutes | |

21. Request for Technical Assistance for Special Sanitation and Disinfection of the Offices

This technical assistance is particular to the provision of clean and COVID-19 free offices and facilities. Regular sanitation and disinfection of the offices is being conducted every weekend even without a request from offices. This process is applicable only to those offices with COVID-19 positive employees and close contact. This can be scheduled during working days provided that the request must be properly coordinated with the Human Resource Management and Development Service (HRMDS) and Administrative Service for recommendation and approval.

| | | |
|-----------------------------|--|---|
| Office or Division: | Administrative Service - Building and Grounds Management Division | |
| Classification: | Simple | |
| Type of Transaction: | G2G - Government to Government | |
| Who may avail: | All Bureaus, Offices, Sections and/or Units of the Department | |
| | CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
| | 1. Generated request using General Services e-Ticketing System (GSeTS); or | https://gsets.dswd.gov.ph/users/login |
| | 2. Accomplished manual request form (Request for Technical Assistance); or | BGMD office or through DSWD Resource Site |

| 3. Email | | Submit request to admin@dswd.gov.ph and bgmd@dswd.gov.ph for approval and recommendation. | | |
|---|---|---|-----------------|---|
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Submit Technical Assistance (TA) request through: <ul style="list-style-type: none"> a. Electronic System (GSeTS) b. Manual request form c. Email | 1.1. Upon receiving, the requests shall be properly reviewed, checked, and coordinated with HRMDS. 1.1.1 Forward the approved request to the assigned personnel for appropriate action. | None | 10 minutes | Chief / Officer-in-Charge BGMD, BGM Section (FO) |
| | 1.2. Verify the availability of the disinfection team and pending schedule, if any. 1.2.1 The assigned personnel have the right to reject the requested date/time of the requesting office. Hence, the assigned personnel shall inform the requesting office the next available day/time of sanitation and disinfection. | None | 20 minutes | Chief / Officer-in-Charge BGMD, BGM Section (FO) |
| 2. The assigned Administrative Officer / Sanitation Inspector shall confirm and approve the final date/time of sanitation and disinfection schedule. | 2.1. Disinfection and Sanitation Team composed of 3 Janitorial Staff with the supervision of the Technical Staff shall perform all necessary preparation prior to the execution. | None | 1 hour | Chief / Officer-in-Charge BGMD, BGM Section (FO) |

| | | | | |
|--|---|-------------|-------------------------------|---|
| | 2.2. Proceed to the area to be sanitized and disinfected, and implement the Department's safety and health protocols. | None | 1 hour | Chief / Officer-in-Charge BGMD, BGM Section (FO) |
| | 2.3. After the activity, advised the Disinfection and Sanitation Team to begin with the cleaning and sanitizing of the whole office area including the office equipment, furniture and fixtures. | None | 1 hour | Chief / Officer-in-Charge BGMD, BGM Section (FO) |
| | 2.4. Upon completion, notify the assigned Administrative Officer / Sanitation Inspector to coordinate with the requesting office. ❖ Advise the requesting office to wait for at least two hours in order to avoid the possible inhalation of chemicals that may affect their health. | None | 10 minutes | Chief / Officer-in-Charge BGMD, BGM Section (FO) |
| 3. Once completed, accomplish the Customer Satisfaction Measurement Form (CSMF). | 3.1. Forward the accomplished CSMF with the attached copy of TA/email request to the administrative staff for proper recording and filing. | None | 10 minutes | Chief / Officer-in-Charge BGMD, BGM Section (FO) |
| | TOTAL: | None | 3 hours and 50 minutes | |

22. Request for Technical Assistance Relative to Building and Grounds Management

This process covers the provision of technical assistance for preventive/corrective maintenance, renovation, fabrication, office layout, and engineering/architectural solution. The required work/action, preparation, technical document varies depending on the subject/type of requests submitted by the Department offices using the electronic system or manual request form.

The technical assistance can be categorized into:

- A. Corrective and/or Preventive Maintenance
 - This shall be limited to corrective and/or preventive maintenance, and it does not need any materials to purchase. These requests can be done with immediate solution by the expertise of the skilled/technical personnel.

- B. Repair, Replacement, In-house Fabrication, Construction and/or Renovation
 - This is highly technical that may be completed in a couple of days, weeks and/or months depending on the complexity of the requests (excluding procurement process). It will be evaluated, performed and supervised by the skilled personnel and Engineer/Architect.

- C. Engineering and Architectural Documents and Practices
 - This is particular to the Engineer and Architect expertise related to providing technical specification (materials, furniture, equipment etc.), office arrangement, plans/layouts, detailed estimates, and other engineering and architectural matters.

| | |
|--|---|
| Office or Division: | AS-Building and Grounds Management Division |
| Classification: | Highly Technical |
| Type of Transaction: | G2G - Government to Government G2B - Government to Business |
| Who may avail: | All Bureaus, Offices, Sections and/or Units of the Department |
| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
| 1. Generated request using General Services e-Ticketing System (GSeTS); or | https://gsets.dswd.gov.ph/users/login |
| 2. Accomplished manual request form (Request for Technical Assistance); or | BGMD office or through DSWD Resource Site |

| 3. Email | | Submit request to admin@dswd.gov.ph and bgmd@dswd.gov.ph for approval and recommendation. | | |
|--|--|---|-----------------|---|
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| <p>1. The concerned office shall submit their request through:</p> <p>a. Electronic System (GSeTS)</p> <p>b. Manual request form</p> <ul style="list-style-type: none"> ❖ Ensure that all needed information is provided. ❖ Ensure that any request related to repair/replacement is properly coordinated with the DSWD Inspection Committee and secure Pre-repair Inspection. | <p>1.1. Upon receiving, the request/s shall be properly reviewed, checked and corrected if applicable.</p> <p>1.1.1 Determine and identify the scope of the request/s.</p> | None | 1 hour | Chief / Officer-in-Charge BGMD, BGM Section (FO) |
| | <p>1.2. Upon reviewing, secure duplicate copy and forward the request to the assigned staff.</p> <p>1.2.1. The assigned technical staff/skilled personnel may conduct ocular inspection, if necessary.</p> | None | 1 day | Chief / Officer-in-Charge BGMD, BGM Section (FO) |

| | | | | |
|--|--|------|--------|--|
| | <p>1.2.2. If upon inspection and/or further analysis, the work required has other areas of concern, assigned to another skilled personnel who are authorized to do the job.</p> <p>1.2.3. If it can be resolved within the assigned skilled personnel level, perform/ implement the actual work needed.</p> <p>1.2.4. If the request requires assistance beyond the capability of the available skilled personnel, the assigned technical staff shall immediately inform the requesting office for the out-sourcing of services.</p> | | | |
| | <p>1.3. All requests that require fabrication, installation, plans/layout, technical specification and material procurement the assigned technical staff shall prepare all necessary documents like:</p> <ul style="list-style-type: none"> A. Plans/ Layout B. Program of Works C. Technical Specification D. Bill of Quantities E. Terms of Reference (TOR) F. Project Proposal | None | 7 days | <p><i>Chief / Officer-in-Charge</i> BGMD, BGM Section (FO)</p> |
| | <p>1.4. All applicable documents shall be endorsed to the</p> | None | 3 days | <p><i>Chief / Officer-in-Charge</i></p> |

| | | | | |
|---|---|------|---|--|
| | <p>requesting office for confirmation and approval.</p> <p>1.4.1 Revisions or adjustments may be requested by the requesting office.</p> | | | <p>BGMD, BGM Section (FO) Head of requesting Office</p> |
| <p>2. Review and approve the submitted technical document/s, if applicable.</p> | <p>2.1. Assigned technical staff shall review and revise the documents until approved by the requesting office.</p> <p>2.1.1 Upon approval of the requesting office, all documents shall now be submitted to the Head of the Office for final approval.</p> | None | 3 days | <p><i>Chief / Officer-in-Charge</i> BGMD, BGM Section (FO) Head of requesting Office</p> |
| <p>3. The requesting office's Procurement Officer shall prepare the Requisition and Issue Slip (RIS) and Purchase Request (PR) and facilitate the rest of the procurement process, if applicable.</p> | <p>3.1. Assigned technical staff shall wait until the delivery schedule of materials and/or mobilization of service provider.</p> <p>3.1.1 Conduct Pre-construction Conference, if necessary.</p> | None | Varies (Depending on the procurement process) | <p><i>Administrative Officer, Admin Unit Section Head</i></p> |
| <p>4. Notify the BGMD office once all resources needed are available to begin with the implementation, if applicable.</p> | <p>4.1. All assigned technical staff and/or service provider/contractor shall strictly follow the health and safety measures of the Department.</p> <p>If the nature of the work required does not affect the usual work operations, the execution shall be performed within office hours.</p> | None | 30 days | <p><i>Chief / Officer-in-Charge</i> BGMD, BGM Section (FO)</p> |

| | | | | |
|--|---|------|--------|--|
| | <p>If the nature of the work may affect the usual work operations, execution shall be performed after office hours or during weekends</p> <p>4.1.1 The Service Provider shall submit and secure necessary permit, including but not limited to:</p> <ul style="list-style-type: none"> A. Request for Entry to DSWD Premises B. Request to Stay C. Request for Overtime <p>4.1.2 Monitor the implementation and document the progress of work.</p> <p>4.1.3 Coordinate with the requesting office for proper turnover and acceptance of work.</p> | | | |
| 5. Participate in the Post-repair Inspection and/or Joint Inspection for the acceptance and turnover of work, if applicable. | 5.1. Facilitate the possible correction/adjustment until approved, if necessary. | None | 7 days | <i>Chief / Officer-in-Charge</i> BGMD, BGM Section (FO) |
| | 5.2. The assigned Technical Staff shall prepare the Certificate of Completion or Certificate of Acceptance, for approval if necessary. | None | 1 day | <i>Chief / Officer-in-Charge</i> BGMD, BGM Section (FO) |
| 6. Once completed and accepted, accomplish the | 6.1. Forward the accomplished CSMF with the attached TA request | None | 1 hour | <i>Section Head</i> Admin Unit Section |

| | | | | |
|--|---|-------------|--|--|
| Customer Satisfaction Measurement Form (CSMF). | copy to the administrative staff for proper recording and filing. | | | |
| | TOTAL: | None | 60 Days (Excluding Procurement of Resources) | |

23. Request for the Use of DSWD Conference Rooms

The use of conference rooms is provided for all DSWD Officials and Employees as a venue for meetings, events and other official activities at the Central Office.

| | | | | |
|---|--|------------------------------|------------------------|---|
| Office or Division: | Administrative Service (AS) – General Services Division (GSD) | | | |
| Classification: | Simple | | | |
| Type of Transaction: | G2G – Government to Government | | | |
| Who may avail: | All DSWD Officials and Employees | | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| 1. Submit one (1) copy of the duly accomplished Request for Use of Conference Room Form | | AS-GSD or DSWD Resource Site | | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| A. Request For Use Of Dswd Conference Rooms Through Manual Form | | | | |
| 1. Submit one (1) copy of the accomplished Request Conference Room Form through email at gsd@dswd.gov.ph or Hard copy endorsed to GSD. | 1.1 Receive and assign a control number to the submitted request form and/or send an acknowledgement email to the Requesting Party. | None | 3 minutes | <i>Chief / Officer-in-charge</i> General Services Division |
| | 1.2 Confirm the availability/non-availability of the Conference Room to the Requesting Party and provide recommended approval/disapproval to | None | 10 minutes | <i>Chief / Officer-in-charge</i> General Services Division |

| | | | | |
|--|--|------|------------|--|
| | the Chief of General Services Division. | | | |
| | 1.3 Affix his/her signature and endorse the request to the Director IV of Administrative Service for approval/ disapproval. | None | 5 minutes | <i>Chief / Officer-in-charge</i> General Services Division |
| | 1.4 Sign the request form and return the approved/ disapproved request to the GSD | None | 5 minutes | Director Administrative Service |
| | 1.5 Transmit the approved or disapproved request to the Client through email | None | 5 minutes | <i>Dormitory Manager I or II,</i> General Services Division |
| 2. Wait for the email if the request is approved or disapproved. If approved, acknowledge and/or confirm receipt of email If disapproved, request a certification of non-availability of conference room | 2. Inform the client of the request through email. If disapproved, issue a certificate of non-availability of conference room. | None | 5 minutes | <i>Chief / Officer-in-charge</i> General Services Division |
| 3. Before the actual event, check the arrangement set up | 3. Before the actual event, check that all event requirements are arranged as requested 3.1 Provision of Service | None | 10 minutes | Dormitory Manager I or II General Services Division |
| 4. Accomplish the Client Satisfaction Measurement Form (CSMF) through online or pen and paper. | 4. Secure the accomplished CSMF | None | 2 minutes | <i>Chief / Officer-in-charge</i> General Services Division |

| B. Request for Use of DSWD Conference Rooms Through General Services E-Ticketing System (GSETS) | | | | |
|--|---|------|------------|---|
| 1. Submit a request for the Use of DSWD Conference Room through the GSETS three (3) days prior the activity | 1.1 Receive the request submitted through the GSETS | None | 3 minutes | <i>Chief / Officer-in-charge</i> General Services Division |
| | 1.2 Confirm the availability/non-availability of the Conference Room to the Requester through GSETS | None | 5 minutes | <i>Chief / Officer-in-charge</i> General Services Division |
| | 1.3 Transmit the approved or disapproved request to the Client through email | None | 5 minutes | <i>Chief / Officer-in-charge</i> General Services Division |
| 2. Wait for the email if the request is approved or disapproved. If approved , acknowledge and/or confirm receipt of email If disapproved , request a certification of non-availability of conference room | 2. Inform the client of the request through email. If disapproved , issue a certificate of non-availability of conference room. | None | 5 minutes | <i>Chief / Officer-in-charge</i> General Services Division |
| 3. Before the actual event, check the arrangement set up | 3. Before the actual event, check that all event requirements are arranged as requested 3.1 Provision of Service | None | 10 minutes | <i>Chief / Officer-in-charge</i> General Services Division |
| 4. Accomplish the Client Satisfaction Measurement | 4. Secure the accomplished CSMF | None | 2 minutes | <i>Chief / Officer-in-charge</i> |

| | | | | |
|--|--------------|-------------|--|---------------------------|
| Form (CSMF) through online or pen and paper. | | | | General Services Division |
| | TOTAL | None | For request through manual forms - 45 minutes | |
| | TOTAL | None | For request through GSETS - 30 minutes | |

24. Request for Use and Monitoring of Vehicle

Administrative Service-General Services Division (AS – GSD) commits itself to deliver a very satisfactory delivery and conveyance of the officials, personnel, staff and services of the department at all times.

This service is to provide a systematic procedure in response to the official requests for the vehicle of the Department’s Executive Officials and other employees.

| | |
|--|---|
| Office | AS – GSD - Transport Management Section |
| Classification | Complex |
| Type of Transaction | G2G Government-to-Government |
| Who may avail | All DSWD personnel regardless of nature of employment or rank |
| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
| 1. Accomplished one (1) copy of Request for Use of Service Vehicle Form (AS-TMS-01) to be received by the AS-GSD. Note: A. Original Copy for GSD B. 1 receiving copy for the OBS concerned (photocopy) 2. General Services Electronic Ticketing System (GSETS) | AS-GSD General Services Electronic- Ticketing System (GSETS) DSWD Resource Site |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|-----------------|---|--|
| <p>1. Submits the filled-out Request Form (AS-TMS-01) together with the receiving copy to the AS-GSD and/or request thru General Services Electronic Ticketing System (GSETS).</p> <p>Note: Submission of request must be at least 2 days prior to the actual travel.</p> | <p>1.1 Receives and stamps "Received" in the receiving copy.</p> <p>1.1.1 Review/validate the received request if properly accomplished; special directives or emergency requests may be received through the accomplishment of the Vehicle Request Form.</p> | None | <p>2 minutes</p> <p>3 minutes</p> | <p><i>Division Chief</i> General Services Division</p> |
| <p>2. Coordinates / follows up with the GSD/GSS regarding their request.</p> <p>Note: If the vehicle is not available, please proceed to Step 3. Otherwise, proceed to Step 4.</p> | <p>2.1 Request shall be forwarded within the same day to the technical staff or personnel in charge for evaluation of the request.</p> <p>2.1.1 Review the current schedule of availability of vehicle;</p> <p><i>Note: If the vehicle is not available, proceed to Step 3. Otherwise, proceed to Step 4</i></p> <p>2.1.2 If the vehicle is not available, inform the</p> | None | <p>3 minutes</p> <p>3 minutes</p> <p>10 minutes</p> | <p><i>Division Chief</i> General Services Division</p> |

| | | | | |
|---|---|------|-----------------------------|---|
| | end-user thru phone call or email. The technical staff or personnel in charge prepares certification of non-availability of vehicle | | | |
| 3. Receives the Certification of non-availability of vehicle. (end of transaction if vehicle is not available) | 3.1 The GSD Chief / GSS Head reviews and signs the certification 3.1.1 Issue the certification to support the reimbursement claims for use of public transport of the end-user | None | 2 minutes 2 minutes | <i>Division Chief</i> General Services Division |
| 4. Receives the confirmation of travel details from the GSD/GSS personnel. | 4.1 If vehicle is available, the technical staff or personnel in charge identifies the appropriate vehicle to accommodate the request through number of passengers and destination; 4.1.1 The technical staff or personnel in charge prepares Trip ticket for trips within Metro Manila; | None | 2 minutes 15 minutes | <i>Division Chief</i> General Services Division |
| | 4.2 The technical staff or personnel in charge prepares Travel Order and Trip ticket in case of out of town trip; | None | 15 minutes | <i>GSD/GSS technical staff or personnel in charge</i> |
| | 4.3 The GSD Chief / GSS Head reviews and signs the Trip Ticket and the Travel Order shall be signed by the Central | | 2 minutes | <i>Division Chief</i> General Services Division <i>or</i> |

| | | | | |
|---|--|------|------------|---|
| | Office Administrative Service Director / FO Administrative Division Chief | | | <i>Director Administrative Service</i> or <i>Division Chief Administrative Division</i> |
| | 4.4 Upon approval of the Trip Ticket and/or Travel Order, the technical staff or personnel in charge shall immediately coordinate with requesting party/end-user for the confirmation of the travel details thru phone call and issue to the driver the Trip Ticket and/or Travel Order. | | 10 minutes | <i>Division Chief General Services Division</i> |
| 5. Use of DSWD vehicle | 5. At the scheduled date of the trip, the driver shall wait at the designated area identified by the requesting party/end-user. | None | As needed | <i>Division Chief General Services Division</i> |
| 6. End of travel and/or back to work station <i>Note: Passenger to fill-out "Client Satisfaction Measurement Form" (CSMF) thru online or drop the CSMF thru the drop boxes</i> | 6.1 Driver must travel back to the workstation or park the vehicle at the designated DSWD garage. 6.1.1 The driver and Security Guard shall briefly assess the condition of the vehicle | | 20 minutes | <i>Division Chief General Services Division</i> |

| | | | | |
|---|---|--------------------|-------------------------------------|--|
| <p><i>available in the GSD/GSS.</i></p> | <p>and check if there are major damage/s.</p> <p>6.1.2 The Security Guard shall record the vehicle's condition on the Guard's Report / Security Guard Logbook.</p> <p><i>Note: The driver shall surrender the vehicle keys to the Security Guard. All vehicles must be stationed at the DSWD Central Office/Field Office, or at any DSWD Satellite Office/facility at the end of each official trip.</i></p> <p>6.3 All relevant documents such as Trip Ticket, Fuel Consumption and Monitoring Form, Receipts of Toll Fees, and Travel Order shall be filed accordingly.</p> | | | |
| | <p>TOTAL:</p> | <p>None</p> | <p>1 Hour and 55 Minutes</p> | |

25. Surrender / Turnover of Property and Cancellation of Property Accountability

To provide procedure for the surrendered / turned over property due to its obsolescence, unserviceability or when the same is no longer needed by the accountable person to effect cancellation of property accountability.

| Office/Division: | DSWD Central Office Administrative Service – Property Supply and Asset Management Division (AS-PSAMD) DSWD Field Office – Property and Supply Section (PSS) |
|---|--|
| Classification: | Simple |
| Type of Transaction: | G2G – Government to Government |
| Who may avail: | Department of Social Welfare and Development (DSWD) Officials and Employees |
| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
| <ol style="list-style-type: none"> 1. Two (2) Original Copy and 1 photo copy of duly Accomplished Furniture and Equipment Transfer Slip (FETS) 2. For unserviceable property: <ul style="list-style-type: none"> ● 1 photocopy of Technical Assistance Report ● Inspection Report 3. Actual Property for turnover | <ol style="list-style-type: none"> 1. To be prepared by the Offices’ Designated Property and Supply Custodian through the Property Records and Equipment Monitoring Inventory System (PREMIS) with prescribed format; 2. For unserviceable property: <p>From concerned DSWD OBSUs (IT Equipment – ICTMS/RICTMU; Motor Vehicle, Office Equipment, Furniture and Fixtures – GSD/GSS; Maintenance Equipment – BGMD/GSS)</p> <p>General Accounting Manual Volume II Appendix 62 with prescribed format</p> 3. To be made available by the accountable person |

| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|--|--|-----------------|--|--|
| <p>1. End- User will apply for clearance for property accountability</p> | <p>1.1 The Property Personnel will verify and evaluate the following:</p> <ul style="list-style-type: none"> • Duly Accomplished and signed FETS; • RRPS (if applicable) • Pre-Inspection report or TA(if required\ • Surrendered Property Item/s <p>1.1.1 Any discrepancy will be discussed with the DPSC or end-user for rectification of documents or replacement of surrendered items.</p> <p>1.1.2 Identify when rectification of documents applies</p> <p>1.1.3 Identify when replacement of surrendered items</p> <p>1.1.4 The Property Personnel shall prepare</p> | <p>None</p> | <p>90 Minutes (Depending on the distance of origin and destination office and volume of items to be surrendered)</p> | <p><i>Division Chief</i> Property Supply and Asset Management Division</p> |

| | | | | |
|---|---|------|---|--|
| | recommendation either rectification or replacement | | | |
| 2. Property Accountability Cancellation | <p>2.1 The Property Personnel/ Warehouse Officer shall receive the surrendered property item/s including the submitted FETS, RRSP (if applicable) and other pertinent documents then shall sign the "Received By" portion in the FETS.</p> <p>The property staff shall provide the customer feedback for manually requested FETS to the requesting party for the service provided.</p> <p>2.1.1 Property Personnel Shall Generate and print two (2) copies PAR or ICS through PREMIS; and,</p> <p>2.1.2 Generate and print the barcode sticker, then attach to each surrendered property item/s</p> | None | 55 Minutes (Processing may take longer hours depending on technicality and volume of items) | <i>Division Chief</i> Property Supply and Asset Management Division |

| | | | | |
|-------------------------------|--|-------------|--|--|
| <p>3. Updating of Records</p> | <p>3.1 The property staff shall sign the generated PAR/ICS under the “Received by” portion</p> <p>3.1.1 Forward to the Property Division/Section Chief for signature on the “Approved by” portion.</p> <p>3.1.2 The property personnel shall scan and provide copy of approved PAR/ICS to the DPSC/End User as reference and confirmation of cancellation of property accountability of the end user</p> <p>3.1.3 Property Personnel shall forward the signed PAR/ICS to the concerned personnel for filing and uploading.</p> | <p>None</p> | <p>55 Minutes (Signing may take longer hours depending on volume of items)</p> | <p><i>Division Chief</i> Property Supply and Asset Management Division</p> |
|-------------------------------|--|-------------|--|--|

| | | | |
|--------------|-------------|--|--|
| TOTAL | None | 4 Hours, 45 Minutes <i>(Total time for continuous and non-continuous transactions and may take longer time depending on volume, technicality, documents and available resources)</i> | |
|--------------|-------------|--|--|

26. Transfer of Property Accountability

Transfer of property accountability to another accountable person shall be processed for documentation of the actual transfer of property and issuance of new Property Acknowledgement Receipt (PAR) or Inventory Custodian Slip (ICS) for signature of the new accountable person to warrant cancellation of property accountability of the previous accountable person.

| | | | | |
|---|---|--|------------------------|---------------------------|
| Office/Division: | | DSWD Central Office Administrative Service – Property Supply and Asset Management Division (AS-PSAMD) | | |
| | | DSWD Field Office – Property and Supply Section (PSS) | | |
| Classification: | | Simple | | |
| Type of Transaction: | | G2G – Government to Government | | |
| Who may avail: | | Department of Social Welfare and Development (DSWD) Officials and Employees | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| One (1) original copy of the duly accomplished Furniture and Equipment Transfer Slip (FETS) | | To be prepared by the client Office’s Designated Property and Supply Custodian (DPSC) through the Property Records and Equipment Monitoring Inventory System (PREMIS); | | |
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Submit duly accomplished | 1.1. To facilitate the transfer of property | None | 10 Minutes | <i>Division Chief</i> |

| | | | | |
|--|--|------|------------|--|
| request for Furniture and Equipment Transfer Slip (FETS) | from one end user to another, the requester shall accomplish and submit the FETS for transfer to Property Office from 8:00 AM to 5:00 PM, Mondays to Fridays except holidays | | | Property Supply and Asset Management Division |
| | 1.2. The property personnel shall review the accomplished FETS form if the needed signatures are complete | None | 15 Minutes | <i>Division Chief</i> Property Supply and Asset Management Division |
| | 1.3. Check completeness of documents. If incomplete, FETS shall be returned to the requester for completion. If complete, proceed to the next step | None | 30 Minutes | <i>Division Chief</i> Property Supply and Asset Management Division |
| | 1.4. Check the received FETS Request and process the approval of the request through the Property Records and Equipment Monitoring Inventory System (PREMIS) FETS request module | None | 30 Minutes | <i>Division Chief</i> Property Supply and Asset Management Division |
| | 1.5. The property personnel shall generate and print the Property Transfer | None | 30 Minutes | <i>Division Chief</i> Property Supply and Asset Management Division |

| | | | | | | | | | | | | |
|-------------------------------|--|------------------|---|-------------------------------|---|-----------|--|--------|-------------------------------------|--|--|--|
| | <p>Report (PTR)/Inventory Transfer Report (ITR), Undertaking (if there is a secondary accountable person) into two (2) copies and barcode sticker through PREMIS Report Module, the applicable forms shall depend on the acquisition cost of the property (see procedure under the Recording, Documentation and Issuance of PPE and Semi-expendable properties.</p> <p>Generate and print barcode sticker with number of copies as follows:</p> <table border="1" data-bbox="479 1249 795 1877"> <tr> <td>Computer Desktop</td> <td>4</td> </tr> <tr> <td>Split Type Air condition unit</td> <td>2</td> </tr> <tr> <td>Partition</td> <td>Depends on the number of partition per property number</td> </tr> <tr> <td>Blinds</td> <td>Depends on the number of blinds per</td> </tr> </table> | Computer Desktop | 4 | Split Type Air condition unit | 2 | Partition | Depends on the number of partition per property number | Blinds | Depends on the number of blinds per | | | |
| Computer Desktop | 4 | | | | | | | | | | | |
| Split Type Air condition unit | 2 | | | | | | | | | | | |
| Partition | Depends on the number of partition per property number | | | | | | | | | | | |
| Blinds | Depends on the number of blinds per | | | | | | | | | | | |

| | | | | | | | | |
|--|---|------|---------------------|---|---|--|--|--|
| | <table border="1"> <tr> <td></td> <td>property number</td> </tr> <tr> <td>Other property</td> <td>1</td> </tr> </table> | | property number | Other property | 1 | | | |
| | property number | | | | | | | |
| Other property | 1 | | | | | | | |
| <p>2. The old barcode stickers shall be replaced with the new barcode sticker before the transfer of item/s including accessories to the new end user. The Property personnel/Designated Property and Supply Custodian (DPSC)/Designated Property Officer (DPO)/Designated Property Custodian (DPC) shall ensure that the barcode sticker is attached to the most visible and secured area of the property.</p> <p>The end user shall return the signed PTR/ITR, undertaking (if with secondary accountable person) to the property office</p> | <p>2.1 Provide one copy of PTR/ITR and undertaking (if with secondary accountable person) to the end user for their reference</p> | None | 4 Hours, 15 Minutes | <p><i>Division Chief</i> Property Supply and Asset Management Division</p> | | | | |

| | | | | |
|--------------|--|-------------|----------------------------|--|
| | | | | |
| | <p>2.2. Scan barcoded PTR/ITR and update the following information of the property in PREMIS and file for reference:</p> <p>a. Date the PTR/ITR and undertaking (if with secondary accountable person) was returned with signature of the end user</p> <p>b. Date of approval of PTR/ITR</p> | None | 15 Minutes | <i>Division Chief</i> Property Supply and Asset Management Division |
| TOTAL | | None | 6 Hours, 20 Minutes | |

| FEEDBACK AND COMPLAINTS MECHANISM | |
|--|---|
| How to send feedback and/or complaints | Along with the data/info submitted through email, the Google Survey Form link: https://bit.ly/AS-OD_CSMR is being submitted. |
| How feedbacks are processed | Through the Google Survey Form, all feedback is easily generated and consolidated on a quarterly basis. AS-RAMD will conduct evaluation regarding the data gathered through root cause analysis, and identify plans and actions that must be recommended for execution |
| How to file a complaint | Requesting party may submit an appeal for requests that have been denied or a complaint letter addressed to DSWD Secretary Rex Gatchalian at DSWD-Central Office, IBP Road Batasan Pambansa Complex, Constitution Hills, Quezon City. |
| How complaints are processed | Complaint letter received by the Office of the Secretary shall be forwarded to the concerned office to address the concern. Reply letter shall be sent to the complainant. |
| Contact Information of CCB, PACe, ARTA | <p>Anti Red Tape Authority (ARTA) complaints@arta.gov.ph or call at 8478-5091 or 8478-5093.</p> <p>Presidential Action Center (PACe) pace@op.gov.ph Hotline 8888 or 82498310 loc. 8175 or 8182 Tel Nos. 8736-8645, 8736-8603, 8736-8606, 8736-8629, 8736-8621</p> <p>Contact Center ng Bayan (CCB) email@contactcenterngbayan.gov.ph 0908-881-6565</p> |

LIST OF OFFICES

| Office | Address | Contact Information |
|---------------------|--|---|
| Field Office - I | Quezon Ave., San Fernando, La Union | rams.fo1@dswd.gov.ph (072) 687-8000 |
| Field Office - II | Magallanes St., Tuguegarao City, Cagayan | fo2@dswd.gov.ph (078) 304-0586 |
| Field Office – III | Diosdado Macapagal Government. Center, Maimpis, San Fernando, Pampanga | records.fo3@dswd.gov.ph (045) 961-2143 local 108 |
| Field Office – IV-A | Alabang Zapote Rd., Alabang Muntinlupa City | fo4a@dswd.gov.ph (02) 807-7102 |
| Field Office – IV-B | 1680 F.T. Benitez St., cor. Gen. Malvar St., Malate, Manila | recordsdswd4b@gmail.com (02)525-2445 |
| Field Office – V | Magnolia St., PBN Buraguis, Legazpi City, Albay | fo5@dswd.gov.ph (052) 480-0425 |
| Field Office - VI | M.H. del Pilar St., Molo, Iloilo City | records.fo6@dswd.gov.ph (033) 503-3703 |
| Field Office – VII | M.J. Cuenco Ave., cor. General Maxilom Ave., Carreta, Cebu City | records.fo7@dswd.gov.ph (032) 231-2172 |
| Field Office – VIII | Government Center, Candahug Palo Leyte, 6501 | fo8@dswd.gov.ph (053) 321-3090 |
| Field Office – IX | Gen. Vicente Alvarez St., Zone 4, Zamboanga City | fo9@dswd.gov.ph (062) 991-1001 |
| Field Office – X | Masterson Ave., Upper Carmen, Cagayan de Oro City | fo10@dswd.gov.ph (088) 858-8134 |

| | | |
|-----------------------|--|--|
| Field Office - XI | Ramon Magsaysay Ave., D. Suazo St., Davao City, Davao del Sur | fo11@dswd.gov.ph 082) 226-2857 |
| Field Office - XII | Purok Bumanaag, Brgy. Zone III Koronodal City, South Cotabato | fo12@dswd.gov.ph (083) 228-2086 |
| Field Office – CAR | #40 North Drive, Baguio City | records.focar@dswd.gov. ph (074) 446-5961 |
| Field Office - NCR | 389 San Rafael St., cor., Legarda St., Sampaloc, Manila | recordssectionncr@yaho o.com recordsncr@gmail.com (02) 733-0010 |
| Field Office - CARAGA | Dswd Fo Caraga - R. Palma St. Brgy. Dagohoy, Butuan City Agusan Del Norte | focrg@dswd.gov.ph (085) 342-5619 |
| Field Office - BARMM | Regional Social Welfare Center, Brgy. Semba, Datu Odin Sinsuat, Maguindanao | foarmm@dswd.gov.ph (064) 431-0064 |