

DEPARTMENT OF TRADE AND INDUSTRY

# CITIZEN'S CHARTER

## EXTERNAL AND INTERNAL SERVICES

2025 (7th Edition)

# DEPARTMENT OF TRADE AND INDUSTRY (DTI)

## CITIZEN'S CHARTER

2025 (7th EDITION)

## I. Mandate:

The Department of Trade and Industry (DTI) serves as the primary coordinative, promotive, facilitative, and regulatory arm of government for the country's trade, industry, and investment activities. It acts as catalyst for intensified private sector activity to accelerate and sustain economic growth through a comprehensive industrial growth strategy, a progressive and socially responsible liberalization and deregulation program, and policies designed for the expansion and diversification of both domestic and foreign trade.

DTI Philippines aims to achieve a global position for the country's export sector, develop micro, small, and medium enterprises (MSMEs), and create a harmonized investment facilitation to identify priority investments. This aligns with the Philippine Development Plan (PDP) 2023-2028, based on the Marcos administration's vision towards Bagong Pilipinas (New Philippines). A country where Filipinos can thrive in a secure and comfortable environment, with equal opportunities to participate in a globally competitive economy.

To achieve these goals by the target year, the Department has established 10 key priorities as part of its strategic agenda:

1. Upgrade, upskill, and upsize Micro, Small, Medium Enterprises
2. Promote and support regional development through the utilization of various trade agreements
3. Reconfigure Philippine export sectors into industry clusters
4. Improve ease of doing business
5. Create an enabling environment to attract foreign direct investments and expand exports
6. Foster industries geared to the domestic markets through technology and innovation
7. Ensure availability of accessible and affordable food for every Filipino
8. Enable jobs-skills matching and skills upgrading to transition to a higher level of services
9. Protect and empower consumers
10. Transform the Department into an agile organization through faster response mechanisms and digitalization

These we accomplish through 5 major programs:

- Export and Investment Development Program
- Industry Development Program
- SME Development Program
- Consumer Protection Program
- Consumer Education and Advocacy Program

## II. Vision: A higher level of competitiveness for the Philippines and 2nd in ASEAN in FDI by 2028

## III. Mission: DTI the main economic catalyst in enabling innovative, competitive, job-generating, inclusive business, and empowering consumers.

## IV. Service Pledge: We, the Department of Trade and Industry, are committed to serve you, our clients,with quality service.

## V. List of External Services

**External Services** – Applications for any privilege, right, reward, license, clearance, permit or authorization, concession, or for any modification, renewal or extension of the enumerated applications or requests (per definition of government service in Rule 1, Section 4, Paragraph gg of RA 11032 IRR).


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# EXTERNAL SERVICE

## 1. Registration of Business Name

The issuance of Business Name Registration (BNR) Certificate is considered a **SIMPLE** transaction. Under Sec. 9 b1 of RA 11032, simple transactions shall be acted upon by the assigned officer/employee within 3 working days. If BNR Certificate is not released within 3 days, you may file a complaint via email (artaunit@dti.gov.ph).

BNR is mandated by Act 3883, otherwise known as the Business Name Law, which regulates the use in business transactions of names other than true names; wherein a person intending to engage in business is required to initially register a name, other than its true name with the DTI, before such name is used in any business transactions.

The BNR should be renewed every 5 years from the date of registration. The application for renewal of BNR may be filed one hundred eighty (180) calendar days before to its expiration up to 180 calendar days after the expiration date.

| | |
|---|---|
| **Office or Division:** | DTI Regional and Provincial Offices – Negosyo Centers |
| **Classification:** | Simple |
| **Type of Transaction:** | G2B – Government-to-Business |
| **Who may avail:** | Individuals/Sole Proprietors |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|---|
| **I. BUSINESS NAME REGISTRATION – NEW AND RENEWAL APPLICATION** | |
| **Online end-to-end registration only through the Business Name Registration System (BNRS) – https://bnrs.dti.gov.ph)** | |
| a. Applicant must be at least 18 years old | |
| **Non-Philippine national: For walk-in/over the counter application only** | |
| a. Applicant must be at least 18 years old (where the laws of the home country of the authorized non-Philippine national provides for the legal or contract age lower than 18 years, said authorized non- Philippine national shall submit proof thereof) | Applicant |
| b. One (1) duly filled-out Application Form signed by the applicant of the BNR | BNRS/RO/PO/NC |
| c. Clear certified copy of the Alien Certificate of Registration | Bureau of Immigration |
| d. Certificate of Registration for Sole Proprietorship/Certificate of Authority to engage in business in the Philippines issued by the concerned DTI Office per Republic Act No. 7042 (Foreign Investment Act) as amended by Republic Act No. 8179, Republic Act No. 8762 (Retail Trade Liberalization Law) or such other applicable laws, as the case may be | RO/PO |
| **For refugee/stateless person: For walk-in/over-the counter application only** | |
| a. Applicant must be at least 18 years old | |
| b. One (1) duly filled-out Application Form signed by the applicant of the BNR | BNRS/ RO/PO/ NC |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|---|
| c. Clear certified copy of the Certificate of Recognition issued by the Department of Justice – Refugee and Stateless Person Protection Unit (DOJ-RSPPU) showing that the applicant is recognized as a refugee/stateless person or presentation of the original Certificate ofRecognition and submission of a duplicate copy thereof | DOJ-RSPPU |
| **NOTE:** *A signed application form is no longer required since the accomplished online application is equivalent to the duly accomplished physical form except for Senior Citizens (SCs) and Persons with Disability (PWDs) who cannot file and process their application by themselves. Filipino citizen who is a SC and/or PWD shall submit duly accomplished application form and present one (1) valid government-issued ID.*<br><br>*The online application for BN registration is subject to the Terms and Conditions set forth under the existing Rules and by clicking the "I Agree" button, the applicant is deemed to have understood and accepted all such Terms and Conditions including the mandatory undertakings as posted on the web-enabled BN registration system.*<br><br>*While applications can be filed by non-Philippine nationals, refugees, and stateless persons online, they shall be acted upon submission of the abovementioned supporting documentary requirements.* | https://bnrs.dti.gov.ph |
| **Additional requirements if filer (client) is other than the owner** | |
| 1. Authorization letter from the owner | |
| 2. Valid ID of the authorized representative | |
| **For RENEWAL of registration** | |
| **NOTE:** *In cases where the authorized representative was not able to bring the hard copy of documentary requirement/s (e.g., Other BN-Related Application Form signed by the BN owner), an electronic copy of such document/s may be accepted in compliance with the Anti-Red Tape Authority (ARTA) Memorandum Circular (MC) No. 2020*[1] | |

[1] ARTA MC No. 2020-06 provides that Government Agencies shall accept electronic copies of the documentary requirements, including photographs, in place of hard copies, unless a hard copy of the requirement is required by law.

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| 1. If Filipino citizen, apply online via the BNRS portal<br><br>If non-Philippine national, refugee or stateless person, Senior Citizen, Person with Disabilities, accomplish and submit application form | 1.1. Generate unique Reference Code<br><br>Receive, verify, and process application form. (If incomplete, immediately return the application to applicant and point out deficiencies.) | None | Upon submission of complete documentary requirements and approval of application under normal circumstances, estimated processing time is **fifteen (15) minutes** | BNRS<br><br>BN Processor/ NC Business Counselor (NCBC) |
| 2. Pay registration fee<br><br>If through Cashier/Special Collecting Officer (SCO), secure Order of Payment from the BN Processor/ NCBC<br><br>If through available online payment modes | 2.1 Issue Order of Payment<br><br>2.2 Receive payment and issue electronic official receipt generated from the BNRS<br><br>Generate electronic official receipt | Registration fee based on territorial scope:<br>a. Barangay: ₱200.00<br>b. City/ Municipality: ₱ 500.00<br>c. Regional: ₱1,000.00<br>d. National: ₱2,000.00<br><br>+ Documentary Stamp Tax (DST) of ₱30.00 per registration<br><br>Surcharge for Renewal - Additional 50% of registration fee if filed within ninety-one (91) days to one hundred eighty days (180) days after the expiration date | | BN Processor/NCBC<br><br>Cashier/Special Collecting Officer (SCO)<br><br>BNRS |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| 3. Claim BNR Certificate | 3.1 Print and issue BNR Certificate<br><br>Send email to applicant together with the BNR Certificate and the electronic official receipt | None | | BN Processor/ NCBC<br><br>BNRS |
| NOTE: *An applicant who is a Senior Citizen (with proof of age) or a Person with Disability (with proof of disability) may file his/her application with the BN processors who can provide assistance in encoding and processing upon the client's request* | | | | |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|---|
| **II. BUSINESS NAME REGISTRATION – ISSUANCE OF AFFIRMATIVE/NEGATIVE CERTIFICATION** | |
| **Online end-to-end application only through the Business Name Registration System (BNRS) –** https://bnrs.dti.gov.ph | |
| **NOTE:** *A signed application form is no longer required since the accomplished online application is equivalent to the duly accomplished physical form except for Senior Citizens (SCs) and Persons with Disability (PWDs) who cannot file and process their application by themselves. SC and/or PWD shall submit duly accomplished other bn-related application form and present one (1) valid government-issued ID.* | |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| 1. Apply online via the BNRS portal | 1.1 BNRS will generate unique Reference Code | None | Upon submission of completed documents and approval of application under normal circumstances, estimated processing time is **fifteen (15) minutes** | BNRS |
| 2. Pay corresponding fee<br><br>If through Cashier/Special Collecting Officer (SCO), secure Order of Payment from the BN Processor/ NCBC<br><br>If through available online payment modes | 2.1 Issue Order of Payment<br><br>Receive payment and issue electronic official receipt generated from the BNRS<br><br>Generate electronic official receipt | Affirmative/ Negative Certification – ₱50.00 + ₱30.00 (DST) | | BN Processor/ NCBC<br><br>Cashier/SCO<br><br>BNRS |
| 3. Claim Affirmative/ Negative Certification | 3.1 Print and issue certificate<br><br>Send email to applicant together with the Affirmative/ Negative Certification and the electronic official receipt | None | | BN Processor/ NCBC<br><br>BNRS |
| **NOTE:** *An applicant who is a Senior Citizen (with proof of age) or a Person with Disability (with proof of disability) may file his/her application with the BN Processors who can provide assistance in encoding and processing upon the client's request.* | | | | |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|---|
| **III. BUSINESS NAME REGISTRATION – CHANGES OF INFORMATION OR AMENDMENTS TO THE CERTIFICATE OF BUSINESS NAME REGISTRATION** | |
| **For walk-in/over-the-counter application only** | |
| 1. One (1) duly filled-out Other BN-Related Application Form signed by the owner | BNRS/ RO/PO/NC |
| 2. One (1) valid government-issued ID | |
| 3. Submission of a clear certified copy of the marriage certificate or appropriate judicial decree or presentation of the original marriage certificate and submission of a duplicate copy for change or amendment of the BN owner's name by virtue of marriage or judicial decree | Philippine Statistics Authority (PSA) /Court |
| **Additional requirements if filer (client) is other than the owner** | |
| 1. Authorization letter from the owner | Applicant |
| 2. Valid ID of the authorized representative | |
| **NOTE:** *In cases where the authorized representative was not able to bring the hard copy of documentary requirement/s (e.g., Other BN-Related Application Form signed by the BN owner), an electronic copy of such document/s may be accepted in compliance with the Anti-Red Tape Authority (ARTA) Memorandum Circular (MC) No. 2020-06, Series of 2020.* | |

| CLIENT STEPS | AGENCY ACTIONS | FEES | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| 1. Accomplish and submit other BN- Related application form | 1.1 Receive, verify and process application form<br><br>(If incomplete, immediately return the application to applicant and point out deficiencies.) | | Upon submission ofcompleted documents and approval of application under normal circumstanc es,estimated processing time is **fifteen (15) minutes** | BN Processor/NC Business Counsellor, if through NC |
| 2. Pay corresponding fee (via Cashier/ SCO only) | 2.1 Receive payment and issue official receipt | Change of Owner's Name, Business Address, and/or Owner's Address – ₱50.00 + ₱30.00 (DST) per change of information | | Cashier/SCO |

| CLIENT STEPS | AGENCY ACTIONS | FEES | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| 3. Claim new BNR Certificate or Undertaking<br><br>New BNR Certificate, if request is change of owner's name by virtue of marriage or judicial decree<br><br>Copy of the Undertaking bearing the revised information, if request is change of other BN Owner and/or Business Information except the Territorial Scope | 3.1 Print and issue the new BNR Certificate or Undertaking bearing the update on the requested changes | None | | BN Processor/ NCBC |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|---|
| **IV. BUSINESS NAME REGISTRATION – CHANGE OF TERRITORIAL SCOPE** | |
| **For walk-in/over-the-counter application only** | |
| 1. One (1) duly filled-out Other BN-Related Application Form signed by the owner | BNRS/ RO/PO/NC |
| 2. One (1) valid government-issued ID | |
| **Additional requirements if filer (client) is other than the owner** | |
| 1. Authorization letter from the owner | Applicant |
| 2. Valid ID of the authorized representative | |
| **NOTE:** *In cases where the authorized representative was not able to bring the hard copy of documentary requirement/s (e.g., Other BN-Related Application Form signed by the BN owner), an electronic copy of such document/s may be accepted in compliance with the Anti-Red Tape Authority (ARTA) Memorandum Circular (MC) No. 2020-06, Series of 2020.* | |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| 1. Accomplish and submit other BN-Related application | 1.1 Receive, verify and process application form<br><br>(If incomplete, immediately return the application to applicant and point out deficiencies.) | None | Upon submission of completed documents and approval of application under normal circumstances, estimated processing time is **fifteen (15) minutes** | BN Processor/ NCBC |
| 2. Pay corresponding fee (via Cashier/ SCO only) | 2.1 Receive payment and issue official receipt | Changes in Territorial Scope fee varies depending on the selected territorial scope as follows:<br><br>a. Barangay: ₱200.00<br>b. City/ Municipality: ₱500.00<br>c. Regional: ₱1,000.00<br>d. National ₱2,000.00<br><br>+Documentary Stamp Tax (DST) of ₱30.00 per registration | | Cashier/SCO |
| 3. Claim new BNR Certificate with updated Territorial Scope and validity period | 3.1 Print and issue new BNR Certificate with updated Territorial Scope and validity period | None | | BN Processor/ NCBC |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|---|
| **V. BUSINESS NAME REGISTRATION – ISSUANCE OF CANCELLATION CERTIFICATION** | |
| **For walk-in/over-the-counter application only** | |
| 1. One (1) duly filled-out Other BN-Related Application Form signed by the owner | BNRS/ RO/PO/NC |
| 2. One (1) valid government-issued ID | |
| 3. Submission of a declaration under oath that the cancellation is not intended to defraud creditors and that he/she has no outstanding and pending financial obligation in connection with his/her business or that he/she has notified all the creditor of such cancellation<br><br>***NOTE:*** *This may be in the form of a notarized Affidavit (no prescribed format), or a Sworn Statement executed before the DTI Regional/Provincial Director/Head of Office. The Sworn Statement document shall be provided by the DTI Regional or Provincial Office concerned where the oath was executed.* | RO/PO |
| 4. Additional Requirement if **Automatic Cancellation due to death of owner**:<br><br>Submission of Other BN-Related Application Form signed by the informant together with a clear certified copy of the death certificate of the registered BN owner and a copy of the informant's valid ID | BNRS/ RO/PO/NC PSA |
| **Additional requirements if filer is other than the owner** | |
| 1. Authorization letter from the owner | Applicant |
| 2. Valid ID of the authorized representative | |
| **NOTE:** *In cases where the authorized representative was not able to bring the hard copy of documentary requirement/s (e.g., Other BN-Related Application Form signed by the BN owner), an electronic copy of such document/s may be accepted in compliance with the Anti-Red Tape Authority (ARTA) Memorandum Circular (MC) No. 2020-06, Series of 2020.* | |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| 1. Accomplish and submit Other BN-Related application form | 1.1 Receive, verify and process application form<br><br>(If incomplete, immediately return the application to applicant and point out deficiencies.) | None | Upon submission of completed documents and approval of application under normal circumstances, estimated processing time is **fifteen (15) minutes** | BN Processor/ NCBC |
| 2. Pay corresponding fee (via Cashier/ SCO only) | 2.1 Receive payment and issue official receipt | ₱30.00 (DST) | | Cashier/Special Collecting Officer (SCO) |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| 3. Claim Cancellation Certification | 3.1 Print and issue Cancellation Certification | None | | BN Processor/ NCBC |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|---|
| **VI. BUSINESS NAME REGISTRATION – AUTHENTICATION or CERTIFIED TRUE COPY of the BNR CERTIFICATE** | |
| **For walk-in/over-the-counter application only** | |
| 1. One (1) duly filled-out Other BN-Related Application Form signed by the owner | BNRS/ RO/PO/NC |
| 2. One (1) valid government-issued ID | |
| **Additional requirements if filer (client) is other than the owner** | |
| 1. Authorization letter from the owner | Applicant |
| 2. Valid ID of the authorized representative | |
| **NOTE:** *In cases where the authorized representative was not able to bring the hard copy of documentary requirement/s (e.g., Other BN-Related Application Form signed by the BN owner), an electronic copy of such document/s may be accepted in compliance with the Anti-Red Tape Authority (ARTA) Memorandum Circular (MC) No. 2020-06, Series of 2020.* | |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| 1. Accomplish and submit Other BN-Related application form | 1.1 Receive, verify and process application form<br><br>(If incomplete, immediately return the application to applicant and point out deficiencies.) | None | Upon submission of completed documents and approval of application under normal circumstances, estimated processing time is **fifteen (15) minutes** | BN Processor/ NCBC |
| 2. Secure Order of Payment and pay corresponding fee (via Cashier/ SCO only) | 2.1 Issue Order of Payment on the BN fee<br><br>2.2 Receive payment and issue official receipt | Authentication or Certified True Copy – ₱50.00 + ₱30.00 (DST) per copy | | BN Processor/ NCBC<br><br>Cashier/SCO |
| 3. Claim Authenticated or Certified True Copy of the BNR Certificate | 3.1 Issue duly marked and signed Authenticated or Certified True Copy of BNR Certificate | None | | BN Processor/ NCBC |

## 2. Issuance of BMBE Certificate of Authority

The issuance of Barangay Micro Business Enterprise (BMBE) Certificate of Authority (CA) is considered a **SIMPLE** transaction. Under Sec. 9 b1 of Republic Act (RA) No. 11032, simple transactions shall be acted upon by the assigned officer/employee within 3 working days. If the BMBE CA is not released within 3 days, you may file a complaint via email (artaunit@dti.gov.ph).

The processing and issuance of BMBE CA is in compliance with RA 9178 as amended by RA 10644, its implementing rules and regulations, and future amendments.

The BMBE CA shall be effective for a period of two (2) years commencing from the date of issuance, and may be renewed for the same period of two (2) years and every two (2) years thereafter, subject to the applicant's continued compliance with the eligibility requirements as prescribed by law and its IRR.

| | |
|---|---|
| **Office or Division:** | DTI Regional and Provincial Offices – through the Negosyo Centers |
| **Classification:** | Simple |
| **Type of Transaction:** | G2B – Government-to-Business |
| **Who may avail:** | Barangay micro business enterprises (BMBEs) that:<br>• have an asset size of not more than Three Million Pesos (PhP 3,000,000.00) including those arising from loans but excluding land on which the plant and equipment are located<br>• engaged in the production, processing or manufacturing of products or commodities, including agro-processing, trading, and services but excluding practice of profession (e.g. Accountant, Lawyer, Doctor, among others. |

| **CHECKLIST OF REQUIREMENTS** | **WHERE TO SECURE** |
|---|---|
| **BARANGAY MICRO BUSINESS ENTERPRISE (BMBE) REGISTRATION** | |
| Online end-to-end registration only through the Barangay Micro Business Enterprises Online Registration System (BMBE ONLINE)–https://bmbe.dti.gov.ph.<br>Visit any DTI Offices or Negosyo Centers (NC), the Regional Offices provide equipment and infrastructure for applicant to register through the BMBE ONLINE with assistance from NC Business Counselors/BMBE Processors, if required. | |
| 1. Certificate of Registration (to be uploaded to the BMBE System) | Securities and Exchange Commission (SEC) for One-Person Corporation (OPC), Partnership, Corporation, or Association<br><br>Cooperative Development Authority (CDA) for Cooperatives |
| 2. For SEC and CDA, copy of one (1) valid government issued ID of the business owner if OPC or authorized representative (to be uploaded to the BMBE System) | - c/o Applicant |

| CLIENT STEPS | AGENCY ACTIONS | FEES | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| 1. Apply online via the BMBE ONLINE anywhere or thru the DTI Offices or NCs<br><br>For SEC or CDA applicant, upload copies of Certificate of Registration and identification document of the owner if OPC or authorized representative to the BMBE ONLINE | 1.1 Generate One Time Pin (OTP) to verify applicant email address | None | Upon submission of completed documents and approval of application under normal circumstances, estimated processing time is eight (8) hours. | BMBE ONLINE |
| | 1.2 Validate the business name registrations for sole proprietorship applicants | | | |
| 2. Claim BMBE Certificate of Authority (BMBE-CA) | 2.1 Generate the BMBE Certificate of Authority automatically thru the system | None | | BMBE ONLINE |
| | 2.2 Send email to applicant the BMBE Certificate of Authority | | | |
| | ***NOTE:*** *The NC Business Counselor/ BMBE Processors shall print the BMBE CA upon request of the applicants if processed thru the DTI Offices or NCs.* | | | |
| ***NOTE:*** *The BMBE Custodian shall post evaluate the application particularly the uploaded SEC or CDA Certificate of Registration for partnership/ corporation and cooperative applicants respectively and government-issued identification document of the business owner or authorized representative. Upon discovery that the uploaded documents did not satisfy what are required in relation to the BMBE application, the BMBE Custodian shall advise the applicant to submit the correct documents for five (5) working days wherein failure to do so shall be resulted to the cancellation of the BMBE registration.* | | | | |
| **Total Processing Time** | | **8 hours** | | |

## 3. Issuance of Sales Promo Permit

The issuance of Sales Promotion Permit is considered a **SIMPLE** transaction. Under Sec. 9 b1 of RA 11032, simple transactions shall be acted upon by the assigned officer/employee within 3 working days. If the Sales Promotion Permit is not released within 3 days, you may file a complaint via email (artaunit@dti.gov.ph).

Any person intending to conduct any form or scheme for a sales promotion campaign of a consumer product, service or credit shall first secure a permit from the DTI at least 30 days before the commencement of the promotion activity.

The issuance of a sales promotion permit is required to ensure fairness in the conduct of sales promotion, truth in claims, guarantee in the delivery of commitments, and remedies for violation.

| | |
|---|---|
| **Office or Division:** | Fair Trade Enforcement Bureau – Sales Promotion Division, Regional and Provincial Offices |
| **Classification:** | Simple |
| **Type of Transaction:** | G2B |
| **Who may avail:** | Companies embarking on sales promotion campaign as defined under the Consumer Act of the Philippines and its Implementing Rules and Regulation |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|---|
| **I. DISCOUNT PROMO** | |
| ***SP Permit Application Requirements*** | |
| Filled – up application and duly signed by the authorized representative | Applicant |
| Detailed sales promo mechanics | Applicant |
| Layout of promo collaterals one of which must contain the detailed promo mechanics. | Applicant |
| List of products on sales reflecting the original price, discounted price and % discount | Applicant |
| Product Standard Certificate for products covered by mandatory standard (see List of Products Under Mandatory Certification at www.bps.dti.gov.ph) | DTI - BPS |
| Certificate of Accreditation of Service and Repair Shop from DTI | DTI – FTEB/ RO/PO |
| National Telecommunications Commission (NTC) Permit/Registration for:<br>• Call/SMS promo rates<br>• Surfing Services Promo<br>• 4-digit access number or code to be used for SMS promo material<br>• Value Added Services (VAS) that are packaged with voice<br>• New product offers and their pricing schemes | NTC |
| HLURB License for real property promo and authority to sell | HLURB |
| ***Advertising materials requirements*** | |
| **For public telecommunications services:**<br>• average broadband speed must be indicated | Applicant |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|---|
| • minimum broadband speed to be experienced by the customer 80% of the time (minimum of 265 kbps) must be indicated | |
| • the claim “fastest speed” for broadband is NOT ALLOWED<br>• the word “UNLIMITED” shall not be allowed, if there are conditions imposed on “UNLIMITED” services<br>• maximum (“up to”) broadband speed may be indicated | Applicant |
| For ads with special claims: source of special claim with supporting copy of research/test/survey results/scientific or statistical finding, article from journal/book/newspaper/magazine | Applicant |
| For ads with image of Philippine Peso: Clearance from Bangko Sentral ng Pilipinas | BSP |
| For ads with image of Philippine National Flag or Philippine historical/ cultural sites: Clearance from National Historical Commission of the Philippines | NHCP |
| For ads using copyrighted image (Philippine Airlines, Enchanted Kingdom, Disney): permit from copyright owner | Applicant |
| For online ads: screenshots of online publication of promo mechanics/ads and all other promo related landing pages | Applicant |
| Note: Memorandum of Agreement between promoting agency and participating outlet/co-sponsor/promo partner if applicable. | |
| **II. PREMIUM PROMO** | |
| ***SP Permit Application Requirements*** | |
| Filled – up application and duly signed by the authorized representative | Applicant |
| Detailed sales promo mechanics | Applicant |
| Layout of promo collaterals one of which must contain the detailed promo mechanics | Applicant |
| ***Promo Particulars*** | |
| Voucher or similar instrument with the following minimum contents:<br>• Validity period of at least 1 year<br>• Redemption center<br>• How to avail<br>• Claiming terms and conditions | Applicant |
| Certificates/Check/Card/Vouchers or similar instrument to be sold at promo rate (should be valid for at least 1 year from date of issue) | Applicant |
| System description and features | Applicant |
| Systems flowchart | Applicant |
| Reply/content messages if using SMS/electronic system | Applicant |
| ***Permit Application Attachments (if applicable)*** | |
| Product Standard Certificate for products with mandatory standard (see List of Products Under Mandatory Certification at www.bps.dti.gov.ph) | DTI - BPS |
| Certificate of Accreditation of Service and Repair Shop from DTI | DTI – FTEB/ RO/PO |
| National Telecommunications Commission (NTC) Permit/Registration for:<br>• Call/SMS promo rates<br>• 4-digit access number or code to be used for SMS promo material<br>• Value Added Services (VAS) that are packaged with voice<br>• New product offers and their pricing schemes | NTC |
| HLURB License for real estate properties and authority to sell | HLURB |
| For jewelry prizes: Certificate indicating the appraised value of the jewelry signed by licensed gemologist | Applicant |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|---|
| For house and lot prizes: title, blueprint, specifications, model, location plan, cost and area of house, cost and area of lot | Applicant |
| For condominium prize: blueprint, specification, model, location plan, cost, area | Applicant |
| For prizes payable in installment (shall not exceed 5 years): performance bond or similar devices | Applicant |
| For foreign or domestic trips: local/domestic valid for 1 year, foreign valid for 6 months. | Applicant |
| Projected total cost of Prizes for the whole promo duration. | Applicant |
| ***Waiver stating the following (for text-based promos):*** | |
| In the event that it is determined by a Court of Competent Jurisdiction that (promo title) is a form of gambling or wagering, (sponsor) will submit to the rules and regulations required by the pertinent Government Agency. | Applicant |
| • Sponsor/content provider) shall not forward any unsolicited text messages to subscribers during the promo period, after the subscriber turns off the subscription, and after the promo period. | Applicant |
| • In case inadvertent or unsolicited text message is sent to the subscriber due to failure of the system to recognize subscriber request to turn off subscription, (sponsor/content provider) will revert or refund the cost | Applicant |
| ***Advertising materials*** | |
| For public telecommunications services:<br>• average broadband speed must be indicated<br>• minimum broadband speed to be experienced by the customer 80% of the time (minimum of 265 kbps) must be indicated<br>• the claim “fastest speed” for broadband is NOT ALLOWED<br>• the word “UNLIMITED” shall not be allowed, if there are conditions imposed on “UNLIMITED” services<br>• maximum (“up to”) broadband speed may be indicated | Applicant |
| For ads with special claims (e.g. “the best”, “no.1”, “biggest”, “best-selling”): the source of special claim with supporting official copy of research/test/survey results/scientific or statistical finding, article from journal/book/newspaper/magazine | Applicant |
| For ads with image of Philippine Peso: Clearance from Bangko Sentral ng Pilipinas | BSP |
| For ads with image of Philippine National Flag or Philippine historical/ cultural sites: Clearance from National Historical Commission of the Philippines | NHCP |
| For ads using copyrighted image (Philippine Airlines, Enchanted Kingdom, Disney): permit from copyright owner | Applicant |
| For online ads: Screenshots of online publication of promo mechanics/ads and all other promo related landing pages | |
| ***Note: Memorandum of Agreement between promoting agency and participating outlet/co-sponsor/promo partner/redemption center, if applicable*** | |
| **III. RAFFLE/REDEMPTION/GAMES/CONTEST SALES PROMOTION** | |
| ***SP Permit Application Requirements*** | |
| Filled – up application and duly signed by he authorized representative | Applicant |
| Detailed sales promo mechanics | Applicant |
| Layout of promo collaterals one of which must contain the detailed promo | Applicant |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|---|
| mechanics. | |
| ***For System Aided/Online Promo*** | |
| System description and features | Applicant |
| Systems flowchart | Applicant |
| Reply/content messages for SMS/electronic system-based promo | Applicant |
| Screenshot of all other promo related landing pages/webpages | Applicant |
| ***Permit Application Attachments (if applicable)*** | |
| Product Standard Certificate for products with mandatory standard (see List of Products Under Mandatory Certification at www.bps.dti.gov.ph) | DTI - BPS |
| Certificate of Accreditation of Service and Repair Shop from DTI | DTI – FTEB/ RO/PO |
| National Telecommunications Commission (NTC) Permit/Registration for:<br>• Call/SMS promo rates<br>• 4-digit access number or code to be used for SMS promo material<br>• Value Added Services (VAS) that are packaged with voice<br>• New product offers and their pricing schemes | NTC |
| HLURB License for real estate properties and authority to sell | HLURB |
| For jewelry prizes: Certificate of appraisal signed by licensed gemologist | Applicant |
| title, house plan blueprint, specifications, model, location plan, cost and area of house, cost and area of lot | Applicant |
| For condominium prize: condo unit blueprint, specification, model, location plan, cost, area | Applicant |
| For prizes payable in installment (shall not exceed 5 years): performance bond or similar devices | Applicant |
| For foreign or domestic trips: local/domestic trip valid for 1-year, foreign trip valid for 6 months | Applicant |
| Prize specification when promo Prizes are in kind and the total cost of the promo prizes | Applicant |
| ***Waiver stating the following (for text-based promos):*** | |
| In the event that it is determined by a Court of Competent Jurisdiction that (promo title) is a form of gambling or wagering, (sponsor) will submit to the rules and regulations required by the pertinent Government Agency. | Applicant |
| Sponsor/content provider) shall not forward any unsolicited text messages to subscribers during the promo period, after the subscriber turns off the subscription, and after the promo period. | Applicant |
| In case inadvertent or unsolicited text message is sent to the subscriber due to failure of the system to recognize subscriber request to turn off subscription, (sponsor/content provider) will revert or refund the cost | Applicant |
| ***Advertising materials*** | |
| **For public telecommunications services:**<br>• average broadband speed must be indicated<br>• minimum broadband speed to be experienced by the customer 80% of the time (minimum of 265 kbps) must be indicated<br>• the claim “fastest speed” for broadband is NOT ALLOWED<br>• the word “UNLIMITED” shall not be allowed, if there are conditions imposed on “UNLIMITED” services maximum (“up to”) broadband speed may be indicated | Applicant |
| For ads with special claims: source of special claim with supporting copy of research/test/survey results/scientific or statistical finding, article from journal/book/newspaper/magazine | Applicant |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|---|
| For ads with image of Philippine Peso: Clearance from Bangko Sentral ng Pilipinas | BSP |
| For ads with image of Philippine National Flag or Philippine historical/ cultural sites: Clearance from National Historical Commission of the Philippines | NHCP |
| For ads using copyrighted image (Philippine Airlines, Enchanted Kingdom, Disney): permit from copyright owner | Applicant |
| For online ads: Screens of online publication of promo mechanics/ads and all other promo related landing pages | Applicant |
| ***Note: Memorandum of Agreement between promoting agency and participating outlet/co-sponsor/promo partner/redemption center*** | |
| **Control Measures** | |
| Procedure in handling, collecting, safekeeping of entries/data | Applicant |
| Name and designation of persons responsible in handling the promo system, collecting entries, safekeeping of entries | Applicant |
| Presence of DTI representative during the drawing of winners/determination of winners | DTI – FTEB/ RO/PO |
| ***Other Promo particulars if applicable*** | |
| Raffle stub (traditional) with the following minimum contents:<br>- Name<br>- Address<br>- Telephone number<br>- Signature<br>- Promo period<br>- Deadline for submission of entries<br>- Raffle draw date<br>- "Per DTI Fair Trade Permit No. XXXX (DTI Office) __Series of 2016" | Applicant |
| Raffle (SMS and Online)<br>- Registration page which must contain the following:<br>- Name<br>- Postal address<br>- Contact details | Applicant |
| Contest Sales Promo Campaign<br>- Submit name and qualification of judges, at least 3 and 1 of which must be industry practitioner<br>- Judges score sheet and tally sheet | Applicant |

**FTEB - Sales Promotion Division**

| CLIENT STEPS | AGENCY ACTIONS | FEES | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| 1. Apply Online via SPS Portal (Iregis.dti.gov.ph) | 1.1 Evaluate sales promotion permit application documents; determine Permit Fee; submit documents for review to DC | None | 1 hour | Account Officer, SPD |
| 2. Payment of Fees | 2.1 Review SP application documents by SPD DC; Endorse for payment of fees (DTI Pay online) | See fees below | 15 minutes | Division Chief, SPD<br><br>DTI Pay/ e-payment portal |
| 3. Receive/Download Sales Promo Permit Approval Document | 3.1 Approval of Sales Promotion Permit Application | None | 10 minutes | Director IV, FTEB |
| **Total Processing Time** | | **1 hour 25 minutes*** | | |

*Note: Processing time starts once a complete and correct application is "Locked for Evaluation" by the assigned evaluator in the iRegis system and excludes queuing time in between processes. Working hours will be Mondays to Fridays only, except holidays, from 8am to 5pm.

**Regional/Provincial Offices**

| CLIENT STEPS | AGENCY ACTIONS | FEES | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| 1. Submit requirements to DTI Regional/Provincial Offices | 1.1 Evaluate sales promotion permit application documents and issue order of payment | Each scheme will be subject to a Permit Fee based on the amount of prizes or geographical area, whichever is higher. Please see permit fee below. | 2 hours 30 minutes | Account Officer |
| 2. Pay and receive official receipt. | 2.1 Receive payment and issue official receipt. | | | |

| CLIENT STEPS | AGENCY ACTIONS | FEES | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| 3. Claim Sales Promotion Permit | 3.1 Print and Issue Sales Promotion Permit | | | |
| **Total Processing Time** | | **2 hours 30 minutes** | | |

| Area Coverage | Permit Fee |
|---|---|
| Single province/city/municipality | ₱250 |
| Several provinces/cities/municipalities within a single region | ₱500 |
| More than one region but excluding Metro Manila | ₱750 |
| NCR only or in several regions including Metro Manila or nationwide | ₱1,000 |

| Amount of Prizes | Permit Fee |
|---|---|
| Up to ₱50,000 | ₱250 |
| ₱50,001-P150,000 | ₱500 |
| ₱150,001-P300,000 | ₱1,000 |
| ₱300,001-P500,000 | ₱2,000 |
| ₱500,001-P1,000,000 | ₱3,000 |
| Above ₱1,000,000 | ₱5,000 |

Beauty Contest – ₱2000
Changes

- Minor changes (change in date or venue of draw) – ₱100
- Extensions and other major changes requiring re-evaluation – ₱300

Documentary Stamp Tax – ₱30

## 4. Processing of Import Commodity Clearance

The issuance of Import Commodity Clearance (ICC) is considered a **HIGHLY TECHNICAL** transaction. Under Sec. 9 b1 of RA 11032, highly technical transactions shall be acted upon by the assigned officer/employee within 20 working days. excluding product inspection and testing period. If the Import Commodity Clearance is not released within the prescribed time, you may file a complaint via email (artaunit@dti.gov.ph).

ICC Certificate is issued to an importer whose imported products have shown conformance to relevant standards through inspection, verification, and product testing by the BPS Recognized Testing Laboratories. Application for Import Commodity Clearance is available online through the Product Certification Information Management System (PCIMS).

Applicants are encouraged to apply online. All applications are processed and corresponding certificates are issued within 16 working hours. However, inspection and testing time are not included in “processing time” since they vary depending on the product being tested. Applications are then processed for another 16 working hours after the submission of inspection and audit reports.

| | |
|---|---|
| **Office or Division:** | Bureau of Philippine Standards (BPS) |
| **Classification:** | Highly Technical |
| **Type of Transaction:** | G2B – Government-to-Business |
| **Who may avail:** | Importers of products covered under the BPS Mandatory Product Certification Scheme |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|---|
| Packing List | Exporter |
| Import Entry | Bureau of Customs |
| Commercial Invoice | Exporter |
| Bill of Lading/Airway Bill | Shipping company |
| Summary of Batch Numbers/Serial Numbers of the product(s) covered by mandatory certification Bill | Company Document(based on the actualbatch/serial numbersof the imported commodity) |
| SEC Certificate of Incorporation (for corporation/partnership) or DTI Business Name Registration Certificate (for single proprietor) | Security Exchange Commission (SEC)or DTI |
| Board/Partner’s Resolution (for corporation/partnership) or Special Power of Attorney (for single proprietors) authorizing aparticular person to transact business with the Bureau of Philippine Standards | Company Document |
| BOC Certificate of Registration / Importer’s Certificate of Accreditation | Bureau of Customs |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|---|
| Surety Bond (*Original copy to be uploaded in PCIMS*) | Insurance company |
| Certification to ISO 9001:2008 or its future amendments of the product manufacturer | Manufacturer of the imported commodity |
| Where applicable, copy of valid test reports | Applicant's document from previous shipment or from testing laboratory recognized by BPS |
| Declaration of conformity (for motorcycle helmet) | Manufacturer of the imported commodity |
| Current proof of billing of office and warehouse of the importer | Company Document |

**Note: All requirements are needed to be Certified true copy and to be uploaded at PCIMS*

| CLIENT STEPS | AGENCY ACTIONS | FEES | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| 1. Fill-out the required information in the Product Certification Information Management System (PCIMS) | | None | 20 minutes | Importer |
| 2. Submit ICC application and upload the required documents thru the Product Certification Information Management System (PCIMS) | 21. Evaluate the application and required documents<br><br>If complete, prepare Statement of Account.<br><br>If incomplete, revert the application to client and indicate the deficiencies under "Remarks". | | | |

| CLIENT STEPS | AGENCY ACTIONS | FEES | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| | 2.2 Identify the type of certificate to be issued.<br><br>Import Commodity Clearance (ICC) if product applied is covered by the BPS Mandatory Certification scheme and with accompanying valid test report/s<br><br>Certificate of Conditional Release (CR) if product applied is covered by the BPS Mandatory Certification scheme and without accompanying valid test report<br><br>Certificate of Exemption (CE) if product applied is not covered by the BPS Mandatory Certification scheme or if with valid PS License | | 7 working hours | Product Certification Officer |
| | 2.3 Review and recommend for approval/ denial of certificate | None | 4 working hours | Product Certification Head or his/her authorized representative |
| | 2.4 Approval or denial of certificate | None | 4 working hours | BPS Director or his/her duly authorized representative |

| CLIENT STEPS | AGENCY ACTIONS | FEES | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| 3. Print Statement of Account / Payment Slip received thru PCIMS and visit BPS or DTI Regional/ Provincial Office. Present the printed Statement of Account and have it signed by relevant frontline personnel. Pay application and/or processing fees at the DTI Cashier. | 3.1 Sign Statementof Account / Payment Slip | Application Fee: ₱300.00<br><br>Processing Fee:<br><br>₱5,000.00 - For importation with invoice value up to ₱500,000.00<br><br>₱7,500.00 - for importation with invoice value over ₱500,000.00 up to ₱1 Million<br><br>₱10,000.00 - for importation with invoice value over ₱1 Million | 15 minutes | PCO / DTI Cashier |
| | 3.2 Receive payment from client, sign Statement of Account presented by the client and issue Official Receipt. | | | |
| 4. Present OR and Statement of Account / Payment Slip signed by DTI Cashier. Claim certificate (ICC/CR/CE).<br>For ICC certificate with corresponding ICC stickers, proceed to Step No.7.<br><br>For Conditional Release, sign on the certificate to agree on the conditions stated therein and proceed to Step No. 5.<br><br>For CE, confirm receipt of certificate. | 4.1 Issue the certificate | None | 45 minutes | BPS Releasing Officer |

| CLIENT STEPS | AGENCY ACTIONS | FEES | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| 5. For applications under Conditional Release, subject the importer's declared warehouse for inspection, inventory, and/or sampling by the BPS recognized inspection body or DTI RO/PO.<br><br>Select and assign any of the BPS recognized inspection bodies using PCIMS<br><br>Allow the designated inspector to conduct product inspection and sampling based on the relevant DAO/ PNS at the declared warehouse.<br><br>If the inspector determined that the product is indeed covered by mandatory certification, proceed to step 6 for product testing. Otherwise proceed to step 8 for issuance of Certificate of Exemption (CE). | 5.1 Endorse to inspection body or DTI RO/PO for the conduct of product inventory, sampling, and monitor submission of samples for independent testing thru PCIMS. The former shall upload the Inspection Report and submit Request for Test Form in PCIMS certification, proceedto step 7. Otherwise proceed to step 8 forpreparation of Certificate of Exemption. | **Inspection Fee:**<br>DTI Inspection Fee-₱1,000.00 per man-hour<br><br>Inspection Body-as charged by the BPS recognized Inspection Body<br><br>Testing fee:<br>As charged by the BPS recognized Testing Laboratory | *Note: The duration of inspection andsampling depends on the location ofthe declared warehouse and the volume of the imported commodity being applied for ICC.* | Inspection body and importer |

| CLIENT STEPS | AGENCY ACTIONS | FEES | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| 6. Secure Request for Test form for the drawn samples and submit samples to the BPS designated testing laboratory | 6.1 Inspection body shall endorse the application to the BPS-recognized laboratory independent testing. The latter shall perform product testing as per the applicable PNS and upload the Test Report/s in PCIMS | **Testing Fee:** As charged by the BPS recognized Testing Laboratory | Note: The test period varies on the product type | |
| | 6.2 Upon receipt of complete documents, evaluate results of inspection and testing.<br><br>If compliant, prepare the necessary certificate.<br><br>If non-compliant, inform applicant thru PCIMS of the non-conformities. | None | 7 working hours from receipt of complete documents to approval/ denial of ICC certificate | Product Certification Officer |
| | 6.3 Review and recommend for approval/ denial of certificate | None | 4 working hours | Product Certification Head or his/her authorized representative |
| | 6.4 Approval or denial of certificate | None | 4 working hours | BPS Director or his/her duly authorized representative |

| CLIENT STEPS | AGENCY ACTIONS | FEES | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| 7. Print Statement of Account / Payment Slip and have it signed by relevant frontline personnel. Pay ICC stickers fee. | 7.1 Sign Statement of Account / Payment Slip. Prepare the ICC stickers for release once paid. | **ICC stickers:**<br><br>₱1.56 per piece for regular products (new stickers)<br>₱1.68 per piece for regular products<br><br>₱1.31 per piece for small products (i.e. glow-starters, lighters, PVC electrical tapes, switches, plugs, & socket- outlets) | 15 minutes | Releasing Officer and DTI Cashier |
| 8. Receive ICC certificate and ICC stickers. | 8.1 Releasing at BPS:<br><br>If ICC is approved, release ICC and ICC stickers.<br><br>If ICC is denied, release denial letter to importer. | None | 45 minutes | Releasing Officer |
| | 8.2 Releasing at DTIRO/PO:<br><br>If ICC is approved, release ICC certificate upon purchase of ICCstickers at the BPS.<br><br>If ICC is denied, release denial letter | None | | ReleasingOfficer |

| | |
|---|---|
| **Total Processing Time** *(For Import Shipment with validProduct Test Report)* | **16 working hours** upon receipt of ICC application through PCIMS at the BPS frontline |
| **Total Processing Time** *(For Import Shipment without validProduct Test Report)* | **16 working hours** (upon receipt of ICC application for issuance of Certificate of Conditional Release)<br>+ inspection, inventory, & sampling time<br>+ product testing time<br>+ 16 working hours (upon receiptof inspection report and product test report for issuance of ICC<br>and its corresponding ICCstickers) |

| | |
|---|---|
| **Application Fee** | ₱300 |
| **Processing Fee** | |
| for importation with invoice value up to ₱500,000.00 | ₱5,000.00 |
| for importation with invoice value over ₱500,000.00 up to ₱1 Million | ₱7,500.00 |
| for importation with invoice value over ₱1 Million | ₱10,000.00 |
| **Inspection Fee** | |
| DTI Inspection Fee | ₱1,000.00 per man-hour |
| Inspection Body | as charged by the BPS recognized InspectionBody |
| **Testing Fee** | as charged by the BPS recognized TestingLaboratory |
| **ICC Stickers** | |
| All products | ₱1.56 per piece of sticker (new sticker) |
| Regular products | ₱1.68 per piece of sticker |
| Small products (i.e. glow-starters, lighters, PVC electrical tapes, switches, plugs, & socket-outlets) | ₱1.31 per piece of sticker |

## 5. Processing of Statement of Confirmation (SOC)

The issuance of Statement of Confirmation (SOC) is considered a **HIGHLY TECHNICAL** transaction. Under Sec. 9 b1 of RA 11032, highly technical transactions shall be acted upon by the assigned officer/employee within 20 working days excluding product inspection and testing period. If the Statement of Confirmation is not released within the prescribed time, you may file a complaint via email (artaunit@dti.gov.ph).

SOC is issued to an importer whose cement, BI/GI steel pipes, deformed and re-rolled steel bars, plywood, and ceramic tiles have shown conformance to the relevant PNS and is confirmed to come from the registered foreign PS License holder. All applications are processed and corresponding certificates are issued within 16 working hours. However, inspection and testing time are not included in "processing time" since they vary depending on the product being tested. Applications are then processed for another 16 working hours after the submission of inspection and audit reports.

| | |
|---|---|
| **Office or Division:** | Bureau of Philippine Standards (BPS) |
| **Classification:** | Highly Technical |
| **Type of Transaction:** | G2B – Government-to-Business |
| **Who may avail:** | Importers of cement and steel products |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|---|
| Packing List | Exporter |
| Commercial Invoice | Exporter |
| Bill of Lading | Shipping Company |
| Summary of the production batch/lot and the corresponding manufacturing dates duly certified by the manufacturer's Quality Management Representative or Quality Manager | Manufacturer |
| Production records reflecting the shipped production batch/lot verifiable during surveillance audits duly certified by the manufacturer | Manufacturer |
| DTI Business Registration Certificate for sole proprietorship or latest SEC Registration Certificate and Articles of Incorporation/Partnership for corporation/partnership | DTI or SEC |
| Special Power of Attorney (for single proprietorship) or Board/Partnership Resolution or Secretary's Certificate in cases where the application is filed by a person other than the owner/importer/authorized representative clearly setting forth the authority of the representative dealing with the Bureau of Philippine Standards | Company Document |
| Latest audited financial statement | Company Document |
| List of distributors/retailers with their complete addresses and contact details | Company Document |
| Proof of ownership or contract of lease of warehouse | Company Document |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|---|
| Import Entry (may be submitted later prior to release of the certificate) | Bureau of Customs |
| Surety Bond | Insurance Company |
| Shipment in bulk shall be accompanied by shipping documents as prescribed by PNS 07 or PNS 63 (for cement only) | |
| Copy of pre-shipment test reports duly issued by BPS recognized testing laboratory | |
| BOC Certificate of Registration / Importer's Certificate of Accreditation | Bureau of Customs |
| Current proof of billing of office and warehouse of the importer | Company document |
| PS License | Manufacturer |
| Note: All requirements are needed to be Certified true copy and to be uploaded at PCIMS | |

| CLIENT STEPS | AGENCY ACTIONS | FEES | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| 1. For applications with pre- shipment inspection and testing, a request letter must be sent indicating the chosen inspection body and testing laboratory with the summary of batch and production record as attachments | 1.1 Prepare written authority to conduct inspection and verification to the identified BPS recognized inspection body and testing laboratory, copy furnished the applicant | None | 8 working hours | Product Certification Officer (PCO) |
| | 1.2 Review and recommend for approval/denial of written authority | None | 4 working hours | Product Certification Head or his/her authorized representative |
| | 1.3 Approval or denial of written authority | None | 4 working hours | BPS Director or his/her duly authorized representative |
| 2. Fill out the required information and upload the required documents inthe Product Certification Information Management System | | | | |

| CLIENT STEPS | AGENCY ACTIONS | FEES | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| 3. Submit SOC application and upload the required documents thru the product Certification Information Management System (PCIMS) | 3.1 Evaluate the application and required documents.<br><br>If complete, prepare Statement of Account.<br><br>If incomplete, revert the application to client and indicate the deficiencies under "Remarks". Prepare Certificate of Conditional Release (CCR) | None | 7 working hours | Product Certification Officer |
| | 3.2 Review and recommend for approval/ denial of CCR | None | 3 working hours | Product Certification Head or his/her authorized representative |
| | 3.3 Approval or denial of CCR | None | 4 working hours | BPS Director or his/her duly authorized representative |
| 4. Print Statement of Account / Payment Slip<br>Present the printed Statement of Account and have it signed by relevant frontline personnel.<br>Pay application and/or processing fees at the DTI Cashier. | 4.1 Sign Statement of Account / Payment Slip.<br>. | Application Fee: ₱300.00<br><br>Processing Fee:<br>₱5,000.00 - for importation with invoice value up to ₱500,000.00<br><br>₱7,500.00 - for importation with invoice value over ₱500,000.00 up to ₱1 Million<br><br>₱10,000.00 - for importation with invoice value over ₱1 Million | 15 minutes | PCO |

| CLIENT STEPS | AGENCY ACTIONS | FEES | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| | 4.2 Receive payment from client, sign Statement of Account presented by the client and issue Official Receipt | | | DTI Cashier |
| 5. Present OR and Statement of Account/ Payment Slip signed by DTI Cashier/Claim certificate. Claim Conditional Release and tag the certificate as received. | 5.1 Issue the certificate Conditional Release | None | 45 minutes | BPS Releasing Officer |
| 6. Select and assign any of the BPS recognized inspection bodies using PCIMS<br><br>Subject the importer's declared warehouse for inspection, inventory and sampling by the BPS recognized inspection body or DTI RO/PO. | 6.1 Endorse to inspection body or DTI RO/PO for the conduct of product inventory, sampling, and monitor submission of samples for independent testing thru PCIMS. The former shall upload the Inspection Report and Request for Test Form in PCIMS. | Inspection Fee:<br><br>DTI Inspection Fee - ₱1,000.00 per man- hour<br><br>Inspection Body - as charged by the BPS recognized Inspection Body | | |
| 7. Secure Request for Test form for the drawn samples and submit samples to the BPS designated testing laboratory | 7.1 Inspection body shall endorse the application to the laboratory for independent testing. The latter shall upload the Test Report/s in PCIMS.<br><br>Note: Applications with pre-shipment inspection and testing are only required to undertake testing for critical | Testing Fee: As charged by the BPS-recognized Testing Laboratory | 7 working hours from receipt of complete documents to approval/denial of ICC certificate | Products certification officer |

| CLIENT STEPS | AGENCY ACTIONS | FEES | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| | parameters identified in each relevant technical regulation. | | | |
| | 7.2 Upon receipt of complete documents, evaluate results of inspection and testing.<br><br>If compliant, prepare the Statement of Confirmation<br><br>If non- compliant, inform applicant, thru PCIMS, of the non- conformities. | None | | Product Certification Head or his/her authorized representative |
| | 7.3 Review and recommend for approval and denial of SOC | None | 4 working hours | |
| | 7.4 Approval or denial of certificate | None | 4 working hours | BPS Director or his/her duly authorized representative |
| 8. Receive SOC or relevant document | 8.1 Issue SOC or relevant document | None | 1 working hour | Releasing Officer |

| | |
|---|---|
| Total Processing Time (For Import Shipment with Pre-shipment inspection and testing) | 16 working hours upon receipt of SOC application at the BPS frontline for issuance of written authority to conduct inspection and verification<br>+ inspection, inventory, & sampling time<br>+ product testing time<br>+ 16 working hours (upon receipt of inspection report and product test report for issuance of Certificate of Conditional Release)<br>+ inspection, inventory, & sampling time<br>+ 16 working hours (upon receipt of inspection report for issuance of Statement of Confirmation) |
| Total Processing Time (For Import Shipment without Pre- | 16 working hours (upon receipt of SOC application for issuance of |

| | |
|---|---|
| shipment inspection and testing) | Certificate of Conditional Release)<br>+ inspection, inventory, & sampling time<br>+ product testing time<br>+ 16 working hours (upon receipt of inspection report and product test report for issuance of SOC) |

| | |
|---|---|
| **Application Fee** | ₱300 |
| **Processing Fee** | |
| for importation with invoice value up to ₱500,000.00 | ₱5,000.00 |
| for importation with invoice value over ₱500,000.00 up to ₱1 Million | ₱7,500.00 |
| for importation with invoice value over ₱1 Million | ₱10,000.00 |
| **Inspection Fee** | |
| DTI Inspection Fee | ₱1,000.00 per man-hour |
| Inspection Body | as charged by the BPS recognized Inspection Body |
| **Testing Fee** | as charged by the BPS recognized TestingLaboratory |

## 6. Processing of Philippine Standard (PS) Quality and/or Safety Certification Mark License

The issuance of Philippine Standard (PS) Quality and/or Safety Certification Mark is considered a **HIGHLY TECHNICAL** transaction. Under Sec. 9 b1 of RA 11032, highly technical transactions shall be acted upon by the assigned officer/employee within 20 working days excluding product audit and testing period. If the PS License is not released within the prescribed time, you may file a complaint via email (arta@dti.gov.ph).

The PS Quality and/or Safety Certification Mark License is granted to either a local or foreign manufacturer whose factory and product have successfully complied with the requirements of the PNS ISO 9001 and the relevant product standard/s, respectively. Application for PS License is filed through the Product Certification Information Management System (PCIMS) accessible at www.qualityproducts.dti.gov.ph.

| | |
|---|---|
| **Office or Division:** | Bureau of Philippine Standards (BPS) |
| **Classification:** | Highly Technical |
| **Type of Transaction:** | G2B – Government-to-Business |
| **Who may avail:** | Manufacturers/assemblers of products covered under the BPSMandatory Product Certification Schemes |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|---|
| 1. Articles of Incorporation or Business Name and Sub-Contracting Agreement, if any of manufacturer and local counterpart (if foreign manufacturer) | Manufacturer |
| 2. Quality Manual (CONTROLLED COPY) | Manufacturer |
| 3. Brief description of manufacturing process | Manufacturer |
| 4. Reference no. of the Product Identification File to include process flow, materials, process control and drawings among others. | Manufacturer |
| 5. Listing of measuring and testing equipment with nominal capacities and serial numbers at each inspection point and final product testing together with the evidence of ownership, such as official receipts. | Manufacturer |
| 6. Brief description of equipment maintenance and calibration program for all testing and measuring equipment with their corresponding calibration certificates. | Manufacturer |
| 7. Copies of labels, markings and logos etc. as per requirements of specific standard. | Manufacturer |
| 8. Description of the supply distribution chain. If new business, identify the target market. If foreign company, identify the Philippine principal and describe the organizational relationship of the applicant/license holder and Philippine principal. | Manufacturer |
| 9. Vicinity map of the factory | Manufacturer |
| 10. Latest audited financial statement of the manufacturer and its local counterpart (for foreign manufacturers of cement and steel) | Manufacturer / local counterpart |
| 11. Undertaking to abide by the terms and conditions of the PS License | |

*Note: All requirements are needed to be Certified true copy and to be uploaded at PCIMS*

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| 1. Fill-out the required information in the Product Certification Information Management System (PCIMS) | None | None | 20 minutes | Manufacturer |
| 2. Submit PS application and upload required documents thru the Product Certification Information Management System (PCIMS) | 2.1 Review andevaluate application & required attachments<br><br>If complete, endorse for conduct of audit<br><br>If incomplete, revert the application indicating the deficiencies under "Remarks" tab | None | 16 working hours | Product Certification Officer (PCO) |
| 3. Coordinate with BPS or the chosen auditing body for the schedule of the audit | 3.1 BPS auditors or the auditing body shall prepareAudit Plan and Audit Assignment.BPS Audit Checker shall review the aforementione ddocuments. | None | | PCO and Audit Checker |
| 4. Prepare for factory and product audit | 4.1 Conduct factory/ QMS andproduct audit<br><br>If complied, draw product samples.<br><br>Prepare Audit Report. | **Audit Fee:**<br><br>As charged by theBPS Recognized Auditing Body | Note: The audit time varies and the number of product types being applied for PS license | Audit Team (DTI-BPS, RO/PO, or from BPS recognize d auditing body) |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| | | **For BPS and/or DTI RO/PO:**<br>Size of business establishment in terms of assets<br>₱100.00 per man-hour - for micro-sized establishments<br>₱300.00 per man-hour - for small-sized establishments<br>₱400.00 per man-hour - for medium-sized establishments<br>₱500.00 per man-hour - for large-sized establishments<br><br>**Transportation :** As per arrangement (if necessary)<br>Hotel Accommodation : As per arrangement (if necessary) | | |
| 5. Institute corrective actions. | 5.1 If there are non-conformities (NCRs) during the QMS and/or product audit, advice applicant to do corrective actions within a period of three (3) months from notice. | None | | Audit Team (DTI- BPS, RO/PO, orfrom BPS recognized auditing body) |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| 6. Secure Request for Test form for the drawn samples and submit samples to the BPS designated testing laboratory | 6.1 Provide Request for Test form for the drawn samples and inform applicant of the test duration. | **Testing Fee:**<br>As charged by the BPS recognized Testing Laboratory | Note: The test period varies on the product type. | Audit Team (DTI- BPS, RO/PO, or from BPS recognized auditing body) and BPS Recognized Testing Laboratory |
| 7. Institute corrective actions on the product, if appropriate | 7.1 Evaluate Audit and Test Reports<br><br>If complied, prepare PS License<br><br>If test results failed, recommend to client to undertake corrective action and/or request for re-testing | None | *7 working hours* | PCO |
| | 7.2 Prepare draft for PS License and its Scope of Certification, Statement of Account, and letter reminding the licensee of the terms and conditions of the License | | | |
| | 7.3 Review and recommend for approval/denial of PS license | None | *4 working hours* | Product Certification Head |
| | 7.4 Approval or denial of PS license | None | *4 working hours* | Bureau Director |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| 8. Pay the necessary fees specified on the Statement of Account and present Official Receipt (OR) | 8.1 Prepare payment slip indicating the amount specified on the Statement of Account | **Application Fee:**<br>₱300.00<br><br>**Quality Manual Review:**<br>₱5,000.00<br><br>**Original License Fee:**<br>₱5,000.00 - for micro-sized establishments<br>₱7,500.00 – for small-sized establishments<br>₱10,000.00 – for medium-sized establishments<br>₱12,500.00 – for large-sized establishments | *15 minutes* | Releasing Officer |
| | | **Annual License Fee:**<br>₱2,500.00 - for micro-sized establishments<br>₱3,750.00 - for small-sized establishments<br>₱5,000.00 - for medium-sized establishments<br>₱6,250.00 - for large-sized establishments | | |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| 9. Get original copy of the PS License and Certificate of Scope and/or copies of Test Results. Conform with the reminders as a PS licensee | 9.1 Release the PS License and Certificate of Scope upon verification of the OR | None | *45 minutes* | Releasing Officer |
| **Total Processing Time** | 16 working hours upon receipt of application for issuance of a letter informing the applicant of the evaluation results of their application)<br>+ factory audit (includes QMS andproduct audit)<br>+ product testing time<br>+ 16 working hours (upon receipt of the last required document i.e. audit<br>report, corrective action report,product test reports, etc.) | | | |

| Size of business establishment in terms of assets | Application Fee | Quality Manual Review | Audit Fee* | Testing Fee | Original License Fee | Annual License Fee |
|---|---|---|---|---|---|---|
| micro-sized establishments | ₱300.00 | ₱5,000.00 | ₱100.00 per man-hour | *As charged by the BPS recognized Testing Laboratory* | ₱5,000.00 | ₱2,500.00 |
| small-sized establishments | ₱300.00 | ₱5,000.00 | ₱300.00 per man-hour | | ₱7,500.00 | ₱3,750.00 |
| medium-sized establishments | ₱300.00 | ₱5,000.00 | ₱400.00 per man-hour | | ₱10,000.00 | ₱5,000.00 |
| large-sized establishments | ₱300.00 | ₱5,000.00 | ₱500.00 per man-hour | | ₱12,500.00 | ₱6,250.00 |

* Audit conducted by BPS or DTI RO/PO is charged according to the audit fees indicated in this table. If audit is conducted by BPS Recognized Auditing Bodies, the fee is charged by the BPS Recognized Auditing Body
* Transportation: As per arrangement (if necessary)
* Hotel Accommodation: As per arrangement (if necessary)

## 7. Issuance of Certificate for Accreditation for Service and Repair Enterprises (Accreditation of Service and Repair Enterprises)

The issuance of Certificate of Accreditation of Service and Repair Enterprises is considered a **COMPLEX** transaction. Under Sec. 9 b1 of RA 11032, complex transactions shall be acted upon by the assigned officer/employee within 7 working days from the date of receipt of complete application and requirements including proof of payment of fees. If the Certificate of Accreditation of SRE is not released within 7 days, you may file a complaint via email (arta@dti.gov.ph).

The accreditation of repair and service enterprises and their technical personnel aims to protect the interest of the consumers availing their services. The accreditation ensures that the enterprises have the necessary tools, equipment, and facilities, and its technical personnel have the required expertise to provide the services.

| | |
|---|---|
| **Office or Division:** | Fair Trade Enforcement Bureau-Business Licensing and Accreditation Division, Regional and Provincial Offices |
| **Classification:** | Complex |
| **Type of Transaction:** | G2B – Government-to-Business |
| **Who may avail:** | Service and Repair Enterprises |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|---|
| 1. Original/E-copy notarized completely filled out application form with Undertaking/Warranty (minimum of 90 days) signed by the owner or authorized signatory (signed by the proprietor for SPs, if other than the Proprietor, attach SPA/Authorization; President/Managing Partner for Corporation/Partnership, otherwise, attach Secretary's Certificate or Board/Partners' Resolution re: authorized signatory); | IRegIS, DTI website, Regional and Provincial Offices, or Negosyo Centers |
| 2. Copy of Valid Business Name Certificate of Registration for Single Proprietorship; SEC Certificate of Incorporation/Partnership and Articles of Incorporation/Partnership for Corporation/Partnership; CDA Certificate of Registration and Articles of Cooperation. For renewal-SEC Registration Certificate only, if no amendments were made in the Articles of Incorporation/Partnership; | DTI or SEC |
| 3. Copy of Latest Accreditation Certificate; | Applicant |
| 4. Copy of Organizational Chart and List of Mechanics/Technicians and Position with Personal/Bio-Data Sheet; | Applicant |
| 5. Copy of valid and relevant TESDA Certificate (National Certificate or Certificate of Competency for Technical Employees); | TESDA or Technician |
| 6. Original/e-copy Certified List of Trainings Attended by the Employees/Technicians for the past 2 years (for Ref and Aircon, including auto aircon; | Applicant |
| 7. Original/e-copy List of Shop Tools and Equipment; | Applicant |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|---|
| 8. Original/e-copy Shop Floor Plan/Layout/Size/No. of Stalls/Working Bays; | Applicant |
| 9. Original/e-copy Photos of the Shop/Office – showing front (with signages) and interior including the facilities and/or equipment; | Applicant |
| 10. Originally issued Certification (in lieu of items 8 and 9) that there are no changes on the said items for renewals, provided that said requirements have been previously submitted | Applicant |
| 11a. Copy of Comprehensive Insurance Policy covering the customers' properties entrusted for repair or service against theft, pilferage, fire, flood and loss. Insurance coverage must be for one year and its expiry date must be on or after December 31st 20__ and Official Receipt (proof of payment of insurance premiums). | Insurance company/Insurance broker/ Applicant |
| b. Original Affidavit stating that all services and repairs are done in the clients' premises (for applicants that conduct all services and repairs in their client's premises, in lieu of insurance policy). | |
| c. In places where there are no insurance companies willing to undertake the risk due to the peace and order situation in the area, the Director may grant exemption upon sufficient proof of such circumstances. | |
| **Additional requirements for those applying for more than One Star:** | |
| 12. Copy of valid dealership agreement (five-star only Motor Vehicle, Ref and Aircon, Office Machine/Data Processing Equipment); | Applicant |
| 13. Copy of Valid Contract of Service (if any); | |
| 14. Original copy of Performance Bond policy and official receipt with minimum coverage of P50,000, in favor of the DTI valid until or after Dec. 31, 20__ (for 3 to 5 Star, New or Renewal). | Insurance company/ broker |

| CLIENTS STEPS | AGENCY'S ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| **A. PROCESSING APPLICATION WITH PRE-INSPECTION** | | | | |
| 1. APPLY and PAY:<br><br>SUBMIT duly accomplished application form together with the required documents, (in situations that the processing of applications needs to | 1.1Evaluate application and documentary requirements, if complete, issue Orders of Payment in Triplicate | None | 45 minutes | Accreditation Officer |

| CLIENTS STEPS | AGENCY'S ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| be done via email, a scanned copy of the documents should be submitted via email to concerned RO/PO and proof of payment of fees | 1.2 Receive payment and issue Official Receipt | See schedule of fees below | 10 minutes | DTI Cashier/ Special Collecting Officers/Other Available Payment Centers or Media |
| | 1.3 Receive Proof of Payment of applicable fees and charges | None | 5 minutes | Accreditation Officer |
| 2. COMPLY: PREPARE the shop for inspection; ALLOW officer/s to be interviewed during inspection; and COMPLY with inspection findings, if any; | 2.1 Prepare for the conduct of inspection; | None | 3 days | Administrative Aide/Support Staff; Accreditation Officer, Division Chief |
| | 2.2 Conduct Inspection; | None | 2 hours | Accreditation Officer (Inspection Team) |
| | 2.3 Process the application and endorse it to DC for review; | None | 30 minutes | Accreditation Officer |
| SUBMIT lacking or supporting requirements, if any, after review of the documents by the DC; | 2.4 Review the application and recommend to the Director the grant/denial of certificate; | None | 30 minutes | Division Chief |
| | 2.5 Sign/Deny the certificate | None | 15 minutes | Director |

| CLIENTS STEPS | AGENCY'S ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| 3. RECEIVE PRESENT proof of payment of applicable fees (Personally filed applications, Face-to-Face), RECEIVE the Certificate of Accreditation. | 3.1 Validate proof of payment and recipient/claimant of certificate and Release the Certificate of Accreditation (personally or via email, as applicable | None | 10 minutes | Administrative Aide; Support Staff/Accreditation Officer |
| ACCOMPLISH CSF | 3.2 Provide link/form for the CSF | None | 3 minutes | Administrative Aide; Support Staff/Accreditation Officer |
| **Total Processing Time** | | 3 days, 4 hours, & 28 minutes | | |
| **B. PROCESSING APPLICATION WITH POST INSPECTION** | | | | |
| 1. APPLY AND PAY:<br><br>SUBMIT duly accomplished application form together with the required documents (in situations that the processing of applications needs to be done via email, a scanned copy of the documents should be submitted via email to RO/PO concerned, and proof of payment of fees. | 1.1 Evaluate application and documentary requirements if complete, issue Orders of Payment in Triplicate | None | 45 minutes | Accreditation Officer |
| | 1.2 Receive payment and issue Official Receipt | (See schedule of fees below) | 10 minutes | DTI Cashier/Special Collecting Officers/Other Available Payment Centers or Media |

| CLIENTS STEPS | AGENCY'S ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| 2. COMPLY<br><br>SUBMIT lacking or supporting requirements, if any, after review of the documents by the DC; | 2.1 Process the application and endorse it to DC for review; | None | 30 minutes | Accreditation Officer |
| | 2.2 Review the application and recommend to the Director the grant/ denial of certificate | None | 30 minutes | Division Chief |
| | 2.3 Sign/deny the Certificate | None | 15 minutes | Director |
| 3. RECEIVE<br><br>PRESENT proof of payment of applicable fees (Personally filed applications, face-to-face), RECEIVE the Certificate of Accreditation | 3.1 Validate proof of payment and recipient/claimant of certificate and Release the Certificate of Accreditation (personally or via email, as applicable | None | 10 minutes | Administrative Aide/Support Staff/Accreditation Officer |
| ACCOMPLISH CSF AND PREPARE the shop for inspection; ALLOW officer/s to be interviewed during inspection; and COMPLY with inspection findings, if any. | 3.2 Provide link/form for the CSF | None | 3 minutes | Administrative Aide/Support Staff/Accreditation Officer |
| **Total Processing Time** | | **2 hours and 28 minutes** | | |
| **C. PROCESSING APPLICATION VIA IREGIS** | | | | |
| C.1<br>APPLY<br><br>LOG IN as Negosyo Applicant in the DTI IRegIS Portal, https://iregis.dti.gov. | 1.1 Download or view the uploaded documentary requirements. Evaluate the requirements and the | None | 45 minutes | Accreditation Officer |

| CLIENTS STEPS | AGENCY'S ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| ph<br><br>For New Application: REGISTER your company to NegosyoKonek and GET reference number. GO TO Service and Repair Enterprises Menu and CLICK on New Registration.<br><br>For Renewal Application: GO TO Service and Repair Enterprises Menu and CLICK on RENEWAL Registration.<br><br>FILL-OUT required information<br><br>UPLOAD the notarized duly accomplished application form downloaded from the system and other required documents | encoded information. Assess fees to be paid, and if requirements are complete, Endorse to the Division Chief for review | | | |
| C.2<br>PAY<br><br>SUBMIT lacking or supporting requirements, if any, after review of the documents by the DC;<br><br>PAY filing and accreditation fees, DST and surcharge/s if applicable, through any of the available | 2.1 Download to retrieve and Review the application, and if complete, endorse for payment of fees | See fees below | 25 minutes | Division Chief |

| CLIENTS STEPS | AGENCY'S ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| payment facility/payment | | | | |
| | 2.2 Sign/Deny the Certificate | None | 5 minutes | Director |
| C.3<br>RECEIVE<br><br>DOWNLOAD the Certificate of Accreditation, ACCOMPLISH CSF;<br><br>PREPARE the shop for any inspection; ALLOW officer/s to be interviewed; and COMPLY with inspection findings, if any. | 3.1 Send link/form for the CSF rating | None | 3 minutes or None if automated | Administrative Aide/Support Staff/Accreditation Officer/System |
| **Total Processing Time** | | **1 hour and 18 minutes** | | |

| **SCHEDULE OF FEES (in Philippine Peso)** | | | |
|---|---|---|---|
| **Classification** | **New/Renewal** | | **Renewal** |
| | **Filing Fee** | **Accreditation Fee** | **Surcharge*** |
| 1. One (1) - Star | 50.00 | 350.00 | 87.50 |
| 2. Two (2) - Star | 50.00 | 400.00 | 100.00 |
| 3. Three (3) - Star | 50.00 | 425.00 | 106.25 |
| 4. Four (4) - Star | 50.00 | 450.00 | 112.50 |
| 5. Five (5) - Star | 50.00 | 500.00 | 125.00 |
| 6. Medical/Dental | 50.00 | 350.00 | 87.50 |
| *A surcharge of 25% of the amount of renewal fee/s is imposed to application filed after January 31. | | | |
| **Other Fees:**<br>Certification/ Replacement. P50.00<br>Documentary Stamp Tax. P30.00 | | | |

## 8. Issuance of Certificate of Accreditation for Private Emission Testing Centers (PETCs)

The issuance of Certificate of Accreditation of Private Emission Testing Centers (PETC) is considered a **HIGHLY TECHNICAL** transaction. Under Sec. 9 b1 of RA 11032, highly technical transactions shall be acted upon by the assigned officer/employee within 20 working days from the date of receipt of complete application and requirements including proof of payment of fees. If the Certificate of Accreditation of PETC is not released within 20 days, you may file a complaint via email (arta@dti.gov.ph).

Pursuant to Republic Act 8749 or the "Philippine Clean Air Act of 1999", which provides, among others, that the State shall maintain a quality of air that protects human life and welfare, DTI is mandated to accredit Private Emission Testing Centers, which will be authorized by DOTr in order for DOTr to implement emission standards for motor vehicles.

DTI shall also conduct surveillance visits of accredited PETCs to check the consistent conformance to the accreditation requirements.

| | |
|---|---|
| **Office or Division:** | Fair Trade Enforcement Bureau, Regional and Provincial Offices |
| **Classification:** | Highly Technical |
| **Type of Transaction:** | G2B |
| **Who may avail:** | Owners of Private Emission Testing Centers |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|---|
| 1. Original and duly notarized application form signed by the authorized signatory; under oath; | DTI website or FTEB-BLAD, RO and PO |
| 2. Certified true copy of any of the following:<br>a. Valid DTI Certificate of Business Name Registration for sole proprietorship;<br>b. SEC Certificate of Registration and Articles of incorporation/Partnership, for corporation/partnership;<br>c. Cooperative Development Authority Certificate of Registration and Articles of Cooperation, for cooperatives | DTI or SEC |
| 3. Copy of Valid Business Permit with Official Receipt (OR) issued by the local government unit (LGU) where the PETC is located. The nature of business indicated should be emission testing. | LGU |
| 4. Copy of BIR Registration Certificate and TIN. | BIR |
| 5. Copy of SSS Membership Certificate | SSS |
| 6. Copy of Audited Financial Statement for the last two (2) years stamped, "Received" by the BIR or audited pre-operating Balance Sheet for newly established company; showing that the applicant shall be in such financial condition as to reasonably expect it to operate for at least one (1) year; | Applicant |
| 7. Original Location Map of the center showing proximity to the nearest LTO District Office, and layout of the center including dimensions. | Applicant |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|---|
| 8. Original Organizational Chart showing (a) its personnel and their functions and (b) the relationship between the center and other operations of the firm, if applicable | |
| 9. Original List of personnel indicating their positions and their job descriptions/responsibilities including:<br>a. Original Bio-data (in prescribed form);<br>b. Copy of Valid TESDA Certificate of Competency as Motor Vehicle Emission Control Technician (MVECT) or Automotive Servicing NC IV; and<br>c. Original Authorization from PETC for its specific personnel to perform particular sampling, tests, issue test report, give opinion and interpretations and to operate the emission testing equipment. | Applicant<br><br>TESDA<br><br>PETC |
| 10. Original List of all test equipment with their corresponding brand, model, and serial number including the following:<br>a. Certificate of conformance issued by the DENR for each equipment;<br>b. Valid calibration certificate including manuals of the test procedures; and<br>c. Reference materials for the calibration and tests and software, if available. | Applicant<br><br>DENR-EMB<br><br>PAB-accredited calibration lab<br><br>Applicant |
| 11. Original Complaints Handling Procedure and copy of complaint form. | Applicant |
| 12. Copy of PETC Operations Manual or equivalent documents pertaining to PETC operations. | |
| 13. Original Housekeeping Policy (to be presented and validated during assessment). | |
| 14. Original Proof of Bond in the amount of One Hundred Thousand Pesos (Php100,000.00) in favor of Department of Trade and Industry (DTI) valid for three (3) years, with OR to be submitted before the release of the Certificate of Accreditation. | Insurance company/ broker |
| 15. Original Oath of undertaking (notarized) containing the PETC's commitment to comply with the provisions of the latest version of PNS ISO/IEC 17025 to be submitted before the release of Certificate of Accreditation. | Applicant |
| **For Renewal** | |
| 1. Items #1-3, 6-10 except 10.c above. | Applicant |
| 2. Photocopy of latest DTI certificate of accreditation and DOTr Authorization (both for Center and MVECT). | |
| 3. Photocopy of Certificate of Compliance with the latest version of PNS ISO/IEC 17025. | |
| 4. Original Proof of Bond valid for three (3) years with OR in the amount of One Hundred Thousand Pesos (Php100,000.00) in favor of Department of Trade and Industry (DTI) to be submitted before the release of the Certificate of Accreditation. | Insurance company/ broker |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| **1. APPLY and PAY:**<br><br>**SUBMIT** duly accomplished application form together with the required documents (for FTEB a scanned copy of the documents may be submitted via email: fteb_blad@dti.gov.ph);<br>PAY Application Fee and SUBMIT copy of Official Receipt or validated Order of Payment | 1.1 Evaluate application and documentary requirements, if complete, issue Order of Payment in triplicate | None | 1 hour and 10 minutes | Account Officer |
| | 1.2 Receive payment and issue official receipt (OR) | Application Fee: P300.00 (regardless of size of assets of applicant PETC) | 10 minutes | DTI Cashier/ Other Available Payment Centers or Media |
| | 1.3 Receive proof of payment of fees | | 5 minutes | Account Officer |
| **2. COMPLY**<br><br>SIGN 'conforme' in the notice of assessment<br><br>PREPARE the center for assessment ALLOW officer/s to be interviewed during assessment IMPLEMENT and SUBMIT proof of corrective actions, if applicable<br><br>SUBMIT lacking or supporting requirements, if any, after review of the documents by the Division Chief; | 2.1 Schedule assessment and endorse notice of assessment for Director's signature through the Division Chief | None | 35 minutes | Account Officer/Division Chief/Director |
| | 2.2 Send to the applicant signed notice of assessment for their conforme | None | 5 minutes | Account Officer |
| | 2.3 Prepare for the conduct of assessment | None | 3 days | Account Officer/Administrative Aide |
| | 2.4 Conduct assessment (online or onsite) and submit report | None | 3 hours | Account Officer (Assessment Team) |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| | 2.5 Process the application and endorse it to the division chief for review | None | 40 minutes | Account Officer |
| | 2.6 Review the application documents and result of assessment and corrective actions made, if any and endorse application to the existing PETC Accreditation Committee (PAC) | None | 30 minutes | Division Chief |
| | 2.7 Convene the PETC Accreditation Committee | None | 3 days | Administrative Aide/Division Chief |
| | 2.8 Evaluate and recommend approval/disapproval of application to the Director | None | 1 hour | Division Chief and/or existing PETC Accreditation Committee |
| | 2.9 Approve/ Disapprove the issuance of PETC Certificate of Accreditation | None | 15 minutes | Director |
| 3. PAY and RECEIVE<br><br>PAY Assessment and Accreditation Certification fees and DST; SUBMIT proof of payment of fees, and CLAIM the Accreditation Certificate and | 3.1 Issue Order of Payment in triplicate | None | 10 minutes | Account Officer/ Administrative Aide |
| | 3.2 Receive payment and issue Official Receipt | See fees below | 5 minutes | DTI Cashier/Other Available Payment Centers or Media |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| Accomplish CSF | 3.3 Receive proof of payment of fees; Release the Accreditation Certificate, and Provide the CSF link/form | None | 5 minutes | Account Officer/ Administrative Aide |
| **Total Processing Time** | | **7 days and 40 minutes** | | |

| Fees | Small | Medium | Large |
|---|---|---|---|
| **Assessment fee*** (payable within 15 days after the assessment) | ₱8,000.00 | ₱16,000.00 | 24,000.00 |
| **Reassessment fee** (applicable only in cases of verification visit) | ₱4,000.00 | ₱8,000.00 | ₱12,000.00 |
| **Accreditation Certificate Fee** | ₱3,000.00 | ₱4,000.00 | ₱5,000.00 |
| **Annual accreditation fee** | ₱1,000.00 | ₱2,000.00 | ₱3,000.00 |
| **Other fees:** Certified true copy of certificate/ Other certifications | ₱500.00 / ₱100.00 | ₱500.00 / ₱100.00 | ₱500.00 / ₱100.00 |
| **Document Stamp Tax:** | ₱ 30.00 | | |

**Non-transferrable*
*Based on Assets: Small (<P15M); Medium (P15-100M); (>P100M)*

## 9. Issuance of Certificate of Accreditation for Truck Rebuilding Center

The issuance of Certificate of Accreditation for Truck Rebuilding Center is considered a COMPLEX transaction. Under Sec. 9 b1 of RA 11032, complex transactions shall be acted upon by the assigned officer/employee within 7 working days. If the Certificate of Accreditation for Truck Rebuilding Center is not released within 7 days, you may file a complaint via email (arta@dti.gov.ph).

Online (thru email) processing and issuance of accreditation certificate to Truck Rebuilding Centers.

| | |
|---|---|
| **Office or Division:** | Fair Trade Enforcement Bureau – Import Regulation Division |
| **Classification:** | Complex Transaction |
| **Type of Transaction:** | G2B |
| **Who may avail:** | Truck Rebuilders |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|---|
| 1. Completely filled-out DTI-FTEB Application Form and notarized Affidavit of Undertaking | https://www.dti.gov.ph/resources/downloadable-forms/ |
| 2. Certified copy of the following:<br>a. For sole proprietorship: Certificate of Business Name Registration<br>b. For corporation/partnership:<br>• Securities and Exchange Commission (SEC) Certificate of Registration<br>• Articles of Incorporation/ partnership<br>• Board Resolution under oath specifying the name of its authorized representative<br>c. For Cooperative: - Cooperative Development Authority (CDA) Certificate of Registration - Board Resolution under oath specifying the name of its authorized representative<br>• Articles of Cooperation | Applicant |
| 3. Location Map of the center | Applicant |
| 4. Layout of the center including dimensions (minimum work area-1,000 square meters) | Applicant |
| 5. Chart of Organizational Structure showing the relationship between the center and other operations of the applicant, when applicable | Applicant |
| 6. Chart of the Organizational Structure of the center showing its personnel and other respective function | Applicant |
| 7. List of personnel in the operation of the center including their job descriptions, qualification and responsibilities | Applicant |
| 8. Certificate of competency on rebuilding of road vehicles issued by TESDA or other DTI accredited institutions providing the same and other relevant training skills | Applicant |
| 9. List of equipment, including reference materials required for truck rebuilding | Applicant |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|---|
| 10. Manual on personnel, equipment and procedure for truck rebuilding | Applicant |
| 11. Certified copy of the insurance policy and other official receipt showing payment of the premium. Insurance coverage shall not be less than One Million Pesos (P1,000,000.00) and shall cover the following risks:<br>• Theft<br>• Pilferage<br>• Fire<br>• Flood, and;<br>• Loss to cover the motor vehicles stored in the premises of the center for purpose of truck rebuilding | Applicant |
| Other document that may be needed from time to time - Surety Bond | Applicant |

| CLIENTS STEPS | AGENCY'S ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| 1. COMPLY<br>Submit soft copy of the duly accomplished application form together with the required documents including recorded videos and photos of the rebuilding center and facilities/equipment through email fteb_ird@dti.gov.ph; fteb_ird@yahoo.com | 1.1 Pre-evaluate soft copy of the duly accomplished application form and documentary requirements | None | 30 minutes | Account Officer/ Administrative Aide VI |
| | 1.2 Conduct actual/remote inspection of the rebuilding facilities using online media platforms | None | 6 hours and 25 minutes (including travel time)<br><br>*Preparation for the conduct of inspection is 3 days | Assessment Team = IRD Staff/ Division Chief |
| | 1.3 Prepare assessment report on the application and documentary requirements submitted and the result of actual/remote inspection | None | 45 minutes | Account Officer |
| | 1.4 Issue and send through email soft copy of the Order of Payment for the application fee if documentary | None | 2 minutes | Account Officer/ Administrative Aide VI |

| CLIENTS STEPS | AGENCY'S ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| | requirements are complete and accurate | | | |
| 2. PAYMENT<br>Pay processing fee (application fee) at any Landbank, DTI Head Office and FTEB Cashier, and email scanned copy of the proof of payment<br>✓ *Send scanned copy of the proof of payment thru email* | 2.1 Receive proof of payment of fees from clients through email and record the details for reference number | Application Fee – P300.00<br>Documentary Stamp Tax (Application) – P30.00<br><br>Accreditation Fee: Php30,000.00<br><br>Documentary Stamp Tax (Accreditation Php30.00 | 5 minutes | Account Officer/ Administrative Aide VI |
| | 2.2 Prepares and endorses the softcopies of the Certificate of Accreditation and assessment report to IRD Chief | None | 10 minutes | Account Officer/ Administrative Aide VI |
| | 2.3 IRD Chief conducts the final review and endorse to FTEB Director for approval | None | 5 minutes | IRD Division Chief |
| | 2.4 FTEB Director approves the application and e-signed the copy of the Accreditation Certificate | None | 5 minutes | FTEB Director |
| | 2.5 Record approved Accreditation Certificate and email the soft copy to client | None | 5 minutes | Account Officer/ Administrative Aide VI |
| **3. RECEIVE**<br>Receive | 3.1 Send link to the client for the CSF | None | 3 minutes | Account Officer/ Administrative |

| CLIENTS STEPS | AGENCY'S ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| approved Accreditation Certificate and accomplish CSF Form through email<br>✓ *Download and print the Accreditation Certificate* | rating | | | Aide VI. IRD |
| **Total Processing Time** | | **3 days, 8 hours and 38 minutes** | | |

## 10. Issuance of Certificate of Authority for Ship and Merchandise Broker

The issuance of Certificate of Authority for Ship and Merchandise Broker is considered a **SIMPLE** transaction. Under Sec. 9 b1 of RA 11032, simple transactions shall be acted upon by the assigned officer/employee within 3 working days from the date of the request and/or complete application of request was received. If the Certificate of Authority for Ship and Merchandise Broker is not released within 3 days, you may file a complaint via email (arta@dti.gov.ph).

The issuance of Certificate of Authority to Ship and Merchandise Brokers aim to protect the public from dishonest or incompetent salesmen, brokers, appraisers and consultants.

| | |
|---|---|
| **Office or Division:** | Fair Trade Enforcement Bureau – Business Licensing and Accreditation Division, Regional and Provincial Offices |
| **Classification:** | Simple Transaction |
| **Type of Transaction:** | G2B |
| **Who may avail:** | Ship and Merchandise Brokers; Sub-agents |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|---|
| 1. Original duly accomplished application form | DTI website or FTEB- BLAD or RO and PO |
| 2. Original copy of previous DTI Ship Broker/Merchandise Broker Certificate | Applicant |
| 3. Copy of Clearance (Police, NBI, or Justice of Peace) | PNP, NBI or DOJ |
| 4. Copy of Business Name Registration Certificate (Single Proprietorship) or SEC Registration Certificate and Articles of Incorporation/Partnership (Corporation and Partnership) | DTI or SEC |
| 5. Copy of Board Resolution appointing the applicant to act in behalf of the corporation (only for new or if with changes in the appointment) | Applicant |
| 6. Original Surety or Cash Bond (P2,000) | Insurance company/ broker |

| CLIENTS STEPS | AGENCY'S ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| 1. APPLY AND PAY<br>SUBMIT duly accomplished application form together with the required documents (for | 1.1 Evaluate application and documentary requirements, if complete, issue Orders of Payment in Triplicate | None | 30 minutes | Account Officer |

| CLIENTS STEPS | AGENCY'S ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| FTEB, a scanned copy of the documents may be submitted via email: fteb_blad@dti.gov.ph), PAY Licensing/Permit Fee and SUBMIT Copy of Official Receipt or validated Order of Payment | 1.2 Receive payment and issue official receipt (OR) | See fees below | 10 minutes | DTI Cashier/Other Available Payment Centers or Media |
| | 1.3 Receive proof of payment | None | 5 minutes | Account Officer |
| 2. COMPLY:<br><br>SUBMIT lacking or supporting requirements, if any, after review of the documents by the DC. | 2.1 Process the application and endorse it to the Division Chief for review; | None | 25 minutes | Account Officer |
| | 2.2 Review the application and recommend to FTEB Director the approval/ disapproval | None | 20 minutes | Division Chief |
| | 2.3 Approval/ Disapproval of the application. | None | 15 minutes | Director |
| 3. RECEIVE CLAIM the Certificate and Accomplish the CSF Form | 3.1 Release Certificate and Provide CSF Link/Form | None | 5 minutes | Account Officer/ Administrative Aide |
| **Total Processing Time** | | | **1 hour & 50 minutes** | |

| **Licensing/Permit Fee:** ₱350.00 | |
|---|---|
| **Filing Date** | **Surcharge:** |
| 1 month after grace period | 10 % of filing fee |
| 2 months later | 20 % |
| 3 months later | 30 % |
| 4 – 5 months later | 40 % |
| 6 months later and beyond | 50 % |
| **Other Fees:**<br>**Document Stamp Tax: ₱** 30.00 | |

## 11. Issuance of Certificate of Registration of Bulk Sales

The issuance of Certificate of Registration for Bulk Sales is considered a **SIMPLE** transaction. Under Sec. 9 b1 of RA 11032, simple transactions shall be acted upon by the assigned officer/employee within 3 working days from the date of receipt of complete application and requirements including proof of payment of fees. If the Certificate of Registration for Bulk Sales is not released within 3 days, you may file a complaint via email (arta@dti.gov.ph).

The issuance of Certificate of Registration for Bulk Sales prevents the defrauding of creditors by secret sale or disposal in bulk of all or substantially all of the merchant's stock or goods.

| | |
|---|---|
| **Office or Division:** | Fair Trade Enforcement Bureau – Business Licensing and Accreditation Division, Regional and Provincial Offices |
| **Classification:** | Simple Transaction |
| **Type of Transaction:** | G2B |
| **Who may avail:** | Vendor, Mortgagor, Transferor or Assignor |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|---|
| 1. Original Letter informing DTI of the sale; | Applicant |
| 2. Original Affidavit of Vendor/Board/Partner (Single Proprietorship/Corporation/Partnership) Stating that at the Time of Sale, the Company is with or without Creditor/s; | |
| 3. If there are Creditor/s:<br>3a. Original List of Creditors (name, address, total amount due)<br>3b. Copy of the Notice to the Creditors regarding the Sale, Transfer or Assignment;<br>3c. Original Receiving Copy by all the Creditor/s of the Notice; which date of receipt should be at least ten (10) days before the intended date of sale; | |
| 4. Original Inventory of Properties Sold; | Applicant |
| 4a. Copy of the Deed of Sale, Mortgage or Assignment (original copy to be presented);<br>4b. Original Board/Partner's Resolution re: Authorized Company Officers/Signatories in the Deed of Sale (Corporation/Partnership);<br>4c. Copy of Valid Government-Issued IDs of the Authorized Signatories (original copy must be presented); | Applicant |
| 5. Copy of the Latest BN Registration Certificate -both buyer and seller (Single Proprietor); or Copy of SEC Registration Certificate and Articles of Incorporation/Partnership -both buyer and seller (Corporation/Partnership). | DTI or SEC |

| CLIENTS STEPS | AGENCY'S ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| 1. APPLY and PAY<br><br>SUBMIT all the required documents (For FTEB, a scanned copy of the documents may be submitted via email: fteb_blad@dti.gov.ph), PAY registration fee, additional fee, if applicable, and DST; and SUBMIT Copy of Official Receipt or validated Order of Payment | 1.1Evaluate application and documentary requirements (except payment of bond), if complete, issue Orders of Payment in Triplicate | None | 70 minutes | Account Officer, BLAD |
| | 1.2 Receive payment of fees and issue official receipt | Registration fee: ₱ 50.00<br><br>Additional fee: ₱ 5.00/creditor Document stamp tax: ₱ 30.00 | 10 minutes | DTI Cashier/ Other Available Payment Centers or Media |
| | 1.3 Receive proof of payment of fees | | 5 minutes | Account Officer |
| 2. COMPLY:<br><br>SUBMIT lacking or supporting requirements, if any, after review of the documents by the Division Chief | 2.1Process the application and endorse it to the BLAD/Division Chief for review; | None | 60 minutes | Account Officer |
| | 2.2 Review the application and recommend to FTEB Director the approval/ disapproval | None | 30 minutes | Division Chief |
| | 2.3 Approval/ Disapproval of the application | None | 15 minutes | Director |
| 3. RECEIVE<br><br>Claim Certificate of Registration and accomplish the CSF Form | 3.1 Release Registration Certificate and Provide link/form for the CSF | None | 5 minutes | Account Officer/ Administrative Aide |
| **Total Processing Time** | | | **3 hrs. 15 minutes** | |

## 12. Issuance of Certificate of Accreditation for Sea Freight Forwarders

The issuance of Certificate of Accreditation for Sea Freight Forwarders is considered a **COMPLEX** transaction. Under Sec. 9 b1 of RA 11032, complex transactions shall be acted upon by the assigned officer/employee within 7 working days from the date of receipt of complete application and requirements including proof of payment of fees. If the Certificate of Accreditation for Sea Freight Forwarders is not released within 7 days, you may file a complaint via email (arta@dti.gov.ph).

DTI implements an accreditation scheme for sea freight forwarders to make sure they meet the minimum requirements under which covered firms may legally do business; upgrade the quality of services, capabilities, resources and expertise of the covered firms, and curtail acts and practices inimical to the fast growth of the freight forwarding industry and prejudicial to the interests of Philippine shippers.

| | |
|---|---|
| **Office or Division:** | Fair Trade Enforcement Bureau – Business Licensing and Accreditation Division |
| **Classification:** | Complex Transaction |
| **Type of Transaction:** | G2B |
| **Who may avail:** | Seafreight Forwarders (Non-Vessel Operating Common Carriers, International and Domestic Freight Forwarders) |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|---|
| **Documentary Requirements for NEW Applicants** | |
| 1. Original Application Form signed by the authorized signatory; | IRegIS |
| 2. Copy of SEC Registration Certificate with Articles of Incorporation/ Partnership; Category/ies to be applied should be included in the Primary Purpose and the paid-up capital should be equal or more than the capital requirement (Corporation/Partnership); DTI Business Name Registration Certificate (Single Proprietorship); | SEC or DTI |
| 3. Copy of Latest Audited Financial Statement (for newly organized companies, audited pre-operating balance sheet); | Applicant |
| 4. Copy of Latest Income Tax Return for two (2) preceding years (Single Proprietorship); | |
| 5. Originally issued Bank Certificate reflecting at least the minimum amount of capital requirement and Proof of Tangible Assets and Undertaking; the fair market value of tangible assets must be equal or more than the amount of capital requirement (Single Proprietorship); | |
| 6. Copy of Valid Mayor's Permit (with copy of Official Receipt); BIR Registration Certificate; and SSS Certificate of Membership; | LGU, BIR & SSS |
| 7. Original Board Resolution, Partnership Resolution or Authorization from Proprietor (as applicable) authorizing the company to apply for accreditation and identifying the key officers authorized to sign documents relative to DTI-FTEB accreditation, follow-up, and receive the accreditation certificate; | Applicant |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|---|
| 8. Original List of Corporate Officers/Partners & Key Operating Officers with corresponding Biodata and passport size picture. At least 1 key officer must have at least three (3) years experience in shipping, forwarding, &/or related activities and must submit certification or proof of employment from previous employers. | Applicant |
| 9. Original List of International &/or Domestic Principals/Agents with their respective Company Profile, and a copy of existing contract &/or agency agreement; | Applicant |
| 10. For NVOCC, original blank specimen of own House/Forwarders Bill of Lading with company signing "as Carrier", and Principal/Agent's House/Forwarders Bill of Lading; | Applicant |
| 11. Copy of Proof of cargo insurance coverage, insurance policy with copy of official receipt as proof of payment of insurance premium. It should meet the insurance coverage requirement; | Insurance company/ broker |
| 12. Original Inventory of Office Equipment/Facilities; | Applicant |
| 13. Original Location Map of Office; | |
| 14. Original Visitorial/Inspection Authority**;** | IRegIS DTI website or FTEB- BLAD |
| 15. Original Freight Tariff and transshipment fees (NVOCC); Domestic rates (DFF); | Applicant |
| 16. Original Duly prescribed itemized service charges**.** | DTI website or FTEB-BLAD |
| **Documentary Requirements for RENEWAL** | |
| 1. Original Duly Accomplished Application Form signed by the authorized signatory; | IRegIS |
| 2. Copy of Latest Audited Financial Statement (must be updated in submitting FS as reportorial requirement); | Applicant |
| 3. Originally issued Bank Certificate reflecting at least the minimum amount of capital requirement and Proof of Tangible Assets and Undertaking; the fair market value of tangible assets must be equal or more than the amount of capital requirement; and DTI Business Name Certificate, if newly renewed; (Single Proprietorship); | Bank/Applicant |
| 4. Copy of Valid Mayor's Permit (with copy of Official Receipt); | LGU |
| 5. Original List of Corporate Officers/Partners and Key Operating Officers; Certification from company that there are/no changes re: Corporate/Partners and Key Operating Officers; (d) Biodata & passport size picture of new Officers & (e) Certification or proof of employment from previous employers, if applicable; | Applicant |
| 6. Original List of International &/or Domestic Principals/ Agents; Certification from company that there are/no changes re: Principals/Agents; | Applicant |
| 7. For NVOCC, original blank specimen of own House/Forwarders Bill of Lading with company signing "as Carrier", and Principal/Agent's House/Forwarders Bill of Lading; | Applicant |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|---|
| 8. Copy of Proof of cargo insurance coverage: insurance policy with copy of official receipt as proof of payment of insurance premium. It should meet the insurance coverage requirement**;** | Insurance company/ broker |
| 9. Updated submission of Quarterly Cargo Statistics Report as part of the reportorial requirements; | Applicant |
| 10. Original Visitorial/Inspection Authority**;** | IRegIS DTI website or FTEB- BLAD |
| 11. Original Freight Tariff and transshipment fees (NVOCC); Domestic Rates (DFF) | Applicant |
| 12. Original Duly prescribed itemized service charges | IRegIS DTI website or FTEB- BLAD |
| **Documentary Requirements for BRANCH OFFICE** | |
| 1. Original duly accomplished Application Form signed by the authorized signatory; | IRegIS |
| 2. Original Brief information about the Branch Office; | Applicant |
| 3. Original Bio-data and picture of Branch Manager (with experience of at least 3 years in Forwarding, shipping and/or related activities) | Applicant |
| 4. Copy of Valid Mayor's Permit and official receipt | LGU |
| 5. Copy of Insurance policy coverage – inclusion of the clause in the Territorial Limits: *"covering branch office's area of operations"* | Insurance company/ broker |
| 6. Original Visitorial/Inspection Authority | IRegIS |
| 7. Original Freight tariff and service rates Ex-Port nearest to branch office's area of operations (NVOCC)/Domestic Rates (DFF) | Applicant |
| **Documentary Requirements for Accreditation (ADDITIONAL CATEGORY)** | |
| 1. Original Duly Accomplished Application Form signed by the authorized signatory; | iRegis |
| 2. Copy of SEC Registration Certificate with Articles of Incorporation/ Partnership; Category/ies to be applied should be included in the Primary Purpose and the paid-up capital should be equal or more than the capital requirement (Corporation/Partnership); DTI Business Name Registration Certificate, if newly renewed (Single Proprietorship); | SEC or DTI |
| 3. Copy of Latest Audited Financial Statement, must be updated in submitting FS as reportorial requirement; | Applicant |
| 4. Originally issued Bank Certificate reflecting at least the minimum amount of capital requirement and Proof of Tangible Assets and Undertaking; the fair market value of tangible assets must be equal or more than the amount of capital requirement; and DTI Business Name Certificate, if newly renewed; (Single Proprietorship) | Bank/Applicant |
| 5. Copy of Valid Mayor's Permit (with copy of Official Receipt); | LGU |
| 6. Original List of International &/or Domestic Principals/Agents with their respective Company Profile and a copy of existing contract &/or agency agreement; | Applicant |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|---|
| 7. For NVOCC, original blank specimen of own House/Forwarders Bill of Lading with company signing "as Carrier", and Principal/Agent's House/Forwarders Bill of Lading; | Applicant |
| 8. Copy of Proof of cargo insurance coverage: insurance policy with copy of official receipt as proof of payment of insurance premium. It should meet the insurance coverage requirement; | Insurance company/ broker |
| 9. Updated submission of Quarterly Cargo Statistics Report as part of the reportorial requirements: | Applicant |
| 10. Original Freight Tariff and transshipment fees (NVOCC); Domestic Rates (DFF) | Applicant |
| 11. Original Duly prescribed itemized service charges (NVOCC and IFF). | IRegIS DTI website or FTEB- BLAD |

| CLIENTS STEPS | AGENCY'S ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| **1. APPLY**<br>LOG IN as Negosyo Applicant in the DTI IREGIS Portal https://iregis.dti.gov.ph<br><br>For New Application: REGISTER your company to NegosyoKonek and GET reference number. GO TO Sea Freight Forwarders and CLICK on NEW Registration.<br><br>For Renewal Application: GO TO Sea Freight Forwarders Menu and CLICK on RENEWAL Registration.<br><br>FILL-OUT required information.<br><br>UPLOAD the notarized duly accomplished application form downloaded from the system and other required documents | 1.1 Download or View the uploaded documentary requirements. Evaluate the requirements and the encoded information. Assess fees to be paid, and if requirements are complete, Endorse to the Division Chief for review. | None | 1 hour | Account Officer |

| CLIENTS STEPS | AGENCY'S ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| **2. PAY:**<br>SUBMIT lacking or supporting requirements, if any, after review of the documents by the Division Chief; | 2.1 Download to retrieve and Review the application, if complete, endorse for payment of fees. | See fees below | 30 minutes | Division Chief |
| PAY filing and processing fees, certificate fee, DST and surcharge/s if applicable, through any of the available payment facility/system | 2.2 Sign/Deny the Certificate | None | 5 minutes | Director |
| **3. RECEIVE:**<br>DOWNLOAD the Certificate of Accreditation and accomplish CSF Form<br><br>PREPARE the shop for any inspection; ALLOW officer/s to be interviewed; and COMPLY with inspection findings, if any. | 3.1 Sends link/form for the CSF rating | None | 3 minutes or none if automated | Administrative Aide/Support Staff/Accreditation Officer/System |
| **Total Processing Time** | **1 hour and 38 minutes** | | | |

**Filing & Processing Fee**

| | Non-Vessel Operating Common Carrier (NVOCC) | International Freight Forwarder (IFF) | Domestic Freight Forwarder (DFF) |
|---|---|---|---|
| **Main Office** | ₱5,000.00 | ₱ 4,000.00 | ₱3,000.00 |
| **Branch Office** | ₱1,250.00 | ₱ 1,000.00 | ₱ 750.00 |
| **Additional Category Fee** | ₱ 1,500.00 | | |

**Surcharge for Late Filing of Renewal Application (Main & Branch Office)**

| Delay in Filing | Surcharge (Regardless of category) | |
|---|---|---|
| | **Main Office** | **Branch Office** |
| If filed from 1-15 days after the expiry date: | ₱ 2,000.00 | ₱ 500.00 |
| If filed from 16-30 days after the expiry date: | ₱ 4,000.00 | ₱ 1,000.00 |
| If filed from 31-45 days after the expiry date: | ₱ 8,000.00 | ₱ 2,000.00 |
| If filed from 46 days after the expiry date and onwards: | ₱ 12,000.00 | ₱ 3,000.00 |

**Other Fees:**

| | |
|---|---|
| Accreditation Certificate Fee | ₱ 200.00 |
| For the issuance of a substitute certified copy of a lost or destroyed Certificate of Accreditation | ₱ 200.00 |
| For the issuance of a Certification that a certain firm has or has no pending case | ₱ 200.00 |
| For the issuance of any other Certification | ₱ 200.00 |
| Document Stamp Tax | ₱ 30.00 |

## 13. Issuance of General Bonded Warehouse License

The issuance of General Bonded Warehouse License is considered a **SIMPLE** transaction. Under Sec. 9 b1 of RA 11032, simple transactions shall be acted upon by the assigned officer/employee within 3 working days from the date of receipt of complete application and requirements including proof of payment of fees. If the General Bonded Warehouse License is not released within 3 days, you may file a complaint via email (arta@dti.gov.ph).

The issuance of General Bonded Warehouse License is to regulate the business of receiving commodities for storage and defining the rights and obligations of a bonded warehouseman and protects the rights of the owner of the commodity.

| | |
|---|---|
| **Office or Division:** | Fair Trade Enforcement Bureau – Business Licensing and Accreditation Division, Regional and Provincial Offices |
| **Classification:** | Simple Transaction |
| **Type of Transaction:** | G2B |
| **Who may avail:** | General Bonded Warehouse Owner/Operator |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|---|
| 1. Original Application Form duly signed by authorized signatory; | FTEB, Regional and Provincial Offices |
| 2. Photocopy of Business Name Registration Certificate (Single Proprietorship) or SEC Registration Certificate and Articles of Incorporation/Partnership (Corporation/Partnership); | DTI or SEC |
| 3. Original List and location map of branches (warehouse) with plan, size and dimensions; | Applicant |
| 4. Original List of agent/employees authorized to sign Warehouse receipts with specimen signature; | |
| 5. Original specimen of warehouse receipts; | |
| 6. Original List of weighing equipment including calibration certificates; | |
| 7. Original Proposed schedule of charges; | |
| 8. Copy of latest audited financial statements; | |
| 9. Copy of Fire insurance covering commodities received or stored; | Insurance company/ Insurance brokers |
| 10. Copy of Surety or Cash Bond, at least 33⅓% of maximum value of commodity to be received/received; | |
| 11. Original Storage and Withdrawal Report (Renewal) | Applicant |

| CLIENTS STEPS | AGENCY'S ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| 1.<br>APPLY and PAY:<br><br>SUBMIT duly accomplished application form together with the required documents (for FTEB, a scanned copy of the documents may be submitted via email: fteb_blad@dti.gov.ph); PAY Licensing and Permit Fee and SUBMIT copy of Official Receipt or validated Order of Payment | 1.1 Evaluate application and documentary requirements, if complete, issue Orders of Payment in triplicate | None | 1 hour | Account Officer |
| | 1.2 Receive payment of fees and issue Official receipt (OR) | See fees below | 10 minutes | DTI Cashier/ Other Available Payment Centers or Media |
| | 1.3 Receive proof of payment of fees | None | 5 minutes | Account Officer |
| 2.<br>COMPLY:<br><br>SUBMIT lacking or supporting requirements, if any, after review of the documents by the Division Chief | 2.1 Process the application and endorse it to the Division Chief for review; | None | 45 minutes | Account Officer |
| | 2.2 Review the application and recommend to the Director the approval/ disapproval | None | 30 minutes | Division Chief |
| | 2.3 Approval/Disapproval of the application | None | 15 minutes | Director IV |
| 3.<br>RECEIVE:<br><br>Claim Certificate and accomplish CSF Form | 3.1 Release Certificate and provide CSF link/form | None | 5 minutes | Account Officer/ Administrative Aide |
| **Total Processing Time** | | | **2 hrs. & 50 mins** | |

**Fees:**

| **Licensing/Permit Fee:** ₱100.00 -first 1,000 cbm + P0.50/succeeding cbm | |
|---|---|
| **Filing Date** | **Surcharge:** |
| If renewing after 30-day grace period | 10% of filing fee |
| If within 60 days | 20% |
| If within 90 days | 30% |
| If within 150 days | 40% |
| If within 180 days | 50% |
| If after 180 days | 100% |
| **Document Stamp Tax:** ₱30.00 | |

## 14. Issuance of Waiver under PD 1466

The issuance of Waiver Under PD No. 1466 is considered a **SIMPLE** transaction. Under Sec. 9 b1 of RA 11032, simple transactions shall be acted upon by the assigned officer/employee within 3 working days from the date of receipt of complete application and requirements including proof of payment of fees. If the Waiver Under PD No. 1466 is not released within 3 days, you may file a complaint via email (arta@dti.gov.ph).

The issuance of Waiver Under PD 1466 is to prioritize the development of the country's maritime transport industry. Conserve the country's foreign exchange, promote the growth and development of the Philippine water transport industry and enhance national self-reliance in the transport of passengers and cargoes.

| | |
|---|---|
| **Office or Division:** | Fair Trade Enforcement Bureau – Business Licensing and Accreditation Division |
| **Classification:** | Simple Transaction |
| **Type of Transaction:** | G2B |
| **Who may avail:** | Any Person, Partnership, Corporation or Entity Granted a Loan or Credit by Government or any of its financial institutions. |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|---|
| 1. Original Prescribed Application Form | DTI-FTEB |
| 2. Copy of any of the following supporting documents:<br>• Proforma/Commercial Invoice;<br>• Letter of Credit;<br>• Purchase Order;<br>• Sales Contract and Charter Agreement and/or Bill of Lading | Applicant |

| CLIENTS STEPS | AGENCY'S ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| 1.<br>APPLY and PAY<br><br>SUBMIT duly accomplished application form together with the required documents (a scanned copy of the documents may be submitted via email:fteb_blad@dti.gov.ph; | 1.1 Evaluate documentary requirements, if complete, issue Orders of Payment | None | 20 minutes | Account Officer |
| | 1.2 Receive payment of fees and issue Official Receipt (OR) | See fees below | 15 minutes | DTI Cashier/ Other Available Payment Centers or Media |

| CLIENTS STEPS | AGENCY'S ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| PAY Application Fee and SUBMIT copy of Official Receipt or validated Order of Payment | 1.3 Receive proof of payment of fees | None | 5 minutes | Account Officer |
| 2<br>COMPLY:<br><br>SUBMIT lacking or supporting requirements, if any, after review of the documents by the Division Chief. | 2.1 Process the application and endorse it to Division Chief for review; | None | 15 Minutes | Account Officer |
| | 2.2 Review the application and recommend to the Director the grant/ denial of waiver | None | 10 Minutes | Division Chief |
| | 2.3 Sign/ Deny the application for waiver | None | 5 minutes | Director |
| 3<br>RECEIVE:<br><br>Claim Approved Waiver Application and Accomplish CSF form | 3.1 Release the approved Waiver application and Provide CSF link | None | 5 minutes | Account Officer/ Administrative Aide |
| **Total Processing Time** | | | **1 hr. & 15 mins.** | |

**Application Fee:**

| Tonnage/Application | Fee per Application |
|---|---|
| Chartered Vessel | Php 1,000,00 |
| Above 100 RT | Php 800.00 |
| Over 80 to 100RT | Php 700.00 |
| Over 60 to 80 RT | Php 600.00 |
| Over 40 to 60 RT | Php 500.00 |
| Over 20 to 40 RT | Php 400.00 |
| 20 RT and below | Php 300.00 |
| **Other Fees:**<br>**Amendments- 50% of Application Fee**<br>**Document Stamp Tax:** ₱ 30.00 | |

**Penalties (late filing)**

| Number of Violations | Liner Service | Chartered Vessel |
|---|---|---|
| First Violation | Php 10,000.00 | Php 50,000.00 |
| Second Violation | Php 30,000.00 | Php 100,000.00 |
| Third Violation | Php 50,000.00 | Php 200,000.00 |
| Fourth Violation | Php 70,000.00 | Php 300,000.00 |
| Fifth & Succeeding Violations | Php 100,000.00 | Php 500,000.00 |

## 15. Issuance of Certificate of Authority to Import

The issuance of Certificate of Authority to Import a **SIMPLE** transaction. Under Sec. 9 b1 of RA 11032, simple transactions shall be acted upon by the assigned officer/employee within 3 working days. If the Certificate of Authority to Import is not released within 3 days, you may file a complaint via email (arta@dti.gov.ph).

Online processing and issuance of importation clearance for regulated used motor vehicles, used engines, parts and components prior to shipment from the country of origin into the Philippine customs territory.

| | |
|---|---|
| **Office or Division:** | Fair Trade Enforcement Bureau – Import Regulation Division |
| **Classification:** | Simple Transaction |
| **Type of Transaction:** | a) Government to Business (G2B) – Importation of CKD, CBU and Replacement Parts<br>b) Government to Government (G2G) – Importation through Government Importation and Donation to LGU<br>c) Government to Citizens (G2C) - No-Dollar Importation |
| **Who may avail:** | Importation of the following:<br>1. CKD Parts and Components for Rebuilding – only DTI accredited rebuilding centers<br>2. CBU used motor vehicles – any person, natural or juridical<br>3. Use Engines, Parts and Components for Rebuilding - any person, natural or juridical<br>4. No-Dollar Importation – Filipino returning resident, immigrants holding 13g and 13a visa or Dual Citizens, SRR Visa Holder under the Philippine Retirement Act, 47(a)(2) Visa Holder under the Balik-Scientist Program and member of Diplomatic Corps.<br>5. Importation of Motor Vehicle by the Officials of the Diplomatic Corps<br>6. Government Importation – National Government Agencies (NGA), Local Government Units (LGU) and Government-Owned and Controlled Corporation (GOCC) Donation – Local Government Units (LGU)<br>7. Donation – Local Government Units (LGU) |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|---|
| **Completely Knocked-Down parts and components of Used Truck, Bus and Special Purpose Vehicle for Rebuilding** | |
| 1. Completely filled out DTI-FTEB Application Form and notarized Affidavit of Undertaking | iregis.dti.gov.ph |
| 2. Proforma Invoice; | Applicant |
| 3. Certificate of Accreditation as a Rebuilding Center (for first importation only) | Applicant |
| **Completely Built-Up Used Trucks, Buses and Special Purpose Vehicle Importation** | |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|---|
| 1. Completely filled out DTI-FTEB Application Form and notarized Affidavit of Undertaking: | iregis.dti.gov.ph |
| 2. Proforma Invoice; | Applicant |
| 3. Business Name if Single Proprietorship/Partnership or SEC if corporation (for new applicants); Business Name if Single Proprietorship/Partnership or SEC if corporation (for new applicants); | Applicant |
| 4. Certificate of Roadworthiness and Emission Compliance (CEC) from country of origin duly authenticated by the Philippine Embassy abroad for non-members of the Apostille Convention or apostatized by the competent authority of Apostille-contracting countries, whichever is applicable (under CAA, RA 8749) | Applicant |
| 5. Picture of the motor vehicle | Applicant |
| **Used Engines, Parts and Components Importation** | |
| 1. Completely filled out DTI-FTEB Application Form and notarized Affidavit of Undertaking; | iregis.dti.gov.ph |
| 2. Proforma Invoice; | Applicant |
| 3. Business Name if Single Proprietorship/Partnership or SEC if corporation (for new applicants); | Applicant |
| 4. In appropriate cases, applicant may be required to submit a brochure or any pertinent literature to describe the spare parts to be imported | Applicant |
| **No-Dollar Importation of Used Motor Vehicle** | |
| **A. Basic Requirements** | |
| **1. For the importer** | |
| a. Philippine passport for Philippine citizens showing that the applicant has resided abroad for at least one (1) year (accumulated for the last 3 years from the date of filing of the application); | Applicant |
| b. Immigrants holding 13G or 13A Visa or Dual Citizens; | Applicant |
| c. SRR Visa Holder under the Philippine Retirement Act; | Applicant |
| d. 47(a)(2) Visa Holder under the Balik-Scientist Program. | Applicant |
| **2. For the motor vehicle** | |
| a. Left Hand Drive; | Applicant |
| b. Not to exceed 3,000Kgs GVW; | Applicant |
| c. Registered under the name of qualified importer for at least six (6) months prior to the submission of the application. Co-owner to submit Affidavit of Waiver; | Applicant |
| d. Certificate of Roadworthiness and Emission Compliance (CEC) from country of origin duly authenticated by the Philippine Embassy abroad for non-members of the Apostille Convention or apostatized by the competent authority of Apostille-contracting countries, whichever is applicable (under CAA, RA 8749) | Applicant |
| **B. Documentary Requirements** | |
| 1. Completely filled-out DTI-FTEB Application Form and notarized Affidavit of Undertaking; | iregis.dti.gov.ph |
| 2. 1 copy of 2x2 picture with signature | Applicant |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|---|
| 3. Picture of the motor vehicle; | Applicant |
| 4. Copy of Car Title of Registration with English translation if necessary | Applicant |
| **C. Additional Requirements** | |
| 1. Philippine Passport Holders – Original or authenticated copy of pages with entries of both old and new passport; | Applicant |
| 2. Dual Citizens:<br>a. Original or authenticated copy of Philippine and Foreign Passport;<br>b. Original or authenticated copy of Identification Certificate or Oath of allegiance issued by the Bureau of Immigration or Philippine Consulate/ Embassy in-lieu of a Philippine passport. | Applicant |
| 3. Foreign Passport Holders (13A and 13G visa Holders):<br>a. Original or authenticated copy of passport, stamped with valid 13A and 13G Visa);<br>b. Immigrant Card (I-card) | Applicant |
| 4. Foreigners Under the Philippine Retirement Act (PRA) (SRR Visa) – Original or authenticated copy of passport stamped with a valid SRR Visa. | Applicant |
| 5. Filipinos/Foreigners of Filipino Descent under the Balik-Scientist Program (47A2 Visa) – Original or authenticated copy of passport stamped with valid 47A2 Visa | Applicant |
| **D. Note** | |
| 1. Authentication is required when original documents cannot be presented, unless expressly stated; | --- |
| 2. Non-original documents shall be authenticated by the Philippine Consulate/ Embassy abroad; | --- |
| 3. Certificate of car title or registration from UAE shall be authenticated by the UAE Ministry of Foreign Affairs (MOFA) and consequently certified by the Philippine Consulate/Embassy abroad; | --- |
| 4. Importation of motor vehicles is subject to payment of taxes and duties; | --- |
| 5. Personal appearance of applicant at the FTEB is required prior to the release of the motor vehicle from the Bureau of Customs (BOC); | --- |
| 6. Only one vehicle shall be allowed per family (composed of the husband, wife and unemancipated minor children) and can avail of the program only once (under Part II Sec. 3, par.d.3 of the guidelines of EO 156 as amended by EO 877-A); | --- |
| 7. There shall be no resale of the motor vehicle for three years (under EO 156 as amended by EO 877-A); | --- |
| 8. Must file within two years of arrival; | --- |
| 9. Submit to the FTEB the above-mentioned requirements for evaluation and subsequent issuance of an authority to import if found qualified. | --- |
| **Importation by the Officials of the Diplomatic Corps** | |
| **Officials of the Diplomatic Corps - <u>Individual</u>** | |
| **A. Basic Requirements** | |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|---|
| **1. For Importer** | |
| a. Officials of the Diplomatic Corps and International Organization, | Applicant |
| **2. For Motor Vehicle** | |
| a. Left Hand Drive; | Applicant |
| b. Registered under the name of the qualified importer for at least six (6) months prior to the submission of the application. Co-owner to submit Affidavit of Waiver; | Applicant |
| c. Certificate of Roadworthiness and Emission Compliance (CEC) from country of origin duly authenticated by the Philippine Embassy abroad for non-members of the Apostille Convention or apostatized by the competent authority of Apostille-contracting countries, whichever is applicable (under CAA RA 8749). | Applicant |
| **B. Documentary Requirements** | |
| 1. Completely filled-out DTI-FTEB Application Form and notarized Affidavit of Undertaking; | iregis.dti.gov.ph |
| 2. Copy of 2x2 picture with signature; | Applicant |
| 3. Copy of passport; | Applicant |
| 4. Copy of picture of the motor vehicle; | Applicant |
| 5. Copy of Car Title or Registration with English translation if necessary; | Applicant |
| 6. Certification from Department of Foreign Affairs (DFA) as a member of Diplomatic Corps and authorization to import used motor vehicle. | Applicant |
| **Officials of the Diplomatic Corps – <u>Embassy and International Organization</u>** | |
| **Basic Requirements** | |
| **For Importer** | |
| a. Embassies and International Organizations, | Applicant |
| **For Motor Vehicle** | |
| a. Left Hand Drive; | Applicant |
| b. Certificate of Roadworthiness and Emission Compliance (CEC) from country of origin duly authenticated by the Philippine Embassy abroad for non-members of the Apostille Convention or apostatized by the competent authority of Apostille-contracting countries, whichever is applicable (under CAA RA 8749). | Applicant |
| **Documentary Requirements** | |
| 1. Completely filled-out DTI-FTEB Application Form and notarized Affidavit of Undertaking; | iregis.dti.gov.ph |
| 2. Copy of picture of the motor vehicle; | Applicant |
| 3. Copy of Certification from Department of Foreign Affairs (DFA) that the particular DM/IO is authorized to import used motor vehicle for the use of officials of the Diplomatic Corps of International Organization | Applicant |
| **Government Importation** | |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|---|
| 1. Completely filled-out DTI-FTEB Application Form with notarized Affidavit of Undertaking; | iregis.dti.gov.ph |
| 2. Proforma Invoice; | Applicant |
| 3. Certificate of Roadworthiness and Emission Compliance (CEC) from country of origin duly authenticated by the Philippine Embassy abroad for non-members of the Apostille Convention or apostatized by the competent authority of Apostille-contracting countries, whichever is applicable (under CAA RA 8749). | Applicant |
| 4. Liquidation of previous Authority to Import, if any/ Certificate of First Importation; | Applicant |
| 5. Board Resolution (original & certified true copy w/ dry seal) for Local Government Unit (LGU) only, indicating all items to be imported; | Applicant |
| 6. Notice of Award, Abstract of Bids, if through public bidding; | Applicant |
| 7. Sole distributorship/manufacturer certificate, certificate of non-public bidding; | Applicant |
| 8. Brochure and other documents (if needed) | Applicant |
| **Importation through Donation of used Motor Vehicle by Local Government Units** | |
| **A. For Donee/Consignee** | |
| 1. Completely filled-out DTI-FTEB Application Form and notarized Affidavit of Undertaking; | iregis.dti.gov.ph |
| 2. Letter request for Importation; | Applicant |
| 3. Sangguniang Panlalawigan, Sangguniang Panglungsod or Sangguniang Bayan Resolution accepting the donation (original and certified true copy with dry seal of the City/Municipal/Province). | Applicant |
| **B. For Donor/Supplier** | |
| 1. Authenticated Deed of Donation by the nearest Philippine Consulate abroad (original and photocopy) | Applicant |

| CLIENTS STEPS | AGENCY'S ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| 1. APPLY CONNECT<br><br>The Client logs in the DTI's IREGIS Portal as Negosyo Applicant https://iregis.dti.gov.ph<br><br>Without NegosyoKonek Profile, register at NegosyoKonek Website and get reference number https://negosyokonek.dti.gov.ph<br><br>With NegosyoKonek Profile, go to Import Application Menu and fill-out necessary information<br><br>"One-time business registration only to NegosyoKonek" | 1.1 iREGIS will generate unique token number | | 5 minutes | iREGIS |
| 2. COMPLY:<br><br>The Client submits application and documentary requirements to the IRegIS | 2.1 The IRD Account Officer / Administrative Aide VI evaluates the application and documentary requirements uploaded on the IREGIS<br><br>If Incomplete, return the application to "For Client;s Action" status to comply with the lacking documents<br><br>If Complete, | | 20 minutes | Account Officer/ Division Chief |

| CLIENTS STEPS | AGENCY'S ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| | change status to "For Review" for IRD Division Chief final review of the application. Generate payment reference. | | | |
| | 2.2 The **IRD Division Chief** reviews the application and documentary requirements on the IREGIS.<br><br>If disapprove, application will return to IRD Account Officer, and return the application to "For Client's Action" status to comply with the lacking documents<br><br>If approve, change status of the application to "for Application Fee Payment" for the full payment of the application fee | | 5 minutes | IRD Division Chief |
| 3.0<br>PAY<br>The Client pays the application fee thru DTI Pay.<br><br>*The confirmation of payment will be sent thru email and will be reflected on the application dashboard on the IREGIS.* | 3.1<br>The FTEB Director reviews and approves the Authority to Import thru IREGIS. | CKD:<br>Php 600.00/set of chassis, engine body, cabin/ cowl<br><br>CBU: Php 600.00/unit<br><br>SP:<br>Php300.00 | 5 minutes | FTEB Director |

| CLIENTS STEPS | AGENCY'S ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| Upon payment, status of the application will change to "For Recommending Approval" for the final approval of FTEB Director | | /application<br><br><u>NDI:</u><br>Cars: Php1,500.00/unit<br>Motorcycle: Php900.00/unit<br><br><u>ODC:</u><br>Cars: Php1,500.00/unit<br>Motorcycle: Php900.00/unit<br><br><u>GI:</u><br>Php300.00/application<br><br><u>D:</u><br>Php300.00/application | | |
| 4.0<br>RECEIVE<br>The Client downloads or prints approved Authority to Import and accomplishes Client Satisfaction Feedback in the iRegis. | | | 3 minutes | Account Officer/ Administrative Aide VI |
| **Total Processing Time** | | **1-2 Days (38 minutes under normal condition)** | | |

## 16. Issuance of Sales Promotion Permit for Vape

The issuance of Sales Promotion Permit is considered as a **COMPLEX** transaction. Under Sec. 9 b1 of Republic Act No. 11032, or the Anti-Red Tape Act of 2007, complex transactions shall be acted upon by assigned officer/employee within seven (7) working days. If the application is not acted upon within the prescribed time, you may file a complaint via email (artaunit@dti.gov.ph).

The issuance of a sales promotion permit is required to ensure fairness in the conduct of sales promotion, truth in claims, guarantee in the delivery of commitments, and remedies for violation. Application for Sales Promotion Permit is filed through email submission at osmv@dti.gov.ph

| | |
|---|---|
| **Office or Division:** | Office for the Special Mandate on Vaporized Nicotine and Non-Nicotine Products, their Devices, and Novel Tobacco Products |
| **Classification:** | Complex |
| **Type of Transaction:** | G2B – Government to Business |
| **Who may avail:** | Companies embarking on sales promotional events campaign as defined under Republic Act No. 11900 (RA11900) or the Vaporized Nicotine and Non-Nicotine Products Regulation Act |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|---|
| **I. DISCOUNT PROMO** | |
| ***SP PERMIT APPLICATION REQUIREMENTS*** | |
| Filled-up application and duly signed by the authorized representative | Applicant |
| Detailed sales promo mechanics | Applicant |
| Layout of promo collaterals one of which must contain the detailed promo mechanics. | Applicant |
| List of products on sale reflecting the original price, discounted price, and % discount | Applicant |
| For ads with special claims (e.g “the best”, “no.1”, “biggest”, “best-selling”): the source of special claims with supporting official copy of research/test/survey results/scientific or statistical findings, an article from journal/book/newspaper/magazine | Applicant |
| For ads with image of Philippines Peso: Clearance from Bangko Sentral ng Pilipinas | BSP |
| For ads with image of Philippine National Flag or Philippine historical/cultural sites: Clearance from National Historical Commission of the Philippines | NHCP |
| For ads using copyrighted image (Philippine Airlines, Enchanted Kingdom, Disney): permit from copyright owner | Applicant |
| For online ads: Screenshots of online publication of promo mechanics/ads and all other promo related landing pages | Applicant |
| ***Note:*** *Memorandum of Agreement between promoting agency and participating outlet/co-sponsor/promo partner/redemption center, if applicable* | |
| **II. PREMIUM PROMO** | |
| ***SP PERMIT APPLICATION REQUIREMENTS*** | |
| Filled-up application and duly signed by the authorized representative | Applicant |
| Detailed sales promo mechanics | Applicant |
| Layout of promo collaterals one of which must contain the detailed promo mechanics | Applicant |
| Area map or vicinity map showing at least 100 meters from the perimeter of the promotional event, venue and identifying the establishments or areas contiguous to the promotional event venue. | Applicant |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|---|
| A sworn statement that nicotine shots and/or concentrates shall not be present, advertised in any manner or sold or offered for sale in the promotional event. | Applicant |
| A waiver in favor of DTI entry and inspection at any time during the preparation of the promotional event venue, holding of the event itself, termination of the event and egress of participants, exhibitors, and organizers. | Applicant |
| All advertisement materials announcing the promotional event. Ad materials so where is the regulation on age verification | Applicant |
| ***Promo Particulars*** | |
| Voucher or similar instrument with the following minimum contents:<br>• Validity period of at least 1 year<br>• Redemption center<br>• How to avail<br>• Claiming terms and conditions | Applicant |
| Certificates/Check/Card/Vouchers or similar instrument to be sold at promo rate (should be valid at least 1year date of issue) | Applicant |
| System Description and features | Applicant |
| Systems flowchart | Applicant |
| Reply/content messages if using SMS/electronic system | Applicant |
| ***Permit Application Attachments (if applicable)*** | |
| Product standard certificate for vaporized nicotine and non-nicotine products | DTI-OSMV |
| For jewelry prizes, certificate of appraisal signed by licensed gemologist | Applicant |
| Title, house plan blueprint, specifications, model, location plan, cost and area of house, cost and area of lot | Applicant |
| For condominium prize: condo unit blueprint, specification, model, location plan, cost, area | Applicant |
| For prize payable in installment (shall not be exceed 5 years): performance bond or similar devices | Applicant |
| For foreign or domestic trips: local/domestic trip valid for 1 year, foreign valid for 6 months. | Applicant |
| Projected total cost of Prizes for the whole promo duration | Applicant |
| For ads with special claims (e.g “the best”, “no.1”, “biggest”, “best-selling”): the source of special claims with supporting official copy of research/test/survey results/scientific or statistical finding, article from journal/book/newspaper/magazine | Applicant |
| For ads with image of Philippines Peso: Clearance from Bangko Sentral ng Pilipinas | BSP |
| For ads with image of Philippine National Flag or Philippine historical/cultural sites: Clearance from National Historical Commission of the Philippines | NHCP |
| For ads using copyrighted image (Philippine Airlines, Enchanted Kingdom, Disney): permit from copyright owner | Applicant |
| For online ads: Screenshots of online publication of promo mechanics/ads and all other promo related landing pages | Applicant |
| ***Note:*** *Memorandum of Agreement between promoting agency and participating outlet/co-sponsor/promo partner/redemption center, if applicable* | |
| ***III.*** **RAFFLE/REDEMPTION/GAMES/CONTEST SALES PROMOTION** | |
| ***SP Permit Application Requirements*** | |
| Filled-up application and duly signed by the authorized representative | Applicant |
| Detailed sales promo mechanics | Applicant |
| Layout of promo collaterals one of which must contain the detailed promo mechanics | Applicant |
| Area map or vicinity map showing at least 100 meters from the | Applicant |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|---|
| perimeter of the promotional event, venue and identifying the establishments or areas contiguous to the promotional event venue. | |
| A sworn statement that nicotine shots and/or concentrates shall not be present, advertised in any manner, or sold or offered for sale in the promotional event. | Applicant |
| A waiver in favor of DTI entry and inspection at any time during the preparation of the promotional event venue, holding of the event itself, termination of the event and egress of participants, exhibitors, organizers. | Applicant |
| All advertisement materials announcing the promotional event. Ad materials so where is the regulation on age verification | Applicant |
| ***For System Aided/Online Promo*** | |
| System description and features | Applicant |
| Systems flowchart | Applicant |
| Reply/content messages for SMS/electronic system based-promo | Applicant |
| Screenshot of all other promo related landing pages/webpages | Applicant |
| ***Permit Application Attachments (if applicable)*** | |
| Product standard certificate for vaporized nicotine and non-nicotine products | DTI-OSMV |
| For jewelry prizes, certificate of appraisal signed by licensed gemologist | Applicant |
| Title, house plan blueprint, specifications, model, location plan, cost and area of house, cost and area of lot | Applicant |
| For condominium prize: condo unit blueprint, specification, model, location plan, cost, area | Applicant |
| For prize payable in installment (shall not exceed 5 years): performance bond or similar devices | Applicant |
| For foreign or domestic trips: local/domestic trip valid for 1 year, foreign valid for 6 months. | Applicant |
| Projected total cost of Prizes for the whole promo duration | Applicant |
| For ads with special claims (e.g., “the best”, “no.1”, “biggest”, “best-selling”): the source of special claims with supporting official copy of research/test/survey results/scientific or statistical finding, article from journal/book/newspaper/magazine | Applicant |
| For ads with image of Philippines Peso: Clearance from Bangko Sentral ng Pilipinas | BSP |
| For ads with image of Philippine National Flag or Philippine historical/cultural sites: Clearance from National Historical Commission of the Philippines | NHCP |
| For ads using copyrighted image (Philippine Airlines, Enchanted Kingdom, Disney): permit from copyright owner | Applicant |
| For online ads: Screenshots of online publication of promo mechanics/ads and all other promo related landing pages | Applicant |
| ***Note:*** *Memorandum of Agreement between promoting agency and participating outlet/co-sponsor/promo partner/redemption center, if applicable* | |
| **CONTROL MEASURES** | |
| Procedure in handling, collecting, safekeeping of entries/data | Applicant |
| Name and designation of persons responsible in handling the promo system, collecting entries, safekeeping of entries | Applicant |
| Presence of DTI representative during the drawing of winners or determination of winners | DTI-OSMV |
| ***Other Promo particulars if applicable*** | |
| Raffle stub (traditional) with the following minimum contents:<br>• Name<br>• Address<br>• Telephone Number | Applicant |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|---|
| • Promo period<br>• Deadline of submission of entries<br>• Raffle draw date<br>• **"Per DTI OSMV Permit No. XXXX Series of 20XX"** | |
| Raffle (SMS and Online)<br>Registration page which must contain the following:<br>• Name:<br>• Postal Address:<br>• Contact details: | Applicant |
| Contest Sales Promo Campaign<br>• Submit name and qualification of judges, at least 3 and 1 of which must be an industry practitioner<br>• Judges' score sheet and tally sheet | Applicant |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| 1. Submit the duly accomplished application form with complete documentary requirements to the OSMV via email | 1. Acknowledge receipt of submission | None | 1 working day | Applicant / Standards Unit Personnel |
| | 2. Evaluate sales promotion permit application documents<br><br>If complete, prepare Statement of Account and Payment Slip.<br><br>If incomplete, revert the application to client and indicate the deficiencies. | None | 2 working days | Standards Unit Personnel |
| | 3. Review and recommend for approval/denial of sales promotion permit | None | 2 working days | Standards Unit Head or his/her authorized representative |
| | 4. Approval or denial of sales promotion permit | None | 1 working day | OSMV Director/Supervising Head or his/her authorized representative |
| | 5. Issue Statement of Account and Payment Slip to the applicant | Each scheme will be subject to a Permit fee based on the | 1 hour | Standards Unit Personnel |

| | | | | |
|---|---|---|---|---|
| 2. Print Statement of Account and Payment Slip application and/or processing fees at the DTI Cashier | 6. Receive payment from the client, sign the Statement of Account presented by the client, and issue Official Receipt | amount of prizes or geographical area, whichever is higher. Please see schedule of fees below | 1 hour | Applicant / DTI Cashier |
| 3. Submit Official Receipt to OSMV | 7. Issue sales promotion permit | None | 1 hour | Standards Unit Personnel |
| **Total Processing Time** | **6 working days and 3 hours**[1] from the receipt of complete application | | | |

**SCHEDULE OF FEES AND CHARGES FOR SALES PROMOTION PERMIT**

| Particulars | Fee |
|---|---|
| **Permit Fee Based on Coverage** | |
| Single province/city/municipality | PhP 250.00 |
| Several provinces/cities/municipalities | PhP 500.00 |
| More than one region but excluding Metro Manila | PhP 750.00 |
| NCR only or in several regions including Metro Manila or nationwide | PhP 1,000.00 |
| **Permit Fee Based on Amount of Prizes** | |
| Up to P50,000 | P250 |
| P50,001-P150,000 | P500 |
| P150,001-P300,00 | P1,000 |
| P300,001-P500,000 | P2,000 |
| P500,001-P1,000,000 | P3,000 |
| Above P1,000,000 | P5,000 |
| **Documentary Stamp** | PhP 30.00 |

[1] OSMV reserves the right to avail of the extension of the prescribed timeline by the same number of working days provided in Republic Act (RA) No. 11032 on the condition that the Office adheres to the provisions given in the IRR of RA No. 11032.

## 17. Processing of Application for Certificate of Warehouse Registration

The issuance of Application for Certificate of Warehouse Registration is considered as a **HIGHLY TECHNICAL** transaction. Under Sec. 9 b1 of Republic Act No. 11032, or the Anti-Red Tape Act of 2007, highly technical transactions shall be acted upon by assigned officer/employee within twenty (20) working days. If the application is not acted upon within the prescribed time, you may file a complaint via email (artaunit@dti.gov.ph).

Application for Certificate of Warehouse Registration is granted to either a local or foreign manufacturer or local importer whose factory and product have successfully complied with the requirements of the PNS ISO 9001 and the relevant standard/s, respectively. Application for Certificate of Warehouse Registration is filed through email submission at osmv_su@dti.gov.ph.

| | |
|---|---|
| **Office or Division:** | Office for the Special Mandate on Vaporized Nicotine and Non-Nicotine Products, and their Devices, and Novel Tobacco Products |
| **Classification:** | Highly Technical |
| **Type of Transaction:** | G2B – Government to Business |
| **Who may avail:** | Manufacturer - any entity engaged in any and all operations involved in the production of vaporized nicotine and non-nicotine products, or their devices, including preparatory processing, compounding, formulating, filling, refilling, packaging, repackaging, altering, ornamenting, finishing and labeling for the purpose of their storage, sale or distribution.<br><br>Importer - any entity who engages in sourcing outside the Philippines vaporized nicotine and non-nicotine products, or their devices, and bringing them into the Philippines for purposes of distribution in commerce, except that such term does not include a manufacturer, retailer, or common carrier of such products.<br><br>Distributor - |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|---|
| 1. Certificate of Warehouse Registration Application Form | OSMV |
| 2. Duly-accomplished and notarized Undertaking to Abide by the Terms and Conditions of the Certificate of Warehouse Registration | OSMV |
| 3. DTI Business Registration Certificate for sole proprietorship or Latest SEC Registration Certificate and Articles of Incorporation/Partnership for corporation/partnership | DTI/BNRS/Securities and exchange commission |
| 4. Proof of ownership of warehouse or contract if the warehouse is rented/leased | Client |
| 5. Proof of billing of warehouse | Client |
| 6. List of brands and varieties of vaporized nicotine and non-nicotine products and novel tobacco products | Client |
| 7. Vicinity map of the store including the Global Positioning System (GPS) coordinates showing proof/evidence that the store is not located within 100-meter vicinity from any schools or places frequented by minors | Client |
| 8. Undertaking to abide by the terms and Conditions of the Certificate of Warehouse Registration | OSMV |

*Note: All requirements must be Certified true copy*

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| 1. Submit the documentary requirements to the OSMV via email | 1.1. None | None | 20 minutes | Applicant |
| | 1.2. Acknowledge receipt of the application requirements | None | 1 working day | OSMV Standards Unit (SU) |
| | 1.3. Review and evaluation of application and required attachments<br><br>If complete, Prepared draft for Certificate of Warehouse Registration, Statement of Account, and letter reminding the Licensee of the terms and conditions of the License<br><br>If incomplete, revert the application indicating deficiencies under "Remarks" tab | None | 2 working days | OSMV SU |
| | 1.4 Conduct of Inspection at Importers Warehouse (if necessary) | None | *Inspection time may vary* | Inspection Officer |
| | 1.5 Review and recommend for approval/denial of Certificate of Warehouse<br><br>If compliant, prepare Draft Certificate of Warehouse Registration, Statement of Account and Oath of Undertaking | None | 2 working days | Standards Unit Head or his/her authorized representative |
| | 1.6 Approval or denial of Certificate of Warehouse Registration | None | 1 working day | OSMV Director/Supervising Head or his/her authorized |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| | | | | representative |
| 2. Pay the necessary fees specified on the Statement of Account and present Official Receipt (OR) | Prepare payment slip indicating the amount specified on the Statement of Account | **Processing Fee**: 500 pesos<br><br>**Inspection Fee:** 500 pesos | 1 working day | OSMV SU |
| 3. Present original copy of the official receipt to OSMV | Release the Certificate of Warehouse Registration upon verification of the Official Receipt | None | 1 working hour upon receipt of OR | OSMV SU |
| **Total Processing Time** | **7 working days and 1 working hour**[2] upon receipt of complete application requirements + inspection time | | | |

**SCHEDULE OF FEES AND CHARGES FOR WAREHOUSE REGISTRATION**

| Processing Fee | Inclusion Fee* | Inspection Fee | Documentary Stamp |
|---|---|---|---|
| ₱ 500.00 | ₱ 500.00 | ₱ 500.00 | ₱ 30.00 |

* Inspection conducted by OSMV is charged according to the audit fees indicated in this table. If audit is conducted by OSMV Recognized Auditing Bodies, the fee is charged by the OSMV Recognized Inspection Body.
* Transportation: As per arrangement (if necessary)

[2] OSMV reserves the right to avail of the extension of the prescribed timeline by the same number of working days provided in Republic Act (RA) No. 11032 on the condition that the Office adheres to the provisions given in the IRR of RA No. 11032.

## 18. Processing of Philippine Standard (PS) Quality Mark License

The issuance of Philippine Standard (PS) Quality Mark is considered as a **HIGHLY TECHNICAL** transaction. Under Sec. 9 b1 of Republic Act No. 11032, or the Anti-Red Tape Act of 2007, highly technical transactions shall be acted upon by assigned officer/employee within twenty (20) working days. If the application is not acted upon within the prescribed time, you may file a complaint via email (artaunit@dti.gov.ph).

The PS Quality Mark License is granted to either a local or foreign manufacturer or local importer whose factory and product have successfully complied with the requirements of the PNS ISO 9001 and the relevant standard/s, respectively. Application for PS License is filed through email submission at osmv@dti.gov.ph

| | |
|---|---|
| **Office or Division:** | Office for the Special Mandate on Vaporized Nicotine and Non-Nicotine Products, and their Devices, and Novel Tobacco Products |
| **Classification:** | Highly Technical |
| **Type of Transaction:** | G2B – Government to Business |
| **Who may avail:** | Manufacturer - any entity engaged in any and all operations involved in the production of vaporized nicotine and non-nicotine products, or their devices, including preparatory processing, compounding, formulating, filling, refilling, packaging, repackaging, altering, ornamenting, finishing and labeling for the purpose of their storage, sale or distribution.<br><br>Importer - any entity who engages in sourcing outside the Philippines vaporized nicotine and non-nicotine products, or their devices, and bringing them into the Philippines for purposes of distribution in commerce, except that such term does not include a manufacturer, retailer, or common carrier of such products. |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|---|
| 1. Philippine Standard (PS) Quality Mark License Application Form | DTI OSMV |
| 2. Oath of undertaking to abide by the Terms and Conditions of the PS License | DTI OSMV |
| 3. Copy of whichever document is applicable:<br>a. Department of Trade and Industry (DTI) Business Name Registration Certificate (if sole proprietor);<br>b. Securities and Exchange Commission (SEC) Certificate of Registration (if corporation/ partnership); or<br>c. Equivalent foreign document (if overseas applicant) | DTI/SEC/equivalent foreign government agency |
| 4. Copy of the company's latest Income Tax Return (ITR) or latest audited financial statement and certification of an accountant on the net worth of the business | BIR/Applicant |
| 5. Quality Management System (QMS) Manual | Applicant |
| 6. Product Identification Traceability Procedure including process flow, materials and process control and drawings, among others | Applicant |
| 7. List of testing and measuring equipment with nominal capacities, serial numbers, and proof of ownership of the same, and product testing results | Applicant |
| 8. Brief description of equipment maintenance and calibration program for all testing and measuring equipment with corresponding calibration certificates | Applicant |
| 9. Copies of labels, markings, and logos as per requirements of specific standard | Applicant |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|---|
| 10. Vicinity of the factory | Applicant |
| 11. Copy of Food and Drug Administration (FDA) Registration (if applicable) | FDA |
| 12. Product formulation of the e-liquid/vape juice/vapor product or heated tobacco product (HTP) consumables duly signed by a Licensed Chemist | Applicant |
| 13. Toxicological risk assessment from the manufacturer duly signed by a toxicologist | Applicant |

*Note: All requirements must be Certified true copy and to be submitted to OSMV SU email.*

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| 1. Submit the documentary requirements to the OSMV via email | 1.1 None | None | 20 minutes | Applicant |
| | 1.2 Acknowledge receipt of the application requirements | None | 1 working day | OSMV Standards Unit (SU) |
| | 1.3 Review and evaluation of application and required attachments<br><br>If complete, endorse the conduct of the audit<br><br>If incomplete, revert the application indicating deficiencies via email | None | 3 working days | OSMV SU |
| 2. Coordinate with OSMV or the chosen auditing body for the schedule of the audit | 2.1. OSMV auditors or the auditing body shall prepare Audit Assignment (AA) and Audit Plan (AP). OSMV Audit Checker shall review the aforementioned documents.<br><br>If incomplete, revert the application to | None | For OSMV auditor/s: 2 working days for preparation of AA and AP | OSMV SU |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| | the auditing body indicating deficiencies via email | | | |
| | 2.2 Approval of AA and AP<br><br>If incomplete, revert the application to the auditing body indicating deficiencies via email | None | 1 working day upon receipt of AA and AP from OSMV auditor or OSMV Recognized Auditing Body | Standards Unit Head or his/her authorized representative |
| 3. Prepare for factory and product audit | 3.1 Conduct factory/QMS and product audit<br><br>If complied, draw product samples<br><br>Prepare Audit Report | **Audit Fee**: As charged by the OSMV Recognized Auditing Body<br><br>**OSMV Audit Fee:** Depending on size of business establishment in terms of assets *(Refer to attached table)*<br><br>**Transportation:** As per arrangement (if necessary)<br><br>**Hotel Accommodation:** As per arrangement (if necessary) | *Note: The audit time varies based on the number of product types being applied for PS License* | Audit Team (OSMV or from OSMV Recognized Auditing Body) |
| 4. Institute corrective actions | 4.1 If there are non-conformities (NCRs) during the QMS and/or product audit, advise the applicant to do corrective actions within a period of three (3) months from notice. | None | | Audit Team (OSMV or from OSMV Recognized Auditing Body) |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| 5. Secure Request for Test form for the drawn samples and submit samples to the OSMV Recognized Testing Laboratory | 5.1 Provide Request for Test (RFT) form for the drawn samples and inform the applicant of the test duration. | **Testing Fee:** As charged by the OSMV Recognized Testing Laboratory | *Note: The test period varies based on the product type* | Audit Team (OSMV or from OSMV Recognized Auditing Body) and OSMV Recognized Testing Laboratory |
| 6. Institute corrective actions on the product, if appropriate | 6.1 Evaluation of the submitted corrective action | None | 3 working days | OSMV SU |
| 7. Submission of Audit Report from OSMV Recognized Auditing Body via email | 7.1 Evaluate Audit Report<br><br>If incomplete, revert the audit report to the auditing body indicating deficiencies via email | None | 3 working days | OSMV SU |
| 8. Submission of Test Report from OSMV Recognized Auditing Body via email | 8.1 Evaluate Test Report<br><br>If complied, recommend for drafting of PS License<br><br>If test results failed, recommend to Applicant to undertake corrective action and/or request for re-sampling<br><br>If incomplete, revert the application to the testing body indicating deficiencies via email | None | 3 working days | OSMV SU |
| | 8.2 Prepare draft for PS License and its Scope of Certification, Statement of Account, and letter reminding the Licensee of the terms and conditions of the License | None | 1 working day | OSMV SU |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| | 8.3 Review and recommend for approval/denial of PS License | None | 1 working day | OSMV SU |
| | 8.4 Approval or denial of PS License | None | 1 working day | OSMV Director/Supervising Head or his/her authorized representative |
| 9. Pay the necessary fees specified on the Statement of Account and present Official Receipt (OR) | 9.1 Prepare payment slip indicating the amount specified on the Statement of Account | See schedule of fees below | 1 working hour | OSMV SU |
| 10. Get original copy of the PS License and Certificate of Scope and/or copies of Test Results. Confirm with the reminders as a PS Licensee | 10.1 Release the PS License and Certificate of Scope upon verification of the OR | None | 1 working hour upon receipt of OR | OSMV SU |
| **Total Processing Time** | **19 working days and 2 working hours**[3] upon receipt of complete application requirements for issuance of a letter informing the applicant of the schedule of audit<br>+ factory audit (includes QMS and product audit)<br>+ product testing time<br>+ 16 working hours (upon receipt of the last required document i.e. audit report, corrective action report, product test reports, etc.) | | | |

**SCHEDULE OF FEES AND CHARGES FOR PHILIPPINE STANDARD LICENSE**

| Size of business establishment in terms of assets | Application Fee | Quality Manual Review | Audit Fee* | Testing Fee | Original License Fee | Annual License Fee | Documentary Stamp Tax |
|---|---|---|---|---|---|---|---|
| Micro-sized establishments | ₱300.00 | ₱5,000.00 | ₱100.00 per manhour | *As charged by the OSMV recognized Testing Laboratory* | ₱5,000.00 | ₱2,500.00 | ₱30.00 |
| Small-sized establishments | ₱300.00 | ₱5,000.00 | ₱300.00 per manhour | | ₱7,500.00 | ₱3,750.00 | ₱30.00 |
| Medium-sized establishments | ₱300.00 | ₱5,000.00 | ₱400.00 per manhour | | ₱10,000.00 | ₱5,000.00 | ₱30.00 |
| Large-sized establishments | ₱300.00 | ₱5,000.00 | ₱500.00 per manhour | | ₱12,500.00 | ₱6,250.00 | ₱30.00 |

* Audit conducted by OSMV is charged according to the audit fees indicated in this table. If audit is conducted by OSMV Recognized Auditing Bodies, the fee is charged by the OSMV Recognized Auditing Body.

[3] OSMV reserves the right to avail of the extension of the prescribed timeline by the same number of working days provided in Republic Act (RA) No. 11032 on the condition that the Office adheres to the provisions given in the IRR of RA No. 11032.

* Transportation: As per arrangement (if necessary)
* Hotel Accommodation: As per arrangement (if necessary)

## 19. Processing of Application for Statement of Confirmation

The issuance of Application for Statement of Confirmation is considered as a **HIGHLY TECHNICAL** transaction. Under Sec. 9 b1 of Republic Act No. 11032, or the Anti-Red Tape Act of 2007, highly technical transactions shall be acted upon by assigned officer/employee within twenty (20) working days. If the application is not acted upon within the prescribed time, you may file a complaint via email (artaunit@dti.gov.ph).

Statement of Confirmation (SOC) - a document stating that the imported product covered by RA 11900 was sourced from a manufacturer with a valid PS License and that the imported electronic cigarette product from said manufacturer complies with specified requirements after undergoing inspection and verification and should contain the batch or serial number and manufacturing date of the imported product. Application for SOC is filed through email submission at osmv@dti.gov.ph

| | |
|---|---|
| **Office or Division:** | Office for the Special Mandate on Vaporized Nicotine and Non-Nicotine Products, and their Devices, and Novel Tobacco Products |
| **Classification:** | Highly Technical |
| **Type of Transaction:** | G2B – Government to Business |
| **Who may avail:** | Importer - any entity who engages in sourcing outside the Philippines vaporized nicotine and non-nicotine products, or their devices, and bringing them into the Philippines for purposes of distribution in commerce, except that such term does not include a manufacturer, retailer, or common carrier of such products. |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|---|
| 1. Statement of Confirmation (SOC)/ Certificate of Conditional Release (CCR) Application Form | OSMV |
| 2. Packing List | Exporter |
| 3. Commercial Invoice | Exporter |
| 4. Summary of the production batch/lot | Manufacturer |
| 5. Production records reflecting the shipped production batch/lot | Manufacturer |
| 6. DTI Business registration Certificate for sole proprietorship or Latest SEC Registration Certificate and Articles of Incorporation/Partnership for corporation/partnership | Security Exchange Commission (SEC)or DTI |
| 7. Special Power of Attorney (for single proprietorship) or Notarized Board/Partners Resolution/Secretary's Certificate | Applicant |
| 8. List of distributors/retailers with their complete addresses and contact details | Applicant |
| 9. Proof of ownership or contract of lease of warehouse | Applicant |
| 10. Surety Bond | Insurance company |
| 11. BOC Certificate of Registration / Importer's Certificate of Accreditation | Bureau of Customs |
| 12. Current proof of billing of office and warehouse of the importer | Applicant |
| 13. PS License (if any) | OSMV |

*Note: All requirements must be Certified true copy*

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| 1. Fill-out the required information in the SOC application form and prepare the documentary requirements | | None | 20 minutes | Applicant |
| 2. Submit the SOC application and e- | 2.1 Acknowledge | None | 2 working days | OSMV Standards Unit (SU) |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| mail the required documents to OSMV | submitted application.<br><br>Evaluate the application and required documents.<br><br>If complete, prepare Statement of Account.<br><br>If incomplete, revert the application to client and indicate the deficiencies<br><br>Prepare Certificate of Conditional Release | | | |
| | 2.2 Review and recommend for approval/ denial of CCR | None | 3 working days | Standards Unit Head or his/her authorized representative |
| | 2.3 Approval or denial of CCR | None | 3 working days | OSMV Director/Supervising Head or his/her authorized representative |
| 3. Print Statement of Account / Payment Slip Present the printed Statement of Account. Pay application and/or processing fees at the DTI Cashier. | 3.1 Issue the Statement of Account to the applicant. | See Schedule of Fees Below | 15 minutes | OSMV SU |
| | 3.2 Receive payment from the client, sign the Statement of Account presented by the client, and issue Official Receipt | | | DTI Cashier |
| 4. Present OR and Statement of Account/ Payment Slip signed by DTI Cashier/Claim certificate. Claim Conditional Release. | 4.1 Issue the Certificate Conditional Release | None | 45 minutes | OSMV SU |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| 5. Notify the OSMV for the conduct of the inspection and prepare the declared warehouse for inspection, inventory, and sampling (if necessary). | 5.1 Conduct of Inspection at Importer's Warehouse<br><br>Draw samples if necessary<br><br>Prepare Inspection Report | See Schedule of Fees Below | *Note: The inspection time varies and the number of product types being applied for Statement of Confirmation* | Inspection Team (DTI-OSMV or from an OSMV-recognized inspection body) |
| 6. Secure Request for Test form for the drawn samples and submit samples to the OSMV-recognized testing laboratory (for inspection with sampling) | 6.1 Provide Request for Test form for the drawn samples and inform the applicant of the test duration. | See Schedule of Fees Below | *Note: The test period varies on the product type.* | Inspection Team (DTI-OSMV or from an OSMV-recognized inspection body) |
| 7. Institute corrective actions on the product, (if appropriate) | 7.1 Evaluate Inspection Report and Test Reports (if applicable)<br><br>If complied, prepare the SOC and Statement of Account for inspection fee<br>If test results failed, recommend to applicant to undertake corrective action and/or request for re-sampling | None | 3 working days | OSMV SU |
| | 7.2 Review and recommend for approval/denial of SOC | None | 3 working days | Standards Unit Head or his/her authorized representative |
| | 7.3 Approval or Denial of SOC | None | 3 working days | OSMV Director/Supervising Head or his/her authorized representative |
| 8. Print Statement of Account / Payment Slip Present the printed Statement of Account. Pay application and/or | 8.1 Issue the Statement of Account to the applicant for inspection fee (if inspected by | See Schedule of Fees Below | 15 minutes | OSMV SU |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| processing fees at the DTI Cashier. | OSMV) | | | |
| | 8.2 Receive payment from the client, sign the Statement of Account presented by the client, and issue Official Receipt | | | DTI Cashier |
| 9. Present OR and Statement of Account/ Payment Slip signed by DTI Cashier/Claim certificate. Claim Conditional Release. | 9.1 Issue the SOC | None | 45 minutes | OSMV SU |
| **Total Processing Time** | **8 working days and 2 working hours**[4] upon receipt of complete application requirements for issuance of Certificate of Conditional Release<br>+ inspection, inventory, & sampling time<br>+ product testing time<br>+ 9 working days (upon receipt of the last required document i.e. inspection report,<br>corrective action report, product test reports, etc.) | | | |

**SCHEDULE OF FEES AND CHARGES FOR STATEMENT OF CONFIRMATION (SOC)**

| Particulars | Fee |
|---|---|
| **Application Fee** | PhP 300.00 |
| **Processing Fee** | |
| for importation with invoice value up to PhP 500,000.00 | PhP 5,000.00 |
| for importation with invoice value over ₱500,000.00 up to PhP 1 Million | PhP 7,500.00 |
| for importation with invoice value over PhP 1 Million | PhP 10,000.00 |
| **Inspection Fee** | |
| DTI-OSMV Inspection Fee | PhP 1,000.00 per man-hour |
| OSMV recognized inspection body | as charged by the OSMV recognized Inspection Body |
| **Testing Fee** | as charged by the OSMV recognized Testing Laboratory |
| **Documentary Stamp** | PhP 30.00 |

* Inspection conducted by OSMV is charged according to the Inspection fees indicated in this table. If Inspection is conducted by OSMV Recognized Inspection Bodies, the fee is charged by the OSMV Recognized Inspection Body.
* Transportation: As per arrangement (if necessary)
* Hotel Accommodation: As per arrangement (if necessary)

[4] OSMV reserves the right to avail of the extension of the prescribed timeline by the same number of working days provided in Republic Act (RA) No. 11032 on the condition that the Office adheres to the provisions given in the IRR of RA No. 11032.

## 20. Consumer Complaints Handling (Under DTI Jurisdiction)

Consumer Complaints Handling is considered a **COMPLEX** transaction. UnderSec. 9 b1 of RA 11032, complex transactions shall be acted upon by the assigned officer/employee within 7 working days. If Notice of Mediation is not issued within 7 days, you may file a complaint via email (artaunit@dti.gov.ph).

Consumer Complaints Resolution aims to ensure that all consumer complaints received are resolved in accordance with applicable laws and procedures.

| | |
|---|---|
| **Office or Division:** | Fair Trade Enforcement Bureau (FTEB) – Mediation Division, |
| **Classification:** | Complex |
| **Type of Transaction:** | G2C – Government-to-Citizen |
| **Who may avail:** | Natural or Judicial Person |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|---|
| 1. Accomplished Complaint Form | DTI Website, FTEB Office, |
| 2. Proof of Transaction | Applicant |
| 3. Other evidences to substantiate claim | Applicant |

| CLIENTS STEPS | AGENCY'S ACTION | FEES | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| 1. FILING OF COMPLAINT | 1.1 Assign to Mediation Officer | None | Within 1 working day | Administrative Aide VI, MD |
| | 1.2 Evaluate the complaint if this will fall under DTI jurisdiction and if documents submitted are complete | None | Within 2 working days | Mediation Officer/ Division Chief, MD |
| | 1.3 Encoding in database and assigning of reference number | | | |
| 2. RECEIVE NOTICE TO EXPLAIN | 2.1 Issue Notice to party complained of, through e-mail, (copy furnish the complainant) to notify of the fact of the complaint filed for possible action | None | Within 1 working day | Mediation Officer, MD |

| CLIENTS STEPS | AGENCY'S ACTION | FEES | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| 3. RECEIVE NOTICE OF MEDIATION | 3.1 Schedule then issue Notice of Mediation to concerned parties, through email, (if no settlement is reached despite issuance of Notice to party complained of) for virtual conference | None | Within 3 working days | Mediation Officer, MD |
| Total Processing Time | | Upon submission of completed documents, estimated processing time is 7 working days | | |

## 21. Registration to STMO Services

Registration refers to the act of entering the exporters, importers, and brokers of strategic goods and providers of services into the registry established by the STMO.

| | |
|---|---|
| **Office or Division:** | Strategic Trade Management Office |
| **Classification:** | Covered under special law (Republic Act No. 10697) |
| **Type of Transaction:** | G2B – Government-to-Business, G2C – Government-to-Citizen |
| **Who may avail:** | Any natural or juridical person who engages or intends to engagein the export, import, and re-export of strategic goods, or provides related services such as brokering, financing, transporting, technical assistance. |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|---|
| 1. Accomplished Application for Entry into Register Form (Form A1) through the STMO e-Licensing Platform | https://stmo.dti.gov.ph/ |
| 2. Proof of identity/relevant license/s: (1 Copy)<br>• For corporations and sole proprietor's relevant license/s or business permits (e.g., SEC Registration and GIS, PEZA registration, etc.);<br>• For individuals and/or sole proprietors, government-issued identifications (e.g., National ID, Passport, etc.); or<br>• For brokers, brokers accreditation from the Bureau of Customs, as necessary | SEC PEZA<br>DTI BNRS<br><br>PSA<br>BOC |
| 3. Description of strategic trade relevant activity or reason for registration,if no website available; (1 Copy) | Applicant |
| 4. Description of Internal Compliance Program (ICP) or Technology Control Plan (TCP), if applicable; (1 Copy) | Applicant |
| 5. Notarized copy of the document appointing a "person responsible for STMA compliance, "who must be the CEO, owner, or any equivalent position; (1 Copy)<br><br>For documents notarized overseas, the documents should be authenticated either through an Apostille (for countries signatory to the 1961 Hague Convention4) or a Philippine Department of Foreign Affairs (DFA) issued red ribbon (for countries not signatory to the 1961 Hague Convention) whichever is applicable | Applicant |
| 6. Organizational chart showing the relationship among the company's parent, subsidiaries, affiliates, or multiple division or facilities, ifapplicable; (1 Copy) | Applicant |
| 7. Internal organizational chart (i.e., showing responsibilities or reporting relationships of individuals or offices within the company), ifapplicable; (1 Copy) and; | Applicant |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|---|
| 8. Accomplished Form A1-1 (1 Copy), if applicable, indicating name/swith date and place of birth of:<br>(a) incorporators;<br>(b) board of directors; and<br>(c) executive/ senior managers engaged in providing servicesrelated to strategic goods. | https://stmo.dti.gov.ph/ |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| **1**<br>Create an account on the STMO e-Licensing platform and submit accomplished application forms together with supporting documents (PDF) through this link: https://stmo.dti.gov.ph/ | 1.1 Receive and check the completeness of the requirements<br><br>*Incomplete – Inform requesting party of any deficiency and enumerate the missing requirements<br><br>*Complete – Acknowledge receipt containing application tracking number and accept the application for processing | None | | Analyst/ Specialist/ Senior Specialist, STMO-Registration and Authorization Division |
| | 1.2 Process application | | 30 Calendar Days | |
| **2**<br>Receive | Release official result of the application to the applicant<br><br>*If approved, Registration Certificate<br><br>*If denied Denial Letter | | | |

Registration to STMO Services is covered under Republic Act No. 10697. In consonance with DTI Administrative Order 19-07 or the STMO's phased implementation of STMA services and published guidelines, the mandatory registration process will initially start with activities covered in DTI Memorandum Circular 20-26 (Export Authorization), MC 21-06 (Brokering and Financing), and MC. 21-37 (Annex III) until the coverage for other activities in the transfer of strategic goods is announced by the STMO. STMO may refer the application for an advisory opinion to other government agencies, if needed.

## 22. Individual License

An authorization granted to one specific natural or juridical person to engage in the export, import, transit, transshipment, re-export, reassignment of strategic goods, and the provision of related services for ***one end-user, consignee and covering one or more strategic goods.***

| | |
|---|---|
| **Office or Division:** | Strategic Trade Management Office |
| **Classification:** | Covered under special law (Republic Act No. 10697) |
| **Type of Transaction:** | G2B – Government-to-Business, G2C – Government-to-Citizen |
| **Who may avail:** | Any STMO registered natural or juridical person who engages orintends to engage in the export, import, transit, transshipment, re-export, and the reassignment of strategic goods or providesrelated services such as brokering, financing, transporting, technical assistance. |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|---|
| ***Export or re-export authorization application*** | |
| 1. Authorization Application Form (1 Copy) | https://stmo.dti.gov.ph/ |
| 2. Technical specifications of the item/commodity, allowing the STMO to verify the classification of the commodity against the control list (1 Copy) | Applicant |
| 3. Commodity Classification Form (Form A2-1) (1 Copy) | STMO Website: www.dti.gov.ph/strategictrade |
| 4. Documents certifying the origin and acquisition of the strategic goods, when appropriate | Applicant |
| 5. Relevant commercial documents, in particular, any sales contract,order confirmation, invoice, or dispatch note, if available (1 Copy) | Applicant |
| 6. Original End-Use Statement or End-User Certificate (FormA2-2) (1 Copy) | STMO Website: www.dti.gov.ph/strategictrade |
| 7. Additional authorizations such as transit and/or import authorizations(1 Copy), if applicable:<br>a. Technology Control Plan, in case of technology transfer;<br>b. Network Security Plan, in case of intangible software transmission | Applicant |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|---|
| 8. Relevant license/s or business permits as proof of identity (1 copy), applicable for end-user/catch-all controls export transactions of an unregistered applicant<br>• For corporations and sole proprietor's relevant license/s or business permits (e.g., SEC Registration and GIS, PEZA registration, etc.);<br>• For individuals and/or sole proprietors, government-issued identifications (e.g., National ID, Passport, etc.); or<br>• For brokers, brokers accreditation from the Bureau of Customs, as necessary | SEC<br>PEZA<br>DTI BNRS<br><br>PSA<br>BOC |
| 9. Proof of payment of the processing fee | Applicant |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| **1**<br>Submit accomplished application forms together with supporting documents (PDF) through the STMO e-Licensing platform: https://stmo.dti.gov.ph/ | **1.1**<br>Receive and check the completeness ofthe requirements<br><br>**Incomplete – Inform requesting party of any deficiency and enumerate the missingrequirements*<br><br>**Complete – Acknowledge receipt containing applicationtracking number and accept the application for processing* | To be determined | | Analyst/ Specialist/ Senior Specialist, STMO-Registration and Authorization Division |
| | **1.2**<br>Process application | | 30 Calendar Days | |
| **2**<br>Receive | **2**<br>Release official result of the application to the applicant<br><br>**If approved, Authorization Certificate*<br>**If denied/intent to* | | | |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| | *deny, Denial Letter/Letter of Intent to Deny* | | | |

Individual Authorization is covered under Republic Act No. 10697. Information from other governmentagencies may be needed in the evaluation of the application. Rule IV, Sec. 4 of the Implementing Rules and Regulations of R.A 10697 states that the time that elapses between the date the STMO requests the information and the date such information is received from other government agencies will not be counted in the processing timeframe.

## 23. Global License

An authorization granted to one specific natural or juridical person to engage in the export, import, transit, transshipment, re-export, reassignment of strategic goods, and the provision of related services for ***one or more end-user and/or in one or more countries and covering one or more strategic goods.***

| | |
|---|---|
| **Office or Division:** | Strategic Trade Management Office |
| **Classification:** | Covered under special law (Republic Act No. 10697) |
| **Type of Transaction:** | G2B – Government-to-Business, G2C – Government-to-Citizen |
| **Who may avail:** | Any STMO registered natural or juridical person who engages or intends to engage in the export, import, transit, transshipment, re-export, and the reassignment of strategic goods or provides related services such as brokering, financing, transporting, technical assistance. |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|---|
| A. Internal Compliance Program Pre-Audit | STMO- Policy and Enterprise Relations Division |
| ***Export or re-export authorization application*** | |
| 1. Authorization Application Form (1 Copy) | https://stmo.dti.gov.ph/ |
| 2. Technical specifications of the item/commodity, allowing the STMO to verify the classification of the commodity against the control list (1 Copy) | Applicant |
| 3. Documents certifying the origin and acquisition of the strategic goods, when appropriate (1 Copy) | Applicant |
| 4. Relevant commercial documents, in particular, any sales contract, order confirmation, invoice, or dispatch note, if available (1 Copy) | Applicant |
| 5. Additional authorizations such as transit and/or importauthorizations (1 Copy), if applicable:<br>• Technology Control Plan, in case of technology transfer;<br>• Network Security Plan, in case of intangible software transmission | Applicant |
| 6. Proof of payment of the processing fee | Applicant |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| **1**<br>Submit accomplished application forms together with supporting documents (PDF) through the STMO e-Licensing platform: https://stmo.dti.gov.ph/ | **1.1**<br>Receive and check the completeness ofthe requirements<br><br>**Incomplete – Inform requesting party of any deficiency and enumerate the missingrequirements*<br><br>**Complete – Acknowledge receipt containing applicationtracking number and accept the applicationfor processing* | To be determined | 90 Calendar Days | Analyst/ Specialist/ Senior Specialist, STMO-Registration and Authorization Division |
| | **1.2**<br>Process application | | | |
| **2**<br>Receive | **2.2**<br>Release official result of the application to the applicant<br><br>**If approved, Authorization Certificate*<br><br>**If denied/intend to deny, Denial Letter/Letter of Intent to Deny* | | | |

Global Authorization is covered under Republic Act No. 10697. Information from other government agencies may be needed in the evaluation of the application. Rule IV, Sec. 4 of the Implementing Rules and Regulations of R.A 10697 states that the time that elapses between the date the STMO requests the information and the date such information is received from other government agencies will not be counted in the processing timeframe.

## 24. Governmental End-Use Assurance

Formal security guarantee issued by the STMO, in consultation with the National Security Council – Strategic Trade Management Committee (NSC-STMCom), upon request of the country of origin of the strategic items, certifying the end-use of those goods in the Philippines.

| | |
|---|---|
| **Office or Division:** | Strategic Trade Management Office |
| **Classification:** | Covered under special law (Republic Act No. 10697) |
| **Type of Transaction:** | G2B – Government-to-Business, G2C – Government-to-Citizen |
| **Who may avail:** | Any STMO registered natural or juridical person who engages orintends to engage in the export, import, transit, transshipment, re-export, and the reassignment of strategic goods or providesrelated services such as brokering, financing, transporting, technical assistance. |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|---|
| 1. Authorization Application Form (1 Copy) | STMO Webpage: www.dti.gov.ph/strategictrade |
| 2. Technical specifications, allowing the STMO to classify the commodityagainst the control list (1 Copy) | Applicant |
| 3. Documents certifying the origin and acquisition of the strategic goods,when appropriate (1 Copy) | Applicant |
| 4. Relevant commercial documents, in particular, any sales contract, orderconfirmation, invoice, or dispatch note, if available (1 Copy) | Applicant |
| 5. Original End-Use Statement or End-User Certificate (1 Copy) | STMO Webpage: www.dti.gov.ph/strategictrade |
| 6. Additional authorizations such as transit and/or import authorizations (1Copy), if applicable:<br>(a) Technology Control Plan, in case of technology transfer;<br>(b) Network Security Plan, in case of intangible software transmission | Applicant |
| 7. Proof of payment of the processing fee | Applicant |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| **1**<br>Submit duly accomplished signed application form (excel and PDF) together with supporting documents(PDF) through email: stmo_rad@dti.gov.ph | **1.1**<br>Receive and check the completeness ofthe requirements<br><br>**Incomplete – Inform requesting party of any deficiency and enumerate the missing requirements*<br><br>**Complete – Acknowledge receipt containing application tracking number and accept the application for processing* | To be determined | 30 calendar days | Analyst/ Specialist/ Senior Specialist, STMO-Registration and Authorization Division |
| | **1.2**<br>Process application | | | |
| **2**<br>Receive | **2.2**<br>Release Authorization Certificate | | | |

Governmental End-Use Assurance is covered under Republic Act No. 10697.

## 25. Issuance of Domestic Bidders (DoBid) Certificate of Preference (New Applications)

The issuance of Domestic Bidders (DoBid) Certificate of Preference is considered as **HIGHLY TECHNICAL** transaction. Under Sec. 9 b1 of RA 11032, highly technical transactions shall be acted upon by the assigned officer/employee within 20 working days. If the certificate is not released within 20 days, you may file a complaint via email (artaunit@dti.gov.ph).

| | |
|---|---|
| **Office or Division:** | Bureau of Competitive Development (BCD) |
| **Classification:** | Highly Technical |
| **Type of Transaction:** | G2B – Government-to-Business |
| **Who may avail:** | Domestic bidders or any person or entity offering unmanufactured articles, materials, or supplies of the growth of the Philippines, or manufactured articles, materials, or supplies manufactured or to be manufactured in the Philippines substantially from articles, materials, or supplies of the growth, production, or manufacture as the maybe, of the Philippines, may file an application. |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|---|
| **Submission via Email/Walk-In/Online Platform** | |
| 1. Domestic Bidders Certificate of Preference Application Form with the following annexes:<br>• Annex A (Supplier Information-locally grown, produced, or manufactured raw materials)<br>• Annex B (Supplier Information-imported raw materials)<br>• Annex C (Machines Information, manufacturing facilities, information, production flowchart, and floor plan); | https://www.dti.gov.ph/DomesticBidders |
| 2. Copy of whichever document is applicable:<br>• DTI Business Name Registration (if sole proprietorship),<br>• Securities and Exchange Commission (SEC) Certificate of Registration (for partnership or corporation),<br>• Cooperative Development Authority (CDA) Registration Certificate (for cooperative); | DTI / SEC /CDA |
| 3. Copy of Mayor's Permit or Business Permit; | Local Government Units (LGUs) |
| 4. Copy of Food and Drug Administration (FDA) Registration or Philippine Standard (PS) License (if applicable); | FDA or DTI Bureau of Philippine Standards (DTI-BPS) |
| 5. The brochure of the goods sought to be certified, indicating the brand and model/brand and generic (or any term applicable); | Applicant |
| 6. Duly notarized statement executed by the applicant or his/her/its duly authorized representative stating and affirming the raw material/s or component/s that go into or form an integral part of, every unit of the goods sought to be certified and the place/s of their origin. It shall also identify and affirm the place of manufacture of such goods. | Applicant<br>Template can be accessed here: https://dti.gov.ph/DomesticBidders |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| 1. Submit Complete documentary requirements | 1.1 Receive and acknowledge the receipt of application through email and inform the applicant that the application is being assessed | None | 1 working day | DTI-CB (DoBid Secretariat) |
| | 1.2 Assess the application form and all its attached documents for completeness. Send back the initial assessment feedback using the Preliminary Assessment Form (PrAF)<br><br>If the submitted documents are found to be complete, the Payment Assessment Form (PAF) will be sent to the applicant.<br><br>If deficiencies have been found in the application, the applicant repeats Step 1* | None | 3 working days | DTI-CB (DoBid Secretariat) |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| 2. Pay the corresponding application fees indicated in the PAF. Submit a photo/ scanned copy of the Official Payment Receipt | 2.1 Acknowledge submission of the Official Payment receipt of the application fees | Fees (per good<br><br>Micro-Enterprises: ₱2,500<br><br>Small Enterprises: ₱5,000<br><br>Medium Enterprises: ₱7,500<br><br>Large Enterprises: ₱20,000<br><br>Documentary Stamp Tax (DST): Php 30.00 | 3 working days | DTI-Cashier |
| | 2.2 Schedule and conduct an on-site hybrid inspection of the applicant's products and facilities (in coordination with the applicant and technical evaluators | None | 5 working days | DTI CB (DoBid Secretariat) |
| 3. Wait for the results of the on-site/hybrid inspection | 3.1 Prepare the Inspection Report and submit a recommendation (whether the applicant passes the criteria or not) to the CB Director for approval/ provisional/ disapproval. | None | 5 working days | DTI CB (DoBid Secretariat) |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| | 3.2 Review the Secretariat's recommendation on whether an application is for approval/ provisional/ disapproval | None | 3 working days | DTI CB Director |
| | 3.3 Prepare and issue the Certificate of Preference or Provisional Certificate, if approved; or a Notice of Disapproval if disapproved. | None | | DTI CB (DoBid Secretariat) |
| 4. Acknowledge the receipt of the Signed Certificate of Preference/ Provisional Certificate or the Notice of Disapproval | | None | | DTI CB (DoBid Secretariat) |
| **Total Processing Time:** | | | 20 working days | |

** "Working Days" are from Mondays to Fridays excluding holidays*

*Notes:

If the applicant repeats Step 1 due to deficiencies in their application, the processing time for the application shall cease. The new processing time shall begin once the applicant has submitted the complete documentary requirements through Email/Walk-In/Online Platform. The processing time shall also cease on Step 2 (payment of the corresponding application fees and charges) and shall continue once the Official Payment receipt has been submitted to the Competitiveness Bureau.

If upon preliminary assessment, it is found that the application lacks information and/or required documents, the Secretariat, shall, in writing, direct applicants to supply the needed information or complete the documentary requirements within twenty-one (21) working days from receipt of such directive, stating therein with particularity the information or documents required to be supplied or resubmitted. After the lapse of the period given, the application will be deemed abandoned or withdrawn.

Provisional Certificates are awarded to applicants who have completed all documentary requirements and passed all other criteria prescribed under the Guidelines but whose actual operation for the growth, production, or manufacture of the good sought to be certified is yet to commence or resume at the time of on-site inspections. The Provisional Certificate shall have the force and effect of a regular Certificate of Domestic Preference, subject to post-audit which, in coordination with the concerned domestic bidder, shall be set not later than six (6) months thereafter.

The DoBid Secretariat shall acknowledge the application and inform the applicant of the status of their application through the CBDoBid email at *CBDoBid@dti.gov.ph*.

## 26. Issuance of Domestic Bidders (DoBid) Certificate of Preference (Renewal)

The Renewal of Domestic Bidders (DoBid) Certificate of Preference is considered as **COMPLEX** transaction. Under Sec. 9 b1 of RA 11032, complex transactions shall be acted upon by the assigned officer/employee within seven (7) working days. If the certificate is not released within seven (7) days, you may file a complaint via email (artaunit@dti.gov.ph).

| | |
|---|---|
| **Office or Division:** | Bureau of Competitive Development (BCD) |
| **Classification:** | Complex |
| **Type of Transaction:** | G2B – Government-to-Business |
| **Who may avail:** | Domestic bidders or any person or entity offering unmanufactured articles, materials, or supplies of the growth of the Philippines, or manufactured articles, materials, or supplies manufactured or to be manufactured in the Philippines substantially from articles, materials, or supplies of the growth, production, or manufacture as the maybe, of the Philippines, may file an application. |

| **CHECKLIST OF REQUIREMENTS** | **WHERE TO SECURE** |
|---|---|
| **Submission via Email/Walk-In/Online Platform** | |
| 1. Domestic Bidders Certificate of Preference Renewal Application Form with the following annexes:<br>• Annex A (DoBid Use and Assessment)<br>• Annex B (Change in Specifications)<br>• Annex C (Duly notarized sworn statement from the applicant or its duly authorized representative affirming the raw material/s or component/s that go into, or form an integral part of, every unit of the goods sought to be certified and the place/s of their origin; | https://www.dti.gov.ph/DomesticBidders |
| 2. Copy of Mayor's Permit or Business Permit; | Local Government Units (LGUs) |
| **ADDITIONAL DOCUMENTS**<br>(if there are changes from the previous application) | |
| 3. Copy of whichever document is applicable:<br>• DTI Business Name Registration (if sole proprietorship),<br>• Securities and Exchange Commission (SEC) Certificate of Registration (for partnership or corporation),<br>• Cooperative Development Authority (CDA) Registration Certificate (for cooperative); | DTI/SEC/CDA |
| 4. Copy of Food and Drug Administration (FDA) Registration or Philippine Standard (PS) License (if applicable) | FDA or DTI-Bureau of Philippine Standards (DTI-BPS) |
| 5. The brochure of the goods sought to be certified, indicating the brand and model/brand of the good/s applied for renewal | Applicant |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| 1. Submit Complete documentary requirements | 1.1 Receive and acknowledge the receipt of application through email and inform the applicant that the application is being assessed | None | 1 working day | DTI-CB (DoBid Secretariat) |
| | 1.2 Assess the application form and all its attached documents for completeness. Send back the initial assessment feedback using the Preliminary Assessment Form (PrAF)<br><br>If the submitted documents are found to be complete, the Payment Assessment Form (PAF) will be sent to the applicant.<br><br>If deficiencies have been found in the application, the applicant repeats Step 1* | None | 1 working days | DTI-CB (DoBid Secretariat) |
| 2. Pay the corresponding application fees indicated in the PAF. Submit a photo/scanned copy of the Official Payment Receipt | 2.1 Acknowledge submission of the Official Payment receipt of the application fees | Fees (per good<br><br>Micro-Enterprises: ₱2,500<br><br>Small Enterprises: ₱5,000<br><br>Medium Enterprises: ₱7,500 | 2 working days | DTI-Cashier |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| | | Large Enterprises: ₱20,000<br><br>Documentary Stamp Tax (DST): Php 30.00 | | |
| | 2.2 Schedule and conduct an on-site hybrid inspection of the applicant's products and facilities (in coordination with the applicant and technical evaluators | None | | DTI CB (DoBid Secretariat) |
| 3. Wait for the results of the on-site/hybrid inspection | 3.1 Prepare the Inspection Report and submit a recommendation (whether the applicant passes the criteria or not) to the CB Director for approval/ provisional/ disapproval. | None | 3 working days | DTI CB (DoBid Secretariat) |
| | 3.2 Review the Secretariat's recommendation on whether an application is for approval/ provisional/ disapproval | None | | DTI CB Director |
| | 3.3 Prepare and issue the Certificate of Preference or Provisional Certificate, if approved; or a Notice of Disapproval if disapproved. | None | | DTI CB (DoBid Secretariat) |
| 4. Acknowledge | | None | | DTI CB (DoBid Secretariat) |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| the receipt of the Signed Certificate of Preference/ Provisional Certificate or the Notice of Disapproval | | | | |
| **Total Processing Time:** | | | **20 working days** | |

** "Working Days" are from Mondays to Fridays excluding holidays*

*Notes:

If the applicant repeats Step 1 due to deficiencies in their application, the processing time for the application shall cease. The new processing time shall begin once the applicant has submitted the complete documentary requirements through Email/Walk-In/Online Platform. The processing time shall also cease on Step 2 (payment of the corresponding application fees and charges) and shall continue once the Official Payment receipt has been submitted to the Competitiveness Bureau.

The DoBid Secretariat shall acknowledge the application and inform the applicant of the status of their application through the CBDoBid email at *CBDoBid@dti.gov.ph.*

## 27. Receiving and Evaluation of Application Requirements for the Accreditation of Conformity Assessment Bodies under LAD

The receiving and evaluation of application requirements are used for the initial accreditation and reaccreditation of Conformity Assessment Bodies are considered a **HIGHLY TECHNICAL** transaction. Under Sec. 9 b 1 of RA 11032, highly technical transactions shall be acted upon by the assigned officer/employee within twenty (20) working days. If the written notice of compliance and/or non-compliance to the accreditation requirements is not released within twenty (20) days, you may file a complaint via email (artaunit@dti.gov.ph).

The Laboratory Accreditation Division (LAD) of the PAB implements the accreditation of CABs based on applicable international standards. Accreditation provides public recognition to CABs with whose management and/ or operation have demonstrated technical competence on their particular activities and have complied with PAB accreditation requirements. However, the manner of application of the set criteria will vary depending on the nature and/ or type of organization.

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|---|---|
| **Office or Division:** | Philippine Accreditation Bureau – Laboratory Accreditation Division (LAD) |
| **Classification:** | Highly technical |
| **Type of Transaction:** | G2B; G2G |
| **Who may avail:** | Conformity Assessment Bodies such as:<br><br>1. Testing and/or Calibration Laboratories<br>2. Medical Testing Laboratories<br>3. Inspection Bodies<br>4. Proficiency Testing Providers |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|---|
| I. Initial Application/Reaccreditation requirements:<br>1. Application for Accreditation forms *(1 e-copy)*<br>2. Terms and Conditions of PAB Accreditation *(1 e-copy)*<br>3. Assessment checklist, *as per scheme applied (1 e-copy)*<br>4. Copy of system documentation *(as per Annex A of Application form)*<br>a. Management System documents *(1 e-copy)*<br>b. Technical documents *(1 e-copy)*<br>5. Uncertainty Budget for Calibration Laboratory *(1 e-copy)*<br><br>***Note:*** *Item No. 4 is not required for renewal application*<br><br>*All application documents shall be coursed through email at pab-lad@dti.gov.ph or visit us at:* | # 1-3<br>PAB Website:<br>https://www.dti.gov.ph/resources-pab/downloadable-forms/lab-inspection-body-accredit-forms<br><br># 1 PAB website<br>See LA/GD 01-11, and LA/SR 01-04<br>https://www.dti.gov.ph/pab/resources/<br><br># 2 www.apac-accreditation.org and International |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|---|
| Laboratory Accreditation Division (LAD)<br>Philippine Accreditation Bureau<br>GF HPGV Building 395 Sen. Gil Puyat Ave. Makati City, 1209<br>Telephone: (02) – 8895-3995 / (+632) -09178116026<br>Fax: (02) – 8890-4688<br><br>II. PAB Accreditation Policies<br><br>Philippine Accreditation Bureau adheres to the following accreditation rules and regulation:<br><br>1. PAB policies and procedures for the accreditation<br>2. Mandatory documents issued by the Asia Pacifica Accreditation Cooperation (APAC) and International Laboratory Accreditation Cooperation (ILAC)<br>3. Signed Memorandum of Understanding (MOU) with other regulatory bodies e.g., MOU with DOH, where applicable | Laboratory Accreditation Cooperation (ILAC) https://ilac.org/ |

| CLIENT STEPS | AGENCY'S ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| 1. Submit application documents.<br><br>1.1Acknowledge receipt of notification. | 1. Receive, check, and ensure completeness of application documents<br><br>1.1 **For renewal of accreditation:** PAB will remind the accredited CAB of the expiry of accreditation validity and deadline for submission of the required document<br><br>1.2 Log application in CAB database<br><br>1.3 Draft Billing Statement for Application Fee and Assessment | None | 5 days | Administrative Aide<br>Accreditation Officer<br>Division Chief |

| CLIENT STEPS | AGENCY'S ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| | Fee (Document review)<br>**Note:** *Incomplete documents will not be processed* | | | |
| 2. Acknowledge the Billing Statement and result of document review and submit additional documents as necessary.<br><br>2.1. Pay the corresponding application fee and document review fee.<br><br>***Note 1:*** *For payment transaction:*<br><br>*a. Secure triplicate copies of Order of Payment at PAB Office or to PAB-LAD personnel thru email and go to 4/F DTI Cashier, DTI Building 361 Sen. Gil Puyat Ave. Makati City and settle the obligation.*<br><br>*b. In case of Foreign CAB, payment transaction may be done electronically (i.e. wire* | 2. Payment of initial fees<br><br>2.1. Prepare Order of Payment and issue CAB<br><br>***Note:*** *For payment transaction:*<br><br>*a. Authorized LAD personnel to Issue signed triplicate copies of Order of Payment to CAB personnel.*<br><br>*b. Validate deposit slips for CAB's direct payment and/or wire transfers through DTI – Financial Service (FS).*<br><br>2.2. Update LAD billing monitoring file. | **Application Fee:**<br>Php 300.00<br><br>**Document Review Fee:**<br>Php 500/ man-hour x no. of hours x no. of assessors / technical expert<br><br>***Note 1:***<br>*Application fee and document review fee are non-refundable.*<br><br>***Note 2:***<br>*Refer to LA GD05* | 5 days | Accreditation Officer<br>DTI Cashier<br>FS Personnel |

| CLIENT STEPS | AGENCY'S ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| *transfer, direct bank payment)*<br><br>*c. Provide proof of payment (OR/deposit slip) to LAD personnel*<br><br>***PAB Office Address:***<br><br>***Philippine Accreditation Bureau (PAB)***<br>***G/F HPGV Building***<br>***395 Sen. Gil Puyat Ave. Makati City,1209*** | | | | |
| 3. None | 3. Document Review (Resource Review)<br>3.1. Check and evaluate the compliance of documentation with standard.<br>3.2. Inform CABs, in writing, of the result of review if there are discrepancies. If there are no deviations, the application will be endorsed for the schedule of assessment. | None | 7 days<br><br>**Note:** *Review may extend depending on the complexity of the system documentation submitted and the scope applied.* | Accreditation Officer<br>Division Chief |
| 4. Submit additional documents as requested | 4.1 Receive and review additional documents submitted<br>4.2 Complete the document review report and endorse written notice of compliance | None | 3 days<br><br>**Note:** *Review may extend depending on the complexity of the system documentation submitted and the scope applied.* | Accreditation Officer<br>Division Chief |

| CLIENT STEPS | AGENCY'S ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| | for the schedule of assessment visit. | | | |
| **Total Processing Time Initial/Special/Reassessment/Reaccreditation** | | | **20 days** | |

## 28. Conducting Assessment for Conformity Assessment Bodies under LAD

The assessment of Conformity Assessment Bodies (CABs) is conducted for initial accreditation, special assessment, surveillance and reaccreditation are considered a **HIGHLY TECHNICAL** transaction. Under Sec. 9 b 1 of RA 11032, highly technical transactions shall be acted upon by the assigned officer/employee within twenty (20) working days. If the assessment is not conducted within twenty (20) days, you may file a complaint via email (artaunit@dti.gov.ph).

The Laboratory Accreditation Division (LAD) of the PAB implements accreditation of CABs based on the applicable international standards. Accreditation provides public recognition to CABs whose management and/or operation have demonstrated technical competence on their particular activities and have complied with PAB accreditation requirements. However, the manner of application of the set criteria will vary depending on the nature and/or type of organization.

The reassessment (renewal of accreditation) of accredited CABs, involves full assessment of the CAB's management system, technical operations, and personnel involved in the accredited activities. It includes follow-up of corrective actions on previous assessment findings. The visit is conducted not less than six (6) months before the validity of the accreditation expires.

Surveillance visits are conducted to monitor the continuous conformance of accredited CABs with international standards and PAB accreditation requirements. Only selected aspects of the reorganization 's operations are assessed. All accredited CABs shall conform to the following schedule:

- **First Surveillance Visit** – conducted **fifteen (15)** months from the date of granting accreditation
- **Succeeding Surveillance Visits** – Succeeding surveillance visit to be conducted after **twenty (20)** months from the schedule of the first surveillance visit; but not more than 24 months

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| **Office or Division:** | Philippine Accreditation Bureau – Laboratory Accreditation Division (LAD) |
| **Classification:** | Highly technical |
| **Type of Transaction:** | G2B; G2G |
| **Who may avail:** | Conformity Assessment Bodies<br>1. Testing and/or Calibration Bodies<br>2. Medical Testing Laboratories<br>3. Inspection Bodies<br>4. Proficiency Testing Providers |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|---|
| **PAB Accreditation Policies**<br><br>Philippine Accreditation Bureau adheres to the following accreditation rules and regulation:<br><br>1. PAB policies for the accreditation criteria<br>2. Applicable accreditation standards<br>3. Mandatory documents issued by the Asia Pacific Accreditation Cooperation (APAC) and International Laboratory Accreditation Cooperation (ILAC)<br>4. Signed Memorandum of Undersecretary (MOU) with other regulatory bodies e.g. MOU with DOH, where applicable | **CAB**<br><br># 1 PAB website See LA/GD 01-11, and LA/SR 01-04 https://www.dti.gov.ph/pab/resources/<br><br># 2 www.apac-accreditation.org and International Laboratory Accreditation Cooperation (ILAC) https://ilac.org/ |

| CLIENT'S STEPS | AGENCY'S ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| 1. None | 1. Schedule of assessment.<br><br>*Note: Ensure proof of payment of application fee and/or document review fee prior scheduling*<br><br>1.1 Draft and send Notice of Assessment to CABs | None | 4 hours | Accreditation Officer<br>Division Chief |
| 2. Confirm schedule of assessment within seven (7) calendar days after the receipt of the notice. Otherwise, the assessment will be cancelled.<br><br>**Note:** *Inform PAB for request of assessment reschedule.* | 2. Selection of assessment team<br>2.1 Select assessors/ experts from registry. Send revised assessment notice (with assessment team composition) to the CABs.<br>2.2 Preparation and approval of Appointment of Assessment Team | None | 7 days<br><br>**Note:** *If there are no available Assessors/ Experts, this will be consulted and/or coordinated with CABs to look for possible assessors/ experts.* | Accreditation Officer<br>Division Chief<br>Bureau Director |
| 3. Confirm final assessment schedule and team | 3. Prepare for the conduct of assessment and coordinate with | None | 2.5 days<br><br>**Note:**<br>*Processing time is subject* | Accreditation Officer<br>Assessment Team<br>Division Chief |

| CLIENT'S STEPS | AGENCY'S ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| 3.1 Coordinate with PAB the transportation arrangements at least seven (7) days before on-site visit.<br>**Note:**<br>*CABs shall inform PAB of the arrangement at least a week before the scheduled assessment.* | the CAB for the schedule and logistics arrangement.<br><br>3.1 Preparation of assessment kits and other relevant documents | | *to availability of Technical Experts in case of joint assessment with partner AB* | Bureau Director |
| 4. None | 4. Assessment team briefing and technical dry run, as necessary<br><br>*Note: Set assessment team briefing one (1) week before the scheduled assessment* | None | 4 hours | Accreditation Officer<br>Assessment Team |
| 5. Participate as auditee in the assessment.<br><br>5.1. CABs shall cooperate with the assessment team by providing the requirements during the time of assessment.<br><br>***Note:*** *All non-conformities (NCs) must be submitted within thirty (30) days from closing meeting and may be extended upon request of the CAB.*<br><br>5.2. Acknowledge the result of assessment | 5. Conduct of assessment<br><br>5.1. Start with an opening meeting and conduct assessment based on program. (Assessment includes interview/ discussions with CABs' personnel, review of records, documents, and witness of actual conformity assessment activities).<br>5.2. Team to prepare assessment findings to be presented in the closing meeting. | None | 3 days<br><br>**Note:**<br>*May be extended depending on the scopes applied, the number of staffs involved in the activities and the location of the applicant CABs.* | Assessment Team |
| 6. None | 6. Billing of assessment fees | **Assessment Fee:**<br><br>Php 500.00/ | 4 hours | Accreditation Officer<br>Division Chief |

| CLIENT'S STEPS | AGENCY'S ACTION | FEES TO BE PAID | PROCESS ING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| | 6.1. Prepare Billing Statement and transmit to CAB<br><br>**Note:**<br>*Total billing is based on actual time assessed by the team (inclusive of travel time).* | man-hour | | |
| 7. Submit corrective actions<br>7.1. Submit corrective actions (CAs) for any findings raised on assessment.<br>7.2. Submit additional documents, as necessary | 7.2 Accept the submitted CAs, evaluate and send to CAB the result of the evaluation.<br>7.3 Submission of final assessment report and corrective action evaluation report<br><br>***Note:*** *All nonconformities (NCs) must be cleared within the prescribed time and may be extended depending on the complexity of findings and results of corrective actions* | None | 5 days | Assessment Team<br>Accreditation Officer<br>Division Chief<br>Bureau Director |
| 8. Settle the obligation based on the Billing Statement sent by PAB.<br><br>***Note 1:*** *Payment shall be paid within thirty (30) days upon receipt of billing statement*<br><br>***Note 2:***<br>*For payment transaction:*<br><br>*a. Secure triplicate copies of Order of Payment at PAB Office or to PAB-LAD personnel thru email and go to 4/F DTI Cashier, DTI Building 361 Sen. Gil Puyat Ave. Makati City or to the nearest DTI Regional of Provincial office and settle the obligation.*<br><br>*b. In case of Foreign CAB,* | 8. Prepare Order of Payment and transmit to CAB.<br><br>***Note:*** *For payment transaction:*<br><br>*a. Authorized LAD personnel to Issue signed triplicate copies of Order of Payment to CAB personnel.*<br><br>*b. Validate deposit slips for CAB's direct payment and/or wire transfers through DTI – Financial Service (FS).*<br><br>*c. Update LAD billing monitoring file.* | ***Note 1:***<br>*Fees to be paid will be based on the fees reflected on the issued billing statement*<br>***Note 2:*** *Refer to LAGD05* | 4 hours | Administrative Aide<br>Accreditation Officer<br>DTI Cashier<br>FS Personnel |

| CLIENT'S STEPS | AGENCY'S ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| *payment transaction is done electronically (i.e. wire transfer, direct bank payment)*<br><br>c. *Provide proof of payment (OR/deposit slip) to LAD personnel*<br><br>***PAB Office Address:***<br><br>***Philippine Accreditation Bureau (PAB)***<br>***G/F HPGV Building 395***<br>***Sen. Gil Puyat Ave.***<br>***Makati City,1209*** | | | | |
| **Total Processing Time Initial/Special/Reassessment/Reaccreditation** | | | **20 days** | |

## 29. Final Evaluation and Granting of the Accreditation to Conformity Assessment Bodies under LAD

The final technical evaluation and granting of the accreditation assessment of Conformity Assessment Bodies (CABs) is considered a **HIGHLY TECHNICAL** transaction. Under Sec. 9 b 1 of RA 11032, complex transactions shall be acted upon by the assigned officer/ employee within twenty (20) working days. If the result of the technical evaluation is not communicated within twenty (20) days, you may file a complaint via email (artaunit@dti.gov.ph).

The Laboratory Accreditation Division (LAD) PAB implements accreditation of CABs based on applicable international standards. Accreditation provides public recognition to CABs whose management and/ or operation have demonstrated technical competence for their particular activities and have complied with PAB accreditation requirements. However, the manner of application of the set criteria will vary depending on the nature and/ or type of organization.

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|---|---|
| **Office or Division:** | Philippine Accreditation Bureau – Laboratory Accreditation Division (LAD) |
| **Classification:** | Highly Technical |
| **Type of Transaction:** | G2B; G2G |
| **Who may avail:** | Conformity Assessment Bodies such as:<br>1. Testing and/or Calibration Laboratories<br>2. Medical Testing Laboratories<br>3. Inspection Bodies<br>4. Proficiency Testing Providers |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|---|
| 1. Assessment Report<br>2. Corrective Action Evaluation Report<br>3. Documents supporting the corrective actions taken<br><br>**PAB Accreditation Policies**<br><br>Philippine Accreditation Bureau adheres to the following accreditation rules and regulation:<br><br>1. PAB policies and procedures for the accreditation<br>2. Applicable accreditation standards<br>3. Mandatory documents issued by the Asia Pacific Accreditation Cooperation (APAC) and International Laboratory Accreditation Cooperation (ILAC)<br>4. Signed Memorandum of Understanding (MOU) with other regulatory bodies e.g. MOU with DOH, where applicable | # 1 PAB website See LA/GD 01-11, and LA/SR 01-04 https://www.dti.gov.ph/pab/resources/<br><br># 2 www.apac-accreditation.org and International Laboratory Accreditation Cooperation (ILAC) https://ilac.org/ |

| CLIENT'S STEPS | AGENCY'S ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| 1. None<br><br>***Note:*** *Submission of additional documents within given timeframe as necessary* | 1. Final evaluation process<br><br>1.1 Review all documents including assessment findings , corrective actions and proof of payments (assessment fees)<br><br>1.2 Endorse a final assessment and corrective action evaluation report based on the recommended scope of accreditation and approved signatories.<br><br>1.1. Endorse to the Bureau Director for approval of the recommendation from the final evaluation process. Otherwise, require the CAB to submit additional documents.<br><br>***Note:*** *Final Evaluation Process may be extended depending on the results of the review.*<br><br>*For surveillance visit, final evaluation process is not applicable.*<br><br>1.2. Endorse for granting of accreditation or granting of continued accreditation | None | 7 days<br><br>4 days | Accreditation Officer in consultation with Technical Assessor/ Expert (as necessary)<br><br>Division Chief<br>Bureau Director |
| 2. None | 2. Prepare, review, approve and send | None | 5 days | Accreditation Officer |

| CLIENT'S STEPS | AGENCY'S ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| | Notice of Granting/ Continued Certificate of Accreditation and certificate<br><br>2.1 Endorse to the Bureau Director for approval | | | Division Chief<br>Bureau Director |
| 3. None | 3. Prepare, review, approve and communicate /coordinate the draft billing for the *accreditation services (i.e. accreditation fee, annual fee)* and send the billing statement to CAB. | None | 4 hours | Accreditation Officer<br>Division Chief |
| 4. Acknowledge receipt of the billing statement<br><br>4.1 Settle the obligation based on the Billing Statement sent by PAB.<br><br>***Note 1:*** *Maximum period for payment of fee is 30 days.*<br><br>***Note 2:***<br>*For payment transaction:*<br><br>*a. Secure triplicate copies of Order of Payment at PAB Office or to PAB-LAD personnel thru email and go to 4/F DTI Cashier, DTI Building 361 Sen. Gil Puyat Ave. Makati City or to the nearest DTI Regional/ Provincial office and settle the obligation.*<br><br>*b. In case of Foreign CAB, payment transaction is done electronically (i.e. wire transfer, direct* | 4. Prepare Order of Payment and transmit to CAB.<br><br>***Note:*** *For payment transaction:*<br><br>*a. Authorized LAD personnel to Issue signed triplicate copies of Order of Payment to CAB personnel*.<br><br>*b. Validate deposit slips for CAB's direct payment and/or wire transfers through DTI – Financial Service (FS).*<br><br>*c. Update LAD billing monitoring file*. | **Accreditation Fee:**<br><br>Php 5,000.00/ scope of Accreditation x no. of scope of accreditation<br><br>**Annual Fee:**<br><br>Php 3,000.00/ scope of Accreditation x no. of scope of accreditation<br><br>***Note:*** *Refer to LA GD05 or DAO 13:1995 for the schedule of fees.* | 4 hours | Administrative Aide<br>Accreditation Officer<br>DTI Cashier<br>FS Personnel |

| CLIENT'S STEPS | AGENCY'S ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| *bank payment)*<br><br>*c. Provide proof of payment (OR/deposit slip) to LAD personnel*<br><br>***PAB Office Address:***<br><br>***Philippine Accreditation Bureau (PAB)***<br>***G/F HPGV Building 395***<br>***Sen. Gil Puyat Ave.***<br>***Makati City,1209*** | | | | |
| 5. None | 5. Preparation, approval, and issuance of certificate of accreditation<br><br>5.1 Prepare Certificate of Accreditation.<br>5.2 Posting of certificate in PAB website<br><br>5.3 Sign the official certificate and post the certificate to PAB website in coordination with DTI- ISMS and communicate with the client for the availability of the certificate.<br><br>***Note:*** *PAB reserves the right to issue the certificate and post this on PAB website only upon receipt of payment made by the CAB* | None | 3 days<br><br>**Note:**<br>*The preparation may extend depending on the complexity of scopes of accreditation* | Accreditation Officer<br>Division Chief<br>Bureau Director |
| 6. Acknowledge receipt of communication. | 6. None | None | | |
| **Total Processing Time Initial/Special/Reassessment/Reaccreditation** | | | **20 days** | |

## 30. Receiving and evaluation of application requirements for the Accreditation of Conformity Assessment Bodies under MSAD

The receiving and evaluation of application requirements for Initial Accreditation, Special Assessment, and Reaccreditation are considered a **HIGHLY TECHNICAL** transaction. Under Sec. 9 b 1 of RA 11032, highly technical transactions shall be acted upon by the assigned officer/employee within twenty (20) working days. If the evaluation of the application requirements is not conducted within twenty (20) days, you may file a complaint via email (artaunit@dti.gov.ph).

The Management System Accreditation Division (MSAD) of the Philippine Accreditation Bureau (PAB) implements accreditation of Conformity Assessment Bodies (CABs) based on applicable international standards. Accreditation provides CABs with public recognition whose management system have demonstrated technical competence for their particular activities and PAB accreditation requirement compliant. Though, the manner of application of the set criteria will vary considering the nature and/or type of applicant body.

Initial assessment, special surveillance assessment and reassessment (renewal of accreditation) will include all other premises of the applicant body which one or more key activities are performed, and which are covered by the scope of accreditation. The key activities include policy formulation, process and/or procedure development, contract review, planning of conformity assessments, review, approval and decisions on the results of conformity assessment.

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| **Office or Division:** | Philippine Accreditation Bureau - Management System Accreditation Division (MSAD) |
| **Classification:** | Highly Technical |
| **Type of Transaction:** | G2B; G2G |
| **Who may avail:** | Public and private local and foreign Conformity Assessment Bodies (CABs) that:<br>A. Certify:<br>1. Management System<br>a. Quality Management System (QMS)<br>b. Environmental Management System (EMS)<br>c. Food Safety Management System (FSMS)<br>d. Hazard Analysis Critical Control Point (HACCP)<br>e. Information Security Management System (ISMS)<br>f. Energy Management System (EnMS)<br>g. Occupational Health and Safety Management System (OHSMS)<br>2. Products, processes, services<br>a. Halal<br>b. Organic<br>c. Other Product Certification Schemes<br>3. Persons |

| | |
|---|---|
| | B. Validate/verify:<br>1. Greenhouse Gases Validation/Verification Program<br>a. ICAO CORSIA Program<br><br>Other GHG validation/verification program |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|---|
| **Upon submission of application:**<br>1. Letter of application *(1 e-copy)*<br>2. Accomplished application form *per scheme applied (1 e-copy)*<br>3. Accomplished Assessment Checklist *per scheme applied (1 e-copy)*<br>4. Signed PAB Accreditation Agreement *(1 e-copy)*<br>5. Copy of SEC Registration with the Articles of Incorporation or DTI Registration and Local Government Unit (LGU) Business Permit or if in case of a foreign CAB, duly notarized registration documents and authenticated by Philippine Consulate or an equivalent document from the country where CAB is operating, as proof of being a legal entity as the case may be. *(1 e-copy)*<br>6. Copy of CAB's proof of managing liabilities *(e.g. insurance, *reserves) (1 e-copy)*<br>7. Copy of certification agreement between the CAB and its clients *(1 e-copy)*<br>8. Copy of certificate issued to its clients *(1 e-copy)*<br><br>***Note:*** *The applicant body shall have granted at least two (2) certificates for each scheme applied.*<br>***Note for Validation/Verification:***<br>*Copy of validation/verification activity report (1 e-copy)*<br>*9.* List of certified organizations (*specifying certified scopes, validity of certificates, address and contact numbers) (1 e-copy)*<br><br>***Note for Person Certification:***<br>*List of certified persons (specifying name, geographical location, scope of certification and effectivity date) (1 e-copy)*<br><br>***Note for Validation/Verification:***<br>*List of validation/verification activities done by the applicant V/VBs with their client (1 e-copy)*<br>*10.* Copy of CAB's Quality Manual *(1 e-copy)*<br>*11.* Copy of CAB's Rules/procedures of certification *(1 e-copy)*<br>***12.*** List of auditors/inspectors *(including their approved scopes)* and Technical Experts *(1 e-copy)*<br><br>***Note for Persons Certification:***<br>*List of auditors/validators/verifiers (including their approved scopes) and technical experts (1 e-copy)*<br>***Note for Validation/Verification:***<br>*List of validation/verification team (i.e. lead validator/verifier, validator/verifier) and technical experts (1 e-copy)*<br><br>*13.* Latest audited financial statement of the CAB *(1 e-copy)* | #1-4 PAB website see link below: https://www.dti.gov.ph/resources-pab/downloadable-forms/ certification-body<br><br># 5 Securities and Exchange Commission (SEC), DTI, LGU, Philippine Consulate (where, applicable) |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|---|
| *14.* Detailed organizational structure with individual duties and responsibilities *(1 e-copy)*<br>*15.* Information on fees charged to its applicants and certified organization and the means by which CAB obtains financial support *(1 e-copy)*<br>*16.* Records of internal audit conducted by the CAB *(1 e-copy)*<br>*17.* Records of management review conducted by the CAB *(1 e-copy)*<br>*18.* Copy of Latest Risk Management Matrix *(1 e-copy)*<br><br>***Note:*** *Electronic copies of application documents shall be sent through email* ***pab_msad@dti.gov.ph*** *or visit us at:*<br><br>Management System Accreditation Division (MSAD)<br>Philippine Accreditation Bureau<br>GF HPGV Building 395 Sen. Gil Puyat Ave. Makati City, 1209<br>Telephone: (02) – 8895-3995 / (+632) -09178192971<br>Fax: (02) – 8890-4688<br><br>**PAB Accreditation Policies**<br><br>Philippine Accreditation Bureau adheres to the following accreditation rules and regulation:<br><br>1. PAB policies for the accreditation criteria<br>2. PAB policies procedure for the conduct of pre-assessment, initial assessment, surveillance and reassessment<br>3. Use of PAB accreditation symbol<br>4. Department Administrative Order (DAO)1:2005 – Schedule of Fees<br>5. Resolutions issued by: Asia Pacific Accreditation Cooperation (APAC) and International Accreditation Forum (IAF)<br>6. *Advisories/Resolutions related to accreditation of Halal CBs issued by Philippine Halal Board<br>7. *****Signed Memorandum of Understanding (MOU) with other accreditation bodies *(i.e. MOU with ESMA (MoIAT), MOU with GAC)*, where applicable<br>8. *****Importing Country requirement *(i.e. relevant Halal Standards of the concerned country/region of destination)*<br>9. *****Philippine National Halal Certification Scheme (PNHCS)<br>10. *****Use of Philippine Halal logo<br><br>***Note: *Applicable to Halal CAB applicants*** | # 1-4 PAB website See MSA/P01, MSA/P01-1, MSA/GD 01, MSA/GD 02 https://dti.gov.ph/resources-pab/guidance-documents/-certif-body-guidance-docs<br><br># 5 www.apac-accreditation.org and International Accreditation Forum (IAF) www.iaf.nu |

| CLIENTS STEPS | AGENCY'S ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| 1. Communicate to PAB the intention to apply for PAB Accreditation and submit the accomplished | 1. Receive and review the application submitted by the applicant CAB. | None | 2 days | Admin Officer<br>Accreditation Officer<br>Program Manager |

| CLIENTS STEPS | AGENCY'S ACTION | FEES TO BE PAID | PROCESS ING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| application form, checklist and other requirements. Send e-copies of documents to: ***pab_msad@dti.gov.ph***<br><br>***Note:*** *Application is valid for one (1) year from the date of the acceptance of application*<br><br>1.1 **For renewal of accreditation** Acknowledge receipt of notification. | 1.1. Log application in CAB database<br><br>***Note:*** *The start of processing of CAB application is subject to submission of complete requirements.*<br><br>1.1 **For renewal of accreditation**<br><br>Send notification to accredited CAB six (6) months before the expiration date of its accreditation | | | |
| 2. None | 2. Review available resources (*availability of qualified assessors and external technical experts).*<br><br>2.1 Coordination of availability of the assessment team | None | 2 days, 4 hours | Division Head<br>Program Manager<br>Admin Officer |
| 3. None | 3. Draft and send Quotation of fees *(i.e. assessment fee, accreditation fee and annual fee)* to CAB.<br><br>***Note 1:*** *For CABs that do not require formal quotation, billing statement will be issued when some or all of the accreditation activities have been undertaken.*<br><br>***Note 2:*** *Amount indicated in the quotation depends on the number of scopes applied and number of assessment man day.* | None | 1 day | Admin Officer<br>Program Manager<br>Division Head<br>Bureau Director |
| 4. Accept the quotation and send to PAB the signed quotation form. (if | 4. Receive the acceptance of the communication and inform Division | None | 1 day | Admin Officer<br>Program Manager<br>Division Head |

| CLIENTS STEPS | AGENCY'S ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| applicable) | Head.<br><br>4.1 Update CAB's Accreditation Files | | | |
| 5. None | 5. Review the CAB's submitted Quality Manuals and other relevant documents, prepare summary of document review result and send this to CAB.<br><br>5.1 Draft Billing Statement for Application Fee and Document Review Fee and send to CAB. | None | 3 days (for 1 scheme) | Assessor<br>Division Head<br>Admin Officer |
| 6. Acknowledge the result of document review and pay the corresponding application fee and document review fee.<br><br>***Note 1:*** *For payment transaction:*<br><br>*a. Secure triplicate copies of Order of Payment at PAB Office or to PAB-MSAD personnel thru email and go to 4/F DTI Cashier, DTI Building 361 Sen. Gil Puyat Ave. Makati City and settle the obligation.*<br>*b. In case of Foreign CB, payment transaction is done electronically (i.e. wire transfer)*<br>*c. Provide proof of payment (OR/deposit slip) to MSAD personnel*<br><br>***PAB Office Address:***<br><br>***Philippine Accreditation Bureau (PAB)***<br>***G/F HPGV Building*** | 6. Prepare Order of Payment Slip and transmit to CAB.<br><br>***Note:*** *For payment transaction:*<br><br>*a. Authorized MSAD personnel to Issue signed triplicate copies of Order of Payment to CAB personnel.*<br><br>*b. Validate deposit slips for CAB's direct payment and/or wire transfers through DTI – Financial Services (FS).*<br><br>*Update MSAD billing monitoring file.* | **Application fee:**<br>Php 2,000/ scheme x no. of schemes applied<br><br>**Document Review Fee:**<br>Php 5,000/ man-day x no. of assessors/ technical expert x no. of days<br><br>***Note:***<br>*Application fee and document review fee are non-refundable.* | 4 hours | Admin Officer<br>DTI Cashier<br>FS Personnel |

| CLIENTS STEPS | AGENCY'S ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| ***395 Sen. Gil Puyat Ave. Makati City,1209*** | | | | |
| 7. Submit corrective actions (CAs) and additional documents, as necessary, for the findings raised on the document review (if applicable).<br><br>***Note 1**: Office-based assessment will only be conducted after the closure of the findings on the document review.*<br><br>***Note 2**: In the event that the applicant CAB has not acted satisfactorily within six (6) months from the date of the communication of the deficiencies noted during the document review, the processing of the application shall be terminated. The CAB may still re-apply for PAB's accreditation but needs to pay new application fee and document review fee.* | 7. Accept the submitted CAs, evaluate and send to CAB the result of the evaluation.<br><br>7.1 Endorse for the schedule of assessment visit. Refer to relevant MSASF04A Document Review Checklist | None | 10 days<br><br>***Note 1**: Processing time is subject to the number and category of raised NCs which needs to be closed through corrective actions evaluated as satisfactory.*<br><br>***Note 2**: There will be cases where additional CAs need to be submitted by the CAB based on the evaluation of PAB.* | Assessor<br>Division Head<br>Admin Officer |
| **Total Processing Time: Initial/Scope Extension/Reassessment/Reaccreditation** | | | **20 days** | |

## 31. Conduct of Accreditation Assessment for Conformity Assessment Bodies under MSAD

The conduct of initial accreditation, special assessment, surveillance visit and reaccreditation are considered a **HIGHLY TECHNICAL** transaction. Under Sec. 9 b 1 of RA 11032, highly technical transactions shall be acted upon by the assigned officer/employee within twenty (20) working days. If the assessment is not conducted within twenty (20) days, you may file a complaint via email (artaunit@dti.gov.ph).

The Management System Accreditation Division (MSAD) of the Philippine Accreditation Bureau (PAB) implements accreditation of Conformity Assessment Bodies (CABs) based on applicable international standards. Accreditation provides CABs with public recognition whose management system have demonstrated technical competence for their particular activities and PAB accreditation requirement compliant.

The reassessment (renewal of accreditation) of accredited Conformity Assessment Bodies (CABs) resembles an initial assessment in all aspect. It is a full assessment of the CAB's management system, technical operations and personnel involved in the accredited activities. It includes follow-up of corrective actions on previous assessment findings. The visit is conducted six (6) months before the validity of accreditation expires.

Surveillance visits are conducted to monitor the continuous conformance by accredited Conformity Assessment Bodies (CABs) with the international standard and PAB accreditation requirements. Only selected aspects of the organization's operations are assessed. All accredited CABs shall conform to the following schedule:

- **First Surveillance Visit** - conducted on or before the 12th month from the date of granting accreditation
- **Succeeding Surveillance Visit** - conducted on or before the 24th month after the previous surveillance visit

Special Surveillance Assessment may be conducted if deemed necessary by the Accreditation Evaluation Panel (AEP) or the PAB Director, in accordance with clause 15.11 of MSA/P01.

| | |
|---|---|
| **Office or Division:** | Philippine Accreditation Bureau - Management System Accreditation Division (MSAD) |
| **Classification:** | Highly Technical |
| **Type of Transaction:** | G2B; G2G |
| **Who may avail:** | Public and private local and foreign Conformity Assessment Bodies (CABs) that:<br><br>A. Certify:<br>1. Management System<br>a. Quality Management System (QMS)<br>b. Environmental Management System (EMS)<br>c. Food Safety Management System (FSMS)<br>d. Hazard Analysis Critical Control Point (HACCP)<br>e. Information Security Management System (ISMS)<br>f. Energy Management System (EnMS) |

| | |
|---|---|
| | g. Occupational Health and Safety Management System (OHSMS)<br>2. Products, processes, services<br>a. Halal<br>b. Organic<br>c. Other Product Certification Schemes<br>3. Persons<br>B. Validate/verify:<br>1. Greenhouse Gases Validation/Verification Program<br>a. ICAO CORSIA Program<br>Other GFH validation/verification program |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|---|
| **A. Prior to office-based assessment**<br><br>**For initial and reassessment:**<br>*All required documents were already submitted in the first stage unless there are other documents to be submitted upon evaluation prior to the conduct of assessment.*<br><br>**For surveillance assessment:**<br>1. Records of latest internal audit and management review conducted by the CAB *(1 e-copy)*<br>*2.* Proof/evidence of any changes on the CAB which is significant to the operation of its certification scheme*, i.e. a) change in legal entity; b) changes on the organizational structure and key personnel c) change of resources and premises; d) change to the scope of accreditation; e) changes to main policies; f) transfer of accreditation; and g) any other matter that may affect the ability of accredited CAB to fulfill requirements for accreditation.*<br>*(1 e-copy where applicable*)<br>3. Updated list of policies and procedures (if any) *(1 e-copy*)<br>4. Updated Organization Chart (if applicable) *(1 e-copy*)<br>5. List of updated auditors/inspectors and technical experts (if applicable) *(1 e-copy*)<br><br>**B. Prior to witness audit (Stage 2) activity**<br>Documents needed for the conduct of witness audit should be submitted at least one (1) week prior to the witnessing activity. These documents are the following:<br>1. Agreement between the CAB and its clients allowing PAB to join the audit *(1 e-copy)*<br>2. Copy of the CAB's audit plan *(1 e-copy)*<br>3. Background information on the CAB's audit team (i.e. CV, Scope approval) *(1 e-copy)*<br>4. Copy of the Quality Manual and key procedures of its clients to be audited *(1 e-copy)*<br>5. If the audit being witnessed is an initial certification re-assessment, a copy of the document review report and/or stage 1 audit report *(1 e-copy)* | |

| | |
|---|---|
| 6. Audit report, required actions, and responses from the previous audit activity *(1 e-copy)*<br>7. Calculation of man-days *(1 e-copy)*<br><br>**PAB Accreditation Policies**<br><br>Philippine Accreditation Bureau adheres to the following accreditation rules and regulation:<br>1. PAB policies for the accreditation criteria<br>2. PAB policies procedure for the conduct of pre-assessment, initial assessment, surveillance and reassessment.<br>3. Use of PAB accreditation symbol<br>4. Department Administrative Order (DAO)1:2005 – Schedule of Fees<br>5. Resolutions issued by: Asia Pacific Accreditation Cooperation (APAC) and International Accreditation Forum (IAF)<br>6. *Advisories/Resolutions related to accreditation of Halal CABs issued by Philippine Halal Board<br>7. *****Signed Memorandum of Understanding (MOU) with other accreditation bodies *(i.e. MOU with ESMA (MoIAT), MOU with GAC)*, where applicable<br>8. *****Importing Country requirement *(i.e. relevant Halal Standards of the concerned country/region of destination)*<br>9. *****Philippine National Halal Certification Scheme (PNHCS)<br>10. *****Use of Philippine Halal logo<br><br>***Note: *Applicable to Halal CAB applicants***<br><br>**C. After Assessment** (where applicable)<br>1. Accomplished MSA/SF18 Assessment Findings<br>2. Documents supporting the corrective actions taken | # 1-4 PAB website See MSA/P01, MSA/P01-1, MSA/GD 01, MSA/GD 02 https://dti.gov.ph/resources-pab/guidance-documents/certif-body-guidance-docs<br># 5 www.apac-accreditation.org and International Accreditation Forum (IAF) www.iaf.nu<br><br>The agreed assessment findings will be given after the closing meeting of the assessment visit. |

| CLIENTS STEPS | AGENCY'S ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| 1. None | 1. Upon endorsement for the conduct of initial accreditation, special assessment, surveillance visit and reaccreditation. Prepare letter of notification, review, approve and send to CAB regarding planned schedule of assessment (initial/ special/ surveillance/ | None | 4 hours | Accreditation Officer<br>Admin Officer<br>Division Head<br>Bureau Director |

| CLIENTS STEPS | AGENCY'S ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| | reassessment).<br><br>***Note 1:*** *For surveillance, basis is the *scheduled surveillance program of the Accredited CAB, (i.e. 1st Surveillance is done within twelve (12) months after the date of granting accreditation, 2nd Surveillance is done on or before the 24th month after the previous Surveillance Visit.*<br><br>***Note 2:*** *For reassessment, the visit is conducted six (6) months before the validity of accreditation expires.* | | | |
| 2. Acknowledge the receipt of the notification and coordinate with PAB the schedule and logistics for the conduct of assessment.<br><br>***Note:*** *Requirements shall be submitted at least one (1) week prior to the date of assessment.* | 2. Prepare for the conduct of office-based assessment and coordinate with the CAB for the schedule and logistics arrangement.<br><br>2.1 Preparation of assessment kits and other relevant documents | None | 2 days<br><br>***Note:*** *Processing time is subject to availability of Technical Experts in case of joint assessment with partner AB.* | Admin Officer<br>Assessment Team<br>Division Head<br>Bureau Director |
| 3. Participate as auditee in office-based assessment. | 3. Conduct office-based assessment.<br><br>***Note:***<br>*Assigned assessors are based on the number of approved man-days and the presence of technical expert/s are based on the scheme/s being assessed* | **Assessment Fee:**<br>Php 5,000 / man-day<br><br>***Note 1:*** *Actual costs of transportation and accommodation of personnel conducting assessment (including presence/ participation of Technical Expert) shall be borne by the applicant body.*<br><br>***Note 2:*** *Assessment* | 2 days<br><br>***For initial assessment***<br><br>***Note 1:*** *Processing time is based on the number of schemes applied. One (1) scheme is 4 man days = *2 days with 2 assessors.*<br><br>1 day<br><br>***For Surveillance***<br><br>***Note:*** *Processing time is based on the number of schemes* | Assessment Team<br>Technical Expert<br><br>***Note:*** *When necessary, technical experts in the areas to be assessed maybe included in the assessment team as adviser.* |

| CLIENTS STEPS | AGENCY'S ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| | | *Fees for the conducted office-based assessment are settled upon issuance of billing statement from PAB.* | *applied. One (1) scheme is 2 man days = *1 day with 2 assessors.*<br><br>1 day & 4 hours<br>***For re-assessment***<br><br>***Note:*** *Processing time is based on the number of schemes applied. One (1) scheme is 3 man days = *1.5 days with 2 assessors*<br><br>***General Note:*** *Refer to Annex B of MSA P01 for the Standard Number of Accreditation Assessment Man-Days* | |
| 4. Coordinate with PAB on the schedule and logistics for the conduct of witness audit.<br><br>***Note 1:*** *Please see checklist of requirements* ***"B. Prior to witness audit (Stage 2) activity"***<br><br>***Note 2:*** *The number of organizations to be witnessed is based on the surveillance program.*<br><br>***Note 3:*** *Witness audits can be done prior to office assessment and should be completed within nine (9) months of the surveillance period* | 4. Prepare for the conduct of witness audit and coordinate with the CAB on the schedule and logistics arrangement.<br><br>4.1 Preparation of assessment kits and other relevant documents | None | 1 day | Admin Officer<br>Assessment Team<br>Division Head<br>Bureau Director |
| 5. Conduct scheduled certification audit. | 5. Conduct witness audit.<br><br>***Note 1:*** *For initial and reassessment, conduct of witness audit are to be* | **Assessment Fee:**<br>Php 5,000 / man-day<br><br>***Note 1****: Aside* | 5 days/ scope witnessed<br><br>*Note 1: Duration does not include travel time.* | Assessment Team<br>Technical Expert<br><br>***Note:*** *When necessary, technical experts in the areas to be assessed* |

| CLIENTS STEPS | AGENCY'S ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| | *completed within three (3) months after the office-based assessment.*<br><br>***Note 2:*** *The number of organizations to be witnessed is based on the surveillance program, i.e. the schedule scopes to be witnessed.*<br><br>***Note 3:*** *Witness audits can be done prior to office assessment and should be completed within nine (9) months of the surveillance period.* | *from the assessment fees, actual costs of transportation and accommo-dation of personnel conducting assessment (including presence / participation of Technical Expert) shall be borne by the applicant body.*<br><br>***Note 2:*** *Assessment Fees for the conducted witness audits are settled upon issuance of billing statement from PAB.* | *Note 2: Based on the assumption that there is only 1 scope witnessed and it is a certification audit.* | *maybe included in the assessment team as adviser.* |
| 6. None | 6. Prepare, review, approve and send the office assessment report to CAB. | 1. None | 2 days | Assessment Team/Technical Expert<br>Division Head |
| 7. Acknowledge the result of office-based assessment and submit additional documents, as necessary.<br><br>7.1 Submit corrective actions (CAs) for any findings raised on office-based assessment:<br><br>**For initial and reassessment:**<br><br>Submit CA/s within sixty (60) days from the date of the initial assessment / | 7. Accept the submitted CAs, evaluate and send to CAB the result of the evaluation.<br><br>***Note:*** *All nonconformities (NCs) must be cleared within four (4) months from the date of assessment.* | 4. None | 2 days<br><br>***Note 1:*** *Processing time is subject to the number and category of raised NCs which needs to be closed through corrective actions evaluated as satisfactory.*<br><br>***Note 2:*** *There may be cases where additional CAs need to be submitted by the CAB based on the evaluation of PAB.* | Assessment Team<br>Technical Expert<br>Division Head<br>Admin Officer |

| CLIENTS STEPS | AGENCY'S ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| reassessment<br><br>***Note 1:*** *Extension of one (1) month from the timelines may be extended upon written request by the CAB to PAB (but PAB may accept or reject such request as appropriate). If the request of extension is approved, but the CAB fails to submit CAs within the timeframe of extension, PAB reserves the right to consider the application invalid. The CAB may still re-apply for PAB's accreditation but needs to pay new application fee and doc review fee.*<br><br>2. ***Note 2:*** *All nonconformities must be cleared within four (4) months from the date of assessment.*<br>3. **For Surveillance:**<br><br>***Note 1:***<br>***For major NC*** *– within seven (7) working days*<br>***For minor NC*** *– within thirty (30) working days*<br><br>***Note 2:*** *There may be cases where additional CAs need to be submitted by the CAB based on the evaluation made by PAB.*<br><br>***Note 3:*** *All nonconformities must be cleared within three (3) months from the date of assessment. Otherwise, this shall be ground for suspension/ withdrawal of accreditation.* | | | | |
| 8. Acknowledge receipt of | 8. None | 5. None | | |

| CLIENTS STEPS | AGENCY'S ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| evaluation of Corrective Action/s (CA/s) | | | | |
| 9. None | 9. Prepare, review and approve witness audit report and send to CAB. | 6. None | 2 days | Assessor/Technical Expert<br>Division Head<br>Admin Officer |
| 10. Acknowledge the receipt of witness audit report.<br><br>10.1 Submit CAs for the findings raised during witness audit within thirty (30) days after the witnessing activity. | 10. Accept the submitted CAs, evaluate and send to CAB the result of the evaluation. | 7. None | 2 days<br><br>***Note 1:*** *Processing time is subject to the number and category of raised NCs that need to be closed through corrective actions evaluated as satisfactory.*<br><br>***Note 2:*** *There may be cases where additional CAs need to be submitted by the CAB based on the evaluation of PAB.* | Assessment Team<br>Division Head<br>Admin Officer |
| 11. None | 11. Consolidate all the records of the applicant. Accomplish the MSASF26 - Assessment Review Report and endorse for the review of AEP members | None | 5 days | Assessment Team<br>Division Head |

| CLIENTS STEPS | AGENCY'S ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| 12. None | 12. Prepare, review, approve and communicate the draft billing for the assessment and witness audit conducted with other partner AB, where applicable, and send the billing to CAB.<br><br>***Note 1:*** *Amount indicated in the billing statement depends on the number of scopes witnessed and duration of audit.*<br><br>***Note 2:*** *Billing Statement may be issued to CAB every after assessment/ witness audit conducted.* | None | 1 day | Admin Officer<br>Division Head |
| 13. Settle the obligation based on the Billing Statement sent by PAB.<br><br>***Note 1:*** *Maximum period for payment of fee is 15 days.*<br><br>***Note 2:*** *For payment transaction:*<br>a. *Secure triplicate copies of Order of Payment at PAB Office or to PAB-MSAD personnel thru email and go to 4/F DTI Cashier, DTI Building to settle the obligation*<br>b. *In case of Foreign CAB, payment transaction is done electronically (i.e. wire transfer)*<br>c. *Email to PAB the copy of Official Receipt (OR) as proof of payment.* | 13. Prepare Order of Payment Slip and transmit to CAB.<br><br>***Note:*** *For payment transaction:*<br>a. *Authorized MSAD personnel to Issue signed triplicate copies of Order of Payment to CAB personnel.*<br>b. *Validate deposit slips for CAB's direct payment and/or wire transfers through DTI – Financial Service (FS).*<br>c. *Update MSAD billing monitoring database.* | ***Assessment Fee:***<br>Php 5,000 / man-day x no. of assessor / technical expert x no. of days<br><br>***Witness Audit:***<br>***Stage 1:***<br>Php 5,000 / man-day x no. of assessor / technical expert x no. of days<br><br>***Stage 2:***<br>Php 5,000 / man-day x no. of assessor / technical expert x no. of days<br><br>***Annual fee:***<br>Php 5,000 / scope x no. of accredited scope<br><br>***Note:*** *Billing statement for Annual Fees are usually issued within 1st Quarter of the year for* | 4 hours | Admin Officer<br>DTI Cashier<br>FS Personnel |

| CLIENTS STEPS | AGENCY'S ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| ***Note 3:*** *If the accredited CAB fails to pay the required fees within fifteen (15) days after the issuance of the billing statement, its accreditation will be subject to suspension or withdrawal.* | | *Accredited CABs.* | | |
| **Total Processing Time:** | | | | |
| **Initial/Scope Extension:** | | | **20 days** | |
| **Surveillance:** | | | **19 days** | |
| **Reassessment/reaccreditation:** | | | **19 days and 4 hours** | |

## 32. Final Evaluation and Granting of the Accreditation of Conformity Assessment Bodies under MSAD

The final evaluation and granting of accreditation for Initial Accreditation, Special Assessment, and Reaccreditation, are considered a **HIGHLY TECHNICAL transaction**. Under Sec. 9 b 1 of RA 11032, complex transactions shall be acted upon by the assigned officer/employee within twenty (20) working days. If the result of technical evaluation is not communicated within twenty (20) days, you may file a complaint via email (arta@dti.gov.ph).

The Management System Accreditation Division (MSAD) of the Philippine Accreditation Bureau (PAB) implements accreditation of Conformity Assessment Bodies (CABs) based on applicable international standards. Accreditation provides CABs with public recognition whose management system have demonstrated technical competence for their particular activities and PAB accreditation requirement compliant.

| | |
|---|---|
| **Office or Division:** | Philippine Accreditation Bureau - Management System Accreditation Division (MSAD) |
| **Classification:** | Complex |
| **Type of Transaction:** | G2B; G2G |
| **Who may avail:** | Public and private local and foreign Conformity Assessment Bodies (CABs) that:<br><br>A. Certify:<br>1. Management System<br>a. Quality Management System (QMS)<br>b. Environmental Management System (EMS)<br>c. Food Safety Management System (FSMS)<br>d. Hazard Analysis Critical Control Point (HACCP)<br>e. Information Security Management System (ISMS)<br>f. Energy Management System (EnMS)<br>g. Occupational Health and Safety Management System (OHSMS)<br>2. Products, processes, services<br>a. Halal<br>b. Organic<br>c. Other Product Certification Schemes<br>3. Persons<br>B. Validate/verify:<br>1. Greenhouse Gases Validation/Verification Program<br>a. ICAO CORSIA Program<br>b. Other GFH validation/verification program |

| CHECKLIST OF REQUIREMENTS | WHERE TOSECURE |
|---|---|
| Order of Payment<br><br>**<u>PAB Accreditation Policies</u>**<br><br>Philippine Accreditation Bureau adheres to the following accreditation rules and regulation:<br><br>1. PAB policies for the accreditation criteria<br>2. PAB policies procedure for the conduct of pre-assessment, initial assessment, surveillance and reassessment.<br>3. Use of PAB accreditation symbol<br>4. Department Administrative Order (DAO)1:2005 – Schedule of Fees<br>5. Resolutions issued by: Asia Pacific Accreditation Cooperation (APAC) and International Accreditation Forum (IAF)<br>6. *Advisories/Resolutions related to accreditation of Halal CBs issued by Philippine Halal Board -<br>7. *****Signed Memorandum of Understanding (MOU) with other accreditation bodies *(i.e. MOU with ESMA (MoIAT), MOU with GAC)*, where applicable<br>8. *****Importing Country requirement *(i.e. relevant Halal Standards of the concerned country/region of destination)*<br>9. *****Philippine National Halal Certification Scheme (PNHCS)<br>10. *****Use of Philippine Halal logo<br><br>***Note: *Applicable to Halal CAB applicants*** | # 1-4 PAB website See MSA/P01, MSA/P01-1, MSA/GD 01, MSA/GD 02 https://dti.gov.ph/resources-pab/guidance-documents/certif-body-guidance-docs<br># 5 www.apac-accreditation.org and International Accreditation Forum (IAF) www.iaf.nu |

| CLIENTS STEPS | AGENCY'S ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| 1. None | 1. **For initial, special assessment, reaccreditation**<br><br>Upon the approval of the recommendation indicated in the MSASF26 – Assessment Review Report, prepare to convene the Accreditation Evaluation Panel (AEP) members | None | 5 days | Program Manager<br>Admin Officer<br>Division Head |

| CLIENTS STEPS | AGENCY'S ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| | 1.1 Invitation of AEP members<br>1.2 Coordination on schedule and logistics (remote/ onsite) of AEP Meeting | | | |
| 2. None | 2. **For initial, special assessment and reaccreditation :** Evaluate the assessment package, accomplish the assessment review report and endorse to the Bureau Director for approval. | None | 5 days | AEP Assessment Team Admin Officer Bureau Director |
| | **For surveillance assessment:** Review assessment package for the surveillance assessment conducted. | None | 3 days | Admin Officer Program Manager Division Head |
| 3. None | 3. Prepare, review, approve and communicate /coordinate the draft billing for the *accreditation services (i.e. accreditation fee, annual fee)* with other partner ABs, | None | 5 days | Admin Officer Division Head Bureau Director |

| CLIENTS STEPS | AGENCY'S ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| | where applicable, and send the billing statement to CAB.<br><br>3.1 **For initial, special assessment and reaccreditation:** Prepare, review, approve and send Notice of Granting Certificate of Accreditation<br><br>***Note:*** *Amount indicated in the billing statement depends on the number of accredited scopes and duration of conducted assessment & witness audit.*<br><br>3.2 **For surveillance:** Confirm/deny continued accreditation and communicate to client. | | | |
| 4. Settle the obligation based on the statement of account sent by **PAB**.<br><br>***Note 1:*** *Maximum period for payment is fifteen (15) days.*<br><br>***Note 2:*** *For payment transaction:* | 4. Prepare Order of Payment and transmit to CAB.<br><br>***Note:*** *For payment transaction:*<br><br>*a. Authorized MSAD personnel to Issue signed triplicate copies of Order of Payment to CAB personnel*. | **Accreditation fee:** Php10,000/ scope x no. of accredited scope<br><br>**Annual fee:** Php 5,000/ scope x no. of accredited scope | 1 day | Admin Officer<br>DTI Cashier<br>FS Personnel |

| CLIENTS STEPS | AGENCY'S ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| *a. Secure triplicate copies of Order of Payment at PAB Office or to PAB-MSAD personnel thru email and go to 4/F DTI Cashier, DTI Building to settle the obligation.*<br>*b. In case of Foreign CAB, payment transaction is done electronically (i.e. wire transfer)*<br>*c. Send to PAB through email the copy of Official Receipt as proof of payment.*<br><br>***Note 3:*** *PAB reserves the right to issue the certificate and post this on PAB website only upon receipt of payment made by the CAB.* | *b. Validate deposit slips for CAB's direct payment and/or wire transfers through DTI – Financial Service (FS).*<br><br>*c. Update MSAD billing monitoring database.* | ***Note:*** *Refer to MSA GD02 or Section 8 of DAO 1:2005 for the schedule of fees.* | | |
| 5. None | 5. Prepare the draft certificate for review. | None | 2 days | Admin Officer<br>Program Manager<br>Division Head |
| 6. None | 6. Sign the official certificate and post it to PAB website<br>Inform client on the posted certificate<br><br>***Note:*** *PAB reserves the right to issue the certificate and post this on PAB website only upon receipt of payment made by the CAB.* | None | 2 days | Admin Officer<br>Bureau Director |
| 7. Acknowledge receipt of communication. | None | None | | |
| **Total Processing Time:** | | | | |
| **Initial/Scope Extension/Reassessment** | | | **20 days** | |
| **Surveillance** | | | **9 days** | |

## 33. Issuance of Coffee Exporter's Accreditation

The issuance of Coffee Exporter's Accreditation is considered a **COMPLEX** transaction. Under Sec. 9 b1 of RA 11032, complex transactions shall be actedupon by the assigned officer/employee within 7 working days. If Certificate of Accreditation is not released within 7 days, you may file a complaint via email (artaunit@dti.gov.ph).

Accreditation of Coffee Exporter in accordance with Chapter XII, Article 32-33 of the International Coffee Agreement (ICA), to which the Philippines is a member-country.

| | |
|---|---|
| **Office or Division:** | Export Marketing Bureau |
| **Classification:** | Complex |
| **Type of Transaction:** | G2B – Government-to-Business |
| **Who may avail:** | Coffee would-be exporters, manufacturers, and producers |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|---|
| 1. Original Copy of Letter of Intent | Applicant |
| 2. Photocopy of Mayor's Permit | Office of the City/ Municipal Mayor |
| 3. Photocopy of Company Profile | Applicant |
| 4. Original Copy of Authorization of Representative to transact with EMB | Applicant |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| 1. Submit letter of application with required documents | 1. Evaluate completeness of the requirements | None | 20 minutes | Accreditation Officer, Export Assistance & Business Matching Division |
| 2. Confirm availability during the plant visitwith the Accreditation Officer | 2.1. Set a schedule for factory/plant visit | None | 1 day | |
| | 2.2. Conduct a factory or plant visit and have the inspection report countersigned by the applicant and orient the applicant on the ICO systems, rules, and procedures of the regulating office. | None | 1 day | |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| | 2.3 Prepare evaluation sheet/report on the inspected facility or farm, assign the ICO Identification Code of the company, and encode the details of the application in the computer file of the Coffee Accreditation (CA) Ledger for the current coffee year. | None | 2 hours | Accreditation Officer, Export Assistance &Business Matching Division |
| | 2.4 Prepare and print the Certificate of Accreditation (CA) | None | 10 minutes | |
| | 2.5 Review and Recommend approval (or disapproval of accreditation) | None | 30 minutes | Division Chief, Export Assistance andBusiness Matching Division |
| | 2.6 Approve and sign Certificate Accreditation | None | 1 day | EMB Director |
| 3. Sign the Releasing Logbook for the release of the CA | 3. Record the Release of the CA in the Releasing Logbook | None | 5 minutes | Accreditation Officer, Export Assistance andBusiness Matching Division |
| **TOTAL PROCESSING TIME** | | | **3 days 3 hours and 5minutes** | |

## 34. Issuance of Coffee Export Clearance (CEC) and Certificate

The issuance of Coffee Export Clearance (CEC) and Certificate of Origin (CO)is considered a **SIMPLE** transaction. Under Sec. 9 b1 of RA 11032, simple transactions shall be acted upon by the assigned officer/employee within 3 working days. If CEC and/or CO is not released within 3 days, you may file a complaint via email (artaunit@dti.gov.ph).

Coffee export documentation in accordance with Chapter XII, Article 32-33 of the International Coffee Agreement (ICA) to which the Philippines is a member-country. The documentation is divided into two (2) stages; 1) Pre- loading stage where exporter is required to apply for Coffee Export Clearance(CEC) and 2) post-loading stage where based on the Bill of Lading, a Certificate of Origin (CO) shall be issued and countersigned by the Bureau of Customs (BOC).

| | |
|---|---|
| **Office or Division:** | Export Marketing Bureau |
| **Classification:** | Simple |
| **Type of Transaction:** | G2B – Government-to-Business |
| **Who may avail:** | Coffee Exporters |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|---|
| **Coffee Export Clearance (CEC)** | |
| 1. Original Copy of Duly accomplished Export Declaration (ED) Form | Website of BOC VASP |
| 2. Photocopy of Commercial Invoice | Applicant |
| 3. Photocopy of Packing Lists | Applicant |
| 4. Photocopy of Draft Bill of Lading or Airway Bill (Cargo Booking) | Shipping/ Airline Office |
| **Certificate of Origin (CO)** | |
| 1. Photocopy of Validated Export Declaration (ED) stamped with Authority to Load and Date | BOC |
| 2. Photocopy of Packing lists | Applicant |
| 3. Photocopy of Commercial Invoice | Applicant |
| 4. Photocopy of Signed Bill of Lading (BL) or Airway Bill (with Date ofLoading) | Shipping/ Airline Office |

## APPLICATIONFOR COFFEE EXPORT CLEARANCE (CEC)

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| 1. Submit the required documents | 1.1. Validate the consistency of information between the ED and the required documents. | None | 15 minutes | Accreditation Officer, Export Assistance and Business MatchingDivision |
| | 1.2. Assign the serial number for the application, encode the details of the application in the computer file of the Coffee Export Clearance (CEC) Ledger for the current coffee year, and stamp the box for clearance on the face of the ED. | None | 10 minutes | Accreditation Officer, Export Assistance and Business Matching Division |
| | 1.3. Review and sign the Coffee Export Clearance (CEC) stamped on the ED Form | None | 15 minutes | Division Chief, Export Assistance and Business Matching Division |
| 2. Sign the release of the CEC in the Releasing Logbook | 2.1 Record the Release of the CEC in the Releasing Logbook | None | 5 minutes | Accreditation Officer, Export Assistance and Business Matching Division |
| | 2.2 Assign the serial number for the application, encode the details of the application in the computer file of the Coffee Export Clearance (CEC) Ledger for the current coffee year, and stamp the box for clearance on the face of the ED. | None | 10 minutes | Accreditation Officer, Export Assistance and Business Matching Division |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| | 2.3 Review and sign the Coffee Export Clearance (CEC) stamped on the ED Form | None | 15 minutes | Division Chief, Export Assistance and Business Matching Division |
| 3. Sign the release of the CEC in the Releasing Logbook | 3.2 Record the Release of theCEC in the Releasing Logbook | None | 5 minutes | Accreditation Officer, Export Assistance and Business Matching Division |
| **TOTAL PROCESSING TIME** | | | **45 minutes** | |

**APPLICATION FOR A CERTIFICATE OF ORIGIN (CO)**

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| 1. Submit the required documents | 1.1Validate the consistency of information between the copy of ED and the shipping documents. | None | 15 minutes | Accreditation Officer, Export Assistance and Business Matching Division |
| | 1.2 Assign the serial number and encode the details of the application in the computer file of the Certificate of Origin (CO) Ledger for the current coffee year. | None | 15 minutes | |
| | 1.3. Prepare and print one (1) receiving copy and the five (5) copies of the Certificate of Origin (CO) using the International Coffee Organization's (ICO) CO Form. | None | 30 minutes | Accreditation Officer, Export Assistance and Business Matching Division |
| | 1.4. Review and sign the CO | None | 15 minutes | Division Chief, Export Assistance and Business Matching Division |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| 2. Sign the release of the CO in the Releasing Logbook | 2.1. Record the Release of the CO in the Releasing Logbook for submission to and countersigning ofthe Bureau of Customs (BoC) with instructions for the return of the two (2) copies (green and blue) for the ICO | None | 5 minutes | Accreditation Officer, Export Assistance and Business Matching Division |
| **TOTAL PROCESSING TIME** | | | **1 hour and 20 minutes** | |
| 1. Return photocopy of Original, Greenand Blue copy of validated CO to EMB | 1.1. Validate and keep the copiesof CO for reference in preparing the monthly ICO London Report. | None | 5 minutes | Accreditation Officer, Export Assistance and Business Matching Division |
| **TOTAL PROCESSING TIME** | | | **5 minutes** | |

## 35. Issuance of Certificate of Exemption for Sample Sized Coffee Shipment

The issuance of Certificate of Exemption for Sample Sized Coffee Shipment isconsidered a **SIMPLE** transaction. Under Sec. 9 b1 of RA 11032, simple transactions shall be acted upon by the assigned officer/employee within 3 working days. If Certificate of Exemption is not released within 3 days, you mayfile a complaint via email (artaunit@dti.gov.ph).

Coffee export documentation for coffee shipment which weighs up to maximumof 60 kg. Green Bean Equivalent (GBE) net or 120 kg of dried berries or 75 kgof parchment coffee or 50.4 kg of roasted coffee, or 23 kg of soluble coffee or liquid forms.

| | |
|---|---|
| **Office or Division:** | Export Marketing Bureau |
| **Classification:** | Simple |
| **Type of Transaction:** | G2B – Government-to-Business |
| **Who may avail:** | Any person who wants to send to other countries a sample size ofcoffee as gift, for home use, promotion or any legitimate purpose. |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|---|
| 1. Original copy of Letter of Intent (to mention the coffee form, volume, andthe contact details of the consignee) | Applicant |
| 2. Original copy of proof or information to support the request forexemption. | Requesting Party at the destination ofthe sample shipment. |
| 3. Photocopy of the applicant's Company Identification (ID) Card or anygovernment issued ID. | Applicant |

| CLIENT STEPS | AGENCY ACTIONS | FEES | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| 1. Submit letter of intent and supporting documents | 1.1. Validate the consistency of information in the required documents | None | 10 minutes | Accreditation Officer, Export Assistance and Business Matching Division |
| | 1.2. Assign the serial number and encode the details of the application in the computer file of the Certificate of Exemption Ledger for the current coffee year. | None | 5 minutes | |
| | 1.3 Prepare and print the Certificate of Exemption (CE). | None | 10 minutes | |

| CLIENT STEPS | AGENCY ACTIONS | FEES | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| | 1.4 Review and sign the CE. | None | 15 minutes | Division Chief, Export Assistance and Business Matching Division |
| 2. Sign the release of the CE in the Releasing Logbook | 2.2 Record the Releaseof the CE in the Releasing Logbook | None | 5 minutes | Accreditation Officer |
| **TOTAL PROCESSING TIME** | | | **45 minutes** | |

## 36. Provision of Statistical Data to Various Stakeholders

The provision of statistical data to various stakeholders is considered a **HIGHLY TECHNICAL** transaction. Under Sec. 9 b1 of RA 11032, highly technical transactions shall be acted upon by the assigned officer/employee within 20 working days. If the statistical data are not provided within 20 days, you may file a complaint via email (artaunit@dti.gov.ph).

Provision of list of importers of specific product/commodity and volume and valueof imports by product classification (AHTN) or by country of origin/port of entry, among others.

| | |
|---|---|
| **Office or Division:** | Bureau of Import Services |
| **Classification:** | Highly Technical |
| **Type of Transaction:** | G2B – Government-to-Business, G2C – Government-to-Citizen, G2G – Government-to-Government |
| **Who may avail:** | Industries/associations, embassies, private companies, banks, other government offices, academe, researchers, consultants |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|---|
| 1. Valid Company ID | |
| 2. Company Background | |
| 3. Accomplished Online Data Request Form | |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| 1. Submit letter of request via walk- in, e-mail/courier | 1.1 Receipt of letter of request via accomplished online request form, e-mail, courier. Walk-in to fill out standard form (SF) request | None | 5-10 minutes | Admin Aide/ Technical Staff |
| | 1.2 Evaluation of request by the technical staff concerned | | 5-10 minutes | Technical Staff |
| | 1.3 Preparation and submission summary of all requests for the day to theDivision Chief/Asst. Division Chief | | 30 minutes | Technical Staff |
| | 1.4 Delegation to technical staff by the Division Chief/Assistant Division Chief | | 5-10 minutes | Division Chief/Asst. Division Chief |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| | 1.5 Processing of request by the technical staff. Please note that the number of days will depend on the complexity of the inquiry | | 1-20 working days | Technical Staff |
| 2. Receipt of the import information requested via email. For large files, client will bring a USB/CD for data storage | 2.1 Send letter reply via email/ fax/ courier together with the CSF Survey | | 15-30 minutes | Technical Staff |
| 3. Accomplishes the CSF Survey | 3.1 Maintaining the records generated during the process and the accomplished CSF File | | 10 minutes | Admin Aide/Technical Staff |

## 37. Provision of Information on General Import Procedures and other Government Agencies' Import Regulations

The provision of information on general import procedures and other government agencies' import regulations is considered a **HIGHLY TECHNICAL**transaction. Under Sec. 9 b1 of RA 11032, highly technical transactions shall be acted upon by the assigned officer/employee within 20 working days. If theinformation is not provided within 20 working days, you may file a complaint via email (artaunit@dti.gov.ph).

This process describes how request for import procedures is handled from the time request is received up to the time receipt of the information is acknowledgedby the client/stakeholder. To ensure that request for import procedure is timely provided with accurate and updated information.

| | |
|---|---|
| **Office or Division:** | Bureau of Import Services |
| **Classification:** | Highly Technical |
| **Type of Transaction:** | G2B – Government-to-Business, G2C – Government-to-Citizen, G2G – Government-to-Government |
| **Who may avail:** | Importers, Exporters, Brokers, Overseas Filipino Workers (OFWs) |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|---|
| 1. Letter Request | |
| 2. Client Profile / Import Information Request Form (IIRF) | |
| 3. Commodity Harmonized System (HS) Code | |
| 4. Product Description / Material Safety Data Sheet (if needed) | |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| 1. Request for trade- related information thru letter/email | 1.1 Acknowledges receipt of requests received thru letter/email | | 5 minutes | Admin Aide/ Technical Staff |
| | 1.2 If request is received thru the Office of the Director, the OBD Secretary forwards the requests received to the Assistant Division Chief/Division Chief for the assignment of the request | | 1 working day | OBD Secretary |
| | 1.3 Reviews and endorses request to the Technical Staff | | 15 minutes | Senior Technical Staff / Assistant Division Chief/Division |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| | | | | Chief |
| | 1.4 Receives request and conducts research | | 1-17 working days | Technical Staff |
| | 1.5 Drafts response to the client | | 30 minutes | Technical Staff |
| | 1.6 Reviews communications prepared | | 15 minutes | Senior Technical Staff / Assistant Division Chief |
| | 1.7 Reviews and approves the communications prepared | | 15 minutes | Division Chief |
| | 1.8 Receives, finalizes and sends thru letter/email the approved response to the concerned client together with the CSF survey | | 10 minutes | Technical Staff |
| 2. Receives and acknowledges receipt of import information thru letter/email and accomplished the CSF Survey | | | | |
| | Files and maintain documents | | 10 minutes | Admin Aide/Technical Staff |

## 38. Processing of Freedom of Information (FOI) Requests

The Processing of Freedom of Information (FOI) Request is considered a **HIGHLY TECHNICAL** transaction. Under Executive Order No. 02, series of 2016, FOI requests should be processed within 15 working days, which can be extended for another 20 working days depending on the complexities involved in doing extensive search for government's office records, examination of voluminous records, and even the occurrence of fortuitous events or other analogous cases. In cases of denied requests, clients can file an appeal, which shall be decided within 30 working days from the filing of said written appeal. Pursuant to the said EO, Department Administrative Order 17-01 (bit.ly/DTI_DAO1701) and Department Order 17-02 (bit.ly/DTI_DAO1702) were issued to establish the process of handling FOI requests in DTI.

Processing of FOI Requests in DTI is a response to the call for transparency and full public disclosure of information. The DTI is committed to release information to the public involving public interest, subject to limitations as provided by the Constitution, applicable laws, rules, regulations, and procedures, such as Republic Act (RA) No. 10173, otherwise known as the "Data Privacy Act," and the List of Exceptions approved by the Office of the President, among others.

| | |
|---|---|
| **Office or Division:** | All Bureaus/Offices and Regional Offices |
| **Classification:** | Highly Technical |
| **Type of Transaction:** | G2B – Government-to-Business, G2C – Government-to-Citizen, G2G – Government-to-Government |
| **Who may avail:** | All |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|---|
| 1. FOI Request Form | Online: foi.gov.ph; www.dti.gov.ph/foi<br><br>Head Office:<br>The Malasakit Help Desk (MHD)<br>Ground Floor, Trade and Industry Building<br>361 Sen. Gil Puyat Avenue, Makati City<br><br>Regional Office:<br>Receiving desks of respective Regional Offices |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| 1. The requesting party shall fill up and submit the FOI Request | 1.1 Received the accomplished FOI request | N/A | One day | FOI Receiving Officers (FROs) from Head Office and the Regions |
| | 1.2 The request shall be logged, indicating the date and time of the receipt of the written request | N/A | Same day of receipt of request | FROs |
| | 1.3 Notify the | N/A | Same day of | FROs |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| | requesting party of the status of the request | | receipt of request | |
| | 1.4 Process the requests | N/A | 1 to 15 days, which can be extended for another 20 working days | Process owners of information of respective Bureau/ Office and Regions |
| | 1.4.a **Approval of Request.** In case of approval, the DTI shall ensure that all records that have been retrieved and considered be checked for possible exemptions, prior to actual release. The DTI shall prepare the letter or email informing the requesting party within the prescribed period that the request was granted | For Business Name (BN) listing, Php20.00 for the first five (5) pages and Php3.00 for each succeeding page both soft/ hard copy | 1 to 15 days, which can be extended for another 20 working days | FOI Decision Makers (FDMs) from Head Office and the Regions.<br><br>Respective Regional FDMs |
| | 1.4.b **Denial of Request.** In case of denial of the request wholly or partially, the requesting party shall be notified by the DTI, within the prescribed period, of the denial in writing. The notice shall clearly set forth the ground or grounds for denial and the circumstances on which the denial is based. | N/A | 1 to 15 days, which can be extended for another 20 working days | FDMs |
| 2. File an appeal in cases of denial of requests | 2.1 Decide on the appeal | N/A | 1 to 30 working days | FOI Appellate Director<br><br>Respective DTI Regional Director |

# INTERNAL SERVICE

## 1. Issuance of Certificate of No Outstanding Charges for Disallowances and Cash Advances

The Issuance of Certificate of No Outstanding Charges for Disallowances and Outstanding Cash Advances is considered a SIMPLE transaction. Under Sec. 9 b1 of RA 11032, simple transactions shall be acted upon by the assigned officer/employee within 3 working days. If the certificate is not released within 3 days, you may file a complaint via email (artaunit@dti.gov.ph).

The Finance Service is required to issue this Certificate of No Outstanding Charges for Disallowances and Cash Advances for DTI Personnel seeking to adhere for any legal purpose.

| | |
|---|---|
| **Office or Division:** | Financial Service-Accounting |
| **Classification:** | Simple |
| **Type of Transaction:** | G2G – Government-to-Government |
| **Who may avail:** | DTI Permanent and Third Level Officials |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|---|
| Schedule of Advances to Officers and Employees – one (1) copy<br>Schedule of Disallowances – one (1) copy | Receivables Section, Accounting Division |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| 1.Submit a Memorandum Request for the Certification | 1.1 Receive and stamp the Memo and encoded in the FS Monitoring and forwarded to the office of the FS Director (hard copy) | None | 5 minutes | FS Receiving Clerk<br>Director, FS |
| | 1.2 The Office of the Director routes the Memo to the Accounting Chief for preparation and endorsement of the Certification. | | 5 minutes | Administrative Officer, Office of the Director<br><br>Secretary of the Chief Accountant, Accounting Division |
| | 1.3 Validation of the outstanding charges | | If the employee or officer is still in service with DTI, 1 day.*<br>If the employee or officer is no longer connected with | Head and Technical Staff, Receivable Section |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| | | | DTI, 3 days ** | |
| | 1.4 After validation the Certification will be prepared and initialed by Section Head | | 5 minutes | Head, Receivable Section |
| | 1.5 The Certification will be forwarded to the Accounting Chief for signature and coursed through the FS Releasing Section, for pick up | | 10 minutes | Chief, Accounting Division Secretary of the Chief Accountant, Accounting Division |
| 2. Receive the signed Certification | 2.1 Release of the signed certification by the Accounting Division to the requesting personnel | None | Five (5) minutes | Releasing Clerk, FS Client |
| **Total Processing Time** | | **1 Day, 30 Minutes *<br>3 Days, 30 Minutes **** | | |

## 2. Issuance of Certificate of Taxes Withheld

The Issuance of Certificate of Taxes Withheld in accordance with the Bureau of Internal Revenue (BIR) is considered a **SIMPLE** transaction. Under Sec. 9 b1 of RA 11032, simple transactions shall be acted upon by the assigned officer/employee within 3 working days. If the certificate is not released within 3 days, you may file a complaint via email (artaunit@dti.gov.ph).

DTI is a withholding agent who is in control of all payments of its financial claims and subject to withholding taxes imposed on Value Added or Compensation and to remit the said taxes withheld to the government.

| | |
|---|---|
| **Office or Division:** | Financial Service (FS) - Accounting |
| **Classification:** | Simple |
| **Type of Transaction:** | G2G – Government-to-Government |
| **Who may avail:** | DTI Personnel Hired under Contract of Service (COS) |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|---|
| BIR Form No. 2307- (one copy) | Finance Service (FS) |
| Disbursement Voucher for certain Period-(one copy) | Commission On Audit, DTI OSEC |
| List of Due and Demandable Account Payable – Authority to Debit Account-(one copy) | Finance Service (FS) |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| 1. Submit a memorandum request for issuance of Certification on Taxes Withheld | 1.1 Receive the memo request and prepare a Tracking Sheet noting details/particulars of the document then forwarded to the Office of the Director | None | 5 minutes | FS Receiving Clerk<br>Director, FS |
| | 1.2 Encode the memo in the Integrated DTI Tracking System (IDTS) | | 5 Minutes | Administrative Assistant III, Office of the Director |
| | 1.3 Endorse the memo to the Accounting Division | | 5 Minutes | Designated Officer, Accounting Division, FS |
| | 1.4 Endorse the memo to the Accounting Division with a notation in the IDTS | | 5 Minutes | Chief Accountant, FS<br><br>Administrative Assistant III, FS |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| | 1.5 Encode in the IDTS as receive by the Accounting Division and forwarded to the Chief Accountant | | 5 Minutes | Chief Accountant, FS<br>Administrative Assistant III, FS |
| | 1.6 Notations are made for actions to be taken | | 5 Minutes | Chief Accountant, FS |
| | 1.7 Release the memo to appropriate Accounting Section | | 5 Minutes | Secretary, Accounting Division<br>Accounting Staff, FS |
| | 1.8 Retrieve necessary documents cited previously, validate the information needed and prepare the Certification | | 4 Hours | Technical Accounting Staff, FS |
| | 1.9 Endorse the Certification for signature | | 30 Minutes | Head, FS<br>Remittance Section |
| | 1.10 Inform the Requesting personnel for the availability of the Certificate | | 30 Minutes | Technical Accounting Staff, FS |
| 2. Receive the BIR Certification | 2.1 Release the Certification to the Personnel or Representative | None | 30 Minutes | Releasing Clerk |
| **Total Processing Time** | | **6 Hours, 5 Minutes** | | |

## 3. Processing of Simple Financial Claims

The Processing of financial claims is considered a **SIMPLE** transaction. Under Sec. 9 b1 of RA 11032, simple transactions shall be acted upon by the assigned officer/employee within 3 working days. If the claim is not released within 3 days, you may file a complaint via email (artaunit@dti.gov.ph).

The Processing of Simple Financial Claims is a procedure that covers all aspects of claims upon receipt of the Finance Service until such has been released either to the Cashier, Operating Units or the temporary Section of ADA preparation for payment ensuring that all claims are supported with complete and valid documents and allotments and cash is available for the purpose and in accordance with government rules and regulations.

| | |
|---|---|
| **Office or Division:** | Financial Service-Budget and Accounting Divisions |
| **Classification:** | Simple |
| **Type of Transaction:** | G2G – Government-to-Government |
| **Who may avail:** | All DTI Employees and Officers regardless of appointment |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|---|
| See checklist below, in compliance with COA Circular No. 2012-01 dated 14 June 2012 (1 copy each) | Finance Service Client or Bureau |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| 1. Submits the Disbursement Voucher (DV) with Obligation Slip printed through FinMits and supported by complete documents | 1.1 Check and enter the routing slip number under the Financial Management Information Tracking System (FinMits) and write the DV number. Distribute the claims to the assigned processor | None | 5 minutes | Account Officer, Bureau/Office Receiving/Releasing Clerk, FS |
| | 1.2 Review the completeness of the supporting documents and validity of claim as well as check the correctness of computations. Classify the object expense to be used.<br><br>Records details to appropriate | | 15 Minutes | Designated Processor, Accounting Division, FS |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| | monitoring sheets for claimant. | | | |
| | 1.3 Record and release the document to the Budget Division. | None | 5 minutes | Designated Officer,<br>Accounting Division |
| | 1.4 Receive, record and forward the document to the Budget Processor. | | 10 Minutes | Designated Officer,<br>Budget Division |
| | 1.5 Validate information/details and encode expense to the Registry of FinMits. Print out final obligation details to Obligation slip | | 15 Minutes | Designated Budget Encoders |
| | 1.6 Forward to Budget Account Officer or Budget Chief to certify that funds are available. | | 5 minutes | Designated Budget Officer<br>Division Chief of Budget Division |
| | 1.7 Release documents to the Accounting Division. | | 5 minutes | Budget Division Secretary |
| | 1.8 Receive and forward documents to Accounting Section Head or Chief Accountant to certify on the completeness of supporting documents and that cash is available. | | 5 minutes | Accounting Division Secretary<br>Section Accountant<br>Division Chief, Accounting Division, FS |
| | 1.9 Accounting Section Head or Chief Accountant sign the DV; Certify on the completeness of supporting documents and that cash is available. | | 30 Minutes | Chief Accountant or concerned Section Head, Accounting Division, FS |
| | 1.10 Forward the processed DV and | | 5 minutes | Secretary, Accounting |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| | release the signed claim | | | Division, FS |
| | 1.11 Log and release DV for payment of claims through Authority to Debit Account (ADA) | | 5 minutes | FS Designated Receiving/Releasing Clerk |
| | 1.12 DV is forwarded for ADA preparation | | 5 minutes | FS Designated Receiving/Releasing Clerk |
| | 1.13 Retrieve excel template file for List of Due and Demandable Accounts Payable-Advice to Debit Account (LDDAP-ADA) and encode the following:<br>a. Name of Claimant<br>b. LandBank Account<br>c. Obligation Request Number<br>d. Allotment Class per UACS<br>e. Gross Amount<br>f. Amount of withheld taxes, if any<br>g. Net Amount | | 30 minutes | Accounting Technical Staff |
| | 1.14 Sign the LDDAP-ADA and photocopy one copy of LDDAP-ADA for the reference of the Accounting Division | | 15 Minutes | Accounting Technical Staff<br><br>Secretary, Accounting Division<br><br>Chief, Accounting Division<br><br>Administrative Assistant III |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| | | | | Director, FS |
| | 1.15 Forward LDDAP-ADA to HRAS for signature of the Advice to Debit Account (ADA) | | 5 Minutes | Administrative Assistant III<br>Director, HRAS |
| **Total Processing Time** | | | **2 Hours, 40 Minutes** | |

## Checklist of Documentary Requirements

| | |
|---|---|
| Local Travel | |
| Cash Advance | |
| ___ ___ | Annex C (Certification) |
| ___ ___ | Annex G (Duly approved Itinerary of Travel) |
| ___ ___ | Duly approved Travel Order (except for Secretary and Undersecretaries per DO No. 17-62) |
| ___ ___ | Program of activities (if applicable) |
| ___ ___ | Letter of Invitation (if applicable) |
| ___ ___ | Certification from accountant that previous CA has been liquidated |
| ___ ___ | Other documents peculiar to the nature of expense and/or to the mode of procurement |
| | |
| Liquidation/Reimbursement | |
| Officials or personnel shall submit Liquidation Report within one (1) month after return to perment official station | |
| ___ ___ | Liquidation Report |
| ___ ___ | Annex C (Certification) |
| ___ ___ | Duly approved Travel Order (except for Secretary and Undersecretaries per DO No. 17-62) |
| ___ ___ | Approved Certificate of travel completed |
| ___ ___ | Approved Revised Itinerary of Travel, if the previously approved itinerary was not followed |
| ___ ___ | Copy of previously approved Itinerary of Travel |
| ___ ___ | Certificate of Appearance |
| ___ ___ | E-ticket/plane ticket, boarding pass (photocopy only) |
| ___ ___ | Boat or bus ticket, terminal fee receipts |
| ___ ___ | Tape receipt for taxi fare |
| ___ ___ | Certification by the Head of the Agency as to the absolute necessity together with hotel |
| ___ ___ | Hotel guest folio with official receipts in case of travel within 50 km radius if claim inlcudes |
| ___ ___ | Program of activities (if applicable) |
| ___ ___ | Other documents peculiar to the nature of expense and/or to the mode of procurement |
| | |

## Checklist of Documentary Requirements

| | |
|---|---|
| | Foreign Travel |
| | Cash Advance |
| ___ | Annex C (Certification) |
| ___ | Annex G (Duly approved Itinerary of Travel) |
| ___ | Duly approved Travel Authority * |
| ___ | Program of activities (if applicable) |
| ___ | Letter of Invitation (if applicable) |
| ___ | Copy of the United Nations Development Programme (UNDP) rate |
| ___ | Declaration of season by authorized agency in the country of destination (clothing allowance) |
| ___ | Certification from accountant that previous CA has been liquidated |
| | In case of seminar/trainings |
| ___ | Invitation addressed to the agency inviting participants |
| ___ | Acceptance of the nominees as participants |
| ___ | Other documents peculiar to the nature of expense and/or to the mode of procurement deemed necessary |
| | *Per EO No. 77 and DO No. 23-55/23-56 |
| | |
| | Liquidation/Reimbursement |
| | Officials or personnel shall submit Liquidation Report within two (2) months after return to the Philippines |
| ___ | Liquidation Report |
| ___ | Annex C (Certification) |
| ___ | Duly approved Travel Authority * |
| ___ | Approved Certificate of travel completed |
| ___ | Approved Revised Itinerary of Travel, if the previously approved itinerary was not followed |
| ___ | Copy of previously approved Itinerary of Travel |
| ___ | Certificate of Appearance |
| ___ | E-ticket/plane ticket, boarding pass (photocopy only) |
| ___ | Boat or bus ticket, terminal fee receipts (if applicable) |
| ___ | Declaration of season by authorized agency in the country of destination (clothing allowance) |
| | In case of seminar/trainings |
| ___ | Invitation addressed to the agency inviting participants |
| ___ | Acceptance of the nominees as participants |
| | Reimbursement of Representation Expenses |
| ___ | Original coppy of official receipt |
| ___ | Attendance sheet/List of personnel |
| | Reimbursement of actual hotel expense not to exceed 130% of hotel portion of DSA |
| ___ | Certification of absolute necessity |
| ___ | Hotel guest folio and receipt (affidavit of loss is not acceptable) |
| | Reimbursement of actual hotel expense exceeding 130% of hotel portion of DSA |
| ___ | Approval of the President |
| ___ | Certification of absolute necessity |
| ___ | Hotel guest folio and receipt (affidavit of loss is not acceptable) |
| ___ | Other documents peculiar to the nature of expense and/or to the mode of procurement deemed necessary |

## Checklist of Documentary Requirements

| | |
|---|---|
| | Payment of plane fare procured thru PMD with ABC of above PHP50K |
| | Upon payment (DV) |
| ___ | Duly approved abstract of canvass |
| ___ | At least 3 Request for Quotations (RFQ) |
| ___ | Philgeps posting |
| ___ | Purchase Request |
| ___ | Annex C (Certification) |
| ___ | Annex G (Duly approved Itinerary of Travel) |
| ___ | Duly approved Travel Authority |
| ___ | Approved Certificate of travel completed |
| ___ | Flight itinerary/e-ticket |
| ___ | Original copy of boarding pass |
| ___ | BIR Form No. 2303 (for new creditors) |
| ___ | Bank account details (for new creditors) |
| ___ | Justification for the increase in billed amount vs quoted price (if applicable) |
| ___ | Other documents peculiar to the nature of expense and/or to the mode of procurement deemed necessary |
| | *Per Section 12 of EO No. 77, only economy class is allowed and does not include premium economy class. For Secretaries, Undersecretaries and Assistant Secretaries, business class airfares may be authorized subject to approval of the OP. |
| | |
| | Payment of plane fare procured by end-user with ABC of PHP50K or less |
| | Upon payment (DV) |
| ___ | Duly approved abstract of canvass |
| ___ | At least 3 Request for Quotations (RFQ) |
| ___ | Purchase Request duly received by PMD |
| ___ | BAC Resolution No. 2 duly certified by the BAC Secretariat |
| ___ | Annex C (Certification) |
| ___ | Annex G (Duly approved Itinerary of Travel) |
| ___ | Duly approved Travel Authority |
| ___ | Approved Certificate of travel completed |
| ___ | Flight itinerary/e-ticket |
| ___ | Original copy of boarding pass |
| ___ | BIR Form No. 2303 (for new creditors) |
| ___ | Bank account details (for new creditors) |
| ___ | Justification why it was not procured thru PMD if ABC is more than PHP50K |
| ___ | Justification for the increase in billed amount vs quoted price (if applicable) |
| ___ | Other documents peculiar to the nature of expense and/or to the mode of procurement deemed necessary |

## Checklist of Documentary Requirements

| | |
|---|---|
| Catering services procured thru PMD with ABC of above PHP50K | |
| Request for Certificate of Availability of Funds (RCAF) | |
| | Memo request addressed to FS Director |
| | Purchase request |
| | Authority or approved proposal to conduct the activity |
| | Duly approved abstract of canvass |
| | At least 3 Request for Quotations (RFQ) |
| | Philgeps posting |
| | Draft contract |
| | Other documents peculiar to the nature of expense and/or to the mode of procurement deemed necessary |
| | *Catering services include purchase of food packs |
| | |
| Upon payment (DV) | |
| | Original copy of signed RCAF and OBR and all the attachments |
| | Certificate of satisfactory service rendered |
| | Billing statement |
| | Signed contract stamped "Received" by COA |
| | Program of activities |
| | Attendance sheet |
| | Post-activity report/output |
| | BIR Form No. 2303 (for new creditors) |
| | Bank account details (for new creditors) |
| | For late request of CAF |
| | Justification for the late request of CAF |
| | Undertaking to answer any COA findings |
| | Other documents peculiar to the nature of expense and/or to the mode of procurement deemed necessary |

## Checklist of Documentary Requirements

| | |
|---|---|
| Catering services procured by end-user with ABC of PHP50K or less | |
| Request for Certificate of Availability of Funds (RCAF) | |
| Memo request addressed to FS Director | |
| Purchase request duly received by PMD | |
| BAC Resolution No. 2 duly certified by the BAC Secretariat | |
| Authority or approved proposal to conduct the activity | |
| Duly approved abstract of canvass | |
| At least 3 Request for Quotations (RFQ) | |
| Draft contract | |
| Other documents peculiar to the nature of expense and/or to the mode of procurement deemed necessary | |
| *Catering services include purchase of food packs | |
| | |
| Upon payment (DV) | |
| Original copy of signed RCAF and OBR and all the attachments | |
| Certificate of satisfactory service rendered | |
| Billing statement | |
| Signed contract stamped "Received" by COA | |
| Program of activities | |
| Attendance sheet | |
| Post-activity report/output | |
| BIR Form No. 2303 (for new creditors) | |
| Bank account details (for new creditors) | |
| For late request of CAF | |
| Justification for the late request of CAF | |
| Undertaking to answer any COA findings | |
| Other documents peculiar to the nature of expense and/or to the mode of procurement deemed necessary | |

## 4. Issuance of Certificate of Employment (COE) and/or Service Record (SR) (For Active Employees)

The Issuance of Certificate of Employment and/or Service Record (For Active Employees) is considered a SIMPLE transaction. Under Sec. 9 b1 of RA 11032, simple transactions shall be acted upon by the assigned officer/employee within 3 working days. If the certificate is not released within 3 days, you may file a complaint via email (artaunit@dti.gov.ph).

Establish and maintain a procedure for the issuance of Certificate of Employment and/or Service Record for officials and employees within three (3) working days or 1,440 minutes upon receipt of request. This applies to all DTI-CO officials and employees who are active in service.

| | |
|---|---|
| **Office or Division:** | HRAS |
| **Classification:** | Simple |
| **Type of Transaction:** | G2G – Government-to-Government |
| **Who may avail:** | DTI Officials and Employees who are Active in Service |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|---|
| Accomplish the online request form per type of request (COE or SR) indicating the number of copies per type of request. | Reception Area of HRAS / HR Partner / Account Officer |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| 1. Accomplish the online request form | 1.1 Receive the request online and assign a control number for the requested document in the HRAS Document Request Monitoring Sheet. | None | 1 hour | Administrative Assistant II (AAII) HRAS-HRMD |
| | 1.2 Process and prepare the COE and/or SR<br><br>If data is incomplete/ incorrect, validate record on Service Card and/or 201 File Record (201F) and coordinates with the requestor or 201 File Records custodian, when necessary. | | 4 hours | Administrative Assistant II (AAII) HRAS-HRMD |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| | 1.3 Print the requested COE and/or and forward the COE/ SR to AO V or SAO for review and initial. | | 30 minutes | Administrative Assistant II (AAII) HRAS-HRMD |
| | 1.4 Review COE/SR if accurate and complete, initial and forward to CAO for signature.<br><br>If there is/are correction/s, return to the Account Officer for revision and re-printing. | | 4 hours<br><br>30 minutes | Administrative Officer V / Supervising Administrative Officer (SAO) HRAS-HRMD<br><br>Administrative Assistant II (AAII) HRAS-HRMD |
| | 1.5 Check the consistency of the SR/COE and if in order, sign COE/SR.<br><br>Otherwise, return to the Account Officer for revision and re-printing. | | 3 hours<br><br>30 minutes | Chief Administrative Officer (CAO) / SAO HRAS-HRMD<br><br>Administrative Assistant II (AAII) HRAS-HRMD |
| | 1.6 Log the signed COE/SR and update the HRAS Document Request Monitoring Sheet. | | 30 minutes | Administrative Assistant II (AAII) HRAS-HRMD |
| | 1.7 Inform the requestor that COE/SR is ready for pick-up | | 1 hour | Administrative Assistant II (AAII) HRAS-HRMD |
| 2. Receive requested COE/SR and sign receiving log | 2.1 Update receiving log | None | 1 hour | Administrative Assistant II (AAII) HRAS-HRMD |
| **Total Processing Time** | | **2 Days** | | |

## 5. Preparation of Regular Payroll

The Preparation of Regular Payroll is considered a HIGHLY TECHNICAL transaction from DTR submission to release of payroll to Finance Service. Under Sec. 9 b1 of RA 11032, highly technical transactions shall be acted upon by the assigned officer/employee within 20 working days. If the payroll for the succeeding month is not released to Finance Service within 20 days or not later than the 27th day of the current month (i.e., July payroll due on June 27), you may file a complaint via email (artaunit@dti.gov.ph).

HRAS-HRMD maintains a system for payroll preparation and ensure timely payment of salaries for all Permanent, Co-Terminus Employees and Third Level Officials of the Department, excluding those who failed to submit their DTR after the 10th day of the succeeding month.

| | |
|---|---|
| **Office or Division:** | Human Resource Development Service – Human Resource Management Division (HRMD) |
| **Classification:** | Highly Technical |
| **Type of Transaction:** | G2G – Government-to-Government |
| **Who may avail:** | DTI Permanent and Co-terminus Employees and Third Level Officials |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|---|
| Original and duly approved Monthly Daily Time Record (DTR) (44 bureaus/offices of DTI-Head Office) with duly signed and complete supporting attachments:<br>• Application for Leave (AFL)<br>• Official Business Location Slip (OB Slip)<br>• Copy of Memorandum Orders or Travel Orders (MO/TO), when applicable | HR Frontdesk IHRIS System |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| 1. Submit original and duly signed Monthly Daily Time Record (DTR) with complete and duly signed OBs, AFLs and MO/TOs to HRAS Front desk not later than the 10th day of the succeeding month. | 1.1 Receive DTRs and supporting documents and check completeness of the endorsed DTRs as enlisted/ transmitted. | None | 1 day | Administrative Assistant II (AAII) HRAS-HRMD Frontdesk |
| | 1.2 Encode to HRAS Tracking System | | | |
| | 1.3 Forward to Payroll Account Officers. | | | |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| | 1.4 Review and check authenticity and completeness of DTR and required attachments.<br><br>If found incomplete, inform the HR partner and/or employee on deficiencies or lacking signatures or attachments. | | 5 days | AAII / Administrative Officer II / IV / V HRAS-HRMD Payroll Account Officers |
| | 1.5 Monitor and track completeness of submitted DTRs and its attachments per office.<br><br>Approved submitted OBs and AFL in the system. | | | |
| | 1.6 Process the DTRs in the IHRIS | | | |
| | 1.7 Forward the DTRs to 201 File Records Custodian. | | 1 days | Account Officers |
| | 1.8 Prepares the payroll thru IHRIS per office. | | 3 Days<br><br>upon encoding and receipt of complete DTRs per office and upon receipt of complete billing/ disallowances | AA II / AO II / IV / V HRAS-HRMD |
| | 1.10 Updates, gathers pertinent data and encodes the following:<br>• Salary Adjustments<br>• Step Increments<br>• Loans and disallowances<br>• TUA (Tardiness, Undertime and Absences)<br>*Notices/Billing statements are transmitted to HRAS-HRMD from various external offices from 15th to 25th day of the* | | | |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| | *month. (i.e., DTI EU and PF – 15 to 17th; Disallowances – 17th to 20th; LBP 20th to 22nd; GSIS 23rd to 25th)* | | | |
| | 1.11 Prints 44 Payroll (triplicate copies) with deduction matrices and sign. | | 2 days | AA II / AO II / IV / V HRAS-HRMD |
| | 1.12 Prepare DV (Disbursement Voucher), initial and encode the DV in FINMITS (FS' Financial Management Info Tracking System). | | | |
| | 1.13 Prepare RS (Route Slip). | | | |
| | 1.14 Review accuracy, consistency and completeness of payroll and ORS/DV. | | 2 days | Chief Administrative Officer (CAO) / Supervising Administrative Officer (SAO) HRAS-HRMD |
| | 1.15 If found inconsistent and incomplete, returns to concerned Payroll Account Officer, for revision and completion. | | | |
| | 1.16 Sign Payroll and DV/ORS. | | | |
| | 1.17 Record the Payroll in the HRAS Tracking, release the DV in the FINMTS and transmit to FS. | | 1 day | AAII HRAS-HRMD |
| **Total Processing Time** | | **15 Days** | | |

## 6. Processing of DTI Enhanced Loyalty Rewards (Serbisyong Tapat)

The processing of DTI Enhanced Loyalty Rewards (Serbisyong Tapat) is considered a HIGHLY TECHNICAL transaction. Under Sec. 9 b1 of RA 11032, highly technical transactions shall be acted upon by the assigned officer/employee within 20 working days. If the payroll/request for crediting is not processed and the token/award is not released within 20 days, you may file a complaint via email (artaunit@dti.gov.ph).

DTI Enhanced Loyalty Rewards shall be granted to an employee who completed at least 10 years of continuous and satisfactory service in DTI. Number of years shall correspond to the aggregate duration of service rendered while appointed to positions in DTI Bureaus/Offices, Attached Agencies and Corporations.

| | |
|---|---|
| **Office or Division:** | Human Resource and Administrative Service – Human Resource Management Division (HRAS – HRMD) |
| **Classification:** | Highly Technical |
| **Type of Transaction:** | G2G – Government-to-Government |
| **Who may avail:** | DTI Officials and Employees with at least 10 years of continuous and satisfactory service |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|---|
| Original Copy of Service Record – 1 copy | Bureau/Office<br>HR Account Officer (AO) |
| Photocopy of each rating period - *Record of Performance Ratings of at least "Satisfactory" for the last 10 years immediately prior to the grant* – 1 copy **or**<br>Original Copy of issued Certification/Summary of Performance Ratings - 1 copy<br><br>CESPES Certification* for Third Level Officials | c/o Client or Bureau/Office HR AO<br><br>*c/o HRAS Officer upon release from CES Board |
| Original Copy of Certification of No Pending Case – 1 copy | Legal Service (CO) / Administrative, Finance and Management Division (RO) |
| Original Copy of Notarized Affidavit / Self-Certification of Non-Conviction of Administrative and/or Criminal Offense – 1 copy | c/o Client but the form will be provided by HRAS |
| Pluxee PH – Digital Account (must register using mobile phone) | c/o Client |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| 1. Submit/ transmit complete documentary requirements to HRAS front desk | 1.1 Receive and log in the submitted documentary requirements then forward to the account officer | None | 1 hour | Administrative Assistant II (AAII) HRAS Frontline Staff HRAS-HRMD |
| | 1.2 Validate his/her name from the record / list of eligible awardees. | | 1 hour | Administrative Officer II / IV (AO II/IV) Rewards and Recognition - Account Officer HRAS-HRMD |
| | 1.3 Check the completeness and accuracy of documents submitted. | | 3 days | |
| 2. Comply and submit required documentary requirements, when found incomplete. | 2.1 If incomplete, inform the client or Bureau/Office HR Partner of the deficiency/ies or lacking documents. | None | 3 days | AO II / IV Rewards and Recognition - Account Officer HRAS-HRMD |
| | 2.2 Confirm with the Bureau/Office HR Partner that the awardee/s have already registered to the Pluxee PH App. | | 5 days | HR Partner / Client |
| | 2.3 Prepare memo request and payroll for processing / crediting the amount of load | | 2 days | AO II / IV Rewards and Recognition - Account Officer HRAS-HRMD |
| | 2.4 Review payroll, Memo and initial. | | 4 hours | Supervising Administrative Officer (SAO) / Chief Administrative Officer (CAO) HRAS-HRMD |
| | 2.5 Sign and approve Memo and payroll. | | 2 days | Director HRAS |
| | 2.6 Transmit the signed Memo and payroll to HRAS GSD – Cashier Head for eventual processing and crediting of the | | 3 days | AO II / IV Rewards and Recognition - Account Officer HRAS-HRMD<br><br>Cashier Head |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| | corresponding amount of load | | | HRAS-GSD |
| | 2.7 The awardee will receive an SMS notification once the incentive has been credited. | | 1 day | AO II / IV Rewards and Recognition - Account Officer HRAS-HRMD |
| 3. Awardees to receive their incentive via Pluxee App | 3.1 Update the monitoring database for Serbisyong Tapat. | | 2 hours | AO II / IV Rewards and Recognition - Account Officer HRAS-HRMD |
| **Total Processing Time:** | | **20 Days** | | |

## 7. Processing of DTI Enhanced Retirement Program (Salamat-Mabuhay)

The processing of DTI Salamat-Mabuhay Award (Enhanced Retirement Program) is considered a **HIGHLY TECHNICAL** transaction. Under Sec. 9 b1 of RA 11032, highly technical transactions shall be acted upon by the assigned officer/employee within 20 working days. If the payroll/request for crediting is not processed and the token/award is not released within 20 days, you may file a complaint via email (artaunit@dti.gov.ph).

DTI Salamat-Mabuhay Award shall be given to retiring employees who rendered at least 15 years of satisfactory government service in accordance with Section 7 (f), Rule X, and Omnibus Rules Implementing Book V of Executive Order (EO) No. 292. The number of years shall be computed based on the aggregate duration of service rendered while appointed to positions in DTI Bureaus/Offices, Attached Agencies and Corporations.

| | |
|---|---|
| **Office or Division:** | Human Resource and Administrative Service – Human Resource Management Division (HRAS – HRMD) |
| **Classification:** | Highly Technical |
| **Type of Transaction:** | G2G – Government-to-Government |
| **Who may avail:** | Retiring DTI Officials and Employees with at least 15 years of continuous and satisfactory service |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|---|
| Original Copy of Service Record - 1 copy | Bureau/Office HR Account Officer |
| Photocopy of Performance Rating of at least "Satisfactory" for the last rating period immediately prior to the grant – 1 copy<br><br>CESPES Certification* for Third Level Officials | c/o Client<br>or Bureau/Office HR AO<br><br>*c/o HRAS Officer upon release from CES Board |
| Original Copy of Certification of No Pending Case – 1 copy | Legal Service (CO) / Administrative, Finance and Management Division (RO) |
| Original Copy of Notarized Affidavit / Self-Certification of Non-Conviction of Administrative and/or Criminal Offense – 1 copy | c/o Client but the form will be provided by HR |
| Original Copy of Certificate of No Unliquidated Cash Advances and No Outstanding Disallowances as of Effectivity Date of Retirement – 1 copy | Finance Service (CO) / Administrative, Finance and Management Division (RO) |
| Photocopy of Office Clearance – 1 copy | c/o Client<br>or Bureau/Office HR AO |
| Photocopy of valid ID – 1 copy | c/o Client |
| Pluxee PH – Digital Account (must register using mobile phone) | c/o Client |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| 1. Submit / transmit complete documentary requirements to HRAS Front desk. | 1.1 Receive and log in the submitted documentary requirements then forward to the account officer | None | 1 hour | Administrative Assistant II (AAII)<br>HRAS Frontline Staff<br>HRAS-HRMD |
| | 1.2 Validate his/her name from the record / list of eligible awardees | | 1 hour | Administrative Officer II / IV (AO II/IV)<br>Rewards and Recognition-Account Officer<br>HRAS-HRMD |
| | 1.3 Check the completeness and accuracy of documents submitted | | 3 days | |
| 2. Comply and submit required documentary requirements, when found incomplete. | 2.1 If incomplete, informs the client or Bureau/Office HR Partner of the deficiency/ies or lacking documents. | None | 3 days | AO II / IV<br>Rewards and Recognition-Account Officer<br>HRAS-HRMD |
| | 2.2 Confirm with Bureau/Office HR Partner that the awardee/s have already registered to the Pluxee PH App. | | 5 days | HR Partner / Client |
| | 2.3 Prepare memo request and payroll for processing / crediting the amount of load | | 2 days | AO II / IV<br>Rewards and Recognition-Account Officer<br>HRAS-HRMD |
| | 2.4 Review payroll, Memo and initial. | | 4 hours | Supervising Administrative Officer (SAO) / Chief Administrative Officer (CAO)<br>HRAS-HRMD |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| | 2.5 Sign and approve Memo and payroll. | | 2 days | Director<br>HRAS |
| | 2.6 Transmit the signed Memo and payroll to HRAS GSD – Cashier Head for eventual processing and crediting of the corresponding amount of load | | 3 days | AO II / IV<br>Rewards and Recognition-Account Officer<br>HRAS-HRMD<br><br>Cashier Head<br>HRAS-GSD |
| | 2.7 The awardee will receive an SMS notification once the incentive has been credited. | | 1 day | AO II / IV<br>Rewards and Recognition - Account Officer<br>HRAS-HRMD |
| 3. Awardees to receive their incentive via Pluxee App | 3.1 Update the monitoring database for Salamat - Mabuhay. | None | 2 hours | AO II / IV<br>Rewards and Recognition - Account Officer<br>HRAS-HRMD |
| **Total Processing Time:** | | **20 Days** | | |

## 8. Processing of Request for Vehicle and/or Driver

The processing of Request for vehicle and/or driver is considered a **SIMPLE** transaction. Under Sec. 9 b1 of RA 11032, simple transactions shall be acted upon by the assigned officer/employee within 3 working days. If the certificate is not released within 3 days, you may file a complaint via email (artaunit@dti.gov.ph).

Request for vehicle and/or driver when needed by DTI Bureaus and Offices in order to fulfill their official duties and responsibilities.

| | |
|---|---|
| **Office or Division:** | HRAS – General Services Division - Motorpool |
| **Classification:** | Simple |
| **Type of Transaction:** | G2G – Government-to-Government |
| **Who may avail:** | All DTI Bureaus and Offices |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|---|
| QF-MOTO-04 – Request for Driver and/or Vehicle (1 copy) | DTI – HRAS – GSD Motorpool |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| 1. Submit request for vehicle and/or driver | 1.1 Check availability of vehicle and/or driver | None | 15 Minutes | Administrative Officer, HRAS |
| | 1.2 Assign vehicle and/or driver | | 15 Minutes | Section Head, HRAS |
| | 1.3 Approve request | | 15 Minutes | Director / General Service Division Chief |
| | 1.4 Coordinate details with end user Bureau/ Office | | 30 Minutes | Administrative Officer, GSD<br><br>Client |
| | 1.5 Return vehicle key and report any problems after completion of official trip | | 10 Minutes | Official Driver, Motorpool |
| | 1.6 Submit duly accomplished trip tickets and fleet card | | 30 Minutes | Administrative Officer, GSD |
| **Total Processing Time** | | **1 Hour, 55 Minutes** | | |

## 9. Issuance of Controlled and Numbered Record/s or Documents

The Issuance of Controlled and Numbered Records is considered a COMPLEX transaction. Under Sec. 9 b1 of RA 11032, simple transactions shall be acted upon by the assigned officer/employee within 7 working days. If the certificate or request is not released within 7 days, you may file a complaint via email (artaunit@dti.gov.ph).

Requests submitted through e-mail by originating Bureau/s or Office/s and DTI Attached Agencies of official records to be numbered, logged, distributed and archived by the DTI HRAS General Services Division - Records Section are acted upon immediately, i.e. within a minimum of five (5) minutes upon receipt of e-mailed request.

Numbered original copies of the processed records are kept on file and certified copies are issued physically and/or electronically, upon the request of the internal or external client/s. The procedures indicated herein are in compliance with the provisions of Republic Act No. 9470 or the National Archives of the Philippines Act of 2007 and Book VII, Chapter 2 of the Administrative Code of 1987 (submissions of prescribed issuances to the Office of the National Administrative Register or ONAR).

The Issuance of Controlled and Numbered Records is the initial step to implement rules and regulations, policies, orders and guidelines that are directed to internal clients (DTI officers and employees in all DTI Offices and Attached Agencies) and external clients (Other Government Institutions, Private Entities and the General Public) in the fulfilment of mandated goals.

| | |
|---|---|
| **Office or Division:** | HRAS – General Services Division – Records Section |
| **Classification:** | Complex |
| **Type of Transaction:** | G2B – Government-to-Business, G2G – Government-to-Government |
| **Who may avail:** | All DTI Bureaus and Offices |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|---|
| 1. E-mail Request for Issuance of Certified Copies of Controlled Records | DTI-HRAS GSD Records Section's Official E-mail Address |
| 2. Original Documents, i.e. Department Orders, Department Administrative Orders, Joint Administrative Orders, Joint Memorandum Circulars, Joint Memorandum Orders, Bulletins, Memoranda, Bureau Orders, Memorandum Orders, Memorandum Circulars and Office Orders (Originally Signed and Unnumbered Copy) | |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| 1. E-mail the request to number the signed copy of the document (scanned copy) and request to issue Certified True Photocopies of the Numbered Records | 1.1 Check contents and authenticity of the document | None | 1 Minute | Administrative Officer (Records Officer or Designated Alternate) |
| | 1.2 Record or log, assign and affix number to the document | | 2 Minutes | Administrative Officer (Records Officer or Designated Alternate) |
| | 1.3 E-mail blast/disseminate the numbered record to concerned parties or recipients | | 2 Minutes | Administrative Officer (Records Officer or Designated Alternate) |
| | 1.4 Upload and index the Numbered Issuance or Record in the electronic archive | | 5 Minutes | Administrative Officer (Records Officer or Designated Alternate) |
| 2. Requesting Office or Bureau or Attached Agency Receives through E-mail the Numbered Records and Prints the Required Number of Copies for Authentication or Certification (CTC) | 2.1 Received the Originally Signed and Unnumbered Copy of the Record and Validate it against the Numbered Electronic Copy | None | 2 Minutes | Administrative Officer (Records Officer or Designated Alternate) |
| | 2.2 Certify Printed Copies Presented | | 5 Minutes (Minimum Time, depending on the Number of Pages to be Certified) | Section Chief (or Designated Alternate) and Chief Administrative Officer or HRAS Director |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| 3. Requesting Office or Bureau Submit the Affidavit of Publication and Filing Fee to the Records Section | 3.1 Submit Certified Photocopies of the Processed Records with their electronic file (saved in CD) to ONAR, UP Law Center | P20.00 Filing Fee of ONAR (c/o Requesting Bureau of Office) | 3 Days After Issuance/s Publication | Administrative Officer (Records Officer or Designated Alternate) Requesting Office or Bureau |
| **Total Processing Time** | | | **3 Days, 17 Minutes** | |

## 10. Procurement Process

The DTI Procurement Management Division Procurement Process is considered as HIGHLY TECHNICAL TRANSACTION. Under Sec. 9 b1 of RA 11032, highly technical transactions shall be acted upon within the prescribed processing time shall in no case be longer than 20 working days or as determined by the government agency or instrumentality concerned, whichever is shorter. A violation of any or other laws by the applicant or requesting party shall constitute a valid ground for disapproval of the application or request, without prejudice to other grounds provided in this act or other pertinent laws. You may file a complaint via email (hras@dti.gov.ph).

### A. COMPETITIVE BIDDING AS HIGHLY TECHNICAL CLASSIFICATION

Refers to a method of procurement which is open to participation by any interested party and which consists of the following processes: advertisement, pre-bid conference, eligibility screening of prospective bidders, receipt and opening of bids, evaluation of bids, post-qualification, and award of contract. For purposes of, and throughout this IRR, *the terms "Competitive Bidding" and "Public Bidding" shall have the same meaning and shall be used interchangeably*.

| | |
|---|---|
| **Office or Division:** | Human Resource Management Service - Procurement Management Division |
| **Classification:** | Highly Technical (COMPETITIVE BIDDING) |
| **Type of Transaction:** | G2G / G2B |
| **Who may avail:** | DTI all bureaus/office/regions and suppliers |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|---|
| BIDDING DOCUMENTS | PMD Office – BAC Secretariat |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| **For Goods/Services** | | | | |
| 1. Submission to PMD the Purchase Request for Public Bidding | 1.1 Pre-procurement Conference | Depends on the Approved Budget of the Contract – based on the guidelines issued by GPPB | 1 Day | End-user, Bids and Award Committee, Secretariat, Technical Working Group |
| | 1.2 Advertisement/ Publication/ Posting | | 7 Days | BAC Secretariat |
| | 1.3 Pre-bidding Conference | | 1 Day | End-user, Bids and Award Committee Secretariat, Technical Working Group, Prospective |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| | | | | bidders |
| | Number of days before the Submission and Opening of Bids | | 12 Days | |
| 2. Submission and Opening of Bids | | | 1 Day | End-user, Bids and Award Committee, Secretariat, Technical Working Group, Prospective bidders |
| | 2.1 Bid Evaluation | | 3 Days | BAC, BAC Sec |
| | 2.2 Post – Qualification | | Within 7- 45 calendar days | BAC, BAC Sec, TWG |
| | 2.3 Preparation of Resolution / Notice of Award and approval/ signing of the documents | | Within 2-15 calendar days | BAC, BAC Sec, HOPE |
| | 2.4 Signing of Contract | | Within 10-40 calendar days | End-user, HOPE, winning supplier |
| | 2.5 Signing of Notice to Proceed | | Within seven (7) calendar days | HOPE, winning supplier |
| **Total Processing Time** | | **Maximum of 136 C.D.** | | |
| For Infrastructure | | | | |
| 1. Submission to PMD the Purchase Request for Public Bidding | 1.1 Pre-procurement Conference | Depends on the Approved Budget of the Contract – based on the guidelines issued by GPPB | 1 Day | End-user, Bids and Award Committee, Secretariat, TWG |
| | 1.2 Advertisement/ Publication/ Posting | | 1 Day | BAC Secretariat |
| | 1.3 Pre-bidding Conference Number of days before the Submission and Opening of Bids | | 12 Days | End-user, Bids and Award Committee, Secretariat, Technical Working Group, Prospective bidders |
| | 1.4 Submission and Opening of Bids | | 1 Day | |
| | 1.5 Bid Evaluation | | 7 calendar days | BAC, BAC Sec |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| | 1.6 Post – Qualification | | 45 calendar days | BAC, BAC Sec, TWG |
| | 1.7 Preparation of Resolution / Notice of Award and approval/ signing of the documents | | | BAC, BAC Sec, HOPE |
| | 1.8 Signing of Contract | | 40 calendar days | End-user, HOPE, winning supplier |
| | 1.9 Signing of Notice to Proceed | | 7 calendar days | HOPE, winning supplier |
| **Total Processing Time** | | | **Projects – 156 C.D.** | |
| **For Consulting Services** | | | | |
| 1. Submission to PMD the Purchase Request for Public Bidding | 1.1 Pre-procurement Conference | Depends on the Approved Budget of the Contract – based on the guidelines issued by GPPB | 1 Day | End-user, Bids and Award Committee, Secretariat, Technical Working Group |
| | 1.2 Advertisement/ Publication/Posting | | 7 Days | BAC Secretariat |
| | 1.3 Submission and Opening of Eligibility Documents and shortlisting | | 20 calendar days | End-user, Bids and Award Committee Secretariat, Technical Working Group, Prospective bidders |
| | 1.4 Pre-bidding Conference | | 1 Day | |
| | Number of days before the Submission and Opening of Bids | | 12 Days | |
| | 1.5 Submission and Opening of Bids | | 1 Day | End-user, Bids and Award Committee, Secretariat, Technical Working Group, shortlisted suppliers |
| | 1.6 Bid Evaluation | | 21 calendar days | BAC, BAC Sec, TWG |
| | 1.7 Post – Qualification | | 30 calendar days | BAC, BAC Sec |
| | 1.8 Negotiation | | 10 calendar days | End-user, Bids and Award Committee, Secretariat, TWG, shortlisted suppliers |
| | 1.9 Notification for Negotiation | | 3 calendar days | BAC, BAC Sec |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| | 1.10 Approval of Ranking by the HOPE | | 2 days | BAC, BAC Sec, HOPE |
| | 1.11 Preparation of Resolution / Notice of Award and approval/ signing of the documents | | 15 calendar days | BAC, BAC Sec, HOPE |
| | 1.12 Signing of Contract | | 40 calendar days | End-user, HOPE, winning supplier |
| | 1.13 Signing of Notice to Proceed | | 7 calendar days | HOPE, winning supplier |
| **Total Processing Time** | | | **Projects – 156 C.D.** | |

****The above timeline is covered by special law under RA 9184

## B. ALTERNATIVE MODE OF PROCUREMENT AS HIGHLY TECHNICAL CLASSIFICATION

In order to promote economy and efficiency, resort to any of the alternative methods of procurement may be provided whenever justified by the conditions set forth in RA 9184.

The alternative method of procurement includes the following:

- Highly Technical;
- Agency to Agency;
- Direct Contracting / Exclusive Distributorship

| | |
|---|---|
| **Office or Division:** | Human Resource Management Service - Procurement Management Division |
| **Classification:** | Highly Technical **(SMALL VALUE PROCUREMENT)** |
| **Type of Transaction:** | G2G / G2B |
| **Who may avail:** | DTI all bureaus/office/regions and suppliers |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|---|
| Purchase Request (PR) -Two (2) copies (One (1) Original, One (1) Copy) | Designated Procurement Officer of the Bureau/End-user |
| Request to Adopt Alternative Mode of Procurement – One (1) Original | |
| Justification – One (1) Original | |
| Certificate to undertake the project / Exclusivity for #3- One (1) Original | |
| Contract – One (1) Original | |
| Resumé for #1 - One (1) Original | |
| Resolution – One (1) Original | PMD Office – BAC Secretariat |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| 1. Submission to PMD the Request to Adopt Alternative Mode of Procurement | 1.1 Receive the required documents and check for completeness | None | Upon receipt | PMD Office frontline staff |
| | 1.2 Prepare Resolution for approval of the Bids and Awards Committee and HOPE, Work Order (WO)/Purchase Order (PO) | None | 2 days | PMD Designated Account Officer for the Bureau |
| | 1.3 Resolution for signature of the | | 5 days | BAC Members |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| | Bids and Awards Committee and HOPE | | | |
| | 1.4 Prepare RCAF and OBR to be forwarded to the requesting Office for signature while the Resolution is still for signature of the BAC. | | | PMD Designated Account Officer for the Bureau |
| | 1.5 OBR for signature of the end-user | | | Bureau Director Division Chief |
| 2. Submission of the documents (OBR, PO, Abstract, RFQs, PR) to FS | 2.1 Forwarded to FS to process the obligation | None | 2 days | PMD Account Officer / frontline staff<br><br>FS Director Section Chief<br><br>Budget AO Processor AO JEV |
| | 2.2 Receive from FS the obligated CAF/WO/PO and forwarded to Bureau/Office | | 1 day | PMD Designated Account Officer for the Bureau/frontline staff |
| **Total Processing Time** | | **10 days** | | |

## C. NEGOTIATED PROCUREMENT (SMALL VALUE PROCUREMENT) AS HIGHLY TECHNICAL CLASSIFICATION

Procurement of Goods, Infrastructure Projects and Consulting Services, where the amount involved does not exceed the threshold prescribed in Annex "H" of this IRR: Provided, that in case of Goods, the procurement does not fall under shopping in Section 52 of this IRR

| | |
|---|---|
| **Office or Division:** | Human Resource Management Service - Procurement Management Division |
| **Classification:** | Highly Technical **(SMALL VALUE PROCUREMENT)** |
| **Type of Transaction:** | G2G / G2B |
| **Who may avail:** | DTI all bureaus/office/regions and suppliers |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|---|
| Purchase Request – Two (2) Copies (One (1) Original, One (1) Copy) | End-user |
| Request for Quotations – One (1) Original | PMD Office – PMD Staff |
| Abstract of Canvass – One (1) Original | |
| Purchase Order/Work Order/Request for Certificate of Availability of Funds – One (1) Original | |
| Obligation Request – One (1) Original | |
| Disbursement Voucher – One (1) Original | |
| Inspection and Acceptance Report – One (1) Original | End-user / Property Section |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| 1. Submission to PMD the Purchase Request | 1.1 Receive the required documents and check for completeness | None | Upon receipt | End-user/ PMD staff |
| | 1.2 Prepare Request for Quotations (RFQ) | | 7 days | PMD Account Officer |
| | 1.3 RFQ for Posting at PhilGEPS/ sent invites | | 3 days | PMD Account Officer |
| | 1.4 Preparation and approval of Abstract of Canvass, Purchase Order/Work Order | | 2 days | PMD Account Officer /Division Chief/ HRAS Director |
| | 1.5 Preparation of Request for Certificate of Availability of Funds, Obligation Request for signature of end-user | | 1 day | PMD Account Officer |
| | 1.6 Request for | | 3 calendar | Bureau |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| | Certificate of Availability of Funds, Obligation Request for signature of end-user | | days | Director/ Division Chief Bureau Director/ Division Chief |
| 2. Submission of the documents (OBR, PO, Abstract, RFQs, PR) to FS | 2.1 Forwarded to FS to process the obligation | None | 1 day | PMD Account Officer / frontline staff<br><br>FS Director Section Chief<br><br>Budget AO Processor AO JEV |
| | 2.2 Receive from FS the obligated CAF/WO/PO and forwarded to Bureau/Office | | 1 day | PMD Account Officer |
| 3. Delivery of Goods | 3.1 Email to winning supplier the PO/WO | None | 1 day | PMD Account Officer |
| | Delivery schedule | | Within 7-30 days | |
| | 3.2 Inspection and Acceptance of Delivery | | 3 days | PMD Account Officer, Property staff, end-user |
| 4. Submission of Disbursement Voucher (DV) | 4.1 Preparation of Disbursement Voucher for signature of concerned bureau /office/division | None | 3 days | Bureau Director / Division chief |
| | 4.2 Forward the DV to FS for payment | | 1 day | PMD Account Officer / frontline staff<br><br>Accounting staff/ FS Director Section Chief |
| **Total Processing Time** | | **50 calendar days**<br>The target Turn-around time starts when complete documents are received by PMD in accordance to the set timeline indicated in RA9184 | | |

******Procurement Process timeline is covered by special law under RA 9184**

## 11. Provision of Training through DTI Academy – Short Courses

The provision of Training through the DTI Academy is considered a **HIGHLY TECHNICAL** transaction. Under Sec. 9 b1 of RA 11032, highly technical transactions shall be acted upon by the assigned officer/employee within 20 working days. If the request or an update on request is not provided within 20 days prior to conduct of a training program, you may file a complaint via email (artaunit@dti.gov.ph).

The DTI Academy provides training programs to DTI officials and employees. The programs include core/foundational, leadership, targeted technical and wellness programs. Aside from various learning curricula that it offers under Project Dalubhasa, it also offers short courses to employees who are not admitted under the Project Dalubhasa program.

| | |
|---|---|
| **Office or Division:** | Human Resource and Administrative Service (HRAS) – Training and Development Division (TDD) / DTI Academy |
| **Classification:** | Highly Technical |
| **Type of Transaction:** | G2G – Government-to-Government |
| **Who may avail:** | DTI Officials and Employees |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|---|
| Competency Assessment (Compass) | DTI Academy/TDD |
| Development Needs Assessment (DNA) | DTI Academy/TDD |
| Professional Development Action Plan (PDAP) | DTI Academy/TDD |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| 1. The Bureau/Office Heads accomplish assessment forms and development plans (Compass, DNA, PDAP) from the DTI Academy/TDD. | 1.1 The DTI Academy/TDD receives and processes the various forms from the Bureau/Office Heads.<br><br>1.2. The DTI Academy/TDD finalizes overall results and prepares the training plan. | None | 10 working days<br><br>10 working days | DTI Academy/TDD Bureaus/Offices |
| 2. The participants enroll in or validate the training programs they wish to attend. | 2.1. The DTI Academy/TDD validates/confirms the identified or recommended training programs with bureaus/offices. | None | 2 working days | DTI Academy/TDD Bureaus/Offices |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| | 2.2. The team starts designing the training programs according to the needs identified in the competency assessment. This includes identifying learning objectives, methodologies, assessment requirements, etc.<br><br>2.3. The team prepares and facilitates the procurement for all needed training requirements: Learning Service Provider or LSP (if outsourced), food, venue (if done outside DTI Academy or DTI premises), accommodation and training materials, if applicable.<br><br>If the LSP is internal, the HRAS-TDD / DTI Academy team starts to invite through their respective Heads of Bureaus/Offices2<br><br>2.4. The HRAS-TDD / DTI Academy meets prospective learning service provider/s and internal resource speakers to further discuss training requirements and initial design submitted through procurement method. | | 3 working days<br><br>10 working days<br><br>1 working day (per meeting, per LSP / internal resource) | |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| 3. The Bureau/Office Heads and participants wait for training advisory and invites while HRAS prepares for the programs. | 3.1. The HRAS-TDD/DTI Academy prepares the training materials, invites, collateral materials, advisories, and other requirements prior to start of the training programs. | | 2 working days | |
| 4.a. The learners/ officials/employees receive notices or advisories on training schedules and requirements.<br><br>4.b. The prospective learners/ participants prepare to attend to training program/s as scheduled. Regional and provincial learners/ participants prepare their necessary travel documents for face-to-face workshops. | 4.1 The HRAS-TDD / DTI Academy sends out the invites/advisories to all learners.<br><br>4.2 The HRAS-TDD / DTI Academy makes final preparations for the training programs to be conducted, such as training design/content and logistical and administrative requirements.<br><br>Training is conducted on scheduled date/s. | None | 1 working day<br><br>1 working day | DTI Academy Management Team<br><br>DTI Academy Learners / Participants |
| **Total Processing Time** | | | **40 days** | |

**Training Provision through DTI Academy – Short Courses is covered under Procurement of R.A. 9184**

## 12. Provision of Training through DTI Academy – Requested Programs

The provision of Training through the DTI Academy is considered a HIGHLY TECHNICAL transaction. Under Sec. 9 b1 of RA 11032, highly technical transactions shall be acted upon by the assigned officer/employee within 20 working days. If the request or an update on request is not provided within 20 days prior to conduct of a training program, you may file a complaint via email (artaunit@dti.gov.ph).

The DTI Academy provides training programs to DTI officials and employees. These programs range from core / foundational programs anchored on the Department's core competencies, leadership programs, and targeted technical programs. However, should there be requested training programs that are not currently being offered by the Academy, below are the steps to be followed.

| | |
|---|---|
| **Office or Division:** | Human Resource and Administrative Service (HRAS) – Training and Development Division (TDD) / DTI Academy |
| **Classification:** | Highly Technical |
| **Type of Transaction:** | G2G – Government-to-Government |
| **Who may avail:** | DTI Officials, DTI Employees |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|---|
| Memo Request (1 copy) | Bureau/Office Head |
| Procurement requirements | HRAS - Procurement Division |
| Professional Development Action Plan (PDAP), and other assessment forms as needed (1 original copy) | HRAS – TDD DTI Academy |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| 1. For training programs not offered by the DTI Academy, bureaus/offices may signify their interest to avail of a particular training program through a memo request addressed to the HRAS Director. | 1.1. The HRAS-TDD / DTI Academy processes requests from bureaus/offices and checks details of said requests.<br><br>1.2. If more details are required, the team meets with the requesting bureau/office to check specific program requirements and to conduct further assessments. | None | 1 working day | Administrative Officer HRAS – TDD DTI Academy<br><br>Bureau/Office Heads |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| 2.a. The Bureau/Office Head waits for HRAS-TDD /DTI Academy advice on next steps. The HR Partner communicates with HRAS for any updates or additional requirements. | 2.1. The team starts designing the training programs according to the needs identified by the bureau/office. This includes identifying learning objectives, methodologies, assessments, requirements, etc. | None | 1 working day<br><br>(duration of meeting with Bureau/Office Head or representative) | Administrative Officer<br>HRAS – TDD<br>DTI Academy |
| 2.b. Should there be any training costs that will be shouldered by the bureau/office concerned; these will be coordinated with HRAS for proper alignment of procurement responsibilities. | 2.2. The team starts procurement for all training requirements: learning service provider or LSP (if outsourced), food, venue (if done outside DTI Academy or DTI premises), accommodation and training materials, if applicable. | | 10 working days | |
| 2.c. The Heads/Division Chiefs or designated representatives are consulted to check if the requirements are aligned with HRAS. | 2.3. The HRAS-TDD / DTI Academy meets prospective learning service provider/s to further discuss training requirements and initial design submitted through procurement method.<br><br>2.4 The HRAS-TDD / DTI Academy reviews and approves the submitted final training design prior to conduct | | 2 working days<br><br>(per program/ LSP and per meeting day with bureau or office)<br><br>1 working day | |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| 2.d. The prospective learners / participants answer pre-tests and additional assessments to check their proficiency level. | 2.5. Prior to training, HRAS-TDD / DTI Academy may conduct pre-tests and assessments to (1) know exact proficiency level of the learners and record such prior to training and to (2) ensure soundness of training design. | | 5 working days<br><br>(excluding processing of results which will depend on the submission of participants) | |
| 3. The Bureau/Office Heads and participants wait for training advisory and invites while HRAS prepares for the programs. | 3.1. The HRAS-TDD/DTI Academy prepares the training materials, invites, collateral materials, advisories, and other requirements prior to start of the training programs. | | 2 working days | |
| 4.a. The learners/ officials/employees receive notices or advisories on training schedules and requirements. | 4.1 The HRAS-TDD / DTI Academy sends out the invites/advisories to all learners. | None | 1 working day (transmittal of notices) | Administrative Officer HRAS – TDD<br><br>DTI Academy Learners / Participants |
| 4.b. The prospective learners/participants prepare to attend to training program/s as scheduled. Regional and provincial learners/participants prepare their necessary travel documents for face-to-face workshops. | 4.2 The HRAS-TDD / DTI Academy makes final preparations for the training programs to be conducted, such as training design/content and logistical and administrative requirements.<br><br>Training is conducted on scheduled date/s. | | 1 working day | |
| **Total Processing Time** | | | **24 Days** | |

## 13. Provision of Training through DTI Academy – Project Dalubhasa

The provision of Training through the DTI Academy is considered a HIGHLY TECHNICAL transaction. Under Sec. 9 b1 of RA 11032, highly technical transactions shall be acted upon by the assigned officer/employee within 20 working days. If the request or an update on request is not provided within 20 days prior to conduct of a training program, you may file a complaint via email (artaunit@dti.gov.ph).

The DTI Academy provides training programs to DTI officials and employees. The programs include core / foundational programs, leadership programs, and targeted technical programs. The curriculum under Project Dalubhasa offers a whole line of training programs in the areas of business development, consumer protection and advocacy, trade and investment, foreign trade service, and strategic human resource management and development. The goal of the Project Dalubhasa is to produce in-house specialists on these areas. It also promotes research and innovation based on the tacit knowledge gained from the programs.

| | |
|---|---|
| **Office or Division:** | Human Resource and Administrative Service (HRAS) – Training and Development Division (TDD) / DTI Academy |
| **Classification:** | Highly Technical |
| **Type of Transaction:** | G2G – Government-to-Government |
| **Who may avail:** | DTI Officials, DTI Employees |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|---|
| DTI Academy Admission Form (1 original copy) | DTI Academy |
| DTI Academy Essay Answer Sheet (1 original copy) | DTI Academy |
| Selection Criteria Form (1 original copy) | DTI Academy |
| Assessment Forms (1 original copy) | DTI Academy |
| Signed DTI Academy Service Contract (3 original copies) | DTI Academy |
| Memo Endorsement (1 original copy) | Bureau/Office of Learner |
| Procurement Requirements | HRAS – Procurement Division |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| 1. For the DTI Academy – Project Dalubhasa program offerings, interested learners need to signify their interest and accomplish the admission form and essay answer sheet. | 1.1 The DTI Academy proactively sends out invitations to Bureau/Office Heads with the recommended learners based on the latest performance ratings. The DTI Bureau/Office Head will use the information to nominate his/her | None | 1 working day (sending out of invites)<br><br>*Note that the Academy programs follow a training calendar and curriculum and may not be readily availed at any given time, except for the core / foundational courses.* | DTI Academy Management Team |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| | learner/s based on performance and potential. In addition to the approval of the admission form, they are also guided by the selection criteria. | | | |
| 2. The learners / officials / employees wait for DTI Academy advice on next steps as training programs are being prepared. | 2.1 For existing DTI Academy – Project Dalubhasa programs, the team reviews the curriculum and learning plans to check general requirements, especially in terms of learning service providers' required qualifications.<br><br>2.2 The team starts procurement for all training requirements: learning service provider or LSP (if outsourced), food, venue (if done face-to-face outside DTI Academy or DTI premises), accommodation and training materials, if applicable.<br><br>If the LSP is internal, the DTI Academy team starts to invite through their respective Heads of Bureaus/Offices.<br><br>2.3 The HRAS-TDD/DTI Academy | None | 10 working days<br><br>10 working days<br><br>1 working day (per meeting, per LSP / internal resource) | DTI Academy Management Team<br><br>DTI Academy Management Team<br><br>DTI Academy Management Team |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| | meets prospective learning service provider/s and internal resource speakers to further discuss training requirements and initial design submitted through procurement method. | | | |
| | 3.1. The DTI Academy prepares the invites, collateral materials, advisories, and other requirements prior to start of the training programs. | | 2 working days | DTI Academy Management Team |
| 3. The prospective learners / participants answer pre-tests and additional assessments to check their proficiency level. | 3.2 Prior to training, DTI Academy may conduct pre-tests and assessments to (1) know exact proficiency level of the learners and record such prior to training and to (2) ensure soundness of training design. | None | 5 days<br><br>(excluding processing of results which will depend on the submission of participants) | |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| 4.a. The learners / officials / employees receive notices or advisories on training schedules and requirements. | 4.1 The DTI Academy sends out the invites, advisories, and other training materials to all accepted learners.<br><br>Also, upon admission to the DTI Academy and prior to training, three (3) copies of accomplished and signed DTI Academy Service Contract should be submitted. | None | 1 working day (transmittal)<br><br>1 working day | DTI Academy Management Team |
| 4.b. The prospective learners/participants prepare to attend to training program/s as scheduled. Regional and provincial learners / participants prepare their necessary travel documents if face-to-face workshops. | 4.2. The HRAS-TDD / DTI Academy makes final preparations for the training programs to be conducted, such as training design and logistical and administrative requirements.<br><br>Training is conducted on scheduled date/s. | | 1 working day | |
| **Total Processing Time** | | **32 working days** | | |

**Training Provision through DTI Academy – Project Dalubhasa is covered under Procurement of Republic Act 9184**

## 14. Facilitation of External Staff Training

The facilitation of external staff training is considered a **COMPLEX** transaction. Under Sec. 9 b1 of RA 11032, simple transactions shall be acted upon by the designated officer/employee within 7 working days. Complaint may be filed via email to artaunit@dti.gov.ph.

CEST, as stipulated in the Department Order No. 22-10, series of 2022, is responsible for the following:

1. Thorough review of the scholarship programs as to relevance to the organization's needs;
2. Fair and judicious selection of nominees based on set qualifications;
3. Assessment and endorsement of the qualified nominee/s to the CEST Chairperson for final endorsement to the donor agency, during the selection process;
4. Endorsement of qualified nominees to the donor agency as approved by the CEST Chairperson;
5. Support to the effective implementation of the scholarship program, including assistance to scholars during and after the program;
6. Active collaboration with donors for the agency to be included in the list of priorities on scholarship grants;
7. Guidance to CEST principals on the scholarship process, requirements, and their responsibilities;
8. Guaranteed accessibility of scholarship programs to all bureaus/offices;
9. Maintenance of a pool of potential scholars/nominees;
10. Provision of timely updates on the status of scholarship grants and progress of scholars during and after the study program; and
11. Monitoring and evaluation of the status of the Post-Study Action Plan or its equivalents, conduct of the mentoring program, echo session, and submission of post-training reports.

| | |
|---|---|
| **Office or Division:** | Human Resource and Administrative Service (HRAS)<br>Training and Development Division (TDD) |
| **Classification:** | Complex |
| **Type of Transaction:** | G2G – Government-to-Government |
| **Who may avail:** | DTI Employees |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|---|
| 1 hard/soft copy of CEST Form B: Application Form (for bureau/office nominees) | CEST Secretariat[5] |
| 1 hard/soft copy of CEST Form C: Confidential Letter of Reference (for bureau/office nominees) | |
| 1 hard/soft copy of Endorsement Letter (for DTI eligible nominees) | |
| 1 hard/soft copy Donor Agency Documentary Requirements (for DTI eligible nominees) | |
| 4 hard copies of notarized Scholarship Service Contract (for accepted scholars) | |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| 1. Invitation from local and foreign partner and donor agency received | 1.1 CEST Secretariat determines the Department participation to the program based on CEST Guidelines set criteria | None | 2 Hours | CEST Designated Account Person |
| 2. Receive copy of invitation | 2.1 Dissemination of invite to all employees or appropriate Functional Group(s) | None | 2 Hours | CEST Designated Account Person |

[5] Composition of the Committee on External Staff Training
Chair – HRAS Director
Members – One representative (or designated alternate) each from the Five Functional Groups
One (1) DTI Employee Union
CEST Secretariat – HRAS-TDD

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| 3. Submission of the nominee's CEST Form B: Application Form and CEST Form C: Confidential Letter of Reference by the Functional Group (for bureau/office nominee) | 3.1 Review submission and deliberate if nominee satisfies both the CEST Guidelines and Donor Agency eligibility requirements | None | 1 Working Day | CEST Designated Account Person<br><br>Office of the Supervising Undersecretary Executive Assistant / Staff |
| 4. Nominee receives notice on the outcome of application | 4.1 Notification of eligible nominee on the outcome of application and on necessary documentary requirements | None | 4 Hours | CEST Designated Account Person<br><br>Screened nominee |
| 5. Submission by screened nominee of the documentary requirements to CEST Secretariat | 5.1 Review submission of submitted documentary requirements and approval by CEST Chairperson of endorsement to Donor Agency | None | 3 Working Days | CEST Designated Account Person<br><br>Screened nominee<br><br>Office of the Undersecretary / Supervising Head for the Management Services Group Executive Assistant / Staff |
| 6. Submission of Scholarship Service Contract (for accepted scholars) as signed by the Supervising Undersecretary | 6.1 Review draft of completely filled-out scholarship service contract and return to employee, if there are no discrepancies, for signing and notarization | None | 2 Working Days | CEST Designated Account Person<br><br>Accepted nominee<br><br>Office of the Supervising Undersecretary Executive Assistant / Staff |
| **Total Processing Time** | | **7 Working Days** | | |

## 15. Acceptance of Payment - Cashiering Service

The Acceptance of Payment is considered a SIMPLE transaction. Under Sec. 9 b1 of RA 11032, simple transactions shall be acted upon by the assigned officer/employee within 3 working days. If the official receipt is not released within 3 days, you may file a complaint via email (artaunit@dti.gov.ph).

Acceptance of payments per applicable fees to facilitate the finalization of applications for any privilege, right, reward, license, clearance, permit or authorization, concession, or for any modification, renewal or extension of the enumerated applications or requests (per definition of government service in Rule 1, Section 4, Paragraph gg of RA 11032 IRR).

| | |
|---|---|
| **Office or Division:** | HRAS - General Services Division, Cashier Section |
| **Classification:** | Simple |
| **Type of Transaction:** | G2C–Government-to-Citizen, G2B–Government-to- Business, G2G– Government-to-Government |
| **Who may avail:** | Citizens, Business Owners/ Corporations, Other Government Agencies |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|---|
| 3 Copies of Order of Payment (OP) (1 original, 2 photocopy) | Corresponding Bureau listed in the Frontline Services of DTI as per (MC) 2019-002 |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| 1. Secure Order of Payment (OP) from the corresponding Bureau | 1.1 Issue OP as per corresponding approved application of client | None | 2-5 minutes per application | Frontline Personnel of Corresponding Bureau listed in the Frontline Services of DTI as per (MC) 2019-002 |
| 2. Present 3 copies of OP to Cashiers located at the following:<br>• 4th Floor, Trade & Industry Building, 361 Sen. Gil Puyat Ave. Makati City for frontline services under 2.1.1.1, 3.1.3, 3.2.3, and 3.3.3 in the list of applicable fees.<br>• 9th Floor, Filinvest Building, 387 Sen. Gil Puyat Ave. Makati City for frontline services under 1.1.3, | 2.1 Ensure the accuracy of details in the OP<br>2.2 Accept Payment<br>2.3 Issue an Official Receipt (OR) | See attached list | 2-3 minutes per OP | Designate Collecting Officer |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| 4.1.3, and 5.1.3 in the list of applicable fees.<br><br>• Negosyo Center Area 4 – Valenzuela frontline services under 2.1.1.2 (Km 13 Valenzuela Trade Center, MacArthur Highway Building, Barangay Malinta, Valenzuela City | | | | |
| **Total Processing Time** | | | 8 minutes | |

# LIST OF APPLICABLE FEES

## 1. COMPETITIVENESS & INNOVATION GROUP (CIG)

**1.1 OFFICE:** Bureau of Competitive Development (BCD)

**1.1.1 LOCATION:** 9th Floor, Filinvest Building, 387 Sen. Gil Puyat Ave. Makati City

**1.1.2 FRONTLINE SERVICE:** Issuance of Certificate of Preference of Domestic Bidders

**1.1.3 APPLICABLE FEES**

| PARTICULARS | APPLICABLE FEE |
|---|---|
| Application/ Processing (per product) for Micro Enterprises | Php 2,500.00 |
| Application/ Processing (per product) for Small Enterprises | Php 5,000.00 |
| Application/ Processing (per product) for Medium Enterprises | Php 7,500.00 |
| Application/ Processing (per product) for Large Enterprises | Php 20,000.00 |
| Certified True Copy of Certificate | Php 100.00 |
| Appeal | Php 10,000.00 |
| Note: Fees are subject to change due to any amendments in accordance with existing laws, implementing rules and regulations. | |

## 2. REGIONAL OPERATIONS GROUP (ROG)

**2.1 OFFICE:** National Capital Regional Office - Negosyo Centers (NC)

**2.1.1 LOCATION:**

2.1.1.1 NC Office Area 2 – Makati (4th Floor, Trade & Industry Building, 361 Sen. Gil Puyat Ave. Makati City)

2.1.1.2 NC Office Area 4 – Valenzuela (Km 13 Valenzuela Trade Center, MacArthur Highway Building, Barangay Malinta, Valenzuela City)

**2.1.2 FRONTLINE SERVICE:** Registration of Business Name

**2.1.3 APPLICABLE FEES**

| PARTICULARS | APPLICABLE FEE |
|---|---|
| **A. Registration Fee** | |
| a. Territorial Scope Barangay | Php 200.00 |
| b. City/ Municipality | Php 500.00 |
| c. Regional | Php 1,000.00 |
| d. National | Php 2,000.00 |
| Plus Documentary Stamp Tax (DST) Pursuant to BIR Revenue Memo Order 13-2008 | Php 30.00 |
| **B. Other Fees** | |
| Surcharge for Renewal<br>If filed within ninety-one (91) days to one hundred eighty days (180) after expiration date (Late Filing/Grace Period) | Additional 50% of<br>the selected Territorial Scope |

| PARTICULARS | APPLICABLE FEE |
|---|---|
| Cancellation | DST Php 30.00 |
| Certification/ Change of Business Information | |
| Affirmative/Negative Certification | Php 50.00 + DST |
| Change of Owner's Name, Business Address, Owner's Address | Php 50.00/ change of info + DST |
| Authentication / Certified True Copy (Per copy) | Php 50.00 + DST |
| **C. Business Name Listing** | |
| Soft/ Hard Copy – first five (5) pages | Php 20.00 |
| Per page of the succeeding page(s) | Php 3.00 |
| Note: Fees are subject to change due to any amendments in accordance with existing laws, implementing rules and regulations. | |

## 3. FAIR TRADE GROUP (FTG)

**3.1 OFFICE:** Philippine Accreditation Bureau (PAB)

**3.1.1 LOCATION:** 4th Floor, Trade & Industry Building, 361 Sen. Gil Puyat Ave. Makati City

### 3.1.2 FRONTLINE SERVICE

3.1.2.1 Laboratory and Inspection Body Accreditation Process (Initial Assessment and Reassessment)
3.1.2.2 Laboratory & Inspection Body Accreditation Process (Surveillance Visit)
3.1.2.3 Laboratory & Inspection Body Accreditation Process (Special Assessment)
3.1.2.4 Processing of Initial Accreditation and Re-accreditation of Certification Bodies
3.1.2.5 Verification of Certification Bodies (CBs) Continuing Compliance Through Surveillance

### 3.1.3 APPLICABLE FEES

| TYPE OF FEES | LABORATORY ACCREDITATION | MANAGEMENT SYSTEM ACCREDITATION |
|---|---|---|
| | Legal Basis: DAO 13, Series of 1995 | Legal Basis: DAO 01, Series of 2005 |
| Application Fee | Php 300.00 (non-refundable) | Php 2,000.00 (non-refundable) |
| Assessment Fee including Document Review Initial, surveillance, Follow-up audit/visit | Php 500.00 per man- hour | Php 5,000.00 per man- day |
| Accreditation Fee | Php 5,000.00 per scope of accreditation | Php 10,000.00 per scope of accreditation |
| Annual Accreditation Fee | Php 3,000.00 per scope of accreditation | Php 5,000.00 per scope of accreditation |
| Note: Fees are subject to change due to any amendments in accordance with existing laws, implementing rules and regulations | | |

**3.2 OFFICE:** Bureau of Philippine Standards (BPS)

**3.2.1 LOCATION:** 4th Floor, Trade & Industry Building, 361 Sen. Gil Puyat Ave. Makati City

**3.2.2 FRONTLINE SERVICES AND APPLICABLE FEES:**

3.2.2.1 Processing of Import Commodity Clearance
3.2.2.2 Processing of Philippine Standard (PS) Quality and/or Safety Certification Mark License/ Processing of Statement Confirmation
3.2.2.3 Processing for Printed and Reproduced Philippine National Standards (PNS)
3.2.2.4 Testing Laboratory Fee

**3.2.3 APPLICABLE FEES**

3.2.3.1 Please see Annex A

**3.3 OFFICE:** Fair Trade Enforcement Bureau (FTEB)

**3.3.1 LOCATION:** 4th Floor, Trade & Industry Building, 361 Sen. Gil Puyat Ave. Makati City

**3.3.2 FRONTLINE SERVICES**

**3.3.2.1 Import Regulatory Division (IRD)**

| PROGRAMS | AMOUNT |
|---|---|
| **Accreditation of Truck-Bus Rebuilding Centers (DAO 08-03)** | |
| Truck Rebuilding Application | 300.00 |
| Truck Rebuilding Accreditation | 30,000.00 |
| Documentary Stamp | 30.00 |
| ***Note:*** *Fees are subject to change due to any amendments in accordance with existing laws, implementing rules and regulations* | |

**3.3.2.2 Business Licensing and Accreditation Division (BLAD)**

3.3.2.2.1 Issuance of Certificate of Accreditation for Private Emission Testing Centers (PETCs)
3.3.2.2.2 Issuance of Certificate of Authority for Ship and Merchandise Broker
3.3.2.2.3 Issuance of Certificate of Registration for Bulk Sales
3.3.2.2.4 Issuance of General Bonded Warehouse License
3.3.2.2.5 Issuance of Waiver under PD 1466

#### 3.3.2.3 Adjudication Division

3.3.2.3.1 Administrative Fine

### 3.3.3 APPLICABLE FEES:

3.3.3.1 Administrative fine is based on the applicable law itself (Republic Act), then the corresponding DTI issuance on schedule/table of fines such as DAO 02, Series of 2007, DAO 06, Series of 2007 upon the determination of the Adjudication Officer as approved by the Division Chief pursuant to D.O. 24-243, Series of 2024 (re: Institutionalizing the Review and Approval of All Decisions, Resolutions, Orders, and Other Issuances of the Department's Designated Adjudication Officers)

3.3.3.2 Please see Annex B.

## 4. OFFICE OF THE SECRETARY

### 4.1 **OFFICE:** Office of the Special Mandate on Vape

#### 4.1.1 **LOCATION:** 9th Floor, Filinvest Building, 387 Sen. Gil Puyat Ave. Makati City

#### 4.1.2 FRONTLINE SERVICES

4.1.2.1 Import Commodity Clearance
4.1.2.2 Philippine Standard (PS) License
4.1.2.3 Certificate of Conditional Release (CCR)
4.1.2.4 Certificate of Warehouse Registration (CWR)
4.1.2.5 Designated Vaping Area (DVA)
4.1.2.6 Permit fee for Sales Promotion and/or promotional events
4.1.2.7 ICC Stickers
4.1.2.8 Administrative Fine

#### 4.1.3 APPLICABLE FEES

4.1.3.1 Please see Annex C.

## 5. MANAGEMENT SERVICE GROUP (MSG)

### 5.1 **OFFICE:** Human Resource Administrative Service (HRAS)

#### 5.1.1 **LOCATION:** 9th Floor, Filinvest Building, 387 Sen. Gil Puyat Ave. Makati City

#### 5.1.2 FRONTLINE SERVICES

5.1.2.1 Bidding documents
5.1.2.2 Bid Security
5.1.2.3 Performance Bond
5.1.2.4 Protest Fee

#### 5.1.3 APPLICABLE FEES

5.1.3.1 Please see Annex D.

# Schedule of Fees
# February 2025
## Annexes

**Bureau of Philippine Standards (BPS)**

1. Processing of Import Commodity Clearance and Processing of Philippine Standard (PS) Quality and/or Safety Certification Mark License/ Processing of Statement Confirmation

| SERVICE | | FEES |
|---|---|---|
| Philippine Standard (PS) Quality and/or Safety Certification Mark License | • Application Fee | Php 300.00 |
| | • Quality Manual Review | Php 5,000.00 |
| | • Original License Fee:<br>-For micro-sized establishments<br>-For small-sized establishments<br>-For medium-sized establishments<br>-For large-sized establishments | <br>-Php 5,000.00<br>-Php 7,500.00<br>-Php 10,000.00<br>-Php 12,500.00 |
| | • Annual License Fee:<br>-For micro-sized establishments<br>-For small-sized establishments<br>-For medium-sized establishments<br>-For large-sized establishments | <br>-Php 2,500.00<br>-Php 3,750.00<br>-Php 5,000.00<br>-Php 6,250.00 |
| | • Audit Fee: *(Size of business establishment in terms of assets)*<br>-For micro-sized establishments<br>-For small-sized establishments<br>-For medium-sized establishments<br>-For large-sized establishments | <br>-Php 100.00/man-hour<br>-Php 300.00/man-hour<br>-Php 400.00/man-hour<br>-Php 500.00/man-hour |

| SERVICE | | FEES |
|---|---|---|
| | • Transportation | -As per arrangement (if necessary)<br>-Actual Transportation Cost |
| | • Hotel Accommodation | -As per arrangement (if necessary)<br>-As per DSA (if necessary) |
| | • Meals/per diem | -As per DSA (if necessary) |
| | • Pre-travel Expenses | -Php 3,500.00/auditor |
| | • Travel Insurance | -Actual Travel Insurance Cost |
| | • Testing Fee | As charged by the BPS-recognized Testing Laboratory |

| | | |
|---|---|---|
| Import Commodity Clearance (ICC) | • Application Fee | Php 300.00 |
| | • Processing Fee:<br>-For importation with invoice value up to Php 500,000.00<br>-For importation with invoice value over Php 500,000.00up to Php 1 Million<br>-For importation with invoice value over Php 1 Million | -Php 5,000.00<br>-Php 7,500.00<br>-Php 10,000.00 |
| | • Inspection Fee:<br>-DTI Inspection Fee<br>-Inspection Body | -Php 1,000.00/man-hour<br>-As charged by the BPS-recognized Inspection Body |
| | • Testing Fee | As charged by the BPS-recognized Testing Laboratory |
| | • ICC stickers | Php 1.56/pc |
| Statement of Confirmation (SOC) | • Application Fee | Php 300.00 |
| | • Processing Fee:<br>-For importation with invoice value up to Php 500,000.00<br>-For importation with invoice value over Php 500,000.00 up to Php 1 Million<br>-For importation with invoice value over Php 1 Million | -Php 5,000.00<br>-Php 7,500.00<br>-Php 10,000.00 |
| | • Inspection Fee:<br>-DTI Inspection Fee<br>-Inspection Body | -Php 1,000.00/man-hour<br>-As charged by the BPS-recognized Inspection Body |
| | • Testing Fee | As charged by the BPS-recognized Testing Laboratory |
| Certificate of Exemption (CE) | •Application Fee | -Php 300.00 |

2. Price Structure for Printed and Reproduced Philippine National Standards (PNS)

| Code | No. of Pages | Price (in Pesos) |
|---|---|---|
| A | 1-5 | 200 |
| B | 6-10 | 220 |
| C | 11-15 | 240 |
| D | 16-20 | 260 |
| E | 21-25 | 280 |
| F | 26-30 | 300 |
| G | 31-35 | 320 |
| H | 36-40 | 340 |
| I | 41-45 | 360 |
| J | 46-50 | 380 |
| K | 51-55 | 400 |
| L | 56-60 | 500 |
| M | 61-65 | 550 |
| N | 66-70 | 600 |
| O | 71-75 | 650 |
| P | 76-80 | 700 |
| Q | 81-85 | 750 |
| R | 86-90 | 800 |
| S | 91-95 | 850 |
| T | 96-100 | 900 |

| Code | No. of Pages | Price (in Pesos) |
|---|---|---|
| U | 101-110 | 1,050 |
| V | 111-120 | 1,200 |
| W | 121-130 | 1,370 |
| X | 131-140 | 1,575 |
| Y | 141-150 | 1,800 |
| Z | 151-160 | 2,070 |
| ZA | 161-170 | 2,380 |
| ZB | 171-180 | 2,737 |
| ZC | 181-190 | 3,148 |
| ZD | 191-200 | 3,620 |
| ZE | 201-300 | 4,350 |
| ZF | 301-400 | 5,215 |
| ZG | 401-500 | 6,260 |
| ISO 9000 | Latest ed. | 500 |
| ISO 9001 | Latest ed. | 400 |
| ISO 9004 | Latest ed. | 500 |
| ISO 19011 | Latest ed. | 500 |
| ISO 14001 | Latest ed. | 400 |
| ISO 14004 | Latest ed. | 400 |
| ISO 17025 | Latest ed. | 400 |

3. Testing Fee

# BPS TESTING LABORATORY

## Matrix

| Product testing of | Testing Procedures as per | Testing Fees | Succeeding Amount | No. of Samples | Processing time | Testing Duration (as required by the standard) | Documentary and other requirements |
|---|---|---|---|---|---|---|---|
| **Physical/ Mechanical Laboratory:** | | | | | | | |
| 1. Rubber Inner Tube | PNS 34:2000/ ISO 37:2000 | 2,500.00 | 2,000.00 | 1 pc. | 7h 15min | 6 days | Request for Test |
| 2. Steel Wire Nails | PNS 136:2000 | 1,000.00 | 800 | 15 pcs/size | 7h 15min | 4 days | Request for Test |
| 3. uPVC Sewer Pipes | PNS 1950:2003 | 2,000.00 | | 3 pcs/size | | | |
| 4. uPVC Pipes for Potable Water | PNS 65:1933 | 7,000.00 | | 3 pcs/size | | | |
| 5. uPVC Electrical Conduit/ corrugated | PNS 14:1983 Amd. 01:1987 | 4,600.00 | | 3 pcs/size | | | |
| 6. PE Pipes for Potable Water | PNS/ISO 4427:2002 | 1,800.00 | | 3 pcs/size | | | |
| 7. PB Pipes for Potable Water | PNS 152:2003 | 1,200.00 | | 3 pcs/size | | | |
| 8. B.I. Pipes/ G.I. Pipe | PNS 26:2003 | 1,140.00 | | 3 pcs/size | | | |
| 9. Steel Bars - Deformed Steel Bars | PNS 49:2002 | Physical Test - 730.00x5 samples = 3,650.00 (10mm, Grade 230 up to 36mm, Grade 230 only) | | 6pcs/size | | | |
| | | Chemical Test - (1 sample only) = 3,550.00 | | | | | |
| | | **Total = 7,200.00** | | | | | |
| 10. Steel Bars - Rerolled Steel Bars | PNS 211:2002 | Physical Test Only - 730x5 samples = 3,650 | | 5pcs/size | | | |
| 11. Equal Leg Angle Bars | PNS 657:2008 | Physical Test - 1,060x5 samples = 5,300.00 (For Samples 55mm-150mm Leg Length x 5.5mm and above Thickness) | | 6pcs/size | | | |
| | | *Note: Machining of test specimen not included; due to equipment constraints, BPSTL accepts prepared test specimens/samples only* | | | | | |
| | | Chemical Test - (1 sample only) = 3,550.00 | | | | | |
| | | **Total = 8,850.00** | | | | | |
| | | Physical Test - 875x5 samples = 4,375.00 (For 50mm and below x 5 and below Thickness) | | 6pcs/size | | | |
| | | Chemical Test - (1 sample only) = 3,550.00 | | | | | |
| | | **Total = 7,925.00** | | | | | |
| 12. Ceramic Tiles | PNS ISO 13006:2019 | **9000.00** (lower than 20cm x 20cm and highter than 120cm x 120cm can't be tested) | | 30/size - Unglazed, 41/size - Glazed | | | |

**Wiring Devices:**

| Product testing of | Testing Procedures as per | Testing Fees | Succeeding Amount | No. of Samples | Processing time | Testing Duration (as required by the standard) | Documentary and other requirements |
|---|---|---|---|---|---|---|---|
| 1. Plugs/ Socket | PNS 1486-1:1996 | 5,800.00 | | | | | |
| 2. Receptacle/ Outlet | | 6,400.00 | | | | | |
| 3. Enclosed Switch- Knife | PNS 117,118,119:1988 | 8,500.00 | 8,000.00 | 2 pcs | 7h 15 min | 12 days | Request for Test |
| 4. Electrical Cartridge Fuse/ Fuse Holder | PNS 13:1983/ PNS 56:1996 | 3,500.00 | 3,000.00 | 10 pcs | 7h 15 min | 7 days | Request for Test |
| 5. Moulded Case Circuit Breaker | PNS 519:1991 | 12,000.00 | 8,000.00 | 3 pcs | | | |
| 6. Extension Cord | PNS 1486:1996/ PNS 163 | 9,400.00 | | | | | |
| 7. Switches for household and similar fixed electrical installations | PNS 1485:1996/ PNS 57 | 5,900.00 | | | 7h 15 min | 14 days | Request for Test |
| | PNS 57 | | | | 7h 15 min | 14 days | Request for Test |
| 8. PVC Electrical Tape | PNS 79:1992 | 3,500.00 | 2,800.00 | 10 pcs/size/color | 7h 15 min | 4 days | Request for Test |
| | | | | | | | |

*** Provide 10 pcs any model for chemical Analysis of Copper for the ff: samples: (switches, extension cord, socket outlet)***

**Appliances Laboratory:**

| Product testing of | Testing Procedures as per | Testing Fees | Succeeding Amount | No. of Samples | Processing time | Testing Duration (as required by the standard) | Documentary and other requirements |
|---|---|---|---|---|---|---|---|
| 1. Electric Flat Iron | PNS 254:1994 | 12,000.00 | 8,000.00 | 2 spls | 7h 15min | 9 days | Request for Test |
| 2. Electric Rice Cooker | PNS 255:1996 | 12,000.00 | 8,000.00 | 2 spls | 7h 15min | 9 days | Request for Test |
| 3. Electric Fan | PNS IEC 60335-2-80 | 16,000.00 | 14,000.00 | 3 spls | | | |
| 4. Electric Air Pot | PNS 255:1996 | 12,000.00 | 8,000.00 | 2 spls | 7h 15min | 9 days | Request for Test |
| 5. Grill/ Toaster | PNS/ IEC 60335-2-9 | 12,000.00 | 8,000.00 | 2 spls | 7h 15min | 12 days | Request for Test, for toaster 2 loaf of bread (100x100x10mm) |
| 6. Washing Machine | PNS/IEC 60335-2-4 | 30,000.00 | 25,000.00 | 2 spls | 7h 15min | 15 days | Request for Test |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| 7. Spin Extractor/ Dryer | | 20,000.00 | 18,000.00 | | 7h 15min | 15 days | Request for Test |
| 8. Electric Blender | PNS/IEC 60335-2-14 | 15,000.00 | 13,000.00 | 2 spls | 7h 15min | 12 days | Request for Test, test load (at least 10 kg per size depending on the capacity of the appliance) |
| 9. Refrigator | PNS IEC 60335-2-24 | 25,000.00 | 23,000.00 | 1 spls | | | |
| 10. Television Set | PNS IEC 60065 6th ed. | 40,000.00 | 36,000.00 | 2 spls | 7h 15min | 15 days | Request for Test, circuit diagram, Certificates of critical components, spare parts |
| 11. DVD/ VCD | PNS/IEC 60065:2007 | 25,000.00 | 20,000.00 | 2 spls | 7h 15min | 10 days | circuit diagram, Certificates of critical components, spare |
| 12. Microwave Oven | PNS IEC 60335-2-25 | 30,000.00 | 28,000.00 | 2 spls | 7h 15min | 15 days | Request for Test, 2 potatoes (at least 40x140mm x and y axis) |
| 13. LCD TV | | 40,000.00 | 36,000.00 | 2 spls | 7h 15min | 15 days | Request for Test, circuit diagram, Certificates of critical components, spare parts |
| 14. Verification Test****** | | 8,000.00 | 5,000.00 | | | | |
| 15. EMI Test for***** | | | | | | | |
| Disturbance Voltage Measurement | | 25,000.00 | 23,800.00 | | | | |
| Disturbance Power Measurement | | 25,000.00 | 23,700.00 | | | | |
| Click Measurement | | 25,000.00 | 23,800.00 | | | | |

**Lamps and Related Devices:**

| Product testing of | Testing Procedures as per | Testing Fees | Succeeding Amount | No. of Samples | Processing time | Testing Duration (as required by the standard) | Documentary and other requirements |
|---|---|---|---|---|---|---|---|
| 1. Magnetic Ballast- Safety | PNS IEC 61347-2-8:2002 | 9,000.00 | 7,000.00 | 6 safety | 7h 15min | 11 days | Request for Test |
| Performance | PNS IEC 60921:2002 | 5,000.00 | 4,000.00 | 6 performance | | | |
| | | 3,500.00 | 2,000.00 | | | | |
| 2. Electronic Ballast- Safety | PNS IEC 61347-2-3:2002 | 12,000.00 | 10,000.00 | 6 safety | 7h 15min | 12 days | Request for Test |
| Performance | PNS IEC 60929:2002 | 8,000.00 | 7,000.00 | 6 performance | | | |
| | | 5,000.00 | 3,000.00 | | | | |
| 3. Self Ballasted Lamps- Safety | PNS 603-1:1993<br>PNS IEC 968:2006 | 10,000.00 | 8,000.00 | | 7h 15min | 9 days | Request for Test |
| Performance | PNS IEC 969:2006 | 8,000.00 | 6,000.00 | | | | |
| | | Total=18,000.00 | | | | | |
| 4. Flourescent Lampholders/ starter holder | PNS 42:1997 | 6,000.00 | 5,000 | 10 pcs | 7h 15min | 6 days | Request for Test |
| 5. Edison Screw Lampholder | PNS 80:1997 | 8,000.00 | 6,000.00 | 10 pcs | 7h 15min | 6 days | Request for Test |
| 6. Luminaires | PNS 1328:1996 | 12,000.00 | 8,500.00 | 3 sets | 7h 15min | 16 days | Request for Test |
| 7. Flourescent Lamp Starters | PNS 45:1997 | 8,000.00 | 7,000 | 30 pcs | 7h 15min | 11 days | Request for Test |
| 8. Lighting Sets | PNS 189:2000 | 8,000.00 | 6,000.00 | 5 sets | 7h 15min | 9 days | Request for Test |
| 9. LED Modules | | 7,500.00 | 6,000.00 | | 7h 15min | 9 days | Request for Test |
| 10. LED Equipment | | 6,500.00 | 5,000.00 | | 7h 15min | 9 days | Request for Test |
| 11. Incandescent Lamps: | | | | 30 pcs | | | |
| (10,15,25 W) | PNS 38-1 & 2:1995 | 12,500.00 | | | 7h 15min | 6 days | Request for Test |
| (40,50 W) | PNS 38-2:1995 | 14,300.00 | | | 7h 15min | 6 days | Request for Test |
| (60,75,100 W) | PNS 38-2:1995 | 17,800.00 | | | 7h 15min | 6 days | Request for Test |
| | | Testing Fee Overall 12,000.00 | | | | | |
| 12. Tubular/ Circular Flourescent Lamps | | | | 30 pcs | | | |
| (10,15,25 W) | PNS IEC 61195:2001 | 9,700.00 | | | 7h 15min | 10 days | Request for Test |
| (40,50 W) | PNS IEC 61199:2006 | 10,900.00 | | | 7h 15min | 10 days | Request for Test |
| (60,75,100 W) | | 10,000.00 | | | 7h 15min | 10 days | Request for Test |
| | | 12,800.00 | | | | | |
| | | Testing Fee Overall 16,000.00 | | | | | |

**Chemical Laboratory:**

| Product testing of | Testing Procedures as per | Testing Fees | Succeeding Amount | No. of Samples | Processing time | Testing Duration (as required by the standard) | Documentary and other requirements |
|---|---|---|---|---|---|---|---|
| 1. Fire Extinguisher: Dry Chemical | PNS 15 Part 1:1989 | 2,500.00 | | 1 cylinder | 7h 15min | 90 days | Request for Test |
| MAP | | | | half kilo | 7h 15min | 3 days | Request for Test |
| AFFF | PNS 15 Part 4:1991 | 2,000.00 | | 1 cylinder | 7h 15min | 3 days | Request for Test |
| Foam Concentrate | | | | 1 liter | | | |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| CO2 | PNS 15 Part 3:1991 | 2,000.00 | | 1 cyl - PS | 7h 15min | 3 days | Request for Test |
| | | | | 2 cyl - ICC | 7h 15min | 3 days | Request for Test |
| Halon Substitute | PNS 15 Part 5:1991 | 2,000.00 | | 1 cyl - PS | 7h 15min | 3 days | Request for Test |
| | | | | 2 cyl - ICC | 7h 15min | 3 days | Request for Test |
| HCFC/ HFC 236 fa | PNS 15 Part 5:1991 | 2,000.00 | | 1 cyl - PS | 7h 15min | 3 days | Request for Test |
| | | | | 2 cyl - ICC | 7h 15min | 3 days | Request for Test |
| 2. Safety Matches | PNS 09 Part 01:2000 | 4,000.00 | 3,000.00 | 100 pcs/model | 7h 15min | 6 days | Request for Test |
| 3. Lighters | PNS 47:1998 | 4,000.00 | 3,000.00 | 100 pcs/model | 7h 15min | 5 days | Request for Test |
| 4. Dentrifice | PNS 246:1990 | 850.00 | | 10 pcs | | | |
| 5. Zinc Carbon cylindrical cell-battery | PNS 08:1995 | 2,000.00 | 1,500.00 | 15 pcs | 7h 15min | 5 days | Request for Test |

**Wires & Cables**

| Product testing of | Testing Procedures as per | Testing Fees | Succeeding Amount | No. of Samples | Processing time | Testing Duration (as required by the standard) | Documentary and other requirements |
|---|---|---|---|---|---|---|---|
| 1. Aluminum Cable (ACSR) Class A | ASTM B 232/232 M | 8,000.00 | 7,500.00 | 10 mts | 7h 15min | 10 days | Request for Test |
| 2. Aluminum Cable 1350 | ASTM B 231/231 M | 2,000.00 | 1,500.00 | 10 mts | 7h 15min | 7 days | Request for Test |
| 3. Aluminum Cable ACSR/poly | ASTM B 232/232 M | 2,500.00 | 2,000.00 | 10 mts | 7h 15min | 5 days | Request for Test |
| 4. Aluminum Cable ASSR Class AA | ASTM B 232/232 M | 2,300.00 | 2,000.00 | 10 mts | 7h 15min | 7 days | Request for Test |
| 5. Flexible Cords | PNs 163:1994 | 10,000.00 | 7,500.00 | 2 spools (300 mts) | 7h 15min | 10 days | Request for Test |
| 6. Thermoplastic Wires (bldg wires) | PNS 35:2004 | 13,000.00 | 11,000.00 | 3 boxes (300 mts) | 7h 15min | 10 days | Request for Test |
| 7. Magnet Wires | PNS 106-110:1987 | 7,000.00 | 6,000.00 | 2 spools (300 mts) | 7h 15min | 10 days | Request for Test |
| 8.Telephone Dropwire/ Jumper Wire | As per Test parameters | 2,500.00 | 2,000.00 | 20 mts | 7h 15min | 8 days | Request for Test |
| 9. Telephone Jacketed Wire | As per Test parameters | 2,500.00 | 2,000.00 | 20 mts | 7h 15min | 8 days | Request for Test |
| 10. Low Voltage Cable | As per Test parameters | 6,000.00 | 4,000.00 | 2 boxes | 7h 15min | 10 days | Request for Test |
| | | | | | | | |
| **TOTAL No. OF PRODUCTS = 60** | | | | | | | |

**Note: The current total manpower of PTD is 16 (12 testing staff, 3 admin staff and 1 manager/OIC). The testing duration specified above is on the premise that not all samples are received all at the same time**

# Annex B. FTEB

**Department of Trade and Industry**
**Fair Trade Enforcement Bureau**
**Business Licensing and Accreditation Division**

## Schedule of Fees and Charges

**1. Accreditation of Sea Freight Forwarders (DAO No. 24-09 Series of 2024)**

A. Filing and Processing Fees (New, Renewal and Additional Category Applications)

| Type of Application | Filing & Processing Fee | | |
|---|---|---|---|
| | Non-Vessel Operating Common Carrier (NVOCC) | International Freight Forwarder (IFF) | Domestic Freight Forwarder (DFF) |
| • Main Office (New and Renewal) | ₱ 12,500.00 | ₱ 10,000.00 | ₱ 7,500.00 |
| • Additional Category Fee (for each category) | ₱ 3,500.00 per category | | |

B. Surcharge for Late Filing of Renewal Application

| Delay in Filing | Non-Vessel Operating Common Carrier (NVOCC) | International Freight Forwarder (IFF) | Domestic Freight Forwarder (DFF) |
|---|---|---|---|
| If filed within one (1) month from expiration of accreditation | ₱ 6,250.00 | ₱ 5,000.00 | ₱ 3,750.00 |
| If filed after one (1) month from expiration of accreditation | ₱12,500.00 | ₱ 10,000.0 | ₱ 7,500.00 |

C. Late Submission of Reportorial Requirements

| Delay in Submission | Penalty |
|---|---|
| 1 to 2 months after deadline | ₱ 1,000.00 |
| 2 to 4 months after deadline | ₱ 2,000.00 |
| 4 to 6 months after deadline | ₱ 4,000.00 |
| 6 to 8 months after deadline | ₱ 6,000.00 |
| 8 to 10 months after deadline | ₱ 8,000.00 |
| 10 to 12 months after deadline | ₱10,000.00 |
| 1 year after deadline | ₱12,000.00 |

D. Other Fees

| | |
|---|---|
| • Accreditation Certificate issued in hard copy | ₱ 500.00 |
| • Certified copy of a lost or destroyed Certificate of Accreditation | ₱ 500.00 |
| • Other relevant Certifications including system generated copy of the certificate | ₱ 500.00 |
| • Document Stamp Tax Fee | ₱ 30.00 |

**2. Accreditation of Service and Repair Enterprises (DAO No. 06 Series of 1999)**

A. Filing/Accreditation Fees and Surcharge:

| Classification | New/Renewal | | Renewal |
|---|---|---|---|
| | Filing Fee | Accreditation Fee | Surcharge* |
| One - Star | ₱ 50.00 | ₱ 350.00 | ₱ 87.50 |
| Two - Star | ₱ 50.00 | ₱ 400.00 | ₱ 100.00 |
| Three - Star | ₱ 50.00 | ₱ 425.00 | ₱ 106.25 |
| Four - Star | ₱ 50.00 | ₱ 450.00 | ₱ 112.50 |
| Five - Star | ₱ 50.00 | ₱ 500.00 | ₱ 125.00 |
| Medical/Dental | ₱ 50.00 | ₱ 350.00 | ₱ 87.50 |

**After January 31st of every year*

B. Other Fees/Charges:

| | |
|---|---|
| Certification; Replacement of a lost/destroyed Certificate | ₱ 50.00 |
| For Listing of Accredited Enterprises | ₱ 20.00 for the 1st 5 pages & ₱3.00/page per succeeding page |
| Listing of Accredited Enterprises (soft copy) | ₱ 5.00/Accredited Enterprise |
| Document Stamp Tax | ₱ 30.00 |

**3. Accreditation of Private Emission Testing Center (PETC) (DAO No. 03 Series of 2002 and DTI - DOTC JAO No. 1, Series of 2001)**

A. Fees and Charges

| | Small | Medium | Large |
|---|---|---|---|
| Application fee* (payable upon filing of application | ₱ 300.00 | ₱ 300.00 | ₱ 300.00 |
| Assessment fee* (payable within 15 day after the assessment) | ₱ 8, 000.00 | ₱ 16, 000.00 | ₱ 24, 000.00 |
| Reassessment fee (applicable only in cases of verification visit) | ₱ 4, 000.00 | ₱ 8, 000.00 | ₱ 12, 000.00 |
| Accreditation Certificate Fee | ₱ 3, 000.00 | ₱ 4, 000.00 | ₱ 5, 000.00 |
| Annual accreditation fee | ₱ 1, 000.00 | ₱ 2, 000.00 | ₱ 3, 000.00 |
| Other fees: Certified true copy of certificate/ other certifications | ₱500.00 / ₱100.00 | ₱ 500.00 / ₱ 100.00 | ₱ 500.00/ ₱ 100.00 |
| Document Stamp Tax | ₱ 30.00 | | |

*Non-transferrable (Assets) Small (<P15M); Medium - (P15-100M); Large - (>P100M)

**4. Issuance of Certificate and Authority for Merchandise/ Ship Broker (DAO No. 06 Series of 1999)**

| | |
|---|---|
| A. Licensing/Permission Fee (New and Renewal): ₱ 350.00 | |
| B. Surcharge (Renewal - with 30-day grace period after expiration of License): | |
| Filing Date | Surcharge |
| • 1 month late | 10 % of filing fee |
| • 2 months late | 20 % |
| • 3 months late | 30 % |
| • 4 to 5 months late | 40 % |
| • 6 months and beyond | 50 % |
| C. Document Stamp Tax | ₱ 30.00 |

**5. Registration of Bulk Sales (Republic Act No. 3952, (as approved on Dec. 01, 1932, Sec. 09)**

| Fee | Amount |
|---|---|

| | |
|---|---|
| Registration Fee | ₱ 50.00 |
| Additional Fee | ₱ 5.00/creditor |
| Document Stamp Tax | ₱ 30.00 |

**6. Registration of General Bonded Warehouse (DAO No. 06 Series of 1999)**

| | |
|---|---|
| A. License/ Permit fee: ₱ 100.00 -first 1,000 cbm + ₱ 0.50/succeeding cbm | |
| B. Surcharge (Renewal): | |
| Filing Date | Surcharge |
| • if renewing after 30 day grace period | 10% of filing fee |
| • if within 60 days | 20 % |
| • if within 90 days | 30 % |
| • if within 150 days | 40 % |
| • if within 180 days | 50% |
| • if filed renewal application after 180 days | 100 % |
| C. Document Stamp Tax: | ₱ 30.00 |

**7. Issuance of Application for Waiver under P.D. No. 1466 (IRR dated Nov. 27, 1992)**

A. Application Fee

| Tonnage per Application | Fee per Application |
|---|---|
| 1. Chartered Vessel | ₱ 1,000.00 |
| 2. Above 100 RT | ₱ 800.00 |
| 3. Over 80 to 100 RT | ₱ 700.00 |
| 4. Over 60 to 80 RT | ₱ 600.00 |
| 5. Over 40 to 60 RT | ₱ 500.00 |
| 6. Over 20 to 40 RT | ₱ 400.00 |
| 7. 20 RT and below | ₱ 300.00 |

B. Amendments - 50% of Application Fee

C. Document Stamp Tax Fee - ₱ 30.00

D. Penalties

| Number of Violations | Liner Service | Chartered Vessel |
|---|---|---|
| 1. First Violation | ₱ 10,000.00 | ₱ 50,000.00 |
| 2. Second Violation | ₱ 30,000.00 | ₱ 100,000.00 |
| 3. Third Violation | ₱ 50,000.00 | ₱ 200,000.00 |
| 4. Fourth Violation | ₱ 70,000.00 | ₱ 300,000.00 |
| 5. Fifth & Succeeding Violations | ₱ 100,000.00 | ₱ 500,000.00 |

**8. Registration of Installation Facilities of Speed Limiter (DAO No. 19-15 Series of 2019)**

A. Schedule of Fees

| Particular | Amount (PhP) |
|---|---|
| Filing Fee (New and Renewal) | 300.00 |
| Processing Fee | 5,000.00 |
| Documentary Stamp Tax | 30.00 |
| Certified True Copy of Certificate of Registration (COR) | 200.00 |
| Surcharge for late filing of Renewal Application | |
| - 0 to 2 months after the expiration date | 3,000.00 |
| - More than 2 months after the expiration date | 5,000.00 |

## Annex C. OSMV

### SCHEDULE OF FEES AND CHARGES FOR PHILIPPINE STANDARD LICENSE

| Size of business establishment in terms of assets | Application Fee | Quality Manual Review | Audit Fee* | Testing Fee | Original License Fee | Annual License Fee | Documentary Stamp Tax |
|---|---|---|---|---|---|---|---|
| Micro-sized establishments | ₱300.00 | ₱5,000.00 | ₱100.00 per manhour | *As charged by the OSMV recognized Testing Laboratory* | ₱5,000.00 | ₱2,500.00 | ₱30.00 |
| Small-sized establishments | ₱300.00 | ₱5,000.00 | ₱300.00 per manhour | | ₱7,500.00 | ₱3,750.00 | ₱30.00 |
| Medium-sized establishments | ₱300.00 | ₱5,000.00 | ₱400.00 per manhour | | ₱10,000.00 | ₱5,000.00 | ₱30.00 |
| Large-sized establishments | ₱300.00 | ₱5,000.00 | ₱500.00 per manhour | | ₱12,500.00 | ₱6,250.00 | ₱30.00 |

* Audit conducted by OSMV is charged according to the audit fees indicated in this table. If audit is conducted by OSMV Recognized Auditing Bodies, the fee is charged by the OSMV Recognized Auditing Body.
* Transportation: As per arrangement (if necessary)
* Hotel Accommodation: As per arrangement (if necessary)

### SCHEDULE OF FEES AND CHARGES FOR STATEMENT OF CONFIRMATION (SOC)

| Particulars | Fee |
|---|---|
| **Application Fee** | PhP 300.00 |
| **Processing Fee** | |
| for importation with invoice value up to PhP 500,000.00 | PhP 5,000.00 |
| for importation with invoice value over ₱500,000.00 up to PhP 1 Million | PhP 7,500.00 |
| for importation with invoice value over PhP 1 Million | PhP 10,000.00 |
| **Inspection Fee** | |
| DTI-OSMV Inspection Fee | PhP 1,000.00 per man-hour |
| OSMV recognized inspection body | as charged by the OSMV recognized Inspection Body |
| **Testing Fee** | as charged by the OSMV recognized Testing Laboratory |
| **Documentary Stamp** | PhP 30.00 |

* Inspection conducted by OSMV is charged according to the Inspection fees indicated in this table. If Inspection is conducted by OSMV Recognized Inspection Bodies, the fee is charged by the OSMV Recognized Inspection Body.
* Transportation: As per arrangement (if necessary)
* Hotel Accommodation: As per arrangement (if necessary)

### SCHEDULE OF FEES AND CHARGES FOR WAREHOUSE REGISTRATION

| Processing Fee | Inclusion Fee* | Inspection Fee | Documentary Stamp |
|---|---|---|---|
| ₱ 500.00 | ₱ 500.00 | ₱ 500.00 | ₱ 30.00 |

* Inspection conducted by OSMV is charged according to the audit fees indicated in this table. If audit is conducted by OSMV Recognized Auditing Bodies, the fee is charged by the OSMV Recognized Inspection Body.
* Transportation: As per arrangement (if necessary)

### SCHEDULE OF FEES AND CHARGES FOR SALES PROMOTION PERMIT

| Particulars | Fee |
|---|---|
| **Permit Fee Based on Coverage** | |
| Single province/city/municipality | PhP 250.00 |
| Several provinces/cities/municipalities | PhP 500.00 |
| More than one region but excluding Metro Manila | PhP 750.00 |
| NCR only or in several regions including Metro Manila or nationwide | PhP 1,000.00 |
| **Permit Fee Based on Amount of Prizes** | |
| Up to P50,000 | P250 |
| P50,001-P150,000 | P500 |
| P150,001-P300,00 | P1,000 |
| P300,001-P500,000 | P2,000 |
| P500,001-P1,000,000 | P3,000 |
| Above P1,000,000 | P5,000 |
| **Documentary Stamp** | PhP 30.00 |

**ADMINISTRATIVE FINES**

- based on Section 23 of Republic Act No. 11900 (RA11900).

## Human Resource and Administrative Service

### 1. Bidding Documents

**5.0 STANDARD RATES**

The cost of bidding documents shall correspond to the ABC range as indicated in the table below. This shall be the maximum amount of fee that procuring entities can set for the acquisition of bidding documents.

| Approved Budget for the Contract | Maximum Cost of Bidding Documents (in Philippine Peso) |
|---|---|
| 500,000 and below | 500.00 |
| More than 500,000 up to 1 Million | 1,000.00 |
| More than 1 Million up to 5 Million | 5,000.00 |
| More than 5 Million up to 10 Million | 10,000.00 |
| More than 10 Million up to 50 Million | 25,000.00 |
| More than 50 Million up to 500 Million | 50,000.00 |
| More than 500 Million | 75,000.00 |

s

### 2. Bid Security

27.2 The bidder shall submit a Bid Securing Declaration, or any form of Bid Security, in an amount not less than the required percentage of the ABC in accordance with the following schedule:(a)

| Form of Bid Security | Amount of Bid Security (Not less than the required percentage of the ABC) |
|---|---|
| a) Cash or cashier's/manager's check issued by a Universal or Commercial Bank.<br><br>For biddings conducted by LGUs, the cashier's/manager's check may be issued by other banks certified by the BSP as authorized to issue such financial instrument. (a) | Two percent (2%) |
| b) Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank: **Provided, however,** That it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank.<br><br>For biddings conducted by LGUs, bank draft/guarantee, or irrevocable letter of credit may be issued by other banks certified by the BSP as authorized to issue such financial instrument. (a) | |

3. **Performance Bond**

39.2 The performance security shall be in an amount not less than the required percentage of the total contract price in accordance with the following schedule: (a)

| Form of Performance Security | Amount of Performance Security (Not less than the required percentage of the Total Contract Price) |
|---|---|
| a) Cash or cashier's/manager's check issued by a Universal or Commercial Bank.<br><br>For biddings conducted by LGUs, the cashier's/manager's check may be issued by other banks certified by the BSP as authorized to issue such financial instrument. (a) | Goods and Consulting Services – Five percent (5%)<br><br>Infrastructure Projects – Ten percent (10%) |
| b) Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank: **Provided, however,** That it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank.<br><br>For biddings conducted by LGUs, bank draft/guarantee, or irrevocable letter of credit may be issued by other banks certified by the BSP as authorized to issue such financial instrument. (a) | |

4. **Protest Fee**

83.2 In the event that the request for reconsideration is denied, decisions of the BAC may be protested to the HoPE within seven (7) calendar days from receipt by the party concerned of the resolution of the BAC denying its request for reconsideration. The protest shall be made by electronically filing a verified position paper with the HoPE concerned, accompanied by the payment of a non-refundable protest fee, which shall be paid via electronic payment channels in accordance with the following schedule:

| ABC Range | Protest Fee |
|---|---|
| P50 million and below | 0.75% of the ABC |
| More than P50 million to P100 million | P500,000.00 |
| More than P100 million to P500 million | 0.5% of the ABC |
| More than P500 million to P1 billion | P2,500,000.00 |
| More than P1 billion to P2 billion | 0.25% of the ABC |
| More than P2 billion | P5,000,000.00 |

***Note:*** *Fees are subject to change due to any amendments in accordance with existing laws, implementing rules and regulations.*

## 16. Issuance of Certificate of No Pending Administrative Case (CPNC)

The Issuance of Certificate of No Pending Case is considered a SIMPLE transaction. Under Sec.9 b1 of RA 11032, simple transactions shall be acted upon by the assigned officer/employee within 3 working days. If the certificate is not released within 3 days, you may file a complaint via email (artaunit@dti.gov.ph).

This Certificate serves as proof that the requesting DTI official or employee has no pending disciplinary administrative case before the DTI Internal Affairs Unit – Formal Investigation Committee (IAU-FIC).

| | |
|---|---|
| **Office or Division:** | Legal Service |
| **Classification:** | Simple |
| **Type of transaction:** | G2C – Government-to-Citizen, G2G – Government-to-Government |
| **Who may avail:** | Internal: All Officials and Employees of the DTI Central Office<br>External: Heirs, Family Members of Deceased DTI personnel |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|---|
| 1. Duly Accomplished Request Form | Legal Service |
| **Additional Requirements** | |
| 2. For Official/Personal Travel<br>• Travel Authority | HRAS-Records Division/Concerned Approving Authority |
| 3. For Clearance (Resignation/Transfer/Retirement/Leave/Other Mode of Separation)<br>• Duly Accomplished HRAS Clearance Form | HRAS |
| 4. For Application for Scholarship<br>• Letter of Invitation | Host Country or Sponsor |
| 5. For Renewal/Application of Bond<br>• Official Designation as Disbursing Officer | Concerned Head of Office |
| 6. For Legal Consultation<br>• Travel Order | Concerned Approving Authority |
| 7. For SPRINTS<br>● Memo request of office concerned | Concerned Head of Office |
| 8. For Landbank Loan<br>● Accomplished landbank loan form | Landbank |
| | |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| For DTI officials and employees with active DTI email, access the following link: Request for CNPC or https://bit.ly/4kmv768 | 1. Evaluates and checks the completeness of the information provided by the requestor and the additional requirements, if any. | None | 6 working hours | CNPC Processing Officer |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| For DTI officials and employees without active DTI email, accomplish the hard copy or soft copy (in pdf) request form that will be provided by the LS Staff. | 1.1 If upon evaluation, the information or requirements required are not complete, inform the requestor for completion.<br><br>1.2 If upon evaluation, the information or requirements required are complete, docket the request. | | | |
| | 2. Checks the records to verify whether the requestor has a pending disciplinary administrative case. | | 4 working hours | CNPC Processing Officer |
| | 3. Prepares the CNPC and submit to the IAU-FIC Team for review. | | 4 working hours | CNPC Processing Officer |
| | 4. Verifies the accuracy of the CNPC. | | 4 working hours | IAU-FIC Secretariat |
| | 5. Submits reviewed CNPC to IAU-FIC Chairperson (or in case of unavailability or absence to the IAU-FIC Vice-Chairperson) | | 30 minutes | CNPC Processing Officer |
| | 6. Evaluates, approves and signs the CNPC. | | 5 working hours | IAU-FIC Chairperson (or in case of unavailability or absence to the IAU-FIC Vice-Chairperson) |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| | 7. Accomplishes the Client Satisfaction Feedback form sent to client email | | 3-5 minutes | Client |
| | 8. Releases the approved and signed CNPC to the requestor via email upon receipt of accomplished CSF. Hardcopy may be provided, if requested. | | **30 minutes** | CNPC Processing Officer |
| **Total Processing Time** | | | **3 working days** | |

## 17. Payment for Creditors, Purchase of Office Supplies and Replenishment of Cash Advance/Revolving Fund/Reimbursement

The Facilitation of payment for creditors, purchase of office supplies, food and venue for seminars/trainings/representation/ professional fee of consultant and the like is considered a **SIMPLE** transaction. Under Sec. 9 b1 of RA 11032, simple transactions shall be acted upon by the assigned officer/employee within 3 working days. If the payment is not processed within 3 days, you may file a complaint via email (artaunit@dti.gov.ph).

This service provides information on documentary requirements and number of days how soon a creditor such as but not limited to resource speakers' honorarium, caterers and the like may be facilitated within DTI-NCRO

| | |
|---|---|
| **Office or Division:** | DTI-National Capital Regional Office – Finance and Administrative Service Division (FASD) |
| **Classification:** | Simple |
| **Type of Transaction:** | G2G – Government-to-Government |
| **Who may avail:** | All DTI-NCRO Areas/Division |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|---|
| DV Routing Slip | FASD |
| Disbursement Voucher (DV) | FASD |
| Signed RCAF and all the attachments (original copy on 1st payment) | FASD |
| Accomplishment report on agreed deliverables (Consultant) | Consultant |
| Certificate of satisfactory service rendered (Consultant) | Area/Division |
| Notarized sworn declaration of gross income received by BIR(Consultant) | Consultant |
| Signed contract/TOR (original copy on 1st payment) | Area/Division |
| Attendance sheet (catering/food and venue for seminars, trainings) | Area/Division |
| Post-activity report/output (catering/food and venue for seminars, trainings) | Area/Division |
| Sales Invoice/Billing Statement (Purchase of office supplies) | Supplier |
| Delivery Receipt (Purchase of office supplies) | Supplier |
| BIR Registration (BIR Form No. 2303 for new suppliers) | Supplier/Consultant |
| Bank details (for new suppliers) | Supplier/Consultant |
| Billing statement (original copy) (food and venue for seminars, trainings) | Supplier |
| Travel Order (if applicable for TEV) | Area/Division |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| 1. Area/Division must submit the complete documentary requirements including those that are from the Consultant / supplier and submit it before the FASD of DTI-NCRO | 1.1 Evaluate completeness of documents | | 1 day | FASD Designated Staff |
| | If complete, with all the signatories, will submit to concerned division at the DTI Head Office for processing and payment | | 1 day | FASD Designated Staff |
| | If incomplete, all documents will be returned to the concerned Area/Division | | | Area/Division concerned |

## 18. Facilitation for Payment of Salaries of Service Providers/Job Orders

The Facilitation of payment for creditors, purchase of office supplies, food and venue for seminars/trainings/representation/ professional fee of consultant and the like is considered a SIMPLE transaction. Under Sec. 9 b1 of RA 11032, simple transactions shall be acted upon by the assigned officer/employee within 3 working days. If the payment is not processed within 3 days, you may file a complaint via email (artaunit@dti.gov.ph).

This provides information on documentary requirement in facilitating the salary of SP's/JO's of DTI-NCRO by FASD.

| | |
|---|---|
| **Office or Division:** | HRAS – General Services Division - Motorpool |
| **Classification:** | Simple |
| **Type of Transaction:** | G2G – Government-to-Government |
| **Who may avail:** | All DTI Bureaus and Offices |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|---|
| DV Routing Slip | FASD |
| Disbursement Voucher (DV) | FASD |
| Matrix of computation (if 2 or more SPs) | FASD |
| Daily Time Record | COS/JO |
| Official Business Slip (for manual time in/out)/if applicable | COS/JO |
| Accomplishment Report duly signed by SP and approved by Supervisor | COS/JO |
| Certificate of Satisfactory Service Rendered | COS/JO |
| Signed contract (original copy on 1st payment | FASD |
| Signed RCAF and all the attachments (original copy on 1st payment) | FASD |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| Concerned COS/JO must submit to FASD the complete attachments for the facilitation of their salary within the deadline provided | Evaluate completeness of documents, if complete submission to DTI FS Head Office | | 1-2 days depending on the availability of signatory | FASD Designated Staff |
| | mplete, will advise the concerned COS/JO of the lacking document | | - | COS/JO |

## 19. Requisition of Supplies

The requisition of supplies is considered a SIMPLE transaction. Under Sec. 9 b1 of RA 11032, **SIMPLE** transactions shall be acted upon by the assigned officer/employee within 3 working days. If the requisition is not acted upon within 3 days, you may file a complaint via email (artaunit@dti.gov.ph).

Provides information on how requesting of office supplies may be made within DTI-NCRO.

| | |
|---|---|
| **Office or Division:** | DTI-National Capital Regional Office – Finance and Administrative Service Division (FASD) |
| **Classification:** | Simple |
| **Type of Transaction:** | G2G – Government-to-Government |
| **Who may avail:** | All DTI-NCRO Employees |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|---|
| Submit RIS per month (with complete information) | FASD |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| Submit within the 1st week of the month | Evaluation of the requested supplies and delivery to the requesting Area/Division/Employees | | 1 – 3 days depending on the location of the requesting party/availability of the supplies requested | FASD Designated Staff |

## 20. Request for Clearance and Leave Credits

The requisition of supplies is considered a SIMPLE transaction. Under Sec. 9 b1 of RA 11032, **SIMPLE** transactions shall be acted upon by the assigned officer/employee within 3 working days. If the requisition is not acted upon within 3 days, you may file a complaint via email (artaunit@dti.gov.ph).

Provides information in requesting clearance and leave Credits from DTI Head Office.

| | |
|---|---|
| **Office or Division:** | DTI-National Capital Regional Office – Finance and Administrative Service Division (FASD) |
| **Classification:** | Simple |
| **Type of Transaction:** | G2G – Government-to-Government |
| **Who may avail:** | All DTI-NCRO Regular Staff |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|---|
| HRAS Document Request form | FASD |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| Submit to FASD the filled-out Document Request Form | Evaluation of the form submitted and forward the same to DTI HRAS in head office | | 1 day | Designated Staff |

## 21. Request for Travel Authority

The requisition of supplies is considered a SIMPLE transaction. Under Sec. 9 b1 of RA 11032, **SIMPLE** transactions shall be acted upon by the assigned officer/employee within 3 working days. If the requisition is not acted upon within 3 days, you may file a complaint via email (artaunit@dti.gov.ph).

Provides details on the requirement when requesting Travel Authority whether the same is official or personal travel.

| | |
|---|---|
| **Office or Division:** | DTI-National Capital Regional Office – Finance and Administrative Service Division (FASD) |
| **Classification:** | Simple |
| **Type of Transaction:** | G2G – Government-to-Government |
| **Who may avail:** | All DTI-NCRO Regular Employees |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|---|
| Request letter addressed to the Bureau Head (if applicable) | Requesting Employee |
| Memorandum addressed to ROG USEC through the Bureau Head | Bureau Head |
| Approved application for leave (if applicable) | Requesting Employee |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| sting employee must send the letter to the Bureau Head (if applicable) which shall be endorsed by the Bureau Head before the ROG Undersecretary | Evaluate the completeness of the request | | 1 - 3 days depending on the availability of signatory | Designated Staff |

## 22. Processing of Payroll

The Processing of Payroll is considered a **COMPLEX** transaction. Under Sec. 9 b1 of RA 11032, complex transactions shall be acted upon by the assigned officer/employee within 7 working days. If the payroll is not processed within 7 days, you may file a complaint via email (artaunit@dti.gov.ph).

Payroll processing is classified as a complex transaction from submission of DTR to finalization of payroll for submission to accounting.

| | |
|---|---|
| **Office or Division:** | DTI-CAR Regional Office – Office of the Regional Director-Human Resource Unit |
| **Classification:** | Complex |
| **Type of Transaction:** | G2G – Government-to-Government |
| **Who may avail:** | All Employees |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|---|
| One (1) copy of Employee Daily Time Record | Employee |
| One (1) copy of each approved leave application/s | |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| 1. Requesting employee must send the letter to the Bureau Head (if applicable) which shall be endorsed by the Bureau Head before the ROG Undersecretary | 1.1 Receive and collect DTRs | None | 2 days | Human Resource Officer |
| 2. Inform HR of additional payroll deductions | 2.1 Determine available leave balances (not included in the payroll if below 15 leave credits, LWOP, employees on special leave/ absence. | None | 1 day | Human Resource Officer |
| | 2.2 Effect corresponding salary adjustments, longevity / increment, as applicable. | None | 1 day | Human Resource Officer |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| | Input individual payroll deductions (tax, mandatory premiums, loans, and other deductions allowed in the payroll) | None | 2 days | Human Resource Officer |
| | Effect necessary adjustment on net take home pay (NTHP). Must have NTHP of at least P5,000/month. | None | 4 hours | Human Resource Officer |
| | Submit finalized payroll to the accounting for preparation of vouchers and disbursement | None | 4 hours | Human Resource Officer |
| **Total Processing Time** | | | **7 Days** | |

## 23. Processing of Personnel Requests

The Processing of Personnel Requests is considered a **SIMPLE** transaction. Under Sec. 9 b1 of RA 11032, simple transactions shall be acted upon by the assigned officer/employee within 3 working days. If the request is not processed within 3 days, you may file a complaint via email (artaunit@dti.gov.ph).

Processing of Personnel Requests is classified as simple transaction from preparation to release of HR documents/ records officially requested by the employee which covers HR Certifications, request for Certificate of Employment, Leave Balances, Clearances, Service Records, performances, 201 records, etc.

| | |
|---|---|
| **Office or Division:** | DTI-CAR Regional Office- Office of the Regional Director |
| **Classification:** | Simple |
| **Type of Transaction:** | G2G – Government-to-Government, G2C – Government-to-Citizens |
| **Who may avail:** | All employees and former employees |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|---|
| One (1) copy of letter request (indicating the type and purpose of the request) from the employee | Requesting employee |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| 1. Submit letter request to HR<br><br>*Note: employee can only request for his/her own record* | 1.1 Receive and record letter request<br><br>*Note: Confidential personal records shall be subject to the approval of the Regional Director* | None | 1 day | Human Resource Officer |
| | 1.2 Process/ prepare request/s | None | 10 minutes | Human Resource Officer |
| | 1.3 Assign and record reference number | None | 5 minutes | Human Resource Officer |
| | 1.4 Facilitate signature of authorized signatory | None | 5 minutes | Regional Director / Human Resource Officer |
| 2. Claim request | 2.2 Issue document / record | None | 5 minutes | Human Resource Officer |
| **Total Processing Time** | | **1 Day, 25 Minutes** | | |

## 24. Evaluation of Project Proposals

The Evaluation of Project Proposals is considered a **COMPLEX** transaction. Under Sec. 9 b1 of RA 11032, complex transactions shall be acted upon by the assigned Officer/Division/Office within 7 working days. If the project proposal is not reviewed and evaluated within 7 days, you may file a complaint via email (artaunit@dti.gov.ph).

Project Proposal Evaluation is classified as complex transactions to evaluate and assess the conformance of a particular DTI activity proposed by Regional Office Divisions or Provincial Offices with the Programs/Activities/Projects designed for external and/or internal clients, including the appropriate allotment of resources.

| | |
|---|---|
| **Office or Division:** | DTI-CAR Regional Office- Office of the Regional Director |
| **Classification:** | Simple |
| **Type of Transaction:** | G2G – Government-to-Government, G2C – Government-to-Citizens |
| **Who may avail:** | All employees and former employees |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|---|
| One (1) copy of project Proposal with transmittal memo and supporting attachments | Concerned PO/RO Division |
| One (1) copy of Approved Work and Financial Plan | |
| One (1) copy of updated Regional Proposal Evaluation Committee (RPEC) Guidelines | RPEC (RO) |

| CLIENT STEPS | AGENCY ACTIONS | FEES | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| 1. Submit Project Proposal<br><br>Note: Proposals from Provincial Offices must have passed the Provincial Evaluation Committee (PEC) | 1.1 Endorse to the Regional Office for evaluation | None | 1 day | Provincial Director/OIC, RO Division Head |
| | 1.2 Endorse the reviewed proposal to RPEC for evaluation | | 4 hours | Concerned RO Division |
| | 1.3 Include evaluation of the Finance and Administrative Division (FAD) on budgetary requirements | | 1 day | Regional Proposal Evaluation Committee (RPEC) |
| | 1.4 Approve the evaluated proposal | | 1 day | Regional Director |
| | 1.5 Endorse approved proposals to FAD for funding | None | 4 hours | RPEC Secretariat |
| | 1.6 Provide copy of the RPEC Evaluation Sheet and Division Evaluation Report (DER) to concerned Division/Office | | | |
| **Total Processing Time** | | **4 Days, 4 Hours** | | |

## 25. Requisition and Distribution/Issuance of Supplies, Materials and Equipment

The Evaluation of Project Proposals is considered a **COMPLEX** transaction. Under Sec. 9 b1 of RA 11032, complex transactions shall be acted upon by the assigned Officer/Division/Office within 7 working days. If the project proposal is not reviewed and evaluated within 7 days, you may file a complaint via email (artaunit@dti.gov.ph).

To ensure that supply on stock are adequate, available at all times and delivered to the end user within reasonable time, below are the guidelines for management of supplies from the receipt and verification of requests up to the preparation of report.

| | |
|---|---|
| **Office or Division:** | DTI-CAR Regional Office – Finance and Administrative Division |
| **Classification:** | Complex Transaction |
| **Type of Transaction:** | G2G – Government-to-Government |
| **Who may avail:** | DTI Employees |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|---|
| One (1) copy of Annual Procurement Plan - Common Supplies and Equipment (APP-CSE) | Form from the Government Procurement Policy Board (GPPB) |
| One (1) copy of Supplemental Annual Procurement Plan – Common Supplies and Equipment (APP-CSE), if the requested supply/ material/ equipment is not included in the APP-CSE | Form from the Government Procurement Policy Board (GPPB) |
| Two (2) copies of Requisition and Issue Slip (RIS) | Government Accounting Manual (GAM) form from Commission on Audit (COA) |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| 1. Requisitioning Party submits RIS | 1.1 Verify with the submitted APP-CSE. If item/s are within APP-CSE, it will be approved by the authorized signatory. | None | 1 day | Supply Designated Officer (SDO) |
| | 1.2 Check availability of requested supply/ material/ equipment | None | 1 day | Supply Designated Officer (SDO) |
| 2. RP receives the supply/ material/ equipment, if available. | 2.1 If the requested supply/ material/ equipment is available, release supply/material/ equipment to RP<br><br>*If the requested supply/ material/ equipment is available, facilitate procurement process* | None | 5 days | Supply Designated Officer (SDO) |
| **Total Processing Time** | | **7 Days** | | |

## 26. Processing of Leave Application

The Process of Leave Application is considered a **SIMPLE** transaction. Under Sec. 9 b1 of RA 11032, simple transactions shall be acted upon by the assigned officer/employee within 3 working days. If the approved Leave Application is not released within 3 days, you may file a complaint via email (artaunit@dti.gov.ph).

To implement fully the provisions of EO 292 Book V or Omnibus Rules on Leave.

| | |
|---|---|
| **Office or Division:** | DTI Region I - Administrative, Finance and Management Division |
| **Classification:** | Simple |
| **Type of Transaction:** | G2G – Government-to-Government |
| **Who may avail:** | DTI Region I Employees |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|---|
| Application for Leave – CSC Form 6 1998 | Downloadable File from CSC Website |
| Medical Certificate | |
| Clearance | |
| ▪ All accomplished Application for Leave and attachments should be submitted in triplicate: | |
| ▪ Half Day Sick Leave – attach Medical Certificate accomplished by a licensed physician. | |
| ▪ Sick Leave more than 5 days – attach Medical Certificate accomplished by licensed physician. | |
| ▪ Maternity Leave – attach Medical Certificate, and Clearance | |
| ▪ Paternity Leave – attach birth certificate of child and marriage certificate | |
| ▪ Solo Parent Leave – attach Solo Parent ID | |
| ▪ Special Leave Benefit for Women (RA 9710) – attach letter request availing said leave, Clearance, Medical Certificate indicating the findings, procedure and physician's recommendation. | |
| ▪ Rehabilitation Leave – attach letter request, police report, medical certificate acquired from a government physician and others as deemed necessary | |
| ▪ Special Privilege Leave (SPL) due to calamity – attach declaration of state of calamities from LGU or certification from Barangay Captain. | |

| CLIENT STEPS | AGENCY ACTIONS | FEES | TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| **Leave Application w/in the signing authority of PD/OIC** | | | | |
| 1. Submit Accomplished Application for Leave, CSC Form 6, 1998;<br><br>**VACATION LEAVE:**<br>Submit accomplished Application for Leave Form at least 5 days before availment;<br><br>**SPECIAL PRIVILEGE LEAVE:**<br>Submit accomplished Application for Leave Form seven (7) days before availment except in times of calamities or emergency cases, required filing period may be waived.<br><br>**SICK LEAVE:**<br>Submit application for leave upon the employee's return for work, attach Medical Certificate for half-day Sick Leave | 1.1. Record Application for Leave | None | 5 mins | Administrative Officer/ Designated Administrative Officer |
| | 1.2 Check completeness of documents and certify availability of Leave Credits (countersign for the HRMO) | None | 5 mins | Administrative Officer/ Designated Administrative Officer |
| | 1.3 Sign Recommending approval of Application for Leave | None | 5 mins | Supervisor/ OIC |
| | 1.4 Approve / Disapprove Application for Leave | None | 5 mins | Provincial Director/OIC |
| 2. Receive approved/ disapproved leave application | 2.1 File Application for Leave<br><br>In case of disapproval, the Administrative Officer shall inform the concerned employee to avoid AWOL. | None | 5 mins | Administrative Officer/ Designated Administrative Officer |
| **Total Processing Time** | | **25 minutes** | | |

| CLIENT STEPS | AGENCY ACTIONS | FEES | TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| **Leave Application within the signing authority of the Regional Director** | | | | |
| 1. Submit Accomplished Application for Leave, CSC Form 6, 1998;<br><br>**VACATION LEAVE:**<br>Submits accomplished Application for Leave Form at least five (5) days before availment<br><br>**SPECIAL PRIVILEGE LEAVE:**<br>Submits accomplished Application for Leave Form at least seven (7) days before availment except in times of Calamities or emergency cases, filing period may be waived.<br><br>**SICK LEAVE:**<br>**Half-day Sick Leave**<br>RO Employees submits application for leave upon employee's return for work, and attach Medical Certificate.<br><br>**All Employees:**<br>Submits application for leave upon the employee's return for work, and attach Medical Certificate for Sick Leave application beyond five (5) days.<br><br>Other types of Leave:<br>**Rehabilitation Leave**<br>Submits Application for Leave at least seven (7) days from the time of accident/injury with required attachments;<br><br>**Maternity Leave**<br>Submits Application for Leave as early as 12 weeks before due date or during the delivery date with required attachments;<br><br>**Paternity Leave**<br>Submits application at least five (5) days before availment. | 1.1 Record receipt of application for leave and endorse application for leave and attachments to the Regional Office | None | 5 mins | Administrative Officer/ Designated Administrative Officer/Record Officer |

| CLIENT STEPS | AGENCY ACTIONS | FEES | TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| | 1.2 Record and endorse Application for Leave to HRMO for certification | | 5 mins | Records Officer |
| | 1.3 Check completeness of documents and certify availability of Leave Credits | | 5 mins | Human Resource Management Officer (HRMO) |
| | 1.4 Sign recommending approval of Application for Leave | | 5 mins | Provincial Director/OICs (PO)/Regional DCs/OICs |
| | 1.5 Approve/Disapprove<br><br>Application for Leave | | 5 mins | Regional Director |
| 2. Receive approved/ disapproved leave application | Files approved Application for Leave<br><br>In case of disapproval, inform the employee concerned to avoid AWOL | None | 5 mins | Human Resource Management Officer (HRMO) |
| **Total Processing Time** | | **30 minutes** | | |

Note:
For Leave Application beyond the signing authority of the Regional Director, Application for Leave Form shall be endorsed by the Regional Director to the ROG Undersecretary for approval.

## 27. Processing of Claims

The Processing of Claims is considered a **SIMPLE** transaction. Under Sec. 9 b1 of RA 11032, simple transactions shall be acted upon by the assigned officer/employee within 3 working days. If the claim is not processed within 3 days, you may file a complaint via email (artaunit@dti.gov.ph).

| | |
|---|---|
| **Office or Division:** | DTI Region I – Finance and Administrative Division |
| **Classification:** | Simple |
| **Type of Transaction:** | G2G – Government-to-Government |
| **Who may avail:** | DTI Region I Employees |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|---|
| **2 copies each** | |
| **1. Reimbursement of Traveling Expenses** | AFMD - RO and POs |
| • Approved Travel Order | |
| • Approved Itinerary of Travel | |
| • Certificate of Travel Completed | |
| - Tickets (Bus, Plane, Taxi, Boarding Pass, Terminal Fee) | |
| - Reimbursement Expense Receipt (RER) | |
| - Certificate of Appearance/Certificate of Participation | |
| - Letter of Invitation/Admin. Details (if applicable) | |
| **2. Reimbursement of Plane Tickets** | AFMD - RO and POs |
| • Official Receipt | |
| • Confirmed Booking/Itinerary Receipt | |
| • Approved Travel Order | DTI – RO 1/ROG |
| **3. Reimbursement of Training/Seminar Fee** | |
| • Official Receipt | |
| • Training Invitation | |
| • Authority to attend training/Confirmation Slip | |
| **4. Reimbursement of Gasoline/Oil/Toll Fees** | DTI – RO 1/ROG |
| • Official Receipt | |
| • Authority to withdraw/purchase gasoline | AFMD - RO and POs |
| • Vehicle Trip Ticket | AFMD - RO and POs |
| **5. Reimbursement of Postage & Deliveries** | AFMD - RO and POs |
| • Official Receipt/ Reimbursement Expense Receipt (RER) | |
| • Purchase Request | |
| • Summary of mailings with amount of stamps (postage) | |
| • Acceptance Receipt (deliveries) | |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| 1.Submit the required documents together with the signed Obligation Request Status (ORS) and Disbursement Voucher (DV) | 1.1 Receive DV/ORS together with the supporting documents and endorse to the Budget Unit | None | 20 minutes | Record Officer |
| | 1.2 Receives ORs, DV, and supporting documents. Attach and fill-out routing slip for each claim | None | 10 minutes | Budget Unit (Clerk) |
| | 1.3 Initially reviews the supporting documents and check the Purchase Order/Job Order/Notice to Proceed as reference for obligation | None | 35 minutes | Budget Officer |
| | 1.4 Certifies availability of Allotment and obligate for the purpose indicated | None | 10 minutes | Budget Officer |
| | 1.5 Assigns number on the ORs and encodes in the Masterlist of Obligations & Registry of Allotment and Obligation (RAO-PS/MOOE/CO) | None | 10 minutes | Budget Officer |
| | 1.6 Receives ORS/DV together with the supporting documents from the Budget Unit.<br><br>Initially check the supporting documents using the checklist of requirements and stamps “received” if complete. Assign DV Number and record it in the | None | 1 hour | Accounting Clerk |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| | logbook//database.<br><br>The DV will be returned to the claimant if its incomplete. | | | |
| | 1.7. Reviews the completeness of supporting documents and validity of claims; check correctness of computation; and certify Cash Availability | None | 1 hour | Accountant |
| | 1.8 Records in the logbook the release of ORS/DV and supporting documents to the Head of Agency or Authorized Representative for approval of the DV | None | 10 minutes | Accounting Clerk |
| | 1.9 Receives DV/ORS and supporting documents in the logbook the date of receipt | None | 10 minutes | Office of the Regional Director (receiving/releasing staff) |
| | 1.10 Approves DV for payment | None | 1 hour | Regional Director/Authorized Representative, subject to limitations on amount |
| | 1.11 Records in the logbook the approved DV and all supporting documents and forwards the documents to the Cashier | None | 10 minutes | Office of the Regional Director (receiving/releasing staff) |
| | 1.12 a. Checks the completeness of signatories on the DV and prepares check/ADA; | None | 1 hour | Cashier |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| | Reviews the amount of the check against the DV and Supporting documents | | | |
| | 1.12 b. The Cashier and the Regional Director or her Authorized Representative sign checks; For disbursement through LDDAP-ADA, the Accountant shall review and sign the LDDAP portion Box I and for approval by the Regional Director or her Authorized Representative. While the ADA portion Box II shall be countersigned by the Cashier and Regional Director or her Authorized Representative | None | 2 hours | Cashier/RD or Authorized Representative/ Chief Administrative Officer<br><br>Accountant (LDDAP) |
| 2. Payee claims payment (Check or LDDAP-ADA)<br><br>(credited directly to the account of payee) | Release check/furnish copy of the LDDAP-ADA to the payee/claimant or his authorized representative thru the following:<br><br>**Claims of Staff in the Provincial Offices**-Checks and ADAs are released/transmitted to the Provincial Offices; and<br><br>**Claims of Staff in the Regional Office**-Checks are released directly to | None | 2 days | Cashier<br><br>FOR VERIFICATION WITH THE CASHIER<br>-No copy for internal clients, external only |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| | the Payee/Claimant or his authorized representative.<br><br>For ADA payment, an LDDAP-ADA Payment Slip is being furnished to the claimant for his/her ready reference | | | |
| **Total Processing Time** | | **3 days** | | |

## 28. Processing of Request for Certification/Documents

The Processing of Request for Certification/Documents is considered a SIMPLE transaction. Under Sec. 9 b1 of RA 11032, simple transactions shall be acted upon by the assigned officer/employee within 3 working days. If the certificate is not released within 3 days, you may file a complaint via email (artaunit@dti.gov.ph).

To provide a systematic process in the issuance of requested certifications or documents from the HR Unit, AFMD.

| | |
|---|---|
| **Office or Division:** | DTI Region I – Administrative Finance and Management Division |
| **Classification:** | Simple |
| **Type of Transaction:** | G2G – Government-to-Government |
| **Who may avail:** | DTI Region I Employees |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|---|
| One (1) copy of Service Requisition Form | DTI-Regional Office, AFMD |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| 1. Submit accomplished Service Requisition Form or letter request for CoE, Performance Certification of Permanent Employees, Service Record, SALN, and other HR-related documents except for documents which require verification and review. | 1.1 Record receipt of Service Requisition Form or letter request and endorse to the HR Unit. | None | 3 mins | Records Officer |
| | 1.2 Prepare requested document or certification. | | 5 mins | Human Resource Management Officer (HRMO) |
| | 1.3 Sign requested document or certification | | 5 mins | Regional Director/ Chief Administrative Officer (CAO)/ Human Resource Management Officer (HRMO) |
| | 1.4 Record release of signed document/ certification to the employee concerned. | | 4 mins | Records Officer |
| 2. Receive requested document/ certification | 2.1 Provide copy of certification to concerned employee | None | 3 mins | Human Resource Management Officer (HRMO) |
| **Total Processing Time** | | **20 minutes** | | |

## 29. Issuance of Supplies

The Issuance of Supplies is considered a SIMPLE transaction. Under Sec. 9 b1 of RA 11032, simple transactions shall be acted upon by the assigned officer/employee within 3 working days. If an available supply is not issued within 3 days, you may file a complaint via email (artaunit@dti.gov.ph).

To ensure that all approved requisitions are documented, and served on time according to specifications. This process includes the receipt of the Request of Issuance of Supply, withdrawal from inventory, issuance of supplies, recording of transaction, and replenishment.''

| | |
|---|---|
| **Office or Division:** | DTI-Region I Regional Office – Finance & Administrative Division |
| **Classification:** | Simple |
| **Type of Transaction:** | G2G – Government-to-Government |
| **Who may avail:** | DTI Region I Employees |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|---|
| One (1) copy of accomplished Request for Issuance of Supplies (RIS) form | Supply Officer |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| 1. Endorse accomplished Request for Issuance (RIS) form to the Immediate Supervisor | 1.1 Approve the request | None | 5 minutes | Immediate Supervisor/ OICs |
| 2. Submit the signed and approved RIS to the Agency Supply Officer | 2.1 Receive and record Request for Issuance (RIS) | None | 5 minutes | Supply Officer |
| | 2.2 Check availability of supplies:<br>- If Supplies are available, issue supply to the concerned employee.<br>- If supply is not available, refer to the Procurement Process. | None | 5 minutes | Supply Officer |
| 3. Receive the requested supply | 3.1 Record issuance in the Stock Card | None | 5 minutes | Supply Officer |
| **Total Processing Time** | | **20 minutes** | | |

## 30. Issuance of Certification and Clearance

The Issuance of Certification and Clearance is considered a SIMPLE transaction. Under Sec. 9 b1 of RA 11032, simple transactions shall be acted upon by the assigned officer/employee within 3 working days. If the certificate is not released within 3 days, you may file a complaint via email (artaunit@dti.gov.ph).

Clearance is issued to an individual needing this document which states that he/she is cleared of work-related accountabilities from the Unit/Office/Department and has no pending case.

A Certification on the other hand is issued to affirm the validity of information requested to be certified.

| | |
|---|---|
| **Office or Division:** | DTI-II Regional Office - Administrative and Finance Management Division |
| **Classification:** | Simple |
| **Type of Transaction:** | G2G – Government-to-Government, G2C – Government-to-Citizen |
| **Who may avail:** | Regular Staff, Contract of Service Workers, former employees of DTI R2 |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|---|
| Government Issued Identification Card (for principal external clients- 1 ID) | From requesting clients |
| Certificate of authorized representative (representative- 1 copy) | |
| Government Issued Identification Card of representative (1 ID) | |
| Letter Request (for certification-1 copy) | |
| Clearance Form-CS Form No. 7. (Duly accomplished-3 copies) | Form downloadable in the CSC Website or Administrative and Finance Management Division-Human Resource Unit (HRU) |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| 1. Sign in the Client Log Book in the office lobby (external clients) | 1.1 Give Logbook to the client. | None | 5 minutes | Public Assistance and Complaints Desk (PACD) Officer |
| 2. Submit the required documents for initial assessment and verification. | 2.1 Receive the required documents and check for completeness. | None | 5 minutes | Human Resource Unit (HRU) Assistant |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| | 2.2 Start processing the request. | | 2 days | Human Resource Management Officer (HRMO), Chief Administrative Officer (CAO), Head of Office |
| 3. Return to the Office for the release of Clearance or Certification. | 3.1 Issue the Certificate or Clearance to the client. | None | 5 minutes | Human Resource Assistant |
| 4. Receive Clearance or Certification and Fills-up Customer Feedback Form | 4.1. Request client to receive Clearance/Certificate in the Logbook, and fill up CSF | None | 5 minutes | Human Resource Assistant |
| **Total Processing Time** | | | **2 days, 20 minutes** | |

## 31. Issuance of Employment Records/Documents

The Issuance of Employment Records Form 201/102 File is considered a **SIMPLE** transaction. Under Sec. 9 b1 of RA 11032, simple transactions shall be acted upon by the assigned officer/employee within 3 working days. If the requested records are not released within 3 days, you may file a complaint via email (artaunit@dti.gov.ph).

File 201 are actual compilations of documents/records of actual warm bodies in the agency while File 102 are for those who are no longer employed in the agency, either through resignation or retirement.

| | |
|---|---|
| **Office or Division:** | DTI-Region II Regional Office – Administrative and Finance Management Division |
| **Classification:** | Simple |
| **Type of Transaction:** | G2G – Government-to-Government, G2C – Government-to-Citizen |
| **Who may avail:** | Regular Staff, Contract of Service Workers, former employees of DTI R2 |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|---|
| Government Issued Identification Card (for principal external clients) | From requesting clients |
| Certificate of authorized representative (representative) | |
| Government Issued Identification Card of representative-(1 copy) | |
| Request Letter(separated staff) or Memorandum (incumbent-1 copy) | |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| 1. Sign in the Client Log Book in the office lobby (external clients) | 1. Require Client to sign in the Logbook | None | 5 minutes | Public Assistance and Complaints Desk Officer |
| 2. Submit Request Letter/Memo for the needed document (can be emailed directly to DTI R02) | 2.1. Receive the Request Letter/Memo for the needed record/document | None | 1 hour | Public Assistance and Complaints Desk Officer/ Secretary of RD/PD |
| | 2.2. Request Letter/Memo is routed to the Head of Office for approval. | | 3 hours | Head of Agency |
| | 3.3. Request Letter/Memo with the RDs notation/approval is sent to AFMD/HR Unit. | | 30 minutes | Human Resource Assistant |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| | 3.4. HR retrieves needed document and prepares certified copy as necessary | | 3 hours, 30 minutes | Human Resource Assistant |
| 5. Receives document/record and Fills-up Customer Feedback Form | 5.1. Request client to receive document/record in the Logbook | None | 5 minutes | Human Resource Assistant |
| | 5.2. Request client to fill up CSF | | | |
| **Total Processing Time** | | | **1 day, 25 minutes** | |

## 32. Processing of Claims

The Processing of Claims is considered a **SIMPLE** transaction. Under Sec. 9 b1 of RA 11032, simple transactions shall be acted upon by the assigned officer/employee within 3 working days. If the claims for payment or reimbursement of expenses is not released within 3 days, you may file a complaint via email (artaunit@dti.gov.ph).

The system aims to implement pertinent provisions of the General Accounting Manual particularly, Sections 7, 8 and 9 of Chapter 6 on Disbursements. This will set procedures on how vouchers covering claims for payment or reimbursement are prepared, reviewed, approved and finally paid within the set processing time.

| | |
|---|---|
| **Office or Division:** | DTI-Region II Regional Office – Administrative and Finance Management Division |
| **Classification:** | Simple |
| **Type of Transaction:** | G2G – Government-to-Government, G2C – Government-to-Citizen, G2B – Government-to-Business |
| **Who may avail:** | Regular Staff, Contract of Service Workers, Suppliers |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|---|
| Based on COA-C2012-001 prescribing the Revised Documentary Requirements for Common Government Transactions. | AFMD Budget Unit c/o Budget Assistant |
| Disbursement Voucher (DV - 3 copies) | |
| Obligation Request Slip (ORS – 3 copies) | |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| 1. Submit financial claims with complete attachments. | 1.1. Stamp received with date and time financial claims with complete attachments and encode in the online transmittal of financial claims received. | None | 1 hour, 30 minutes | Budget Assistant |
| | 1.2. Assign ORS number and record in the Registries (RAOPS, RAOCO, RAOMO) | None | 1 hour, 30 minutes | Budget Assistant |
| | 1.3. Review and certify as to availability of allotment by the Budget Officer | None | 1 hour, 30 minutes | Budget Officer |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| | 1.4. Assign DV number and record in the Cash Position Monitoring Report (CPMR); issue BIR Forms (2306 and 2307) for taxable suppliers. | None | 1 hour, 45 minutes | Accounting Assistant |
| | 1.5. Certify availability of cash; and completeness of supporting documents and propriety of amount claimed by the Accountant. | None | 1 hour, 45 minutes | Chief Accountant |
| | 1.6. Review of the Chief Administrative Officer. | None | 1 hour | Chief Administrative Officer |
| | 1.7. Approval of the Regional Director. | None | 1 hour | Head of Office |
| | 1.8. Prepare and submit Checks, LDDAP-ADA, ACIC to authorized signatories by Cashier | None | 2 hours | Cashier |
| 2. Payee claims payment (Check/ACIC) or is credited to their account (LDDAP-ADA) | 2.1. LDDAP-ADA and ACIC is submitted to LBP for crediting of payment | None | 1 hour | Cashier |
| | 2.2. Request client to receive check thru the Disbursement Voucher and fill up CSF | | | |
| **Total Processing Time** | | **2 days** | | |

## 33. Provision of Supplies and Materials

The Provision of Supplies and Materials is considered a **SIMPLE** transaction. Under Sec. 9 b1 of RA 11032, simple transactions shall be acted upon by the assigned officer/employee within 3 working days. If the requested supplies and materials are not released within 3 days, you may file a complaint via email (artaunit@dti.gov.ph).

The process covers the request for Supplies and Materials available in the Stock Room.

| | |
|---|---|
| **Office or Division:** | DTI-Region II Regional Office – Administrative and Finance Management Division (AFMD) – Supply and Property Management Unit (SPMU) |
| **Classification:** | Simple |
| **Type of Transaction:** | G2G – Government-to-Government, G2C – Government-to-Citizen |
| **Who may avail:** | Regular Personnel and Contract of Service Workers |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|---|
| Requisition Issue Slip (RIS-2 copies) | Available in all Units/Divisions |
| Inventory Custodial Slip (ICS-3 copies) | |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| 1. Fill up Requisition Issue Slip | 1. Approve the RIS | None | 1 hour | Immediate supervisor |
| 2. Submit approved RIS to SPMU | 2.1. Receive approved RIS | None | 5 minutes | Supply and Property Management Unit (SPMU) Assistant |
| | 2.2. Assign RIS Control Number | | 5 minutes | |
| | 2.3. Check Availability of items requested in the Stock Room | | 50 minutes | Supply Officer |
| 3. Inspect and receive requested supplies and materials in the RIS and/or ICS where applicable and Fill-up Customer Feedback Form | 3.1. Issue requested items to the Requisitioner. | None | 15 minutes | Supply and Property Management Unit (SPMU) Assistant |
| | 3.2. Require requisitioner to acknowledge receipt of supplies and materials in the RIS, and fill up Customer Feedback Form | | 15 minutes | |
| | 3.3. Prepare ICS for the receipt of non-consumable supplies and materials | | 30 minutes | |
| **Total Processing Time** | | **3 hours** | | |

## 34. Processing of Claims

The Processing of Claims is considered a **SIMPLE**[6] transaction. Under Sec. 9 b1 of RA 11032, simple transactions shall be acted upon by the assigned officer/employee within 3 working days. If the payment is not released within 3 days, you may file a complaint via email (artaunit@dti.gov.ph).

This service covers processing of all claims, both by internal clients (employees – permanent, contractual, COS, JO) and external clients (suppliers, creditors, utilities, etc.).

| | |
|---|---|
| **Office or Division:** | DTI-III Regional Office - Finance and Administrative Division (FAD) |
| **Classification:** | Simple |
| **Type of Transaction:** | G2G – Government-to-Government, G2B – Government-to-Business, G2C – Government-to-Citizen |
| **Who may avail:** | Internal (employees/COS/JO); External (suppliers/creditors/utilities) |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|---|
| Purchase Request (approved) – 2 copies | DTI – III Regional Office, 2F, FAD (shelf for FAD forms) |
| BAC Documents for Complicated or Abstract of Canvass (with corresponding Requests for Quotation) for Simple – 2 copies | |
| Purchase/Work order, if necessary – 3 copies | |
| Certificate of Inspection and Acceptance – 2 copies | |
| Official Receipts/Delivery Receipts/Invoices – 1 copy | |
| Obligation Request and Status – 2 copies | |
| Disbursement Voucher – 2 copies | |
| Property Acknowledgement Receipt, if applicable – 3 copies | |

| CLIENT STEPS | AGENCY ACTIONS | FEES | TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| **Internal** | | | | |
| 1. Submit disbursement voucher with complete supporting documents | 1.1 Obligate | None | 10 minutes | Finance and Administrative (FAD) Chief/ Budget Officer (Administrative Officer V) |
| | 1.2 Review, process and certify | None | 10 minutes | Finance and Administrative (FAD) Chief/ Accountant II/III/ Administrative Officer II |
| | 1.3 Sign and certify | None | 10 minutes | Regional Director/ Finance and Administrative (FAD) Chief |
| | 1.4 Sign and approve | None | 1 day | Regional Director/ Provincial Director |

[6] For recurring claims; May be complex if claim is BAC-procured or above PhP 50,000

| CLIENT STEPS | AGENCY ACTIONS | FEES | TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| | 1.5 Prepare check/ Advice to Debit Account | None | 25 minutes | Finance and Administrative (FAD) Chief/ Cashier II (Administrative Officer III) Administrative Officer II |
| 2. Request payment | 2.1 Issue Check or Advice to Debit Account (ADA) | None | 5 minutes | Cashier/ Administrative Officer II |
| **External** | | | | |
| 1. Submit Delivery Receipt or Charge invoice | 1.1 Prepare Disbursement Voucher and supporting documents (see checklist above) plus specific documents (e.g. Property Transfer Report) | None | 10 minutes | Division Chief/ Concerned staff |
| | 1.2 Obligation | None | 10 minutes | Finance and Administrative (FAD) Chief/ Budget Officer (Administrative Officer V) |
| | 1.3 Review and Certification | None | 10 minutes | Finance and Administrative (FAD) Chief/ Accountant II/III/ Administrative Officer II |
| | 1.4 Signing and certification | None | 1 day | Regional Director/ Finance and Administrative (FAD) Chief |
| | 1.5. Preparation of Check/Advice to Debit Account (ADA) | None | 25 minutes | Finance and Administrative (FAD) Chief/ Cashier II (Administrative Officer III) |
| 2. Request payment | 2.1 Issue Check or Advice to Debit Account (ADA) | None | 5 minutes | Finance and Administrative (FAD) Chief/ Cashier II (Administrative Officer III) Administrative Officer II |
| **Total Processing Time** | | | **2 Days** | |

## 35. Issuance of Certification on Employee-Related Information or Data

The Issuance of Certification on Employee Information/Data is considered a **SIMPLE** transaction. Under Sec. 9 b1 of RA 11032, simple transactions shall be acted upon by the assigned officer/employee within 3 working days. If the certification is not released within 3 days, you may file a complaint via email (artaunit@dti.gov.ph).

This service covers the full process of issuing employee requests for certifications on various employee-related information/data (201 file, Service Records, Certification of Employment/Compensation, Leave/Compensatory Overtime Credits, Certification of payments to GSIS/HDMF/Philhealth, etc.) from the receipt of subject request to the issuance of the requested certification.

| | |
|---|---|
| **Office or Division:** | DTI-III Regional Office - Finance and Administrative Division (FAD) |
| **Classification:** | Simple |
| **Type of Transaction:** | G2G – Government-to-Government, G2C – Government-to-Citizen |
| **Who may avail:** | All employees (permanent/contractual incumbents or retirees and Contract of Service (COS) and Job Order (JO) |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|---|
| Request for Employee Records Form – one copy | DTI – III Regional Office, 2F, FAD, HRMU (Admin. Aide IV's desk) |
| Letter of Request (for retirees) – one copy | |
| Old Certifications and Records, if applicable – one copy | |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| 1. Submit Request for Employee Records Form to FAD | 1.1 Prepare certification | None | 1 day | HR related – Human Resource Management Officer/ HR Administrative Aide IV;<br>Finance related – Finance and Administrative Division (FAD) Chief, Chief Accountant/ Senior Bookkeeper (Administrative Assistant IV) |
| | 1.2 Approve/ sign certification | None | 1 day | HR related –<br>FAD Chief<br>HRMO III (AO V);<br>Finance-related – FAD Chief<br>Accountant III |
| 2. Pick-up or download Certification | 2.1 Issue Certification or send thru email | None | 1 day | FAD Chief<br>HRMO III (AO V )<br>Accountant III<br>Senior Bookkeeper (Admin. Assistant IV) |
| **Total Processing Time** | | **3 days** | | |

## 36. Issuance of Simple Certificates and Other HR Records

The Issuance of Simple Certificates and other HR records is considered a **SIMPLE** transaction. Under Sec. 9 b1 of RA 11032, simple transactions shall be acted upon by the assigned officer/employee within 3 working days. If the certificate and other HR records are not released within 3 days, you may file a complaint via email (artaunit@dti.gov.ph).

Various documents such as Certificate of Employment, Service Records, payslips, records of remittance and the likes are often requested by employees and former employees of DTI IV-A. To be able to respond to these requests, the HR section ensures that all these vital documents well-organized for easy retrieval and on-time respond to queries and requests.

| | |
|---|---|
| **Office or Division:** | DTI-IVA Administrative and Financial Management Division (AFMD) |
| **Classification:** | Simple |
| **Type of Transaction:** | G2G – Government-to-Government, G2C – Government-to-Citizen |
| **Who may avail:** | Employees and former employees of DTI IV-A |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|---|
| One copy of Memo/Request Letter indicating the following: | To be accomplished by the client/requesting party |
| Important details such as: Name, contact info Type of document needed; date needed | |
| Or : One copy of accomplished Request Form | Human Resource (HR) Section under the AFMD; |

| CLIENT STEPS | AGENCY ACTIONS | FEES | TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| 1. Send/Submit the Letter/Memo/ Request Form to the HR Section | 1.1 Endorse the Requests received to the concerned account person for verification | None | 10 minutes | Human Resource Management Officer (HRMO) |
| | 1.2 Retrieve records needed for the issuance of requested certificate/ records | None | 2 days | Administrative Assistant |
| | 1.3 Prepare the requested certificate/ records | None | 40 minutes | Administrative Assistant |
| | 1.4Certify/ sign/ approve records/ certificates | None | 15 minutes | Human Resource Management Officer (HRMO)/ Chief Administrative Officer |
| 2. Receive and record in the logbook the requested certificate/ | 2.2 Release the requested certificate/ records to the | None | 10 minutes | Administrative Assistant |

| CLIENT STEPS | AGENCY ACTIONS | FEES | TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| records, and accomplish the Customer Satisfaction Feedback (CSF) form | requesting party/client, and provide Customer Satisfaction Feedback (CSF) form | | | |
| **Total Processing Time** | | **2 days, 1 hour, 15 minutes** | | |

## 37. Issuance of Critical Records/Certificates

The Issuance of Critical Records/Certificates is considered a **HIGHLY TECHNICAL** transaction. Under Sec. 9 b1 of RA 11032, simple transactions shall be acted upon by the assigned officer/employee within 20 working days. If the record/certificate is not released within 20 working days, you may file a complaint via email (artaunit@dti.gov.ph). For feedback and complaints, please refer to page 195.

Various documents such as Certificate of Employment, Service Records, pay slips, records of remittance and the likes are often requested by employees and former employees of DTI IV-A. To be able to respond to these requests, the HR section ensures that all these vital documents are well-organized for easy retrieval and on-time respond to queries and requests.

| | |
|---|---|
| **Office or Division:** | DTI-IVA Administrative and Financial Management Division (AFMD) |
| **Classification:** | Highly Technical |
| **Type of Transaction:** | G2G – Government-to-Government, G2C – Government-to-Citizen |
| **Who may avail:** | Employees and former employees of DTI IV-A |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|---|
| One copy of Memo; Request Letter indicating the following: | To be accomplished by the client/requesting party |
| Important details such as: Name, contact info Type of document needed; date needed | |
| Or; One copy of accomplished Request Form | Human Resource (HR) Section under the AFMD; |

| CLIENT STEPS | AGENCY ACTIONS | FEES | TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| 1. Send/Submit the Letter/Memo/ Request Form to the HR Section | 1.1 Endorse the Requests received to the concerned account person for verification | None | 10 minutes | Human Resource Management Officer (HRMO) |
| | 1.2 Retrieve records needed for the issuance of requested certificate/ records | | 5 days | Administrative Assistant |
| | 1.3 Prepare the requested certificate/records (photocopying of request for remittances) | | 5 days | Administrative Assistant |
| | 1.4 For copy of remittances and | | 2 days | Administrative Assistant |

| CLIENT STEPS | AGENCY ACTIONS | FEES | TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| | other records, stamping & signing of “Certified Photocopy” | | | |
| | 1.5 Certify/ sign/ approve records/ certificates | | 15 minutes | HRMO / Chief Administrative Officer (CAO) |
| 2. Receive and record in the logbook the requested certificate/ records, and accomplish the Customer Satisfaction Feedback (CSF) form | 2.1 Releasing of certificate/ records to the requesting party/client, and provide Customer Satisfaction Feedback (CSF) form | None | 10 minutes | Administrative Assistant |
| **Total Processing Time** | | **12 days, 35 minutes** | | |

## 38. Certification of Documents (Service Records, Employment and Compensation, Remittances)

The request for Certification of Employee Records is considered a **SIMPLE** transaction. Under Sec. 9 b1 of RA 11032, simple transactions shall be acted upon by the assigned officer/employee within 3 working days. If the certificate is not released within 3 days, you may file a complaint via email (artaunit@dti.gov.ph). For feedback and complaints, please refer to page 195.

| | |
|---|---|
| **Office or Division:** | DTI-Region IVB Regional Office – Finance and Administrative Division |
| **Classification:** | Simple |
| **Type of Transaction:** | G2G – Government-to-Government, G2C – Government-to-Citizen |
| **Who may avail:** | Previous and Current Employees of the Agency (MIMAROPA) |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|---|
| **Personal** | |
| One copy of Duly Accomplished Request Form (F-PER-FAD-001) | Front Desk Officer |
| One copy of Proof of Identification | Requester |
| **Authorized Representative** | |
| One copy of Authorization letter | Document Owner |
| One Photocopy of document owner's ID | |
| One original and one photocopy of representative's ID | |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| 1. Submit accomplished request form, proof of identification of employee (for personal and authorized representative), and other supporting documents (for authorized representative) | 1.1 Acknowledge the request | None | 1 minute | Personnel Officer |
| | 1.2 Validate requester's information, identification (and supporting documents if authorized representative) | None | 5 minutes | Personnel Officer |
| | 1.3 Confirm the requester's information on the agency's database | None | 30 minutes | Personnel Officer |
| | 1.4 Issue the certificate to the requesting party | None | 5 minutes | Personnel Officer |
| 2. Receive the requested certification | 2.1 Record transaction at external communication logbook | None | 5 minutes | Personnel Officer |
| **Total Processing Time** | | **46 minutes** | | |

## 39. Processing of Financial Claims

The Processing of Financial Claims may be considered a **SIMPLE** transaction. Under Sec. 9 (b)(1) of RA 11032, all applications/requests submitted shall be acted upon by the assigned officer/employee within three (3) working days. If the financial claim is not acted upon within the prescribed time, you may file a complaint via email (artaunit@dti.gov.ph). For feedback and complaints, please refer to page 195.

This process is considered an Internal Service provided to employees of the agency [Section 3.1.2.3 of MC 2019-002A]. Its objective is to ensure timely and accurate processing and payment of financial claims.

The Government Accounting Manual and relevant circulars issued by the Commission on Audit, Department of Budget and Management, Bureau of the Treasury, and Bureau of Internal Revenue are the reference materials for this process.

| | |
|---|---|
| **Office or Division:** | DTI RO 5 Administrative, Finance and Management Division (AFMD) |
| **Classification:** | Simple |
| **Type of Transaction:** | G2G – Government-to-Government |
| **Who may avail:** | Employees |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|---|
| **Reimbursement of Traveling Expenses (Regional and Provincial Offices)**: *[Travels must be reimbursed within 30 days upon return to official station; if travels are within provincial area, reimbursement must be in a monthly period and reimbursed within 30 days after the last official travel]* | |
| 1. Obligation Request and Status (ORS) – 2 copies; signed in box A | Employee, RO/PO-DC |
| 2. Disbursement Voucher (DV) – 1 copy; signed in box A | Employee, RO/PO-DC |
| 3. Approved Travel Order/Travel Authority – 1 copy | ORD/OSEC |
| 4. Duly Approved Itinerary of Travel – 1 copy | Employee, RO/PO-DC |
| 5. Certificate of Appearance/Attendance – 1 copy | Host Agency/Unit |
| 6. Certificate of Travel Completed – 1 copy | Employee, RO/PO-DC |
| 7. Certification by the Head of Agency as to the absolute necessity of the expenses, if the expenses incurred exceeded the prescribed rate per day (EO 77 dated March 15, 2019) – 1 copy | Office of the Regional Director (ORD) |
| 8. Certification of Expenses Not Requiring Receipts (COA Circular No. 2017-001 dated June 19, 2017) – 1 copy | Employee, RO/PO-DC |
| 9. Used tickets; Boarding pass (if plane); RER; OR (if applicable) | Employee |
| **Cash Advance for Traveling Expenses (Regional Office Only)**: *[Claims should be submitted 5 days before the official travel]* | |
| 1. Obligation Request and Status (ORS) – 2 copies; signed in box A | Employee, RO/PO-DC |
| 2. Disbursement Voucher (DV) – 1 copy; signed in box A | Employee, RO/PO-DC |
| 3. Approved Travel Order/Travel Authority – 1 copy | ORD/Office of the Secretary (OSEC) |
| 4. Duly Approved Itinerary of Travel – 1 copy | Employee, RO/PO-DC |
| 5. Certification that previous cash advance has been liquidated and accounted for in the Books of Accounts | RO-Accountant |
| **Cash Advance for Projects (Regional Office Only):** | |
| 1. Obligation Request and Status (ORS) – 2 copies; signed in box A | Employee, RO/PO-DC |
| 2. Disbursement Voucher (DV) – 1 copy; signed in box A | Employee, RO/PO-DC |

| | |
|---|---|
| 3. Approved Project Proposal – 1 copy | Employee, RO/PO-DC, RD |
| 4. Purchase Request – 1 copy | Employee, RO/PO-DC, RD |
| 5. Certification that previous cash advances have been liquidated and accounted for in the Books of Accounts | RO-Accountant |
| 6. Approved Application for bond/Fidelity Bond | Employee, RO-Accounting Clerk of PO-AO |
| **Grant of Petty Cash Fund (Regional Office Only):** | |
| 1. Obligation Request and Status (ORS) – 2 copies; signed in box A | Employee, RO/PO-DC |
| 2. Disbursement Voucher (DV) – 1 copy; signed in box A | Employee, RO/PO-DC |
| 3. Designation Order – 1 copy | ORD |
| 4. Approved application for bond/Fidelity Bond as Petty Cash Custodian | Employee, RO-Accounting Clerk or PO-AO |
| 5. Approved Estimates of Petty Cash Expenses – 1 copy | Employee, RO/PO-DC |

| CLIENT STEPS | AGENCY ACTIONS | FEES | TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| 1.Submit requirements | 1.1 Review the completeness of supporting documents, and record in the Claims Received Logbook | None | 2 hours | Receiving Clerk |
| | 1.2 Validate and encode expense details to the Budget System using UACS; and print the system generated ORS and certifies in Box B | None | 2 hours | Budget Officer/ PO Administrative Officer |
| | 1.3 Review completeness of documents and accuracy in the computation; and certify Box C of DV | None | 2 hours | Accountant/ PO Acting Accountant |
| | 1.4 Approve the Disbursement Voucher in Box D | None | 1 hour | Agency Head or his Authorized Representative |
| | 1.5 Prepare and sign Check, List of Due Demandable Accounts Payable – Authority to Debit Account (LDDAP-ADA) and Advice of Check Issued and Cancelled (ACIC) | None | 2 hours | Cashier/ PO Acting Cashier |
| | 1.6 Prepare BIR Form 2306/2307 (if applicable) | None | 30 minutes | Accounting Clerk/AFMD Assistant (POs) |
| | 1.7 Review the accuracy and certifies the LDDAP-ADA and Payroll Register or Approves Advice of Issued/Cancelled Checks thru LBP eMDS | None | 10 minutes | Accountant/ PO Acting Accountant |
| | 1.8 Approve the check, LDDAP-ADA, ACIC, and BIR Form 2306/2307 | None | 15 minutes | AFMD Chief/ Agency Head Authorized |

| CLIENT STEPS | AGENCY ACTIONS | FEES | TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| | | | | Representative/ PO Authorized Signatories |
| | 1.9 Submit ACIC and LDDAP ADA to Land Bank of the Philippines (LBP) | None | 3 hours | Cashier, Accounting Clerk/AFMD Assistant POs) |
| | 1.10 Issue check or verified copy of LDDAP ADA and BIR Form 2306/2307 (if applicable) to payee / claimant | None | 10 minutes | Cashier, Accounting Clerk/PO Acting Cashier; PO AFMD Assistant |
| 2.1 Receive Check or Verified LDDAP-ADA; and sign in Box E of DV for the Receipt of Payment | | None | 5 minutes | Cashier/ PO Acting Cashier and Claimant |
| **Total Processing Time** | | **1 day, 5 hours, 10 minutes** | | |

## 40. Processing of Request to Use Vehicle

The processing of Request to Use Vehicle may be considered a SIMPLE transaction. Under Sec. 9 (b)(1) of RA 11032, all requests submitted shall be acted upon by the assigned officer/employee within three (3) working days in the case of simple transactions from the date of request and/or complete request was received. If the request to use vehicle is not acted upon within the prescribed time, you may file a complaint via email (artaunit@dti.gov.ph). For feedback and complaints, please refer to page 195.

The provision of service vehicle is considered an internal service provided to employees of the agency. Its objective is to provide safe and prompt transportation to the agency's staff in the performance of their official functions.

| | |
|---|---|
| **Office or Division:** | DTI RO 5 Administrative, Finance and Management Division |
| **Classification:** | Simple |
| **Type of Transaction:** | G2G – Government-to-Government |
| **Who may avail:** | Employees |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|---|
| Request to Use Vehicle Form (2 copies) | Administrative, Finance and Management Division (AFMD) |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| Submit Request to Use Vehicle Form to AFMD for action | Determine availability of vehicle and driver | None | 10 minutes | Chief Administrative Officer/OIC-CAO |
| | Approve request if vehicle and driver are available | None | 2 minutes | Chief Administrative Officer/OIC-CAO |
| | Forward approved request to driver | None | 5 minutes | Chief Administrative Officer/OIC-CAO |
| | Record approved request in the Record Book of Scheduled Trips of Service Vehicle | None | 5 minutes | Driver |
| | Prepare Vehicle Trip Ticket | None | 5 minutes | Driver |
| | Approve Vehicle Trip Ticket | None | 3 minutes | Chief Administrative Officer/OIC-CAO |
| **Total Processing Time** | | **30 minutes** | | |

## 41. Issuance of Common Supplies and Materials

The Issuance of Common Supplies and Materials may be considered a SIMPLE transaction. Under Sec. 9 (b)(1) of RA 11032, all requests submitted shall be acted upon by the assigned officer/employee within three (3) working days in the case of simple transactions from the date of request and/or complete request was received. If the request for issuance of common supplies and materials is not acted upon within the prescribed time, you may file a complaint via email (artaunit@dti.gov.ph).

The issuance of common supplies and materials is considered an internal service provided to employees and/or end-user units with the agency. Its objective is to issue Supplies and Materials that are in good condition, as per quantity and specifications requested, and in a timely manner.

| | |
|---|---|
| **Office or Division:** | DTI RO 5 Administrative, Finance and Management Division (AFMD) |
| **Classification:** | Simple |
| **Type of Transaction:** | G2G – Government-to-Government |
| **Who may avail:** | Employees / End-user Units |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|---|
| Requisition and Issue Slip (COA Form Appendix 63) (1 copy)<br>Inventory Custodian Slip (COA Form Appendix 59) (2 copies) | AFMD – Supply Section |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| 1. Fill out Requisition and Issue Slip (RIS) | | None | 15 minutes | Employee/End-user Unit |
| 2. Submit signed copy of Requisition and Issue Slip (RIS) to Supply Section | 2.1 Receive the RIS and check as to completeness | None | 10 minutes | Supply Officer |
| | 2.2 Process the request | None | 15 minutes | Supply Officer |
| | 2.3 Prepare Inventory Custodian Slip (ICS) for semi-expendable supplies and materials, if applicable | None | 10 minutes | Supply Officer |
| | 2.4 Issue requested common supplies and materials | None | 5 minutes | Supply Officer |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| 3. Receive requested supplies and materials and acknowledge the receipt of supplies and materials by signing in RIS and/or ICS (as applicable) | | None | 5 minutes | Supply Officer |
| **Total Processing Time** | | **1 hour** | | |

## 42. Issuance of Personnel Records

The Issuance of Personnel Records is considered as a **SIMPLE** transaction. Under Sec. 9 b1 of RA 11032, simple transactions shall be acted upon by the assigned officer/employee within 3 working days. If the personnel record is not released within 3 days, you may file a complaint via email (artaunit@dti.gov.ph).

Provision of timely and accurate personnel records to all requesting clients - DTI employees, separated DTI employees and other requesting parties.

| | |
|---|---|
| **Office or Division:** | DTI R5 – Administrative, Finance and Management Division |
| **Classification:** | Simple |
| **Type of Transaction:** | G2G – Government-to-Government, G2C – Government-to-Citizen |
| **Who may avail:** | Incumbent and former employees of DTI RO 5 |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|---|
| Letter Request addressed to the Regional Director (e-mail or hard copy) | Requesting Party to prepare |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| 1. Send Letter Request (e-mail or hard copy) | 1.1 Receive the request | None | 30 minutes | Records Officer |
| | 1.2 Assess the request<br>• Service Record<br>• Certificate of Employment<br>• Office Clearance<br>• Other HR Records | None | 30 minutes | Administrative Assistant (Secretary of the Regional Director) |
| | 1.3 Assign the request to concerned personnel | None | 30 minutes | Division Head/Concerned Officer-HRMO |
| | 1.4 Process the Request | None | 2 day, 2 hours | Concerned Officer-HRMO |
| | 1. 5 Review and Approve the personnel record | None | 4 hours | Division Head/Office of the Regional Director |
| 2. Receive the requested record and fill out the Client Satisfaction Survey Form | 2.1 Issue the requested personnel record | None | 30 minutes | Releasing Officer |
| **Total Processing Time** | | **3 days** | | |

## 43. Payment of Claims

The Payment of Claims is considered a **SIMPLE** transaction. Under Sec. 9 b1 of RA 11032, simple transactions shall be acted upon by the assigned officer/employee within 2 working days. If the payment is not released within 2 days, you may file a complaint via email (artaunit@dti.gov.ph).

### A. Reimbursement of Travel Claims

This transaction includes reimbursement for local travels that requires issuance of checks or Advice to Debit Account (ADA) to internal clients.

| | |
|---|---|
| **Office or Division:** | DTI-VI Regional Office – Finance and Administrative Division (FAD) |
| **Classification:** | Simple |
| **Type of Transaction:** | G2G – Government-to-Government |
| **Who may avail:** | DTI-VI Employees |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|---|
| Disbursement Voucher (DV) (1 original, 2 duplicates) | DTI Employee's computer internal hard drive (QMS Forms) |
| Obligation Request Slip (ORS) (1 original, 1 duplicate) | |
| Travel Order (1 original, 2 duplicates) | |
| Itinerary of Travel (1 original, 2 duplicates) | |
| Certificate of Travel Completed (1 original, 1 duplicate) | |
| Certificate of Appearance (1 original) | |
| Official Receipt- for taxi/van expenses, if needed) | Transport Service |
| Certificate of Expenses Not Requiring Receipts (CENRR)- for transportation expenses not issuing receipts/tickets, amounting to P300.00 or below; if needed (1 copy) | COA |
| Ticket- for plane fare, boarding pass, boat fare, bus fare; if needed (1 copy) | Transport Service |
| Toll fees- for expressways, if needed (1 copy) | Toll gate |
| Invitation to Travel- for travels not included in the PAP proposal, if needed (1 copy) | Event organizer/ facilitator |
| Authority to Claim Actual Accommodation Expenses- for hotel accommodation amounting to P901.00 or higher (for regions 6-7, 10-11), P751.00 or higher (for regions 1-3, 5, 8-9, 12-13, ARMM), P1,101.00 (for regions NCR, RO 4A, B) if needed (1 copy) | DTI Office of Usec. |

| CLIENT STEPS | AGENCY ACTIONS | FEES | PROCESSING TIME* | PERSON RESPONSIBLE |
|---|---|---|---|---|
| 1. Submit complete documents | 1.1. Receive and check completeness of documents | None | 1 hour | Accounting Clerk/ Bookkeeper |
| | 1.2. Sign Obligation Request Slip (ORS) | None | 4 hours | Budget Officer |
| | 1.3. Sign Disbursement Voucher (DV) | None | 5 hours | Accountant<br>FAD Chief<br>Regional Director |
| | 1.4. Approve Advice to Debit Account (ADA) | None | 5 hours | FAD Chief/ Regional Director<br>Cashier |

| CLIENT STEPS | AGENCY ACTIONS | FEES | PROCESSING TIME* | PERSON RESPONSIBLE |
|---|---|---|---|---|
| 2. Receive Payment through bank account | 2.1. Print "Successful" debit from DTI Account | None | 1 hour | Cashier |
| **Total Processing Time** | | **2 working days** | | |

**maximum allotted time per transaction; inclusive of time to execute corrections*

### B. Payment of Goods

This transaction is for payment of goods ordered by DTI-VI that requires issuance of Advice to Debit Account (ADA) to external clients.

| | |
|---|---|
| **Office or Division:** | DTI-VI Regional Office – Finance and Administrative Division (FAD) |
| **Classification:** | Simple |
| **Type of Transaction:** | G2B – Government-to-Business |
| **Who may avail:** | Suppliers |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|---|
| Disbursement Voucher (DV) (1 original, 2 duplicates) | DTI Employee's computer internal hard drive (QMS Forms) |
| Obligation Request Slip (ORS) (1 original, 1 duplicate) | |
| Approved PAP Proposal (1 photocopy) | Project Account Officer |
| Annual Procurement Plan (1 photocopy) | BAC |
| Purchase Request (2 photocopies) | DTI Employee's computer internal hard drive (QMS Forms) |
| Request for Quotation (3 original copies) | |
| Abstract of Canvass (1 original, 1 duplicate) | |
| Purchase Order/ Contract (3 original) | |
| Inspection and Acceptance Report (2 original) | |
| Invoice (1 original) | Supplier (external) |
| BIR Tax Payment Forms (2306, 2307) (2 original copies) | BIR |
| Pre/Post Inspection Report- purchase of replacement parts, if needed | DTI Employee's computer internal hard drive (QMS Forms) |

| CLIENT STEPS | AGENCY ACTIONS | FEES | PROCESSING TIME* | PERSON RESPONSIBLE |
|---|---|---|---|---|
| 1. Submit complete documents | 1.1. Receive and check completeness of documents | None | 1 hour | Accounting Clerk/ Bookkeeper |
| | 1.2. Sign Obligation Request Slip (ORS) | None | 2.5 hours | Budget Officer |
| | 1.3. Sign Disbursement Voucher (DV) | None | 4 hours | Accountant FAD Chief Regional |

| CLIENT STEPS | AGENCY ACTIONS | FEES | PROCESSING TIME* | PERSON RESPONSIBLE |
|---|---|---|---|---|
| | | | | Director |
| | 1.4. Approve Advice to Debit Account; | None | 4 hours | FAD Chief/ RD |
| | 1.5. Submit List of Due & Demandable Accounts Payable-Advice to Debit Account (LDDAP-ADA) to Land Bank of the Philippines; or | None | 4 hours | Cashier |
| 2. Receive Payment through bank account | 2.1. Print "Successful" debit from DTI Account-only for creditors with enrolled Land Bank of the Philippines account with DTI | None | 30 minutes | Cashier |
| 3. Sign as "Payee" in Disbursement Voucher & Tax Payment Form | 3.1. Request issuance of Official Receipt | None | 10 minutes | Cashier |
| **Total Processing Time** | | **2 working days, 10 minutes** | | |

**maximum allotted time per transaction; inclusive of time to execute corrections*

### C. Payment of Services

This transaction is for payment of services rendered to DTI-VI that requires issuance of Advice to Debit Account (ADA)/ checks to service providers, i.e. janitorial services, security services, venue/catering services, maintenance services, and project consultants/ resource persons.

| | |
|---|---|
| **Office or Division:** | DTI-VI Regional Office – Finance and Administrative Division (FAD) |
| **Classification:** | Simple |
| **Type of Transaction:** | G2B – Government-to-Business |
| **Who may avail:** | Service Providers |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|---|
| Disbursement Voucher (1 original, 2 duplicates) | DTI Employee's computer internal hard drive (QMS Forms) |
| Obligation Request Slip (1 original, 1 duplicate) | |
| Approved PAP Proposal (1 photocopy) | |
| Annual Procurement Plan (1 photocopy) | |
| Purchase Request (2 photocopies) | |
| Request for Quotation (3 original copies) | |
| Abstract of Canvass (1 original, 1 duplicate) | |
| Purchase Order/ Job Order (3 original copies) | |
| Contract of Service- for contract amount of P10,000.01 or higher | |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|---|
| Conforme- for contract amount of P9,999.99 or lower | |
| Certificate of Complete and Satisfactory Service (1 original, 1 duplicate) | |
| Attendance Sheet- for venue/catering services (1 original) | |
| Invoice/ Statement of Account (1 original) | Supplier (external) |
| BIR Tax Payment Forms (2306, 2307) (2 original copies) | BIR |
| Training Modules/ Output - for project consultants/ resource persons | Supplier |

| CLIENT STEPS | AGENCY ACTIONS | FEES | PROCESSING TIME* | PERSON RESPONSIBLE |
|---|---|---|---|---|
| 1. Submit complete documents | 1.1. Receive and check completeness of documents | None | 1 hour | Accounting Clerk/ Bookkeeper |
| | 1.2. Sign Obligation Request Slip (ORS) | | 2.5 hours | Budget Officer |
| | 1.3. Sign Disbursement Voucher (DV) | | 4 hours | Accountant<br>FAD Chief RD |
| | 1.4. Approve Advice to Debit Account; | | 4 hours | FAD Chief/ RD<br>Cashier |
| | 1.5. Submit List of Due & Demandable Accounts Payable- Advice to Debit Account to Land Bank of the Philippines; or | | 4 hours | Cashier |
| 2. Receive Payment through bank account | 2.1. Print “Successful” debit from DTI Account- only for creditors with enrolled Land Bank of the Philippines account with DTI | None | 30 minutes | Cashier |
| 3. Sign as “Payee” in Disbursement Voucher & Tax Payment Form | 3.2. Request issuance of Official Receipt | None | 10 minutes | Cashier |
| **Total Processing Time** | | **2 working days, 10 minutes** | | |

## D. Payment of Services

This transaction is for payment of services rendered to DTI-VI that requires issuance of Advice to Debit Account (ADA)/ checks to job hires.

| | |
|---|---|
| **Office or Division:** | DTI-VI Regional Office – Finance and Administrative Division |
| **Classification:** | Simple |
| **Type of Transaction:** | G2G – Government-to-Citizen |
| **Who may avail:** | DTI-VI Employees under Contract of Service |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|---|
| Disbursement Voucher (DV) (1 original, 2 duplicates) | DTI Employee's computer internal hard drive (QMS Forms) |
| Approved PAP Proposal (1 photocopy) | Project Account Officer |
| Contract of Service (2 original copies for first payment) | Job hires |
| Obligation Request Slip (1 original, 1 duplicate) | DTI Employee's computer internal hard drive (QMS Forms) |
| Daily Time Record (1 original) | CSC Forms |
| Certified Accomplishment Report (1 original copy) | Job hires |
| Certificate of Complete and Satisfactory Service (1 original) | DTI Employee's computer internal hard drive (QMS Forms) |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME* | PERSON RESPONSIBLE |
|---|---|---|---|---|
| 1. Submit complete documents | 1.1. Receive and check completeness of documents | None | 1 hour | Accounting Clerk/ Bookkeeper |
| | 1.2. Sign Obligation Request Slip (ORS) | None | 4 hours | Budget Officer |
| | 1.3. Sign Disbursement Voucher (DV) | None | 5 hours | Accountant FAD Chief Regional Director |
| | 1.4. Approve Advice to Debit Account; | None | 5 hours | FAD Chief/ Regional Director Cashier |
| 2. Receive Payment through bank account | 2.1. Print "Successful" debit from DTI Account | None | 1 hour | Cashier |
| 3. Sign as "Payee" in Disbursement Voucher & Tax Payment Form | None | None | 10 minutes | Cashier |
| **Total** | | **2 days, 10 minutes** | | |

**maximum allotted time per transaction; inclusive of time to execute corrections*

## E. Payment of Services

This transaction is for payment of utilities, i.e. electricity, communication, and water expenses.

| | |
|---|---|
| **Office or Division:** | DTI-VI Regional Office – Finance and Administrative Division |
| **Classification:** | Simple |
| **Type of Transaction:** | G2B – Government-to-Business |
| **Who may avail:** | Utility Service Providers |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|---|
| Disbursement Voucher (1 original, 1 duplicate) | DTI Employee's computer internal hard drive (QMS Forms) |
| Obligation Request Slip (1 original, 1 duplicate) | |
| Invoice/ Statement of Account (1 original) | Supplier (external) |
| Certificate of Official/Personal Calls- for communication expenses (1 copy) | Account Officer/ User |
| BIR Tax Payment Form (2306, 2307) (2 original copies) | BIR Forms |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME* | PERSON RESPONSIBLE |
|---|---|---|---|---|
| 1. Submit complete documents | 1.1. Receive and check completeness of documents | None | 1 hour | Accounting Clerk/ Bookkeeper |
| | 1.2. Sign Obligation Request Slip (ORS) | None | 5 hours | Budget Officer |
| | 1.3. Sign Disbursement Voucher (DV) | None | 5 hours | Accountant<br>FAD Chief<br>Regional Director |
| | 1.4. Issue check and print Online Advise of Checks Issued and Cancelled Checks | None | 5 hours | FAD Chief<br>Cashier |
| 2. Receive Payment and Sign as "Payee" in Disbursement Voucher & Tax Payment Form | 2.1. Request issuance of Official Receipt | None | 10 minutes | Cashier |
| **Total Processing Time** | | **2 working days, 10 minutes** | | |

**maximum allotted time per transaction; inclusive of time to execute corrections*

## F. Preparation of Payroll and Benefits

This transaction is for the preparation of payroll and benefits of DTI-VI employees.

| | |
|---|---|
| **Office or Division:** | DTI-VI Regional Office – Finance and Administrative Division (FAD) |
| **Classification:** | Simple |
| **Type of Transaction:** | G2G – Government-to-Government |
| **Who may avail:** | DTI-VI Employees |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|---|
| Statement of Account from DTI Provident Fund (1 original, 1 duplicate) | DTI Head Office |
| Statement of Account from Mutual Death Benefit Fund (1 original, 1 duplicate | DTI Head Office |
| Statement of Account from DTI NEMHA (1 original, 1 duplicate | DTI NEMHA |
| Statement of Account from DTI Employees Union (1 original, 1 duplicate | DTI Head Office |
| Statement of Account from GSIS (1 original, 1 duplicate) | GSIS |
| Statement of Account from Pag-ibig Fund (1 original, 1 duplicate | Pag-ibig Fund |
| Stop/Effect Form- for notice of payroll adjustment or personal accounts (1 original, 1 duplicate) | DTI-VI FAD |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME* | PERSON RESPONSIBLE |
|---|---|---|---|---|
| 1. Submit complete Statements of Accounts and Stop/Effect Forms to Accounting Clerk | 1.1. Update entries in Payroll System | None | 4 hours | Accounting Clerk |
| | 1.2. Check accuracy and completeness of updated postings | None | 4 hours | Bookkeeper |
| | 1.3. Print final payroll | None | 30 minutes | Accounting Clerk |
| | 1.4. Approve Payroll | None | 4 hours | Accountant<br>FAD Chief<br>Regional Director<br>Cashier |
| | 1.5. Obligate approved Payroll | None | 1 hour | Budget Officer |
| **Total** | | **1 day, 5 hours, 30 minutes** | | |

**maximum allotted time per transaction; inclusive of time to execute corrections*

## G. Preparation of Payroll and Benefits

This transaction is for the preparation of payroll and benefits of DTI-VI employees.

| | |
|---|---|
| **Office or Division:** | DTI-VI Regional Office – Finance and Administrative Division (FAD) |
| **Classification:** | Simple |
| **Type of Transaction:** | G2G – Government-to-Government |
| **Who may avail:** | DTI-VI Employees |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|---|
| Disbursement Voucher (1 original, 1 duplicate) | DTI Employee's computer internal hard drive (QMS Forms) |
| Obligation Request Slip (1 original, 1 duplicate) | |
| Printed Masterlist of Employees from FINDES Program of Land Bank of the Philippines (1 original, 4 duplicates) | DTI-VI FAD |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME* | PERSON RESPONSIBLE |
|---|---|---|---|---|
| 1. Submit complete documents to Accounting Clerk | 1.1. Receive and check accuracy and completeness of documents | None | 1 hour | Accounting Clerk, Bookkeeper |
| | 1.3. Attach Obligation Request Slip | | 4 hours | Budget Officer |
| | 1.4. Sign Disbursement Voucher | | 5 hours | Accountant FAD Chief Regional Director |
| | 1.5. Approve Advice to Debit Account (ADA) | | hours | FAD Chief/ Regional Director Cashier |
| 2. Receipt of payment | 2.1. Print "Successful" debit from DTI Account | None | 1 hour | Cashier |
| **Total Processing Time** | | **2 working days** | | |

**maximum allotted time per transaction; inclusive of time to execute corrections*

## H. Granting of Cash Advance

This transaction is for the granting of cash advance to DTI-VI employees.

| | |
|---|---|
| **Office or Division:** | DTI-VI Regional Office – Finance and Administrative Division (FAD) |
| **Classification:** | Simple |
| **Type of Transaction:** | G2G – Government-to-Government |
| **Who may avail:** | DTI-VI Employees |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|---|
| Disbursement Voucher (1 original, 1 duplicate) | DTI Employee's computer internal hard drive (QMS Forms)<br>DTI-VI FAD |
| Obligation Request Slip (1 original, 1 duplicate) | |
| Approved Travel Order- for traveling expenses (1 original, 1 duplicate) | |
| Approved Itinerary of Travel- for traveling expenses (1 original, 1 duplicate) | |
| Purchase Request- for non-traveling expenses (2 photocopies) | |
| Approved PAP Proposal (1 photocopy) | Project Account Officer |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME* | PERSON RESPONSIBLE |
|---|---|---|---|---|
| 1. Submit complete documents to Accounting Clerk | 1.1. Receive and check accuracy and completeness of documents | None | 1 hour | Accounting Clerk, Bookkeeper |
| | 1.3. Attach Obligation Request Slip | | 4 hours | Budget Officer |
| | 1.4. Sign Disbursement Voucher | | 5 hours | Accountant<br>FAD Chief<br>Regional Director |
| | 1.5. Approve Advice to Debit Account (ADA) | | 5 hours | FAD Chief/<br>Regional Director<br>Cashier |
| 2. Receipt of payment | 2.1. Print "Successful" debit from DTI Account | None | 1 hour | Cashier |
| **Total Processing Time** | | **2 working days** | | |

**maximum allotted time per transaction; inclusive of time to execute corrections*

## 44. Processing of Financial Claims

The Processing of Financial Claims is considered a SIMPLE transaction. Under Sec. 9 b1 of RA 11032, simple transactions shall be acted upon by the assigned officer/employee within 3 working days. If the financial claim is not processed within 3 days, you may file a complaint via email (artaunit@dti.gov.ph). For feedback and complaints, please refer to page 195.

This process is considered an internal service provided to employees and end users of the agency. Its objective is to ensure timely and accurate processing and payment of financial claims within 48 hours or two (2) working days.

The Government Accounting Manual, relevant circulars issued by the Commission on Audit, Department of Budget Management, Bureau of the Treasury and Bureau of Internal Revenue are the reference materials for this process.

| | |
|---|---|
| **Office or Division:** | DTI-VII Regional Office – Finance and Administrative Division |
| **Classification:** | Simple |
| **Type of Transaction:** | G2G – Government-to-Government |
| **Who may avail:** | Employees / End Users |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|---|
| Obligation Request and Status (ORS) – 2 copies | DTI Employee's computer internal hard drive (QMS Forms)<br>DTI-VI FAD |
| Disbursement Voucher – Regional Office 1 copy; Provincial Offices 2 copies | |
| Supporting Documents (1 copy each): (See below) | |
| **TRAVEL** | |
| **Cash advance** | |
| 1. Office Order / Travel Order approved in accordance w/ EO 298 | |
| 2. Duly approved itinerary of travel | |
| 3. Certification from the accountant that previous cash advance has been liquidated and accounted for in the books | |
| **Liquidation of cash advance** | |
| 1. Plane ticket, boat / bus ticket, boarding pass, terminal fee | |
| 2. Certificate of appearance | |
| 3. Travel order | |
| 4. Certificate of travel completed | |
| 5. Copy of previously approved itinerary of travel | |
| 6. Revised or supplemental office order or any proof supporting change of schedule if any | |
| 7. Revised itinerary of travel if the previous approved itinerary of travel was not followed | |
| 8. Authority to claim actual accommodation if any | |
| 9. Liquidation report | |
| 10. RER | |
| 11. Official receipt in case of refund | |
| **Reimbursement** | |
| 1. Plane ticket, boat / bus ticket, boarding pass, terminal fee | |
| 2. Certificate of appearance | |
| 3. Travel order | |
| 4. Certificate of travel completed | |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|---|
| 5. Approved itinerary of travel | |
| 6. Revised or supplemental office order or any proof supporting change of schedule if any | |
| 7. Authority to claim actual accommodation if any | |
| 8. RER | |
| 9. Approved itinerary of travel | |
| 10. Revised or supplemental office order or any<br>11. proof supporting change of schedule if any | |
| 12. Authority to claim actual accommodation if any | |
| **PERSONNEL SERVICES:** | |
| **Salary, Individual Claims** | |
| **First salary for new employees for regular plantilla from private sector** | |
| 1. Certified true copy of duly approved appointment | |
| 2. Assignment order, if applicable | |
| 3. Certified true copy of oath of office | |
| 4. Certificate of assumption | |
| 5. SALN | |
| 6. Approved DTR | |
| 7. BIR for 2316 (if with previous employer during the year) | |
| 8. BIR form 1902 and 2305 | |
| **Additional Requirement for Employees Transferring from Another Gov't Agency** | |
| 1. Clearance from property, money and accountabilities from previous office | |
| 2. Certified true copy of pre-audited disbursement voucher of last salary and/or certification of chief accountant of last salary received from last office duly verified by the assigned auditor thereat | |
| 3. Certificate of available leave credits | |
| 4. Service record | |
| **Salary if deleted from payroll** | |
| 1. Approved DTR | |
| 2. Notice of assumption | |
| 3. Approved application for leave | |
| 4. Clearances | |
| 5. Medical certificate if on sick leave for 5 days or more | |
| **SALARY FOR CASUAL / CONTRACTUAL** | |
| **First Salary** | |
| 1. Certified true copy of pertinent contract / appointment | |
| 2. Copy of ROPA marked received by CSC | |
| 3. Accomplishment report | |
| 4. Approved DTR | |
| **Salary Differential** | |
| 1. Certified true copy of approved appointment in case of promotion | |
| 2. Notice of salary adjustment in case of step increment / salary increase | |
| 3. Approved DTR or certification that the employee has not incurred leave without pay | |
| **Last Salary** | |
| 1. Clearance from money, property and legal accountabilities | |
| 2. Approved DTR | |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|---|
| **Additional Requirements Due to Heirs Of Deceased Employee** | |
| 1. Documentary requirements of last salary (see above) | |
| 2. NSO death certificate | |
| 3. NSO marriage contract if applicable | |
| 4. NSO birth certificates of surviving legal heirs | |
| 5. Designation of next of kin | |
| 6. Waiver of right of children 18 years old and above | |
| **Maternity Leave** | |
| 1. Certified true copy of approved application for leave | |
| 2. Certified true copy of maternity leave clearance | |
| 3. Medical certificate of maternity leave | |
| 4. **Additional Requirement For Unused Maternity Leave** | |
| 5. Medical certificate that employee is physically fit to work | |
| 6. Certificate of assumption | |
| 7. Approved DTR | |
| **RATA (Reimbursement and Transportation Allowances)** | |
| **For Individual Claim** | |
| 1. Copy of office order /appointment (1st payment) | |
| 2. Certificate of assumption (1st payment) | |
| 3. Certification that the employee did not use official vehicle and is not assigned any gov't vehicle | |
| 4. Approved DTR | |
| **PEI (Performance Enhancement Incentive)** | |
| **Individual Claims** | |
| 1. Certification that performance ratings for two semesters is at least satisfactory | |
| 2. Certification from legal office that employee has no administrative charge | |
| 3. **General Claim** | |
| 4. PIBpayroll | |
| 5. List of personnel suspended preventively or with administrative charge | |
| 6. List of personnel dismissed within the year | |
| 7. List of personnel on AWOL | |
| 8. Certification that performance ratings for two semesters is at least satisfactory | |
| **RETIREMENT** | |
| **R.A. 1616** | |
| 1. Updated leave of service indicating the number of days on leave without pay and/or certification issued by HR that the employee did not incur any absence without pay | |
| 2. Retirement application | |
| 3. Office clearance on money, property and accountabilities and administrative/ criminal liability | |
| 4. SALN | |
| 5. Retirement gratuity computation | |
| 6. Affidavit of undertaking for authority to deduct accountabilities | |
| 7. Affidavit of applicant that there is no pending criminal investigation or prosecution against him/her | |
| 8. Additional requirement in case of resignation | |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|---|
| - Letter of resignation duly accepted by agency head | |
| 9. Additional requirement in case of death of claimant | |
| - NSO death certificate | |
| - NSO marriage contract | |
| - NSO birth certificate of all surviving heirs | |
| - Designation of next of kin | |
| - Waiver of rights of children 18 years old and above | |
| - Affidavit of two disinterested parties that the deceased is survived by legitimate or illegitimate children (if any) natural, adopted or children | |
| **Terminal Leave Benefits** | |
| 1. Clearance form money property and accountabilities | |
| 2. Certificate of leave credits issued by HR | |
| 3. Approved leave application | |
| 4. Complete service record | |
| 5. SALN | |
| 6. Certified copy of appointment / NOSA showing highest salary received | |
| 7. Computation of terminal leave benefit duly<br>8. certified by accountant | |
| 9. Affidavit to deduct all financial obligations with the agency | |
| 10. Affidavit of applicant that there is no pending criminal investigation or prosecution against him/her | |
| 11. In case of resignation, letter of resignation duly accepted by the head of agency | |
| 12. additional requirement in case of death of claimant | |
| - NSO death certificate | |
| - NSO marriage contract | |
| - NSO birth certificate of all surviving heirs | |
| - Designation of next of kin | |
| - Waiver of rights of children 18 years old and above | |
| **Monetization** | |
| 1. Approved leave application with remaining balance certified by HR | |
| 2. Request for leave covering more than 10 days approved by head of agency | |
| **For 50% Or More** | |
| Clinical abstract / medical procedures in case of medical/hospital needs | |
| Barangay certification in case of financial assistance for calamity, typhoon, fire etc. | |
| **C.N.A. (Collective Negotiation Agreement)** | |
| 1. Resolution signed by both parties incorporating the guidelines/ | |
| 2. Criteria for granting c n a comparative statement of DBM approved level of operating budget and actual operating expenses | |
| 3. Copy of CNA | |
| 4. Certificate issued by the head of agency of the total amount of unencumbered savings generated | |
| 5. Proof that planned P/A/PS have been implemented and completed in accordance with targets within the year | |
| **Honoraria** | |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|---|
| BAC (Bids and Awards Committee) | |
| 1. Office order creating and designating the BAC Composition and | |
| 2. Minutes of bac meeting | |
| 3. Notice of award of the activity being claimed certification that the procurement involves public 4. | |
| 4. Bidding | |
| 5. Attendance sheet of bac meeting | |
| Lecturer/Coordinator | |
| 1. Office order | |
| 2. Coordinator's report on lecturer's schedule | |
| 3. Course syllabus / program of lectures | |
| **Overtime** | |
| 1. Overtime authority stating the urgency of work to be done and duration of overtime work | |
| 2. Overtime work program | |
| 3. Quantified overtime accomplishment duly signed by the employee and the supervisor | |
| DTR | |
| **PUBLIC BIDDING** | |
| **Documents Common To All Public Bidding** | |
| 1. Certified photocopy of the app and any amendments thereto | |
| 2. Approved contract | |
| 3. Invitation to apply for eligibility to bid | |
| 4. Letter of intent | |
| 5. Result of eligibility check/screening | |
| 6. Bidding documents under sec 17.1 of the revised IRR of ra9184 | |
| 7. Minutes of pre-bid conference (for abc 1 million and above) | |
| 8. Agenda and/or supplemental bulletins if any | |
| 9. Bidders technical and financial proposal | |
| 10. Minutes of bid opening | |
| 11. Abstract of bids | |
| 12. Post-qualification report of TWG | |
| 13. BAC resolution declaring winning bidder | |
| 14. Notice of post-qualification | |
| 15. BAC resolution recommending approval and approval of hope of the resolution of BAC | |
| 16. Notice of award | |
| 17. Performance security | |
| 18. Program of work and detailed estimates | |
| 19. Notice to proceed indicating date received by contractor | |
| 20. Detailed breakdown of ABC | |
| 21. Copy of approved pert/CPM network diagram and detailed computation of contract time | |
| 22. Detailed breakdown of contract cost | |
| 23. Copy of advertisement of invitation to bid | |
| - Newspaper clippings (5 million and above for infrastructure; 2 million and above for goods; 1 million or four months duration and above for consultancy) | |
| - Printout copy of advertisement posted in PHILGEPS | |
| - Printout copy of advertisement posted in agency website if any | |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|---|
| **SERVICES OF THE IRR OF RA9184** | |
| **Eligibility Requirements For Goods And Infrastructure** | |
| **CLASS A DOCUMENTS** | |
| **LEGAL DOCUMENTS** | |
| 1. Registration documents from SEC, DTI for sole proprietorship or CDA for cooperatives, or any | |
| 2. Proof of such registration as stated in the bidding documents | |
| 3. Mayor's permit issued by the city or municipality where the principal place of business of the | |
| **TECHNICAL DOCUMENTS** | |
| 1. Statement of prospective bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid | |
| 2. Statement identifying the bidder's single largest completed contract similar to the contract to be bid, except under conditions provided under 23.5.1 of this IRR, within relevant period as provided in the bidding documents in the case of goods | |
| 3. In case of infrastructure, a valid Philippine Contractors Accreditation Board (PCAB) license and registration for the type and cost of the contract to bid | |
| **FINANCIAL DOCUMENTS** | |
| 1. The prospective bidder's audited financial statements, showing, among others, the prospective bidder's total and current for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission | |
| 2. The prospective bidder's computation of its Net Financial Contracting Capacity (NFCC) | |
| **Eligibility Requirements for Consulting Services** | |
| **LEGAL DOCUMENTS** | |
| 1. Registration documents from sec, DTI for sole proprietorship or CDA for cooperatives, or any proof of such registration as stated in the bidding documents | |
| 2. Mayor's permit issued by the city or municipality where the principal place of business of the prospective bidder is located | |
| 3. Tax clearance per EO 398, series of 2005, as reviewed and approved by BIR | |
| **TECHNICAL DOCUMENTS** | |
| 1. Statement of prospective bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid | |
| 2. Statement of the consultant specifying its nationality and confirming that those who will actually perform the service are registered professionals authorized by appropriate curriculum vitae | |
| **FINANCIAL DOCUMENTS** | |
| 1. The consultant's audited financial statements, showing, among others, the prospective bidder's total and current assets and liabilities, stamped and authorized institutions, for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission. | |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|---|
| | |
| **GOODS** | |
| 1. Eligibility requirements under section 23.1 (see above) | |
| 2. The bid security in the prescribed form, amount and validity period | |
| 3. Technical specifications, which may include production/ delivery schedule, manpower requirements, and/or aftersales service/parts, if applicable | |
| 4. Sworn statement by the prospective bidder or its duly authorized representative in the for prescribe by the GPPB as to the following: | |
| • It is not blacklisted or barred from bidding by the GOP or any of its agencies, offices, corporations, or LGUs, including foreign government/ foreign or international financing institution whose blacklisting rules have been recognized by the GPPB | |
| • Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct | |
| • It is authorizing the head of the procuring entity or his duly authorized representative/s to verify all the documents submitted | |
| • The signatory is the duly authorized representative of the bidder, and granted full power and authority to do, execute, and perform any and all acts necessary and/or to represent the prospective bidder in the bidding, with the duly notarized secretary's certificate attesting to such, if the prospective bidder is a corporation, partnership, cooperative, or joint venture | |
| • It complies with the disclosure provision under section 47 of the act in relation to other provisions of RA 3019 | |
| • It complies with the responsibilities of a prospective or eligible bidder provided in the PBD | |
| • It complies with existing labor laws and standards, in the case of procurement of services | |
| • It did not give or pay, directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity | |
| **INFRASTRUCTURE** | |
| 1. Eligibility requirements under section 23.1 (see above) | |
| 2. The bid security in the prescribed form, amount and validity period | |
| 3. Project requirements, which shall include the following: | |
| • Organizational chart for the contract to be bid | |
| • List of contractor's personnel (viz, project manager, project engineers, materials engineer, and foremen), to be assigned to the contract to be bid, with their complete qualification and experience data | |
| • List of contractor's equipment units, which are owned, leased, and/or under purchase agreements, supported by certification of availability of equipment from the equipment lessor/vendor for the duration of the project | |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|---|
| 4. Bidder or its duly authorized representative in the form prescribe by the GPPB as to the following: | |
| • It is not blacklisted or barred from bidding by the GOP or any of its agencies, offices, corporations, or LGUs, including foreign institution whose blacklisting rules have been recognized by the GPPB | |
| • Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct | |
| • It is authorizing the head of the procuring entity or his duly authorized representative/s to verify all the documents submitted | |
| • The signatory is the duly authorized representative of the bidder, and granted full power and authority to do, execute and perform any and all acts necessary and/or to represent the prospective bidder in the bidding, with the duly notarized secretary's certificate attesting to such, if the prospective bidder is a corporation, partnership, cooperative, or joint venture | |
| • It complies with the disclosure provision under section 47 of the act in relation to other provisions of RA 3019 | |
| • It complies with the responsibilities of a prospective or eligible bidder provided in the PBD | |
| • It complies with existing labor laws and standards, in the case of procurement of services | |
| • It did not give or pay, directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity | |
| **CONSULTING SERVICES** | |
| 1. Eligibility requirements under section 23.1 (see above) | |
| 2. The bid security in the prescribed form, amount and validity period | |
| 3. List of completed and ongoing projects approach, work plan and schedule: | |
| 4. Provided however, that for architectural design, submission of architectural plans and designs shall not be required during the consultant's selection process | |
| 5. List of key personnel to be assigned to the contract to be bid, with the complete qualification and experience data sworn statement by the prospective | |
| 6. Bidder or its duly authorized representative in the form prescribe by the GPPB as to the following: | |
| • It is not blacklisted or barred from bidding by the GOP or any of its agencies, offices, corporations, or LGUs, including foreign government/ foreign or international financing institution whose blacklisting rules have been recognized each of the documents submitted in satisfaction of the bidding | |
| • Requirements is an authentic copy of the original, complete, and all statements and information provided therein are true | |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|---|
| and correct | |
| • It is authorizing the head of the procuring entity or his duly authorized representative/s to verify all the documents submitted | |
| • The signatory is the duly authorized representative of the bidder, and granted full power and authority to do, execute and perform any and all acts necessary and/or to represent the prospective bidder in the bidding, with the duly notarized secretary's certificate attesting to such, if the prospective bidder is a corporation, partnership, cooperative, or joint venture | |
| • It complies with the disclosure provision under section 47 of the act in relation to other provisions of RA 3019 | |
| • It complies with the responsibilities of a prospective or eligible bidder provided in the PBD | |
| • It complies with existing labor laws and standards, in the case of procurement of services | |
| • It did not give or pay, directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity | |
| 7. Minutes of pre-procurement conference (5 million and above for infrastructure; 2 million and above for goods; 1 million- or four-months duration and above for consultancy) | |
| 8. Bid evaluation report | |
| 9. Ranking of short-listed bidders for consulting services | |
| 10. Post-qualification evaluation report | |
| 11. Print-out of posting of notice of award, notice of proceed and contract of award to PHILGEPS | |
| 12. Evidence of invitation of three observers in all stages of the procurement process | |
| 13. Duly approved purchase request | |
| **INFRASTRUCTURE** | |
| 1. Documents common to all public bidding or alternative mode (see checklist) | |
| 2. Letter request in case of advance/progress/final payment substitution in case of release of retention money | |
| 3. Documents for progress/final payment | |
| • Progress billing | |
| • Inspection report | |
| • Results of tests/analysis if applicable | |
| • Statement of time elapsed | |
| • Monthly certificate of payment | |
| • Contractor's affidavit of payment of laborers and materials, pictures before, during and after construction of items of work especially the embedded items | |
| • Photocopy of vouchers of all previous payments | |
| • Certificate of completion | |
| 4. Documents for advance payment | |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE | |
|---|---|---|
| • Irrevocable standby letter of credit/ security bond or bank guarantee | | |
| • Such other document peculiar to the contract or mode of procurement | | |
| • Approved consultancy progress / final reports and/or outputs required under the contract | | |
| • Progress/final billing contract of infrastructure project subject to project management consultancy services | | |
| • Copy of the original plans indicating the affected portions of the project and the duly revised plans and specifications, if applicable, indicating the changes made which shall be color coded | | |
| • Copy of the agency's report/justification for the need of such shall include the following: | | |
| • Computation as to the quantities of the additional work involved per item indicating the specific stations where such works are needed | | |
| • Date of inspection conducted and result of such inspection | | |
| • Detailed estimate for the unit cost of such items of work for new unit costs including those expressed in volume/area/lump sum/lot | | |
| • Copy of pert/CPM network diagram which shall be color coded<br>• Reflecting the effect of additional/deductive time on the period and the corresponding detailed computations for additional/deductive time for the subject co/wo | | |
| • Copy of the approved detailed breakdown of contract cost for the variation order | | |
| • Copy of the COA technical evaluation report of the original contract | | |
| • If the variation order to be reviewed is not the first variation order, all of the above requirements for all previously approved variation orders, if not yet reviewed, otherwise copy of the COA | | |
| • Technical evaluation report of the previously approved variation orders | | |
| • Additional performance security in the prescribed form and amount. If variation exceeds 10% of the original contract cost or mode of procurement | | |
| 5. Documents for Final Payment | | |
| • As-built plans | | |
| • Warranty security clearance from the provincial treasurer that the corresponding sand and gravel fees has been paid | | |
| • Copy of turn-over documents / transfer of project and facilities such as motor vehicles, laptops and other equipment, and furniture included in the contract to concerned government agency | | |
| 6. Documents for release of retention money either: | | |
| • Any security in the form of cash, bank guarantee, irrevocable standby letter of credit from a commercial bank, GSIS, or a | | |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|---|
| surety bond callable upon demand | |
| • Certification from end-user that the project is complete and inspected | |
| **CONSULTING SERVICES** | |
| 1. Documents common to all public bidding or alternative mode (see checklist) | |
| 2. If not in tor, appropriate approved documents indicating the expected outputs/deliverables | |
| 3. Copy of the approved manning schedule indicating the names and positions the names and positions of the consultants and staff and the extent of their participation of the project | |
| 4. Letter request for payment from the consultant | |
| **CHECKLIST OF REQUIREMENTS** | |
| 1. Approved consultancy progress / final reports and/or outputs required under the contract | |
| 2. Progress/final billing | |
| 3. Contract of infrastructure project subject to project management consultancy services | |
| **GOODS** | |
| **Supplies, materials, equipment and motor vehicles** | |
| 1. Documents common to all public bidding / alternative mode (see checklist) | |
| 2. Certificate of exclusive distributorship, if applicable | |
| 3. Samples and brochures/photograph, if applicable | |
| 4. Original copy of the suppliers'/dealers' invoices showing the quantity, description of the articles, unit and total value, duly signed by the dealer or his representative and indicating receipt by the proper agency official of items delivered | |
| 5. Results of test analysis, if applicable | |
| 6. Tax receipts from the BOC or BIR indicating the exact specifications and or serial number of the equipment procured by the gov't as proof of payment of all taxes and duties due on the same equipment supplied / sold to the gov't | |
| 7. Inspection and acceptance report prepared by the property inspector and signed by the head of agency or his authorized representative | |
| 8. (For Equipment) warranty security with a minimum period of 3 months for expendable supplies and 1 year for non-expendable supplies after acceptance | |
| 9. Duly approved purchase request | |
| 10. In case of motor vehicles, authority to purchase from: | |
| • DBM secretary or office of the president depending on the type of vehicle being provided | |
| 11. For procurement of drugs and medicine | |
| • Certificate of product registration from FDA | |
| • Certificate of good manufacturing practice from FDA | |
| • Batch release certificate from FDA | |
| • Certification that supplier is authorized | |
| • Distributor from the manufacturer if supplier is not the manufacturer such other document peculiar to the contract or | |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|---|
| mode of procurement | |
| **GENERAL SUPPORT SERVICES** | |
| 1. Documents common to all public bidding or alternative mode (see checklist) | |
| 2. Documents for janitorial/security/maintenance services. Appropriate approved documents indicating the following: | |
| • Number of personnel involved and their corresponding rate / salary | |
| • Schedule of work and places of assignment/station/visits indicating among others the number of hours per visit | |
| • Type and number of equipment to be served in case of visitorial maintenance service | |
| • Scaled floor plans of the building and other areas covered by service contract (for janitorial services) | |
| • Group classification of personnel to determine equivalent equipment monthly statutory minimum wage rate in accordance with applicable rules implementing RA6727 | |
| • Approved document indicating the minimum number of security personnel required by the agency | |
| • Detailed description of the maintenance services to be rendered or activities to be performed (for maintenance services) | |
| • Complete description/specifications (brand name, model, make/ country of origin, hp, piston, displacement, capacity) and number of units of dump trucks to be used | |
| • Complete description/specifications (brand name, model, make/ country of origin, hp, piston, displacement, capacity) and number of units of all other equipment to be rented/used | |
| • Appropriate approved documents containing the terms and conditions whether operated or bare rental of heavy equipment, whether per trip or package deal; and other relevant conditions | |
| • Designated/location of dumpsite if provided in separate document | |
| • Measurement in kilometers of the total distance covered by one complete route of all the required routes to be traveled | |
| • Estimated volume in cubic meters of garbage to be hauled from the area of operation including the basis of such estimate | |
| • In cases where the type of contract differs from the usual per trip basis, sufficient justification and comparative analysis between the type of contract adopted against the basic per trip type of contract | |
| 3. Documents for forwarding/shipping/hauling | |
| • The type/kind and general description of the mode of transportation used | |
| • Point of origin and destination including the estimated distance | |
| • Estimated weight and volume of cargoes involved | |
| 4. Accomplishment report | |
| 5. Request for payment | |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|---|
| 6. Contractor's bill | |
| 7. Certificate of acceptance | |
| 8. Record of attendance/service/DTR | |
| 9. Proof of remittance to concerned gov't agency (BIR, SSS, HDMF, PHIC) | |
| 10. Such other document peculiar to the contract or | |
| 11. Mode of procurement | |
| **RENTAL CONTRACTS** | |
| • Distributor from the manufacturer if supplier is not the manufacturer such other document peculiar to the contract or mode of procurement | |
| **GENERAL SUPPORT SERVICES** | |
| 1. Documents common to all public bidding or alternative mode (see checklist) | |
| 2. Privately owned office/building | |
| • Complete copy of the building floor plans indicating in shaded colors | |
| • Copy of the certificate of occupancy of the building or the appropriate approved documents showing the date the building was constructed of the age of the building | |
| • Complete description of the building as to type kind and class including its component parts and equipment facilities, such as, but not limited to parking areas, elevators, air-conditioning systems, firefighting equipment, etc. | |
| 3. Equipment rental/lease/purchase contracts | |
| • Agency evaluation of equipment utilization | |
| • Pertinent data of area of operation | |
| 4. List of comparable prevailing property within the vicinity | |
| 5. Vicinity map | |
| 6. Request for payment | |
| 7. Bills/invoices | |
| 8. Certificate of occupancy (space/building) | |
| 9. Such other document peculiar to the contract or mode of procurement | |
| 10. Documents for forwarding/shipping/hauling | |
| **Repairs and maintenance of equipment and motor vehicles** | |
| 1. Documents common to all public bidding or alternative mode (see checklist) | |
| 2. Copy of repair evaluation report and approved detailed plans by the agency showing in sufficient detail the scope of work or extent of repair to be done | |
| 3. Report of waste materials | |
| 4. Copy of document indicating history of repair | |
| 5. Post inspection report | |
| 6. Warranty certificate | |
| 7. Request for payment | |
| 8. Bill/invoices | |
| 9. Certificate of acceptance | |
| 10. Pre-repair inspection report | |
| 11. Such other document peculiar to the contract or mode of | |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|---|
| procurement | |
| **ADVERTISING** | |
| 1. Documents common to all public bidding or alternative mode (see checklist) | |
| 2. Bill / SOA | |
| 3. Copy of newspaper clippings as evidence of publication or cd in case of tv / radio commercial | |
| **ALTERNATIVE MODE** | |
| 1. Purchase order/letter order/contract duly approved by the official concerned and accepted by the supplier (date of acceptance must be on or will be counted from the date of acceptance of the PO/LO/contract) | |
| 2. Proof of posting of RFQ to PHILGEPS, website of the agency if any, and at any conspicuous place reserved for this purpose in the premises of the procuring agency for a period of 3 days in case of shopping, two failed biddings and small value procurement performance and warranty securities except for shopping negotiated | |
| 3. Procurement under emergency cases, lease of real properties and un agencies | |
| 4. Bac resolution recommending to the hope the use of alternative mode of procurement | |
| 5. Approval by hope on the use of alternative mode of procurement as recommended by BAC | |
| 6. Approval of the hope of the bac recommendation for the award of contract | |
| 7. Proof of posting of notice of award to PHILGEPS, website of the agency if any, and at any conspicuous place reserved for this purpose in the premises of the procuring agency | |
| 8. Approved APP and PR | |
| 9. Original copy of delivery invoice showing quantity, description of the articles, unit and total value, duly signed by the dealer or his representative, and indicating receipt of the proper agency official of the items delivered | |
| 10. Inspection and acceptance report signed inspected by the authorized agency | |
| 11. Inspector and signed accepted by authorized end-user of the items delivered or the property officer for items for stock | |
| 12. Statement of the prospective bidder that it is not blacklisted or barred from bidding by the government | |
| 13. Sworn statement by bidder that it is not related to hope by consanguinity or affinity up to the third level of civil degree | |
| **LIMITED SOURCE BIDDING** | |
| 1. Documents common to all alternative mode (see checklist) | |
| 2. Agency to all suppliers or consultants appearing in the preselected list with known experience and proven capability on the requirements of the particular contract | |
| 3. WINNING BIDDER'S OFFER OR PROPOSAL ABSTRACT OF BIDS | |
| 4. NOTICE OF AWARD | |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|---|
| 5. Requirements under 23.1 and 25.2b for infra, 23.1 and 25.2a for goods and 24.1 and 25.2c for consulting services of the IRR of RA9184 | |
| **Eligibility requirements for goods and infrastructure** | |
| • Class a document | |
| • Legal documents | |
| - Registration documents from sec, DTI for sole proprietorship or CDA for cooperatives, or any proof of such registration as stated in the bidding documents | |
| - Mayor's permit issued by the city or municipality where the principal place of business of the prospective bidder is located | |
| - Tax clearance per EO 398, series of 2005, as reviewed and approved by BIR | |
| • Technical documents | |
| - Statement of prospective bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid | |
| - Statement identifying the bidder's single largest completed contract similar to the contract to be bid, except under conditions provided under 23.5.1.3 of this IRR, within relevant period as provided in the bidding documents in the case of goods | |
| - In case of infrastructure, a valid Philippine Contractors Accreditation Board (PCAB) license and registration for the type and cost of the contract to bid | |
| • Financial documents | |
| - The prospective bidder's audited financial statements showing, among others, the prospective bidder's total and current assets and liabilities, stamped "received" by the BIR or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission. | |
| - The prospective bidder's computation of its Net Financial Contracting Capacity (NFCC) | |
| **Eligibility requirements for consulting services** | |
| • Legal documents | |
| - Registration documents from sec, DTI for sole proprietorship or CDA for cooperatives, or any proof of such registration as stated in the bidding documents | |
| - Mayor's permit issued by the city or municipality where the principal place of business of the prospective bidder is located | |
| - Tax clearance per EO 398, series of 2005, as reviewed and approved by BIR | |
| • Technical documents | |
| - Statement of prospective bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid | |
| - Statement of the consultant specifying its nationality and | |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|---|
| confirming that those who will actually perform the service are registered professionals authorized by appropriate regulatory body to practice those professions and allied professions, including their respective curriculum vitae | |
| • Financial documents | |
| - The consultant's audited financial statements, showing, among others, the prospective bidder's total and current assets and liabilities, stamped "received" by the BIR or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission. | |
| **GOODS** | |
| **Eligibility requirements under section 23.1 (see above)** | |
| • The bid security in the prescribed form, amount and validity period | |
| • Technical specifications, which may include production/ delivery schedule, manpower requirements, and/or aftersales service/parts, if applicable | |
| • Sworn statement by the prospective bidder or its duly authorized | |
| • Representative in the form prescribe by the GPPB as to the following: | |
| - It is not blacklisted or barred from bidding by the GOP or any of its agencies, offices, corporations, or LGUs, including foreign government/ foreign or international financing institution whose blacklisting rules have been recognized by the GPPB | |
| - Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct | |
| - It is authorizing the head of the procuring entity or his duly authorized representative/s to verify all the documents submitted | |
| - The signatory is the duly authorized representative of the bidder, and granted full power and authority to do, execute and perform any and all acts necessary and/or to represent the prospective bidder in the bidding, with the duly notarized secretary's certificate attesting to such, if the prospective bidder is a corporation, partnership, cooperative, or joint venture | |
| - It complies with the disclosure provision under section 47 of the act in relation to other provisions of RA 3019 | |
| - It complies with the responsibilities of a prospective or eligible | |
| **INFRASTRUCTURE** | |
| **Eligibility requirements under section 23.1 (see above)** | |
| • The bid security in the prescribed form, amount and validity period | |
| • List of completed and ongoing projects | |
| • Approach, work plan and schedule: provided however, that for architectural design, submission of architectural plans and designs shall not be required during the consultant's selection process | |
| • List of key personnel to be assigned to the contract to be bid, with the complete qualification and experience data | |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|---|
| • Sworn statement by the prospective bidder or its duly authorized representative in the form prescribed by the GPPB as to the following: | |
| - It is not blacklisted or barred from bidding by the GOP or any of its agencies, offices, corporations, or LGUs, including foreign government/ foreign or international financing institution whose blacklisting rules have been recognized by the GPPB | |
| - Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct | |
| - It is authorizing the head of the procuring entity or his duly authorized representative/s to verify all the documents submitted | |
| - The signatory is the duly authorized representative of the bidder, and granted full power and authority to do , execute and perform any and all acts necessary and/or to represent the prospective bidder in the bidding, with the duly notarized secretary's certificate attesting to such, if the prospective bidder is a corporation, partnership, cooperative, or joint venture | |
| - It complies with the disclosure provision under section 47 of the act in relation to other provisions of RA 3019 | |
| - It complies with the responsibilities of a prospective or eligible bidder provided in the PBD | |
| - It complies with existing labor laws and standards, in the case of procurement of services | |
| - It did not give or pay, directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity | |
| **CONSULTING SERVICES** | |
| **Eligibility requirements under section 23.1 (see above)** | |
| • The bid security in the prescribed form, amount and validity period | |
| • List of completed and ongoing projects approach, work plan and schedule: provided however, that for architectural design, submission of architectural plans and designs shall not be required during the consultant's selection process | |
| • List of key personnel to be assigned to the contract to be bid, with the complete qualification and experience data | |
| • Sworn statement by the prospective bidder or its duly authorized representative in the form prescribe by the GPPB as to the following: | |
| - It is not blacklisted or barred from bidding by the GOP or any of its agencies, offices, corporations, or LGUs, including foreign government/ foreign or international financing institution whose blacklisting rules have been recognized by the GPPB | |
| - Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct | |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|---|
| - It is authorizing the head of the procuring entity or his duly authorized representative/s to verify all the documents submitted | |
| - The signatory is the duly authorized representative of the bidder, and granted full power and authority to do, execute and perform any and all acts necessary and/or to represent the prospective bidder in the bidding, with the duly notarized secretary's certificate attesting to such, if the prospective bidder is a corporation, partnership, cooperative, or joint venture | |
| - It complies with the disclosure provision under section 47 of the act in relation to other provisions of RA 3019 | |
| - It complies with the responsibilities of a prospective or eligible bidder provided in the PBD | |
| - It complies with existing labor laws and standards, in the case of procurement of services | |
| - It did not give or pay, directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity | |
| • Bid security | |
| • Such other document peculiar to the contract or mode of procurement | |
| **DIRECT CONTRACTING** | |
| 1. Documents common to all alternative mode | |
| 2. Copy of letter to selected manufacturer/supplier/distributor to submit a price quotation and conditions of sale | |
| 3. Certificate of exclusive distributorship by the principal under oath | |
| 4. Certification from the agency authorized official that there are no sub-dealers selling at lower prices and for which no suitable substitute can be obtained at more advantageous terms to the government | |
| 5. Certification of bac in case of critical plant component and/or to maintain certain standards | |
| 6. Study / survey to determine that there are no sub-dealers selling at lower prices and for which no suitable substitute can be obtained at more advantageous terms to the government | |
| 7. Such other document peculiar to the contract or mode of procurement | |
| **REPEAT ORDER** | |
| 1. Documents common to all public bidding | |
| 2. Copy of the original contract indicating that it was awarded through public bidding | |
| 3. Certification from purchasing department/division that the supplier has complied with all the requirements under the original contract | |
| **SHOPPING** | |
| 1. Documents common to all alternative mode | |
| 2. Price quotations from at least 3 bonafide manufacturers/suppliers/distributors | |
| 3. Abstract of canvass | |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|---|
| **NEGOTIATED PROCUREMENT** | |
| 1. Documents common to all alternative mode | |
| 2. Documents for two failed biddings, emergency cases, takeover of contracts, and small value procurement | |
| - Price quotations from at least 3 invited suppliers | |
| - Abstract of canvass | |
| - Bac resolution recommending award to the lowest calculated responsive bid | |
| 3. Additional for two failed biddings | |
| - Agency's offer for negotiations with selected supplier/contractors/ consultants | |
| - Certification of bac of the failure of competitive bidding for the 2nd time | |
| - Evidence of invitation of observers at all stages of the negotiation | |
| - Eligibility documents in case of infrastructure projects | |
| 4. Additional for emergency cases | |
| - Justification | |
| 5. Additional for takeover of contracts | |
| - Copy of terminated contract | |
| - Reasons for termination | |
| - Negotiation document with 2nd lowest calculated bidder and so on | |
| - Approval of hope to negotiate contracts under exceptional cases | |
| 6. Additional for small value procurement | |
| - Letter or invitation to submit proposal | |
| 7. Additional for adjacent or contiguous projects | |
| - Copy of the original contract indicating that it was awarded through public bidding | |
| - Scope of work which should be related or similar to the original contract | |
| - Latest accomplishment of the original contract showing that there was no negative slippage / delay | |
| **CULTURAL AND ATHLETIC ACTIVITIES** | |
| 1. Budget estimates approved by hope | |
| 2. Same requirements under procurement depending on the nature of the expense and mode of procurement | |
| **TRAININGS** | |
| 1. Budget estimates approved by hope | |
| 2. Same requirements under procurement depending on the nature of the expense and mode of procurement | |
| 3. Schedule of training approved by hope | |
| **REPRESENTATION** | |
| **MEALS WITH VENUE** | |
| 1. APP | |
| 2. BAC resolution recommending to the hope the use of alternative mode of procurement | |
| 3. Approval by hope on the use of alternative mode of procurement as recommended by BAC | |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|---|
| 4. Approval of the hope of the bac recommendation for the award of contract | |
| 5. Notice of award | |
| 6. Table of rating factors for lease of venue | |
| 7. Cost benefit analysis | |
| 8. Price quotations from the vicinity of selected location | |
| 9. Abstract of canvass | |
| 10. Purchase order (PO)/contract | |
| 11. Statement of account (SOA) | |
| 12. Inspection and acceptance report (IAR | |
| 13. Attendance | |
| 14. Project proposal/any approved document as evidence of the activity | |
| 15. Terminal report/minutes of meeting/agreements of the meeting | |
| **MEALS - CATERER/ NOT CATERED BUT MATERIAL IN AMOUNT** | |
| 1. Documents common to all alternative mode | |
| • Purchase order/letter order/contract duly approved by the official concerned and accepted by the supplier (date of acceptance must be clearly indicated especially when the time/date of delivery is dependent on or will be counted from the date of acceptance of the PO/LO/contract) | |
| • Proof of posting of RFQ to PHILGEPS, website of the agency if any, and at any conspicuous place reserved for this purpose in the premises of the procuring agency for a period of 3 days<br>• In case of shopping, two failed biddings and small value procurement (for purchases above 50,000.00) | |
| • BAC resolution recommending to the hope the use of alternative mode of procurement | |
| • Approval by hope on the use of alternative mode of procurement as recommended by BAC | |
| • Approval of the hope of the BAC | |
| • Recommendation for the award of contract | |
| • Notice of award | |
| - Proof of posting of notice of award to PHILGEPS, website of the agency if any, and at any conspicuous place reserved for this purpose in the premises of the procuring agency | |
| - Approved APP | |
| - Approved PR | |
| - Original copy of delivery invoice showing quantity, description of the articles, unit and total value, duly signed by the dealer or his representative, and indicating receipt of the proper agency official of the items delivered | |
| - Inspection and acceptance report signed inspected by the authorized agency inspector and signed accepted by authorized end-user of the items delivered or the property officer for items for stock | |
| 2. Project proposal/any approved document as evidence of the activity | |
| 3. Terminal report/minutes of meeting/agreements of the meeting | |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|---|
| 4. Attendance | |
| **MEALS - AMOUNTS LESS THAN 1,000.00** | |
| 1. Purchase Request (PR) | |
| 2. PO | |
| 3. IAR | |
| 4. Certification of representation expenses | |
| 5. Attendance | |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| 1. Submit signed in box "A" Obligation Request and Status (ORS) Disbursement Voucher (DV) supported with complete documents related to the transaction. | 1.1 Review the completeness of supporting documents and record in the Claims Received Logbook | None | 30 minutes | Receiving Clerk |
| | 1.2 Review completeness of document, and approve the obligation | | 30 minutes | Budget Officer |
| | 1.3 Review completeness of documents and accuracy in the computation, compute the withholding taxes and prepare Journal Entry Voucher (JEV) | | 2 hours | Accountant-II |
| | 1.4 Review completeness of documents and accuracy in the computation, compute the withholding taxes and prepare Journal Entry Voucher (JEV) | | 2 hours | Accountant-II |
| | 1.5 Approve the disbursement voucher. | | 4 hours | Agency Head or his Authorized Representative |
| | 1.6 Prepare and sign Check, List of Due Demandable Accounts Payable – Authority to Debit Account (LDDAP-ADA) and Advice of Check Issued and | | 2 hours | Cashier |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| | Cancelled (ACIC) | | | |
| | 1.7 Review the accuracy and certify the LDDAP-ADA | | 1 hour | Accountant |
| | 1.8 Approve the check, LDDAP-ADA and ACIC | | 4 hours | Agency Head or his Authorized Representative / FAD Division Chief |
| 2. Submits Checks/ADA to Supplier for payment | | | | |
| **Total Processing Time** | | **2 working days** | | |

## 45. Processing of Financial Claims

The Processing of Financial Claims is considered a **SIMPLE** transaction. Under Sec. 9 b1 of RA 11032, simple transactions shall be acted upon by the assigned officer/employee within 3 working days. If the claim is not processed within 3 days, you may file a complaint via email (artaunit@dti.gov.ph). For feedback and complaints, please refer to page 195.

This process is considered an internal service provided to employees and end users of the agency. Its objective is to ensure timely and accurate processing and payment of financial claims.

The Government Accounting Manual, relevant circulars issued by the Commission on Audit, Department of Budget Management, Bureau of the Treasury and Bureau of Internal Revenue are the reference materials for this process.

| | |
|---|---|
| **Office or Division:** | DTI-VIII Regional Office – Finance and Administrative Division |
| **Classification:** | Simple |
| **Type of Transaction:** | G2G – Government-to-Government, G2C – Government-to-Citizen |
| **Who may avail:** | Employees / End Users |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|---|
| Obligation Request and Status (ORS) (2 copies) | Budget |
| Disbursement Voucher (DV) (1 copy) | Accounting |
| **Employees benefits through Automated Teller Machine (ATM) :** | Human Resource / Finance |
| - Payroll, payroll register (1 copy of each document) | |
| **First Salary (individual claim):** | Human Resource/ Claimant Employee |
| - Appointment, Oath of Office, Certificate of Assumption, Statement of Assets, Liabilities and Net Worth (SALN), Daily Time Record (1 copy of each document) | |
| - Reimbursement of Traveling Expenses | Employee / Claimant |
| Travel Order, Itinerary of Travel, Certificate of Appearance / Attendance, Certificate of Travel Completed, Tickets, Official Receipts, Certification by the Head of Agency as to the absolute necessity of the expenses, if the expenses incurred exceeded the prescribed rate per day (1 copy of each document) | |
| **Utilities** | Utility company |
| - Statement of Account / Bill (1 copy) | |
| Telephone / communication expenses | Service Provider / End User |
| Statement of Account / Bill, Certification by Agency Head or his Authorized Representative that all calls are official (1 copy of each document) | |
| **Procurement** | Supply Officer / End User |
| - Purchase Request, Request for Quotations, Abstract of Quotations, Purchase Order / Contract / Inspection and Acceptance Report, Charge Invoice / Delivery Receipt (1 copy of each document) | |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| 1. Submit signed in box “A” Obligation Request and Status (ORS), Disbursement Voucher (DV), and supporting documents related to the transaction. | 1.1 Review the completeness of supporting documents | None | 8 minutes | Receiving Clerk |
| | 1.2 Record in the Claims Received Logbook | | 2 minutes | Receiving Clerk |
| | 1.3 Review completeness of document and approve the obligation | | 12 minutes | Budget Officer |
| | 1.4 Record in the Claims Processed Logbook | | 4 minutes | Budget Officer |
| | 1.5 Post in the Registry of Allotments, Obligations and Disbursements (RAOD) | | 5 minutes | Budget Officer |
| | 1.6 Review completeness of documents and accuracy in the computation | | 10 minutes | Accountant |
| | 1.7 Certify cash availability and completeness of documents | | 7 minutes | Accountant |
| | 1.8 Approve the disbursement voucher. | | 10 minutes | Agency Head or his Authorized Representative |
| | 1.9 Prepare and sign Check, Certificate of Tax Withheld, List of Due Demandable Accounts Payable – Authority to Debit Account (LDDAP-ADA) and Advice of Check Issued and Cancelled (ACIC) | | 20 minutes | Cashier |
| | 1.10 Review the accuracy and certify the LDDAP-ADA | | 15 minutes | Accountant |
| | 1.11 Approve the check, LDDAP-ADA and ACIC | | 15 minutes | Agency Head or his Authorized Representative / Finance and Administrative |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| | | | | Division (FAD) Chief |
| | 1.12 Submit ACIC, LDDAP ADA and photocopy of check to Land Bank of the Philippines (LBP) and the Bureau of the Treasury | | 3 hours | Cashier |
| | 1.13 Take up the ACIC and LDDAP-ADA | | 2 days | Land Bank of the Philippines |
| | 1.14 Get a copy of validated LDDAP-ADA and ACIC from Land Bank of the Philippines | | 3 hours | Cashier |
| 2.Receive check / copy of validated LDDAP-ADA and Certificate of Tax Certificate (if applicable) and acknowledge the receipt by issuing Official Receipt and signing in the “Receipt of Payment” portion of the Disbursement Voucher | 2.1 Issue check, and furnish validated copy of LDDAP ADA and Certificate of Tax Withheld to payee / claimant | None | 10 minutes | Cashier |
| | 2.2 Receive Official Receipt | None | 2 minutes | Cashier |
| **Total Processing Time** | | **3 days** | | |

## 46. Issuance of Personnel Records

The Issuance of Personnel Records is considered as a **SIMPLE** transaction. Under Sec. 9 b1 of RA 11032, simple transactions shall be acted upon by the assigned officer/employee within 3 working days. If the record is not released within 3 days, you may file a complaint via email (artaunit@dti.gov.ph). For feedback and complaints, please refer to page 195.

Provision of timely and accurate personnel records to all requesting clients - DTI employees, separated DTI employees and other requesting parties.

| | |
|---|---|
| **Office or Division:** | DTI-VIII Regional Office – Finance and Administrative Division |
| **Classification:** | Simple |
| **Type of Transaction:** | G2G – Government-to-Government, G2C – Government-to-Citizen |
| **Who may avail:** | Incumbent and Former Employees |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|---|
| Letter Request addressed to the Regional Director in one copy only (e-mail or hard copy) | Requesting Party |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| 1. Send Letter Request (e-mail or hard copy) | 1.1 Receipt of Request | None | 10 minutes | Receiving/ Records Officer |
| | 1.2 Assessment of Request:<br>Service Record<br>Certificate of Employment<br>Office Clearance<br>Other Records | | 30 minutes | Regional Director |
| | 1.3 Forward the request to the concerned division indicated in the routing slip | | 30 minutes | Finance and Administrative Division (FAD) Chief/ Division Head |
| | 1.4 Processing of Request | | 1 hour | Concerned Officer-Human Resource Management Officer (HRMO) |
| | 1.5 Review and Approval | | 1 hour | Finance and Administrative Division (FAD) Chief/ Division Head/ Regional Director |
| | 1.6 Release of approved record to the HRMO | | 10 minutes | Releasing/ Records Officer |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| 2. Receipt of Requested Record | 2.1 The HRMO releases the record to the client by having the said client sign on the receiving copy for office HR files | None | 10 minutes | Human Resource Management Officer (HRMO) |
| 3. Fill out the Client Satisfaction Survey Form | 3.1 File for consolidation and analysis | None | 20 minutes | Document Control Officer |
| **Total Processing Time** | | **3 hours, 50 minutes** | | |

## 47. Provision of Infrastructure and Equipment

The Provision and maintenance of infrastructure and equipment is considered a **SIMPLE** transaction. Under Sec. 9 b1 of RA 11032, simple transactions shall be acted upon by the assigned officer/employee within 3 working days. If the infrastructure or equipment is not provided within 3 days, you may file a complaint via email (artaunit@dti.gov.ph). For feedback and complaints, please refer to page 195.

To ensure that the properties and equipment of the agency are in good working condition and are ready and available at all times. The maintenance plan is a tool to monitor the condition of the equipment and conduct preventive maintenance services to the equipment.

| | |
|---|---|
| **Office or Division:** | DTI – VIII Regional Office – Finance and Administrative Division |
| **Classification:** | Simple |
| **Type of Transaction:** | G2G – Government-to-Government |
| **Who may avail:** | Internal Employees |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|---|
| Request for Equipment (2copies) | Requesting Party or End user |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| 1. Submit Request for Equipment. | 1.1 Ascertain availability of equipment | None | 20 minutes | Supply Officer/ Property Officer |
| | 1.2 Prepare Vehicle Trip Ticket/Request for Equipment and submit to FAD Chief | | 10 minutes | Supply Officer/ Property Officer |
| | 1.3 FAD Chief approve or disapprove request. | | 10 minutes | FAD Chief |
| | 1.4 Logs transaction in the Logbook | | 5 minutes | Supply Officer/ Property Officer |
| 2. The client receives the equipment by signing in the Logbook the | 2.1 Turn over requested equipment to client | None | 10 minutes | Supply Officer/ Property Officer |
| **Total Processing Time** | | **55 minutes** | | |

## 48. Procurement of Goods and Services

The Procurement of Goods and Services is considered a **COMPLEX** transaction. Under Sec. 9 b1 of RA 11032, complex transactions shall be acted upon by the assigned officer/employee within 7 working days. If the goods and services are not procured and released within 7 days, you may file a complaint via email (artaunit@dti.gov.ph). For feedback and complaints, please refer to page 195.

Goods and services are readily available when needed by the end-user for the performance of their mandated functions. The procured goods and services are within the specifications required by the end-user. The procurement processes are within the provisions of the Government Procurement Act (RA 9184).

| | |
|---|---|
| **Office or Division:** | DTI VIII Regional Office – Finance and Administrative Division |
| **Classification:** | Complex |
| **Type of Transaction:** | G2G – Government-to-Government |
| **Who may avail:** | Internal Clients |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|---|
| Annual Procurement Plan (APP) (1 copy) | Supply Officer |
| Purchase Request (PR) (1copy) | Client/End user |
| BAC Resolution (1compy) | BAC Secretariat |
| Request for Quotation (RFQ) (3copies) | BAC Secretariat |
| Abstract of Quotations/Notice of Award (NOA)/ Notice to Proceed (NTP) (1copy) | BAC Secretariat |
| Purchase Order (P.O.)/ Contract (3copies) | Supply Officer |
| Inspection and Acceptance Report (IAR) (1copy) | Inspection Committee/ Supply Officer |
| Stock Card (SC)/ Property Card (PC) (1copy) | Supply Officer |
| Request Issue Slip (RIS) (1copy) | Supply Officer |
| Inventory Custodian Slip (ICS)/ Property Acknowledgement Receipt (PAR) (3copies) | Supply Officer |
| Report of Supplies and Materials Issued (RSMI) (3copies) | Supply Officer |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| 1. Submit Purchase Request for HOPE approval | 1.1 Approve Purchase Request | None | 1 hour | Head of the Procuring Entity (HOPE) |
| 2. Forward approved PR to Supply Office for procurement | 2.1 Ascertain that requested goods and services are in the APP | None | 30 mins | Supply Officer/ Procurement Officer |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| | 2.2 Preparation of BAC Resolution on Mode of Procurement | | 4 hours | Bids and Awards Committee (BAC) Secretariat |
| | 2.3 Prepare Request for Quotation (RFQ), duly signed by the BAC Chair and Canvasser. | | 30 mins | Bids and Awards Committee (BAC) Secretariat |
| | 2.4 Conduct canvass thru Request for Quotation (RFQ) | | 3 days minimum (RA9184) | Supply Officer/ Property Officer/ Canvasser/Messenger |
| | 2.5 Prepare and approve Abstract of Quotations (AOQ) (duly signed by BAC) | | 4 hours | Bids and Awards Committee (BAC) Secretariat |
| | 2.6 Prepare and approve Purchase Order (P.O) | | 4 hours | Supply Officer/ Procurement Officer |
| | 2.7 Serve Purchase Order to the Supplier | | 2 hours | Supply Officer/ Procurement Officer |
| | 2.8 Inspect delivered Goods and Services | | 1 hour | Inspection Committee |
| | 2.9 Update Stock Card/ Property Card | | 4 hours | Supply Officer/ Procurement Officer |
| 3. Client/End-user receives procured goods and services | 3.1 Issue goods and services procured to client end-user | | 1 hour | Supply Officer/ Procurement Officer |
| | 3.2 Update Stock Card/ Property Card | | 1 hour | Supply Officer/ Procurement Officer |
| **Total Processing Days** | | **5 days, 7 hours** | | |

## 49. Processing of Financial Claims

The Processing of Financial Claims is considered a **SIMPLE** transaction. Under Sec. 9 b1 of RA 11032, simple transactions shall be acted upon by the assigned officer/employee within 3 working days. If the claim is not processed within 3 days, you may file a complaint via email (artaunit@dti.gov.ph). For feedback and complaints, please refer to page 195.

This process is considered an internal service provided to employees and end users of the agency. Its objective is to ensure timely and accurate processing and payment of financial claims.

The Government Accounting Manual, relevant circulars issued by the Commission on Audit, Department of Budget Management, Government Procurement Policy Board, Bureau of the Treasury and Bureau of Internal Revenue are the reference materials for this process.

| | |
|---|---|
| **Office or Division:** | DTI-IX Regional Office – Finance and Administrative Division |
| **Classification:** | Simple |
| **Type of Transaction:** | G2G – Government-to-Government, G2B – Government-to-Business |
| **Who may avail:** | Employees / End Users / Business Entities |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|---|
| Employees benefits through Automated Teller Machine (ATM) :<br>-Payroll, payroll register (3 copies) | Human Resource / Finance |
| **First Salary (individual claim):**<br>- Appointment, Oath of Office, Certificate of Assumption, Daily Time Record (all in 3 copies)<br>- Statement of Assets, Liabilities and Net Worth (4 copies) | Human Resource/ Claimant Employee |
| **Reimbursement of Traveling Expenses**<br>- Travel Order (2 copies), Itinerary of Travel (2 copies), Certificate of Appearance / Attendance (1 copy), Certificate of Travel Completed (2 copies), Tickets (1 copy), Official Receipts (1copy), Certification by the Head of Agency as to the absolute necessity of the expenses (2 copies), if the expenses incurred exceeded the prescribed rate per day, Post-Activity Report (Foreign Travel) (2 copies) | Employee / Claimant |
| **Utilities**<br>Statement of Account / Bill (1 copy) | Utility company |
| **Telephone / communication expenses**<br>Statement of Account / Bill (1 copy), Official Receipt/Load Cards (1 copy) | Service Provider / End User |
| **Procurement**<br>- Purchase Request (3 copies), Requisition and Issue Slip (3 copies), Approved Budget for the Contract (3 copies), Request for Quotations (4 copies), Abstract of Quotations (3 copies), Purchase Order / Job Order/ Contract (3 copies), Inspection and Acceptance Report<br>(3 copies), Charge Invoice / Delivery Receipt (3 copies), Minutes of the Meeting/ Attendance Sheet, if applicable (3 copies) | Supply Officer / End User |

## 50. Processing of Request for Certificate of Employment

The Processing of Request for Certificate of Employment is considered a **SIMPLE** transaction. Under Sec. 9 b1 of RA 11032, simple transactions shall be acted upon by the assigned officer/employee within 3 working days. If the certificate is not released within 3 days, you may file a complaint via email (artaunit@dti.gov.ph). For feedback and complaints, please refer to page 195.

Provide for the certificate of employment upon the request of the employee with accurate details and for purposes stated.

| | |
|---|---|
| **Office or Division:** | DTI-IX Regional Office – Finance and Administrative Division |
| **Classification:** | Simple |
| **Type of Transaction:** | G2G – Government-to-Government |
| **Who may avail:** | Internal Staff |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|---|
| Filled-up one (1) copy of Request Form | Finance and Administrative Division – Human Resource Desk |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| 1. Submit accomplished request form located at the HR desk | 1. Receive and check if all the required information are provided | None | 3 minutes | Human Resource Management Officer/ Assistant |
| | 1.1. Process of Certificate of Employment. | | 5 minutes | Human Resource Management Officer/ Assistant |
| | 1.2. Encode, print and send to Regional Director/ Chief Administrative Officer for approval | | 30 minutes | Human Resource Management Officer/ Assistant |
| | 1.3. Approve and sign the certificate | | 1 day | Regional Director/ Chief Administrative Officer |
| 2. Claim the Certificate of Employment | 2. Releasing of the Certificate to the client | None | 2 minutes | Human Resource Management Officer/ Assistant |
| | 2.1. Have the client check the correctness of the details | | 2 minutes | Human Resource Management Officer/ Assistant |
| | 2.2. Have the client receive and sign on the log book | | 2 minutes | Human Resource Management Officer/ Assistant |
| **Total Processing Time** | | **1 day, 44 minutes** | | |

## 51. Processing of Financial Claims (Travelling Allowance/Expenses, Reimbursement and Cash Advance)

The Processing of Financial Claims is considered a SIMPLE transaction. Under Sec. 9 b1 of RA 11032, simple transactions shall be acted upon by the assigned officer/employee within 3 working days. If the claims are not processed within 3 days, you may file a complaint via email (artaunit@dti.gov.ph). For feedback and complaints, please refer to page 195.

This transaction involves the processing of official local and foreign travel allowance / expenses of personnel either cash advance or reimbursement in accordance with COA Circular 2012-001 and Executive Order No 77, s. 2019.

| | |
|---|---|
| **Office or Division:** | DTI-Region 11 Regional Office – Finance and Administrative Division |
| **Classification:** | Simple |
| **Type of Transaction:** | G2G – Government-to-Government |
| **Who may avail:** | DTI XI internal clients |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|---|
| 1. Obligation Request and Status (ORS) – 2 copies | DTI 11 portal |
| 2. Disbursement Voucher (DV) – 2 copies | DTI 11 portal |
| 3. Supporting documents (1 copy each) | |
| **For Grant of Cash Advance (CA):** | |
| - Travel Order (TO for local travel) or Travel Authority (TA for foreign travel) | Head Office for Foreign Travel Regional Director for Local Travel |
| - Approved Itinerary of Travel (IT) | DTI 11 portal |
| - Certification from the Accountant that previous cash<br>- advance has been liquidated and accounted for in the books) | Accountant |
| **For Reimbursement of Daily Travelling Expenses (DTE):** | |
| - Travel Order (TO for local travel) or Travel Authority (TA for foreign travel) | Head Office for Foreign Travel Regional Director for Local Travel |
| - Approved Itinerary of Travel (IT) | DTI XI portal |
| - Certificate of Travel Completed (CTC) | DTI XI portal |
| - Certificate of Appearance / Attendance (CA) | Organizer / sponsor |
| - Reimbursement Expense Receipt (RER) | DTI XI portal |
| - Certification Not Requiring Official Receipts (for P 300 and below) | DTI XI portal |
| - Paper / electronic plane, boat or bus tickets, boarding pass, terminal fee | Airline, Bus |
| - Official Receipt (for claiming actual expenses for accommodation) | Accommodation Facility |
| - Authority to Claim Actual Hotel Expenses | Head Office for Foreign Travel<br>Regional Director for Local Travel |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|---|
| - Other supporting documents relative to travel<br>▪ invitation<br>▪ program<br>▪ advisories | Organizer/ sponsor |
| **Additional Supporting Documents for Foreign Travel (either Cash Advance or Reimbursement)** | |
| - UNDP rate for the Daily Subsistence Allowance (DSA) | DFA website |
| - Dollar to Peso Exchange Rate | BSP website |
| - Report of Travel | DTI XI portal |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| 1. Submit ORS, DV and other supporting documents related to the transaction. | 1.1 Review the completeness of the supporting documents, certify the allotment available, obligate and post in the registry database | None | 5 Minutes | Budget Officer |
| | 1.2 Review the completeness of the supporting documents and accuracy of the amount claimed, certify cash availability and completeness of the documents. | | 15 minutes | Accountant |
| | 1.3 Approve the disbursement voucher | | 1 hour | Regional Director or his Authorized Representative |
| | 1.4 Prepare and sign Check, List of Due Demandable Accounts Payable – Authority to Debit Account (LDDAP-ADA) and Advice of Check Issued and Cancelled (ACIC) and Summary of LDDAP –ADA Issued and Invalidated ADA Entries (SLIIE). | | 45 minutes | Cashier |
| | 1.5 Review the accuracy and certifies the LDDAP-ADA | | 15 minutes | Accountant |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| | 1.6 Approve the check, LDDAP-ADA and ACIC | | 15 minutes | Regional Director or his Authorized Representative / FAD Division Chief |
| | 1.7 Submit the Check's duplicate, LDDAP – ADA, ACIC and SLIIE to the government depository bank | | 2 hours | Cashier |
| | 1.8 Process the ACIC and LDDAP-ADA | | 2 days | Land Bank of the Philippines |
| 2. Receive claims for reimbursement | 2.1. Retrieve the disbursement voucher/s for signature of the claimant in the received by portion. | None | 10 minutes | Cashier |
| **Total Processing Time** | | **2 days, 4 hours and 45 minutes** | | |

## 52. Processing of Request for HR Documents (Service Record, 201 Files, etc.)

(The Processing of Request for HR Document is considered a SIMPLE transaction. Under Sec. 9 b1 of RA 11032, simple transactions shall be acted upon by the assigned officer/employee within 3 working days. If the certificate is not released within 3 days, you may file a complaint via email (ask@dti.gov.ph)

The Human Resource (HR) documents such as 201 files, certifications, service records and among others is requested by an employee as a requirement for retirement, promotion and/or other related transactions. All employees shall accomplish request form to release their requested documents.

| | |
|---|---|
| **Office or Division:** | DTI-Region 11 Regional Office – Finance and Administrative Division-Human Resource Unit |
| **Classification:** | Simple |
| **Type of Transaction:** | G2G – Government-to-Government |
| **Who may avail:** | DTI 11 Employees/Internal Clients |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|---|
| HR Request Form | HR Request Form can be accessed through the Human Resource Information System (HRIS) |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| 1. Fill out the online request form and submit through the employee's HRIS account. | 1.1 Receive and evaluate employee's request.<br><br>1.2 Prepare requested document/s. | None | 1 to 3 days | HR Personnel |
| 2. Receive the signed requested document/s. | 2.1 Release duly signed documents to requesting employee. | None | | Releasing Officer |
| **TOTAL** | **3 working days from receipt of request** | | | |

## 53. Submission of Employee's Loan Application

(The Submission of Employee's Loan Application is considered a SIMPLE transaction. Under Sec. 9 b1 of RA 11032, simple transactions shall be acted upon by the assigned officer/employee within 2-3 working days. If the certificate is not released within the specified days, you may file a complaint via email (ask@dti.gov.ph)

Government employee's loan application is facilitated by HR Unit to increase employee's purchasing power, alleviate their financial adversity or even supplement an expensive occurrence due to fortuitous events.

| | |
|---|---|
| **Office or Division:** | DTI-Region 11 Regional Office – Finance and Administrative Division- Human Resource Unit |
| **Classification:** | Simple |
| **Type of Transaction:** | G2G- Government to Government |
| **Who may avail:** | DTI 11 Employees/Internal Clients |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|---|
| **Loan Application to DBP and Provident Fund** | |
| Completed application form | Forms can be downloaded from DTI-XI Portal |
| Certified photocopy of required IDs and ATM Card with three specimens (If applicable) | |
| Certification of Employment (If applicable) | FAD-HR Unit |
| One/three month pay slip | DTI 11 Human Resource Information System (HRIS) Admin Account |
| **Loan Application to HDMF, GSIS, and LBP** | |
| Completed online application form(s) and uploaded documentary requirements (if applicable) | Online forms can be accessed through the respective salary loan provider's online portal. |

| CLIENT STEPS | AGENCY ACTIONS | FEES | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| **Loan Application to DBP and Provident Fund** | | | | |
| 1. Fill out application form/s accordingly and submit it with complete documentary requirements to FAD-HR Unit. | 1.1 Receive and review completeness of submitted accomplished forms and documentary requirements.<br><br>1.2 Prepare transmittal letter and submit/endorse to relevant agencies/offices.<br><br>1.3 Email received transmittal letter to respective employee. | None | 2 to 3 days | Designated Liaison Officer |

| CLIENT STEPS | AGENCY ACTIONS | FEES | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| 2. Inform designated Payroll Officer on approval of loan application and submit monthly amortization schedule if necessary. | 2.1 Encode employee's loan details in DTI 11 HRIS for monitoring and auto deduction on preparation of monthly payroll. | None | | Designated Payroll Officer |
| **Loan Application to HDMF, GSIS, and LBP** | | | | |
| 1. Fill out online application form/s accordingly through online portal of the salary loan provider. | 1.1 Receive and review completeness of submitted accomplished forms and documentary requirements. | None | 2 to 3 days | Salary Loan Provider and Loan Applicant |
| 2. Inform the HRMO about the loan application for verification and approval. | 2.1 Employment verification, assessment of the employee's capacity to pay, and approval of the salary loan through online portal of the salary loan provider. | None | | Loan Applicant and HRMO |
| **TOTAL** | **3 working days upon receipt of complete loan application and requirements** | | | |

## 54. Processing of Leave Application

The Processing of Leave Application is considered a **SIMPLE** transaction. Under Sec. 9 b1 of RA 11032, simple transactions shall be acted upon by the assigned officer/employee within 3 working days. If the application for leave is not processed within 3 days, you may file a complaint via email (artaunit@dti.gov.ph). For feedback and complaints, please refer to page 195.

Leave of absences is generally defined as a right granted to officials and employees not to report for work with or without pay as may be provided by law and as the rules prescribe in Rule XVI (Omnibus Rules on Leave) of Executive Order No. 292. Hence, all employees who shall avail such are required to file their leave application/s thru online using CSC Form No. 6. The approved leave application shall be submitted to HR Personnel for online approval and notification on its approval is thru automated email.

| | |
|---|---|
| **Office or Division:** | DTI-Region 11 Regional Office – Finance and Administrative Division (FAD)- Human Resource (HR) Unit |
| **Classification:** | Simple |
| **Type of Transaction:** | G2G- Government-to-Government |
| **Who may avail:** | DTI-XI Employees/Internal Clients |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|---|
| HRIS-generated filled-out Leave Application Form (2 copies) | DTI-11 Human Resource Information System (HRIS) |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| 1. Submit signed Application for Leave-to-Leave Administrator/ HR Personnel | 1.1 Receive leave application. | None | 15 minutes | Leave Administrator/ HR Personnel |
| | 1.2 Evaluate the completeness of the required supporting documents. | | | Leave Administrator/ HR Personnel |
| | 1.3 Assess the qualification on the type of leave she/he applied for | | | Leave Administrator/ HR Personnel |
| 2. Submit signed Application for Leave to Supervisor | 2.1 Recommend for the approval or disapproval of leave applications. | None | 1 hour | Division Chief |
| 3. Submit signed Application for Leave to the Head of Office. | 3.1 Approve the application following the rules on delineation of functions/ delegation of authority. | None | 1 hour | Regional Director/ Provincial Director |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| 4. Submit approved leave application to Leave Administrator/HR Personnel for online approval. | 4.1 Receive the approved leave applications and correspondingly approve it thru online. | None | 30 minutes | Leave Administrator/ HR Personnel |
| 5. Receive notification thru automated email | | None | 1 minute | DTI-XI Human Resource Information System (HRIS) |
| **Total Processing Time** | | **3 hours and 16 minutes** | | |

## 55. Processing of Request for Supplies

The Processing of Request for Supplies is considered a **SIMPLE** transaction. Under Sec. 9 b1 of RA 11032, simple transactions shall be acted upon by the assigned officer/employee within 3 working days. If the request for supplies is not processed within 3 days, you may file a complaint via email (artaunit@dti.gov.ph). For feedback and complaints, please refer to page 195.

The General Services Section (GSS) ensure that supplies are sufficient and available at all times to cover the request of the end users. Further supplies are regularly monitored and replenished on a timely basis. All employees shall accomplish the Requisition and Issue Slip (RIS) form to support the issuance of their requested supplies.

| | |
|---|---|
| **Office or Division:** | DTI-Region 11 Regional Office – Finance and Administrative Division- General Services Section |
| **Classification:** | Simple |
| **Type of Transaction:** | G2G – Government-to-Government |
| **Who may avail:** | DTI-XI Employees/Internal Clients |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|---|
| Filled-out Request for Issuance of Stock (RIS) form (1 copy) | DTI-11 Portal |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| 1. Submit filled-out RIS form | 1.1 Receive and evaluate RIS form | None | 5 minutes | Supply Officer |
| | 1.2 Check the availability of supplies requested | | 10 minutes | Supply Officer |
| 2. Receive supplies requested | 2.1 Issue supplies requested | None | 10 minutes | Supply Officer |
| **Total Processing Time** | | **25 minutes** | | |

## 56. Processing of Claims

The Processing of Claims is considered a **SIMPLE** transaction. Under Sec. 9 b1 of RA 11032, simple transactions shall be acted upon by the assigned officer/employee within 3 working days. If the claim is not released within 3 days, you may file a complaint via email (artaunit@dti.gov.ph). For feedback and complaints, please refer to page 195.

This process is considered an internal service provided to employees and end users of the agency. Its objective is to ensure timely and accurate processing and payment of financial claims.

The Government Accounting Manual, relevant circulars issued by the Commission on Audit, Department of Budget Management, Bureau of the Treasury and Bureau of Internal Revenue are the reference materials for this process.

| | |
|---|---|
| **Office or Division:** | DTI-12 Administrative, Financial and Management Division |
| **Classification:** | Simple |
| **Type of Transaction:** | G2G – Government-to-Government |
| **Who may avail:** | Employees as End Users/Payees |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|---|
| 1. Employees benefits through Payroll Crediting System Validation (PACSVAL):<br>- Payroll, Payroll Register – four (4) copies<br>- Daily Time Record, Accomplishment Report (JOCOS), Work-from-Home (WFH) Monitoring Form – two (2) copies | Administrative, Financial and Management Division (AFMD) Human Resource Section/ Finance Section/ Employee |
| 2. First Salary (Regular/Contractual Employee/JOCOS-Individual Claim)<br>a. Regular/Contractual<br>- Appointment, Oath of Office, Certificate of Assumption, Statement of Assets, Liabilities and Net Worth (SALN), Daily Time Record (two copies each)<br>b. JOCOS<br>- Contract of Service, Accomplishment Report, Daily Time Record (two copies each) | Administrative, Financial and Management Division (AFMD) Human Resource Section /Claimant Employee |
| 3. Reimbursement of Travelling Expenses<br>- Travel Order, Itinerary of Travel, Certificate of Appearance / Attendance, Certificate of Travel Completed, Tickets, Official Receipts, Certification by the Head of Agency as to the absolute necessity of the expenses, if the expenses incurred exceeded the prescribed rate per day (two copies each) | Claimant/ Employee |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|---|
| 4. Reimbursement of Goods and Services Purchased<br>- Purchase Request and Requisition and Issue Slip (two copies each)<br>- Request for Quotations and Abstract of Quotations (three copies each)<br>- Purchase Order/Contract (4 copies each)<br>- Inspection and Acceptance Report (3 copies each)<br>- Sales Invoice or Official Receipt/ Delivery Receipt (one original copy, one photocopy)<br>- For Processing of Meeting/Training Expenses: Minutes of the Meeting/Post Activity Report and Attendance Sheet (two copies each)<br>- For purchase of Terms of Reference, Certificate of Satisfactory Completion<br>- For consultancy Services: Terms of Reference, Certificate for Satisfactory Completion (two copies each)<br>For goods and services posted as PhilGEPS: Terms of Reference (two copies) | Supply Officer/ Division Chief /Claimant Employee |
| 5. Reimbursement of Utilities<br>- Billing Statement, Certification by Agency Head or his Authorized Representative that all calls are official, Official Receipt (One original copy and one photocopy) | Service Provider/ Claimant Employee |
| 6. Refund of loan payments due to Loan Renewal / Termination of Loan<br>- Payroll (four copies), Loan Renewal confirmation (email copy), Official Receipt for Loan Termination (one original copy) | Claimant Employee |
| 7. Release of Provincial Operating Fund<br>- FO/PO Approved Monthly Disbursement Program (one copy), Memo Request for Budget Augmentation (one copy), Notice of Fund Allocation (three copies) | Field Office-Admin. Officer/ Provincial Director/Officer In Charge/Budget Officer |
| 8. Special Cash Advance<br>- Activity Design/Proposal, Memo Request, Authority to Cash Advance – two copies each | Concerned FO/Division/ Regional Director/ Claimant Employee |
| 9. Replenishment of Petty Cash Fund<br>- Summary of Expenses and Replenishment Report – two copies each<br>- Approved Petty Cash Vouchers, Official Receipts/Sales Invoices/RERs (one original copy each) | Disbursing Officer/ Concerned Claimant Employee |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| 1. Submit complete supporting documents as stated in the checklist of requirements | 1.1 Review the completeness of supporting documents, and record in the Claims Received Logbook | None | 10 minutes | Receiving Clerk |
| | 1.2 Prepare Obligation Request and Status (ORS), Disbursement Voucher (DV) in 3 copies, and record in obligations books (RAODPS/RAODMO OE/RAODCO) and in the Journal and Analysis of Obligations (JAO) | | 15 minutes | Accounting Clerk |
| | 1.3 Certify Box A of Obligation Request and Status (charges to appropriation/ allotment necessary, lawful and under his/her direct supervision; and supporting documents valid, proper and legal) | | 10 minutes | Head of Office/ Head of Division |
| | 1.4 Certify Box B of Obligation Request and Status as to allotment availability and obligation for the purpose/adjustment necessary | | 15 minutes | Budget Officer |
| | 1.5 Certify Box A of Disbursement Voucher as to expenses/cash advance necessary, lawful and incurred under his/her direct supervision | | 10 minutes | Head of Office/ Head of Division |
| | 1.6 Certify Box C of Disbursement Voucher as to completeness and appropriateness of documents attached, | | 20 minutes | Accountant |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| | and cash availability | | | |
| | 1.7 Approve the disbursement voucher (Box D of DV) | | 10 minutes | Agency Head or his Authorized Representative |
| | 1.8 Prepare and sign Check, Certificate of Tax Withheld, List of Due Demandable Accounts Payable – Authority to Debit Account (LDDAP-ADA) and Advice of Check Issued and Cancelled (ACIC) | | 20 minutes | Cashier |
| | 1.9 Review the accuracy and certifies the LDDAP-ADA | | 15 minutes | Accountant |
| | 1.10 Approve the check, LDDAP-ADA and ACIC | | 15 minutes | Agency Head or his Authorized Representative / FAD Division Chief |
| | 1.11 Submit ACIC, LDDAP ADA and photocopy of check to Land Bank of the Philippines (LBP) and the Bureau of the Treasury | | 2 hours | Cashier |
| | 1.12 Take up the ACIC and LDDAP-ADA | | 2 days | Land Bank of the Philippines |
| | 1.13 Issue check, verified copy of LDDAP ADA and Certificate of Final or Creditable Tax Withheld to payee/ claimant | | 10 minutes | Cashier |
| 2. Receive claim | 1.14 Claim received by payee/client | None | 5 minutes | Cashier for Checks or Agency Servicing Bank for Automatic Debit to Account |
| **Total Processing Time** | | **2 days, 4 hours, 35 minutes** | | |

## 57. Processing of Leave Application

The Processing of Leave Application is considered a **SIMPLE** transaction. Under Sec. 9 b1 of RA 11032, simple transactions shall be acted upon by the assigned officer/employee within 5 working days. If the approved leave application form is not acted upon within 3 days, you may file a complaint via email (artaunit@dti.gov.ph). For feedback and complaints, please refer to page 195.

Leave of absences is generally defined as a right granted to officials and employees not to report for work with or without pay as may be provided by law and as the rules prescribe in Rule XVI (Omnibus Rules on Leave) of Executive Order No. 292. Hence, all employees are required to file their leave application/s thru online using CSC Form No. 6. The approved leave application shall be submitted to HR Personnel for online approval and the concerned employee shall be informed on its approval thru automated email.

| | |
|---|---|
| **Office or Division:** | DTI-12 Administrative, Financial and Management Division |
| **Classification:** | Simple |
| **Type of Transaction:** | G2G- Government-to-Government |
| **Who may avail:** | DTI-12 Employees/Internal Clients |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|---|
| Leave Application Form (2 copies) | DTI 12 Server (Forms) |

| CLIENT STEPS | AGENCY ACTIONS | FEES | TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| 1. Submit Application for Leave-to-Leave Administrator then to Supervisor then to Head of Office. | 1.1 Receive leave application for evaluation on completeness of required data such as date of filing, details of application e.g. type of leave, no. of working days applied for, inclusive dates, where leave would be spent) and certify/assess the available leave credits of employee for recommendation to the immediate supervisor | None | 4 hours | Leave Administrator/ Human Resource Personnel |
| | 1.2 Recommend for the approval or disapproval of leave application. | | 2 hours | Supervisor |
| | 1.3 Approve the application following the rules on delineation of functions/delegation of authority. | | 2 hours | Head of Office |
| 2) Forward signed and approved leave application to Leave Administrator/HR Personnel | 2.1 Once approved, provide copy to the concerned employee | None | 2 days | Leave Administrator/ Human Resource Unit |
| **Total Processing Time** | | **3 days** | | |

## 58. Processing of Loans

The Processing of Loans is considered a **SIMPLE** transaction. Under Sec. 9 b1 of RA 11032, simple transactions shall be acted upon by the assigned officer/employee within 3 working days. If the loan application is not endorsed within 3 days, you may file a complaint via email (artaunit@dti.gov.ph). For feedback and complaints, please refer to page 195.

This process is considered an internal service provided to employees and end users of the agency. Its objective is to ensure timely and accurate processing of loan applications and renewals.

| | |
|---|---|
| **Office or Division:** | DTI-12 Administrative, Financial and Management Division |
| **Classification:** | Simple |
| **Type of Transaction:** | G2G – Government-to-Government |
| **Who may avail:** | Employees |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|---|
| 1. Government Service Insurance System (GSIS) Consolidated Loan / Policy Loan<br>• Employees application thru GSIS Kiosk/Online Loan Application (Online copy, printed copy not required) | GSIS Kiosk/ HDMF Webpage/ Administrative, Financial and Management Division (AFMD) Human Resource Section/ Finance Section/ Employee |
| 2. Home Mutual Development Fund (HDMF) Loan Application<br>• Application Form (Multi-Purpose Loan/ Calamity Loan) – one copy<br>• Photocopy of Pay Slip, Valid Identification Card (ID) and Cash Card – one copy each | |
| 3. Provident Fund Loan Application<br>• PF Loan Application Form – one copy<br>• Photocopy of DTI-ID – one copy<br>• Photocopy of Automated Teller Machine (ATM) Card (LBP) – one copy<br>• Latest Pay Slip – one copy | Administrative, Financial and Management Division (AFMD) Human Resource Section/Finance Section/ Employee |
| 4. Land Bank of the Philippines (LBP) Loan Application<br>• LBP Salary Loan Application Form, including Insurance and Authority to Debit Account – one copy<br>• Photocopy of Office ID and Unified Multi-purpose ID (UMID) Card (Borrower & Co-Maker) – one copy<br>• Photocopy of Pay Slip for the last 2 months (Borrower & Co-Maker) – one copy<br>• Certification of Monthly Net Take Home Pay (Borrower & Co-Maker) – one copy<br>• Employer Certification (Borrower & Co-Maker) – one copy<br>• Latest 1x1 ID Picture (Borrower only) – one piece | |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| 1. Submit application form and additional requirements | 1.1 Review the application forms and completeness of supporting documents | None | 15 minutes | Accounting Clerk/ Accountant |
| | 1.2 Check if monthly net take home pay is above P5,000.00 including the expected monthly amortization of the loan approved | | 15 minutes | Accounting Clerk/ Accountant |
| | 1.3 Approve/ Certify Loan Application | | 10 minutes | Head of Office/ Authorized Signatory |
| | 1.4 Submit Loan Application Forms and other documentary requirements to HDMF/DTI-Provident Fund/ LBP (GSIS-Confirm and approve thru GSIS Online Access) | | 50 minutes | Accounting Clerk/ Accountant/ Claimant |
| **Total processing time** | | **1 hour, 30 minutes** | | |

## 59. Processing of Request for HR Document

The Processing of Request for HR Document such as Service Record/Certificate of Employment is considered a **SIMPLE** transaction. Under Sec. 9 b1 of RA 11032, simple transactions shall be acted upon by the assigned officer/employee within 3 working days. If the certificate/record is not released within 3 days, you may file a complaint via email (artaunit@dti.gov.ph). For feedback and complaints, please refer to page 195.

The Human Resource (HR) documents such as 201 files, certifications, service records and among others is requested by an employee as a requirement for retirement, promotion and/or other related transactions. All employees shall accomplish request form to release their requested documents.

| | |
|---|---|
| **Office or Division:** | DTI-12 Administrative, Finance and Management Division |
| **Classification:** | Simple |
| **Type of Transaction:** | G2G – Government-to-Government |
| **Who may avail:** | DTI 12 Employees / Internal Clients |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|---|
| Accomplished HR Request Form (1 copy) | Internal: DTI-12 HR unit<br>External: Client letter request |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| 1. Submit accomplished HR request form or letter request to HR Unit/AFMD Personnel | 1.1 Receive and evaluate employee's request | None | 1 hour | Human Resource Personnel |
| | 1.2 Prepare requested document/s | | 7 hours | Human Resource Personnel |
| | 1.3. Sign the requested document | | 1 day | Chief Administrative Officer/ Alternate Signatory |
| 2. Receive the signed requested document/s. | 2.1 Release duly signed documents to requesting employee. | None | 1 day | Releasing Officer |
| **Total Processing Time** | | **3 days** | | |

## 60. Processing of Financial Claims – Travel Regional Office

The Processing of Financial Claims (Regional Office) is considered simple**,** Under Sec. 9 b1 of RA 11032, simple transactions shall be acted upon by the assigned officer/employee within 3 working days. If the financial claim is not processed within 3 days, you may file a complaint via email (artaunit@dti.gov.ph). For feedback and complaints, please refer to page 195.

The Processing of Financial Claims –Travel in the Regional Office is an internal service whose client is the regional government employee who will incur expenses or had incurred expenses while on travel necessary to the service. The requirements and procedures are based on the General Accounting Manual for National Government Agencies Vol. 1 to comply the requirements stated under Section 5, Chapter 2 of the said manual which states:

a. No money shall be paid out of any public treasury or depository except in pursuance of an appropriation law or other specific statutory authority.
b. Government funds or property shall be spent or used solely for public purposes.
c. Trust funds shall be available and may be spent only for the specific purpose for which the trust was created or the funds received.
d. Fiscal responsibility shall, to the greatest extent, be shared by all those exercising authority over the financial affairs, transactions, and operations of the government agency.
e. Disbursement or disposition of government funds or property shall invariably bear the approval of the proper officials.
f. Claims against government funds shall be supported with complete documentation.
g. All laws and regulations applicable to financial transactions shall be faithfully adhered to.
h. Generally accepted principles and practices of accounting as well as of sound management and fiscal administration shall be observed, provided that they do not contravene existing laws and regulations.

This process serves as a control measure to ensure adherence to the requirements of the law under Section 4 of P.D. No. 1445 and also to ensure that the required resource of the government employee while on travel is met without undue delay.

| | |
|---|---|
| **Office or Division:** | DTI-Caraga Regional Office-Finance Administrative Division (FAD) |
| **Classification:** | Simple |
| **Type of Transaction:** | G2G – Government-to-Government |
| **Who may avail:** | DTI-Caraga Regional Employees |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|---|
| 1. Four copies of filled-out Disbursement Voucher – DV (Appendix 32 GAM) | FAD |
| 2. Three copies of filled –out Obligation Request and Status – ORS (Appendix 11 GAM) | |
| 3. Supporting Documents: | |
| **Cash Advance** | |
| • 3 copies Travel Order | Requesting staff |
| • 3 copies Itinerary of Travel | |
| **Reimbursement** | |
| • copies Travel Order | |
| • copies Certificate of Appearance | |
| • copies of Transportation Expenses Records<br>- Taxi- RER/OR<br>- Bus – Bus Ticket<br>- Hire- RER | |
| • copies Actual Hotel Claim Records<br>- Official Receipt<br>- Hotel Guest Folio | |
| • copies Itinerary of Travel | |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| 1. Requesting unit designated staff Prepares/Submits the Disbursement Voucher (DV) in 4 copies and Obligation Request and Status (ORS) in 3 copies using the Forms (Appendix 32 and Appendix 11) under GAM, with complete documents supporting claim | 1.1 Signs Box A of the ORS and Box A of the DV, certifying the necessity and lawfulness of the charging of claims and the validity and legality of the supporting documents (SDs). | None | 4 hours | Chief of the requesting unit |
| 2.Forwards the DV with ORS and complete SDs to Finance and Administrative Division (FAD) Budget Officer for processing of claims | | | 15 minutes | Requesting unit designated staff |
| | 2.1Receives the DV with ORS and complete SDs from the requesting unit designated staff, verifies completeness of the documents. | | 30 minutes | Designated Accounting receiving/releasing staff |
| | 2.2.a If complete, records the same in the | | 10 minutes | Designated Accounting |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| | DV tracking sheet and forwards the documents to the Budget Officer for processing. | | | receiving/releasing staff |
| | 2.2.b If incomplete, returns the documents to the requesting unit for completion. | | | |
| | 2.3 Receives the DV with ORS and complete SDs from the FAD designated receiving staff, verifies availability of allotment. | | 30 minutes | Budget Officer |
| | 2.3 a If allotment is not available, returns the documents to the unit concerned. | | | |
| | 2.3 b If allotment is available, assigns ORS number and records complete details of the claim in the RAOD. | | | |
| | 2.4 Signs the certification in Box B of the ORS certifying availability of allotment and necessity of obligation. | | 5 minutes | Budget Officer |
| | 2.5 Forwards the DV with ORS and SDs to the Accounting Unit for processing of the claim. Retains original copy/ Copy 1 of the ORS for maintenance/ monitoring of obligation status | | 10 minutes | Budget Officer |
| | 2,6 Receives Copies 1-4 of DV, SDs and Copies 2-3 of ORS from the Budget Officer. Assigns DV number and records in the DV tracking sheet the DV number and date, creditor/payee, particular and amount. | | 15 minutes | Designated Accounting receiving/releasing staff |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| | 2.7 Retrieves Index of Payments (IoP) (Appendix 38) and determines if claim is in order. If with prior payment on the same claim, returns the DV, SDs and ORS informing the requesting unit of prior payment made. | | 1 hour | Designated Accounting receiving/releasing staff |
| | 2.8 If in order, verifies ORS against DV. If the amounts in the ORS and DV are the same, records the following in the IoP: DV date and number, particulars and amount and proceeds to No. 7. For first-time claimant, prepares IoP. | | 20 minutes | Designated Accounting receiving/releasing staff |
| | 2.9 If the amounts in the ORS and DV differ, prepares NORSA in three copies and signs the “Prepared by” portion. Forwards Copies 1-3 of NORSA, Copies 1-4 of DV, Copies 2-3 of ORS and SDs to the Accountant III for approval of the NORSA. | | 30 minutes | Designated Accounting receiving/releasing staff |
| | 2.10 Signs the “Approved by” portion of the NORSA. | | 20 minutes | Accountant III |
| | 2.11 Records in the DV tracking sheet the return of Copies 1-3 of NORSA, Copies 1-4 of DV, Copies 2-3 of ORS and SDs to the Budget Officer for correction of obligation. | | 10 minutes | Designated Accounting receiving/releasing staff |
| | 2.12Posts the NORSA in the ‘Obligation’ column of Section C of the ORS. | | 20 minutes | Budget Officer |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| | 2.12 a If the original amount is lesser than the actual obligation, a positive entry corresponding to additional obligation shall be recorded in the RAOD based on the NORSA. | | | |
| | 2.12 b If the original obligation is greater, a negative entry representing the excess shall be recorded in the RAOD. | | | |
| | 2.13 Returns Copies 2-3 of NORSA, Copies 1-4 of DV, Copies 2-3 of ORS and SDs to the Accountant II for processing. Files Copy 2 of NORSA together with the original copy of the ORS | | 10 minutes | Budget Officer |
| | 2.14 Initials in Box B of DV and forwards Copies 1-4 of DV and SDs, Copies 2-3 of ORS to the Accountant III for review. | | 20 minutes | Accountant II |
| | 2.15 Retrieves the RANCA/RANTA from file and determines availability of NCA.<br><br>If NCA is sufficient to cover the disbursement, records in the RANCA/RANTA the DV date and number, and amount under the 'Utilized' column and indicates NCA balance. Otherwise, notes that cash is not yet available and returns the DV and SDs to the Designated Accounting Receiving/Releasing Staff for safekeeping. | | 1 hour | Accountant III |
| | 2.16Checks the "Cash | | 10 minutes | Accountant III |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| | available" portion in Box B of the DV. Reviews DV and SDs. Signs Box B of DV. | | | |
| | 2.17 Forwards the documents to the Designated Accounting receiving/releasing staff | | 10 minutes | Accountant III |
| | 2.18 Records in the DV tracking sheet the release of Copies 1-4 of DV and SDs and Copies 2-3 of ORS to the Head of Office or Authorized Representative for approval of the DV. | | 10 minutes | Designated Accounting receiving/releasing staff |
| | 2.19 Receives Copies 1-4 of DV, SDs and Copies 2-3 of ORS and records in the logbook the date of receipt. Forwards the set of documents to the Approving Officer for review and approval. | | 10 minutes | Receiving/Releasing Staff - ORD |
| | 2.20 Reviews DV and signs in Box C "Approved for Payment" portion. Forwards Copies 1-4 of DV, Copies 2-3 of the ORS and SDs. | | 4 hours | Head of Office or Authorized Representative |
| | 2.21 Records in logbook the approved DV and all SDs and forwards the documents to the Cashier | | 10 minutes | Receiving/Releasing Staff - ORD |
| | 2.22 Receives Copies 1-4 of approved DV, Copies 2-3 of ORS and SDs. | | 5 minutes | Cashier |
| | 2.23 Records in the logbook the date of receipt, DV number, payee, particulars and amount. | | 5 minutes | Cashier |
| | 2.24 Verifies completeness of signatories on the DV. Prepares LDDAP-ADA, | | 20 minutes | Cashier |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| | SLIIAE, ACIC and database in four copies. Reviews the amount in the LDDAP-ADA against the DV and SDs. | | | |
| | 2.25 Retrieves from file the CkADADRec maintained per bank account and records the date, check number, name of payee, nature of payment and amount of the DV and indicates the new balance of the NCA/bank account. | | 30 minutes | Cashier |
| | 2.26 Signs the LDDAP-ADA, SLIIAE, ACIC and database. Forwards the LDDAP-ADA, SLIIAE, ACIC and database, together with the Copies 1-4 of approved DV, Copies 2-3 of ORS and SDs to Accountant III for countersigning. | | 10 minutes | Cashier |
| | 2.27 Countersigns the LDDAP-ADA, SLIIAE, and database. Forwards the LDDAP-ADA, SLIIAE, ACIC and database, together with the Copies 1-4 of approved DV, Copies 2-3 of ORS and SDs to the Head of Office or Authorized Representative for countersigning. | | 30 minutes | Accountant III |
| | 2.28 Records in the DV tracking sheet the date of submission to the approving authority of Copies of LDDAP-ADA, SLIIAE, ACIC and database, Copies 1-4 of DV, Copies 2-3 of ORS and SDs | | 10 minutes | Accountant III |
| | 2.29 Records in the logbook the date of receipt of Copies of | | 5 minutes | Receiving/Releasing Staff - ORD |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| | LDDAP-ADA, SLIIAE, ACIC and database, Copies 1-4 of DV, Copies 2-3 of ORS and SDs. | | | |
| | 2.30 Forwards the set of documents to the Head of Office for countersigning of LDDAP-ADA, SLIIAE, ACIC and database. | | 5 minutes | Receiving/Releasing Staff - ORD |
| | 2.31 Countersigns the LDDAP-ADA, SLIIAE, ACIC and database. | | 6 hours | Head of Office |
| | 2.32 Forwards Copies of LDDAP-ADA, SLIIAE, ACIC and database, Copies 1-4 of DV, Copies 2-3 of ORS and SDs to the Receiving/Releasing Staff – ORD for return to the Cashier. | | | Head of Office |
| | 2.33 Copies of LDDAP-ADA, SLIIAE, ACIC and database, Copies 1-4 of DV, Copies 2-3 of ORS and SDs and checks completeness of signatures in the LDDAP-ADA, SLIIAE, ACIC and database. | | 10 minutes | Cashier |
| | 2.34 Retrieves the CkADADRec and notes the return of the signed and countersigned LDDAP-ADA, SLIIAE, ACIC and database | | 5 minutes | Cashier |
| | 2.35 Forwards to LBP four copies of LDDAP-ADA, SLIIAE, ACIC and database for debit of payment to the Agency's bank account. | | 1 hour | Cashier |
| | 2.36 Files temporarily Copies of LDDAP-ADA, SLIIAE, ACIC and database, Copies 1-3 of DV, Copies 2-3 of ORS and SDs for preparation of reports. | | 5 minutes | Cashier |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| | 2.37 Posts in the 'Date Released' column of the CkADADRec the date of receipt by LBP of the LDDAP-ADA, SLIIAE, ACIC and database. | | 5 minutes | Cashier |
| **Total Processing Time** | | **3 days** | | |

**FORMS**

1. Disbursement Voucher – DV (Appendix 32 GAM)
2. Obligation Request and Status – ORS (Appendix 11 GAM)
3. Index of Payment – IoP (Appendix 38 GAM)
4. Notice of Obligation Request and Status Adjustment – NOSRA (Appendix 12 GAM)
5. Registry of Allotments and Notice of Cash Allocation – RANCA (Appendix 30 GAM)
6. Registry of Allotments and Notice of Transfer of Allocation – RANTA (Appendix 31 GAM)
7. Checks and Advices to Debit Account Disbursement Record – CkADADRec (Appendix 34 GAM)
8. List of Due and Demandable Accounts Payable with Advice to Debit Account – LDDAP-ADA (DBM Circular Letter No. 2013-16, dated December 23, 2013)
9. Summary of LDDAP-ADAs Issued and Invalidated ADA Entries – SLIIAE (Appendix 53 GAM)

**A. REFERENCE**

1. COA Government Accounting Manual
2. DBM Circular Letter No. 2013-16, dated December 23, 2013
3. COA Circular 2012-01
4. Unified Account Code Structure
5. Philippine Public Sector Accounting Standards

## 61. Processing of Financial Claims – Travel Provincial Office

The Processing of Financial Claims- Travel for Provincial Office is considered a **SIMPLE** transaction. Under Sec. 9 b1 of RA 11032, simple transactions shall be acted upon by the assigned officer/employee within 8 hours. If the financial claim is not released within 8 working hours, you may file a complaint via email (artaunit@dti.gov.ph). For feedback and complaints, please refer to page 195.

The Processing of Financial Claims –Travel in the Provincial Office is an internal service whose client is the regional government employee who will incur expenses or had incurred expenses while on travel necessary to the service. The requirements and procedures are based on the General Accounting Manual for National Government Agencies Vol. 1 to comply the requirements stated under Section 5, Chapter 2 of the said manual which states:

1. No money shall be paid out of any public treasury or depository except in pursuance of an appropriation law or other specific statutory authority.
2. Government funds or property shall be spent or used solely for public purposes.
3. Trust funds shall be available and may be spent only for the specific purpose for which the trust was created or the funds received.
4. Fiscal responsibility shall, to the greatest extent, be shared by all those exercising authority over the financial affairs, transactions, and operations of the government agency.
5. Disbursement or disposition of government funds or property shall invariably bear the approval of the proper officials.
6. Claims against government funds shall be supported with complete documentation.
7. All laws and regulations applicable to financial transactions shall be faithfully adhered to.
8. Generally accepted principles and practices of accounting as well as of sound management and fiscal administration shall be observed, provided that they do not contravene existing laws and regulations.

This process serves as a control measure to ensure adherence to the requirements of the law under Section 4 of P.D. No. 1445 and also to ensure that the required resource of the government employee while on travel is met without undue delay. Financial claims for travel in the provincial offices is only through check disbursement.

| | |
|---|---|
| **Office or Division:** | DTI-Caraga Provincial Office-Finance and Administrative Division |
| **Classification:** | Simple |
| **Type of Transaction:** | G2G – Government-to-Government |
| **Who may avail:** | DTI-Provincial Offices Employees |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|---|
| 3 copies filled out Disbursement Vouchers | Requesting unit designated staff |
| Supporting Documents: | |
| A. Cash Advance | Requesting staff |
| 1. 3 copies of Travel Order | |
| 2. 3 copies Itinerary of Travel | |
| B. Reimbursement | |
| 1. 3 copies of Travel Order | |
| 2. 3 copies of Itinerary of Travel | |
| 3. 3 copies of Certificate of Appearance | |
| 4. 3 copies Transportation Expenses Records<br>- Taxi- RER/OR<br>- Bus- Bus Ticket<br>- Hire-RER | |
| 5. 3 copies Actual Hotel Claim<br>- Official Receipt<br>- Hotel Guest Folio | |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| Requesting unit designated staff prepares the Disbursement Voucher (DV) in 3 copies using the Form (Appendix 32) under GAM, with complete documents supporting claim | 1. Signs Box A of the DV, certifying the necessity and lawfulness of the charging of claims and the validity and legality of the supporting documents (SDs). | None | 2 hours | Chief of the requesting unit |
| Forwards the DV with complete SDs to PO FAD for processing of claims | | | 5 minutes | Requesting unit designated staff |
| | 2.1 Receives the DV with complete SDs from the requesting unit designated staff, verifies completeness of the documents. | | 15 minutes | Designated FAD receiving/releasing staff |
| | 2.1a If complete, records the same in the DV tracking sheet. | | | |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| | 2.1b If incomplete returns the documents to the requesting unit for completion. | | | |
| | 2.2 Receives Copies 1-4 of DV and SDs from the Designated FAD receiving/releasing staff. Assigns DV number and records in the DV tracking sheet the DV number and date, creditor/payee, particular and amount. | | 15 minutes | Designated Fiscal Clerk |
| | 2.3 Retrieves Index of Payments (IoP) (Appendix 38) and determines if claim is in order. If with prior payment on the same claim, returns the DV and SDs informing the requesting unit of prior payment made. | | 15 minutes | Designated Fiscal Clerk |
| | 2.4 If in order, records the following in the IoP: DV date and number, particulars and amount and proceeds to No. 7. For first-time claimant, prepares IoP. | | 10 minutes | Designated Fiscal Clerk |
| | 2.5 Verify in the Cash Disbursement Record (CDR) the availability of cash. 2.5 1 If cash is sufficient to cover the disbursement, records in the CDR the DV date and number, and amount under the 'Disbursement' column and indicates cash balance. Otherwise, notes that cash is not yet available and returns the DV and SDs to the Designated FAD | | 10 minutes | Designated Fiscal Clerk |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| | receiving/releasing staff for safekeeping. | | | |
| | 2.6 Checks the “Cash available” portion in Box B of the DV. Reviews DV and SDs. Signs Box B of DV. | | 10 minutes | Designated Fiscal Clerk |
| | 2.7 Forwards the documents to the Designated FAD receiving/releasing staff | | 5 minutes | Designated Fiscal Clerk |
| | 2.8 Records in the DV tracking sheet the release of Copies 1-4 of DV and SDs to the Head of Office or Authorized Representative for approval of the DV. | | 10 minutes | Designated FAD receiving/releasing staff |
| | 2.9 Receives Copies 1-4 of DV and SDs and records in the logbook the date of receipt. Forwards the set of documents to the Approving Officer for review and approval. | | 5 minutes | Receiving/Releasing Staff - OPD |
| | 2.10 Reviews DV and signs in Box C “Approved for Payment” portion. Forwards Copies 1-4 of DV and SDs. | | 2 hours | Head of Office or Authorized Representative |
| | 2.11 Records in logbook the approved DV and all SDs and forwards the documents to the Disbursing Officer | | 10 minutes | Receiving/Releasing Staff - OPD |
| | 2.12 Receives Copies 1-4 of approved DV and SDs. Records in the logbook the date of receipt, DV number, payee, particulars and amount. | | 5 minutes | Disbursing Officer |
| | 2.13 Verifies completeness of signatories on the DV. | | 10 minutes | Disbursing Officer |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| | Prepares check in three copies. Reviews the amount of the check against the DV and SDs. | | | |
| | 2.14 Retrieves from file the CDR maintained per bank account and records the date, check number, name of payee, nature of payment and amount of the DV and indicates the new balance of the NCA/bank account. | | 10 minutes | Disbursing Officer |
| | 2.15 Signs the check | | 10 minutes | Disbursing Officer |
| | 2.16 Records in the DV tracking sheet the date of submission to the approving authority of Copies 1-3 of check and SDs. | | 10 minutes | Disbursing Officer |
| | 2.17 Records in the logbook the date of receipt of Copies 1-3 of check and SDs. | | 5 minutes | Receiving/Releasing Staff - OPD |
| | 2.18 Forwards the set of documents to the Head of Office for countersigning of check. | | 5 minutes | Receiving/Releasing Staff - OPD |
| | 2.19 Countersigns the check. | | 1 hour | Head of Office |
| | 2.20 Forwards Copies 1-3 of check and SDs to the Receiving/Releasing Staff – OPD for return to the Disbursing Officer | | 5 minutes | Head of Office |
| | 2.21 Receives Copies 1-3 of check and SDs and checks completeness of signatures in the check. | | 10 minutes | Disbursing Officer |
| | 2.22 Retrieves the CDR and notes the | | 10 minutes | Disbursing Officer |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| | return of the signed and countersigned check. | | | |
| | 2.23 Releases the original of check and Copy 4 of DV to the payee. | | 10 minutes | Disbursing Officer |
| | 2.24 Attaches OR/Invoice issued by payee, if any on Copy 1 of DV and requires payee to sign on Box D of the DV and the Check Registry/Logbook | | 5 minutes | Disbursing Officer |
| | 2.25 Files temporarily Copies 2-3 of check, Copies 1-3 of DV and SDs for preparation of reports. | | 5 minutes | Disbursing Officer |
| **Total Processing Time** | | **1 day** | | |

## A. K-FORMS

1. Disbursement Voucher – DV (Appendix 32 GAM)
2. Index of Payment – IoP (Appendix 38 GAM)
3. Cash Disbursement Record – CDR (Appendix 40 GAM)

## B. REFERENCE

1. COA Government Accounting Manual
2. DBM Circular Letter No. 2013-16, dated December 23, 2013
3. COA Circular 2012-01
4. Unified Account Code Structure
5. Philippine Public Sector Accounting Standards

## 62. Processing of Request for Trade Data not accessible in Tradeline

The Request for Trade Data is considered a **SIMPLE** transaction. Under Sec. 9 b1 of RA 11032, simple transactions shall be acted upon by the assigned officer/employee within 3 working days. If the certificate is not released within 3 days, you may file a complaint via email (artaunit@dti.gov.ph). For feedback and complaints, please refer to page 195.

This data may be used in the preparation of reports for DTI Secretary and other DTI officials, planning, evaluation purposes and communications materials (e.g. press releases).

| | |
|---|---|
| **Office or Division:** | Knowledge Processing Division, Export Marketing Bureau |
| **Classification:** | Simple Transaction |
| **Type of Transaction:** | G2G – Government-to-Government |
| **Who may avail:** | DTI-OSEC, BITR, BTIPR, and other DTI offices |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|---|
| Memo Request to include the following needed data: | Requesting Party |
| Period Covered | |
| Data Type (Export or Import) | |
| Market Classification | |
| Product Classification | |

| CLIENT STEPS | AGENCY ACTIONS | FEES | TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| Memo Request | Acknowledgement | None | 1 Hour | Knowledge Processing Division |
| | Assign request to personnel | None | 1 Hour | Knowledge Processing Division |
| | Process the data | None | 1- 2 hours depending on the request | Assigned Personnel, Knowledge Processing Division |
| | Submit data for review | None | 1 Hour | Assigned Personnel, Knowledge Processing Division |
| | Review and approved trade data | None | 1 Hour | Angie Brosas, Knowledge Processing Division |
| | Revise data | None | 2 Hours | Assigned Personnel, Knowledge Processing Division |
| | Approve final reply | None | 1 Hour | Angie Brosas, Knowledge Processing Division |
| Acknowledge Receipt | Release to client | None | 1 Hour | Assigned Personnel, Knowledge Processing Division |
| Feedback | File records | None | 1 hour | Records Management Officer |
| **Total Processing Time** | | **11 hours** | | |

## VII. Feedback and Complaints

| FEEDBACK AND COMPLAINTS MECHANISM | |
|---|---|
| How to send feedback | Please let us know how we have served you by:<br>Filling up a Client Satisfaction Feedback Form and drop the Form in the designated drop box at the Front Desk/Public Assistance Desk<br><br>Contact the concerned DTI bureaus and offices. Please refer to the provided list of offices.<br><br>You may also contact us through our DTI Direct Customer Contact Center from Monday to Sunday, 8:00 AM-5:00 PM (except holidays) at telephone number 1-DTI (384) or email artaunit@dti.gov.ph |
| How feedbacks are processed | Feedback results are provided to the concerned division/office. Those feedback requiring responses are forwarded to the concerned bureau/s or office/s. |
| How to file a complaint | You may:<br>Fill up a Client Complaint Form<br>Inform the Public Assistance Desk or email thru artaunit@dti.gov.ph |
| How complaints are processed | Written/verbal complaints are treated with confidentiality and utmost care to prevent disclosure. They shall be addressed immediately by the concerned bureau or office.<br><br>If you are not satisfied with the response to your complaint, you may elevate it to the concerned Bureau/Office Director or to the Planning and Management Service, the ARTA Unit of DTI, at artaunit@dti.gov.ph.<br><br>Thank you for helping us continuously improve our services. |
| Contact Information | Kindly refer to the DTI List of Offices |
| Contact Information of CCB, PCC, ARTA | ARTA<br>8-478-5093<br>complaints@arta.gov.ph<br><br>PCC<br>pcc@malacanang.gov.ph<br>8888<br><br>CCB<br>email@contactcenterngbayan.gov.ph<br>0908-881-6565 |

## VIII. List of Offices

| Office | Address | Contact Information |
|---|---|---|
| **Office of the Secretary (OSec)** | | |
| Communications And Information Service (CIS) | 12F 387 Filinvest Bldg., Sen. Gil J. Puyat Ave., Makati City | (+632) 7791.3238 |
| Legal Service (LS) | 2F Trade and Industry Bldg., 361 Sen. Gil J. Puyat Ave., Makati City | (+632) 7791.3153 to 3154 |
| Office for the Special Mandate on Vaporized Nicotine and Non-Nicotine Products, Their Devices, and Novel Tobacco Products (OSMV) | 12F 387 Filinvest Bldg., Sen. Gil J. Puyat Ave., Makati City | (+632) 7791.3267 |
| **Competitiveness and innovation Group** | | |
| Bureau of Competitive Development (BCD) | 2F HPGV Bldg., 395 Sen. Gil J. Puyat Ave., Makati City | (+632) 7791.3297 |
| **Fair Trade Group (FTG)** | | |
| Bureau of Philippine Standards (BPS) | 3F Trade & Industry Building., 361 Sen. Gil J. Puyat Ave., Makati City | (+632) 7791.3125 / 3126 |
| Consumer Protection and Advocacy Bureau (CPAB) | 2F Trade & Industry Building., 361 Sen. Gil J. Puyat Ave., Makati City | (+632) 7791.3148 / 3152 |
| Fair Trade Enforcement Bureau (FTEB) | 4-5F Trade and Industry Bldg., 361 Sen. Gil J. Puyat Ave., Makati City | (+632) 7215.1165 |
| Philippine Accreditation Bureau (PAB) | 2F Trade and Industry Bldg., 361 Sen. Gil J. Puyat Ave., Makati City | (+632) 7791.3212 |
| **Industry Development and Investment Promotion Group (IPG)** | | |
| Bureau of import Services (BIS) | 7F 387 Filinvest Bldg., Sen. Gil J. Puyat Ave., Makati City | (+632) 7791.3299 |
| Export Marketing Bureau (EMB) | 15th Floor, Filinvest Building 387 Senator Gil J. Puyat Ave., Makati City | (+632) 8465.3300 |
| **International Trade Group (ITG)** | | |
| Strategic Trade Management Office (STMO) | 11F 387 Filinvest Bldg., Sen. Gil J. Puyat Ave., Makati City | (+632) 8639.0182 |
| **Management Services Group (MSG)** | | |
| Finance Service (FS) | 10F 387 Filinvest Bldg., Sen. Gil J. Puyat Ave., Makati City | (+632) 7791.3183 |
| Human Resource and Administrative Service (HRAS) | 9F 387 Filinvest Bldg., Sen. Gil J. Puyat Ave., Makati City | (+632) 7791.3204 |
| Planning and Management Service (PMS) | 9F 387 Filinvest Bldg., Sen. Gil J. Puyat Ave., Makati City | (+632) 7791.3163 |
| **Regional Operations Group (ROG)** | | |
| Negosyo Centers - Program Management Office (NC-PMO) | 8F 387 Filinvest Building Sen. Gil J. Puyat Ave., Makati City | (0917) 863.0669/ (0917) 863.0669 / (0917) 845.7104 |

| Office | Address | Contact Information |
|---|---|---|
| Cordillera Administrative Region (CAR) | 2F Pine Lake View Building, No. 9 Otek St. cor Rizal Park 2600, Baguio City | (+6374) 442.5688<br>(0920) 963.1606<br>(0917) 597.3028 |
| Region 1 (Ilocos Region) | 4F Juanita Bldg., Quezon Ave.<br>San Fernando City, La Union | (+6372) 607.1297 |
| Region 2 (Cagayan Valley) | 11 Dalan na Pappabalo<br>Regional Gov't. Center, Carig Sur,<br>Tuguegarao City, Cagayan | (+6378) 396.9865 |
| Region 3 (Central Luzon) | Malikhain St., cor. Maagap St.<br>Diosdado Macapagal Government Center<br>Maimpis City, San Fernando, 2000 Pampanga | (+6345) 625.9290 |
| Region 4-A (CALABARZON) | 3F Marcelita Bldg., Brgy. Real<br>Calamba City, Laguna | (+6349) 503.6148 |
| Region 4-B (MIMAROPA) | 5F Oppen Building<br>349 Sen. Gil J. Puyat Ave., Makati City | (+632) 8890.1712 |
| Region 5 (Bicol Region) | Regional Centre Site, Rawis, Legazpi City, Albay | (+6352) 742.0513<br>(+6352) 742.6791 |
| Region 6 (Western Visayas) | 3F DTI Building<br>J.M. Basa & Gen. Macario Peralta Sts.,<br>Iloilo City | (+6333) 335.0548<br>(+6333) 335.1980 |
| Region 7 (Central Visayas) | 3F Rm. 311 WDC Bldg., Osmeña Blvd.<br>Cebu City | (+6332)<br>255.0036-37<br>(+6332) 412.1989 |
| Region 8 (Eastern Visayas) | DTI Regional Office 8 Building, Pan-Philippine Highway, Palo, Leyte | (+6353) 323.5611 |
| Region 9 (Zamboanga Peninsula) | 4F VHW Bldg., Veterans Ave.,<br>Zamboanga City | (+6362) 991.3237<br>(+6362) 991.3238 |
| Region 10 (Northern Mindanao) | NACIDA Bldg., Corrales Ave.<br>cor. Antonio Luna St.<br>9000 Cagayan de Oro City | (+638822)<br>729.278<br>(+6388) 808.0911 |
| Region 11 (Southern Mindanao | 3F Mintrade Bldg., Monteverde Ave. cor.<br>Sales St., Davao City | (+6382) 224.0511 |
| Region 12 – Soccsksargen | Prime Regional Center, Brgy. Carpenter Hill, Koronadal City, South Cotabato | (+6383) 228.9837 |
| Region 13 – Caraga | West Wing, 3F D&V Plaza Building<br>J.C. Aquino Ave., Butuan City,<br>Agusan del Norte | (+6385) 341.5221 |
| National Capital Region Office (NCRO) | 2F Metro House Building<br>345 Sen. Gil Puyat Ave., Makati City | (+632) 8811.8227<br>(+632) 8890.8232 |