PALAWAN COUNCIL FOR SUSTAINABLE DEVELOPMENT

CITIZEN'S CHARTER

2020 (1ST EDITION)

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I. Mandate:

The Palawan Council for Sustainable Development (PCSD) is a government agency created in 1992 by virtue of Republic Act No. 7611 or the Strategic Environmental Plan (SEP) for Palawan Act. It is responsible for the the governance, implementation and policy direction of the SEP for Palawan and is vested with the functions to, among others, formulate plans and policies as may be necessary to carry out the provisions of RA 7611, ensure that the local governments' plans, programs and projects are aligned with the SEP, and promote the development, conservation, management, protection, and utilization of the natural resources of Palawan.

In line with the declared policy of the State to support and promote the sustainable development goals for the province of Palawan through proper conservation, utilization and development of natural resources, the PCSD is also mandated to implement in Palawan various environmental laws such as Republic Act No. 9147 or the Wildlife Resources Conservation and Protection Act, Republic Act No. 9175 or the Chainsaw Act of 2002 and Republic Act No. 9072 or the Caves and Cave Resources Management and Protection Act. As part of the Philippine Government's commitment to the Convention on International Trade in Endangered Species (CITES), the PCSD has also been designated as the CITES Management Authority involving wildlife found in the province.

Further, under Republic Act No. 8550 or the Philippine Fisheries Code of 1998, the PCSD has also been authorized to grant permits for proper management and implementation of fishery rights or fishing privileges in the municipal waters of Palawan. Under Republic Act No. 9003, otherwise known as Ecological Solid Waste Management Act of 2000, the PCSD sits as chair of the Provincial Solid Waste Management Board and to approve the local government units' (LGUs) solid waste management plans. Under Republic Act No. 10067 or the Tubbataha Reefs Natural Park (TRNP) Act of 2009, the PCSD sits as co-chair of the Tubbataha Protected Area Management Board with a responsibility to enforce within the TRNP the provisions of the said law and other relevant laws, rules and regulations.

Pursuant to the SEP law and towards the fulfillment of the PCSD's mandates, the Palawan Council for Sustainable Development Staff (PCSDS) was organized to serve as the regular professional support staff of the PCSD (Council) as well as to provide the machinery to coordinate the policy and functions, implement programs, and organize such services as may be required by the latter in the exercise of its functions. Included in these functions of the PCSDS, in support of the expanding regulatory and enforcement mandates of the PCSD, are the issuances of permits, clearances and other similar instruments that are available to the public.

I. Vision:

Palawan, an innovative and dynamic global center of sustainable development.

II. Mission:

PCSDS as the driver of environmental conservation and inclusive development in Palawan, a biosphere reserve and science for sustainability site, guided by the Strategic Environmental Plan.

III. Service Pledge:

1. We, the Palawan Council for Sustainable Development Staff, are commited to transform Palawan into an innovative and dynamic global center of sustainable development.

2. We pledge to serve the people with integrity and honor, sensitivity to gender and culture, and in accordance with excellent governance and professionalism.

3. We adhere to participatory and science-based decision-making processes.

4. We remain faithful to the principles of sustainable development – ecological viability, social acceptability, and integrated approach- through quality management system and continually strive for excellence for intergenerational benefits.

5. We abide by the principles of transparency and accountability.

6. Attend to all applicants or requesting parties who are within the premises of the office prior to the end of official working hours and during lunch break.

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Main Office

External Services

1. Geographic Information System, Mapping and Map Printing Services

This mapping service refers to the provision of geospatial information, to include among others the maps of the environmentally critical areas network (or ECAN), topographic maps, land cover/land use maps and other thematic maps archived with at the GIS Unit of PCSDS. This service also includes GIS spatial analyses, map layout, map printing, image scanning, or archiving/saving in digital files. This is anchored on the presence of available geospatial information at the GIS unit.

The Geographic Information System (GIS) is a tool to help in policy formulation and decision making. It is being used by the PCSDS, through its Environmental Monitoring and Evaluation System (EMES) to track changes in the environment of Palawan, thus, providing the PCSD with a scientific and realistic picture necessary in projecting better decisions. The system is useful not only to the PCSD but as well with other clients and students needing situational information such as thematic maps of Palawan, particularly the ECAN zones.

This service also includes overlay of project applications on the ECAN maps related to the processing and issuance of ECAN Zoning Certification, a prerequisite document to processing of SEP Clearance. Project applications in Palawan must be overlaid on the ECAN map to determine whether or not these will be situated on allowable zones based on PCSD Resolution No. 05-250 and PCSD Administrative Order No. 6 as amended.

For the convenience of the transacting public, however, the function of overlaying project applications on the ECAN maps in processing the ECAN Zoning Certification, has been downloaded to the District Management Offices (DMO) of PCSDS. Other simple map overlays can also now be undertaken in the DMOs situated in the municipalities of Quezon, Roxas, Taytay, and Coron. As such, project proponents wishing to obtain simple maps or want to have their projects overlaid on the ECAN maps can avail these services in the aforementioned areas.

Office/Division:	ECAN Monitoring and Evaluation Division (EMED)			
Classification:	Complex			
Type of Transaction:	G2G – Government to Government G2B – Government to Business G2C – Government to Citizens			
Who may avail:	- Government agencies, Non-government organizations - Business, private citizens - Academic institutions, researchers - General Public			
Checklist OF REQUIREMENTS		**WHERE TO SECURE**		
1. GIS Map Request Form (1 original)		PCSDS Main Office – ECAN Monitoring and Evaluation Division (EMED)/GIS Unit		
2. Request letter (1 original) optional		Client		
CLIENTS STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**

1. Submit request letter to the PCSDS Main Officer Front Desk or fill-up GIS Map Request Form at the PCSDS GIS unit of the ECAN Monitoring and Evaluation Division, providing therein the details of the map being requested such as: theme/subject, type of map, resolution or scale, etc.	1.1. Receive request form (and submit copy to Central Registry for recording) and route advance copy to EMED-GIS.	None	2 minutes	*Chief Administrative Officer* PCSDS Main Office – Administrative and Finance Division *Division Chief* PCSDS Main Office-ECAN Monitoring and Evaluation Division
	1.2 Receive request letter from Front Desk or Central Registry or directly from the requisitioner or in the absence of the above, receive the accomplished or filled-up GIS Map request form and submit for approval, while obtaining more details from the requisitioner, agreeing on the contents of the map being requested.	None	5 minutes	*Division Chief* PCSDS Main Office-ECAN Monitoring and Evaluation Division
	1.3 Approve map request	None	2 minutes	*Division Chief* PCSDS Main Office-ECAN Monitoring and Evaluation Division *Planning Director* PCSDS Main Office *Executive Director* PCSDS Main Office - Office of the Executive Director
2. Pay the required fees at the PCSDS Cashier – Window 2 by showing the payment slip. *Make sure to secure Official Receipt that	2.1 Receive payment and issue official receipt	<u>Letter size & A4:</u> Government & undergraduate students- PHP 250	3 minutes	*Accountant III* PCSD Main Office-Administrative and Finance Division

will be issued upon payment.		Private- PHP 400 <u>A3 & Tabloid size:</u> Government or undergraduate students- PHP 500 Private- PHP800 <u>A0, A1, A2. Poster:</u> Government or undergraduate students- PHP 1,500 Private- PHP 2,000		
	2.2 Lay outing and printing of maps or saving and exporting map in digital format.	None	6 hours	*Division Chief* PCSDS Main Office-ECAN Monitoring and Evaluation Division
3. Return to the PCSD Main Office GIS Unit and claim the requested map, sign the receipt form or logbook, and accomplish the Client Feedback Form at the GIS Unit	3.0 Record and release the requested map.	None	2 minutes	*Division Chief* PCSDS Main Office-ECAN Monitoring and Evaluation Division
	TOTAL:	Depends on the print size and number of maps as listed above.	6 hours, 14 minutes	

2. Request for Environmental Laboratory (Water Quality Analysis) Services

This service pertains to the provision of laboratory water quality analysis services for physical-chemical, and microbiological analyses of ground water, surface water, sea water, drinking water, wastewater influent and effluent.

The PCSD Environmental Laboratory (EnviLab) was established in 1995 to strengthen the Environmental Monitoring and Evaluation System (EMES), which is a support mechanism of the Strategic Environmental Plan for Palawan. It operates under the supervision of the ECAN Monitoring and Evaluation Division (EMED). The EnviLab is accredited by the Department of Environmental and Natural Resources–Environmental Management Bureau DENR-EMB) with Certificate of Recognition (C.R.) No. 053/2009 granted on 27 February 2009. The scope of recognition includes the analysis of water and wastewater for the following parameters: Biochemical Oxygen Demand (BOD5), Chromium hexavalent, Fecal Coliform, Total Coliform, Color, Dissolved Oxygen, Oil and Grease, pH, Temperature, Total Dissolved Solids, and Total Suspended Solids. As of date, however, the renewal of this accreditation is held in abeyance pending fulfillment by PCSD-EnviLab of new and additional conditions (e.g. 2 registered chemists, safety-compliant building) on recognized laboratories by DENR.

The PCSD Environmental Laboratory also provides analytical services to other water quality parameters such as: settleable solids, salinity, turbidity, alkalinity (hardness), nitrogen, nitrite, nitrates, phosphorous, phosphates, chemical oxygen demand (COD), and cyanide. As of now, the PCSD EnviLab only caters to government agencies and local government units for their internal or in-house water quality assessment. The details of acceptance of water samples and the laboratory analysis thereof are stipulated in Section 4.4 and Appendix L (Sample Receiving Protocol) of the PCSD Environmental Laboratory Quality Manual.

Essentially, the services being provided by the laboratory are guided by the following:

- The parameter/s requested for analysis of samples should be within the scope of the laboratory.
- The methods to be used in the analysis of samples should be within the capability of the laboratory.
- The water samples should have passed the protocols of sample collection, preservation and holding time.

This service is rendered through two (2) distinct locations:

- For the acceptance of samples: PCSDS Building, Sta. Monica, Puerto Princesa City.
- For laboratory analysis: PCSD Environmental Laboratory, Ramon V. Mitra Center for Sustainable Development, Brgy. Sta. Monica, Puerto Princesa City

The service fees for each of the parameters analyzed at the Laboratory can be found at the website of PCSDS, in the following link: *https://pcsd.gov.ph/igov/wp-content/uploads/2017/03/June-20-2012-New-Environmental-Lab-Fee.pdf*

Office/Division:	ECAN Monitoring and Evaluation Division (EMED)
Classification:	Highly Technical
Type of Transaction:	G2G - Government to Government

Who may avail:	- Local government units and officials (i.e. Province, City, Municipality, Barangay) - Protected Area Management Boards or Management authorities of government-designated, recognized or declared national parks, protected areas, critical habitats, watersheds and similar entities - Other government agencies or Government owned or controlled corporations

Checklist OF REQUIREMENTS	WHERE TO SECURE
1. EnviLab Services Request Form (1 original copy)	EnviLab Unit-EMED or Front Desk of PCSDS
2. Request letter (1 original copy) optional	Client
3. Water samples in standardized and EnviLab-approved packaging or container	Sampling bottles may be obtained from the EnviLab upon prior arrangement or coordination. On the other hand, the client may also provide their own sampling container however, it must have prior approval by the EnviLab staff since the type of container should satisfy the laboratory standards such as: For determination of **Oil & Grease** concentration: samples should be put in a sterilized wide-mouth glass container with at least 1 liter (L) in volume and must be covered with aluminum foil. For **Fecal coliform and Total coliform** concentration: sterile glass container with at least 250 milliliters (mL) in volume For all the other parameters: sterile plastic container (to sterilize, wash and rinse with mineral water), with at least 2.7 liters (L) volume.

CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit request letter to the PCSDS Main Office front desk or fill-up Request for Analysis Form at the PCSDS Main Office-ECAN Monitoring and Evaluation Division; turn over the water samples and receive payment slip.	1.1. Receive request form and record in logbook.	None	3 Minutes	*Chief Administrative Officer* PCSDS Main Office – Administrative and Finance Division *Division Chief* PCSDS Main Office- ECAN Monitoring and

				Evaluation Division
	1.2 Inspect and evaluate water samples as to compliance to laboratory standards and accept and record the same if found compliant and issue payment slip.	None	30 minutes	*Division Chief* PCSDS Main Office- ECAN Monitoring and Evaluation Division
2. Pay the required fees at the PCSDS Cashier – Window 2 by showing the payment slip. *Make sure to secure Official Receipt that will be issued upon payment.	2.1 Receive payment and issue official receipt	Per water quality parameter: Temperature – PHP 110 Settleable solids PHP 150 Salinity and Turbidity - PHP 170 Dissolved Oxygen (DO), pH – PHP 220 Color –PHP 290 Alkalinity, Hardness (total), Nitrogen, nitrite, nitrates, Phosphorous, phosphates – PHP 370 Total suspended solids, Total dissolved solids, and Chromium hexavalent – PHP 510 Fecal coliform, and	3 minutes	*Accountant III* PCSD Main Office- Administrative and Finance Division

		Total coliform – PHP 650 Biochemical oxygen demand (BOD5), Chemical oxygen demand (COD), Cyanide, and Oil & Grease – PHP 980		
	2.2 Analyze the samples, record results, prepare laboratory reports and forward the approve reports	None	7 days	*Division Chief* PCSDS Main Office- ECAN Monitoring and Evaluation Division
3. Return to the ECAN Monitoring and Evaluation Division on prescribed date, fill-up the Client Feedback Form and receive the laboratory test results.	3. Release laboratory test report	None	5 minutes	*Division Chief* PCSDS Main Office- ECAN Monitoring and Evaluation Division
	TOTAL:	Depends on the type and number of parameters for testing as listed above.	7 days, 41 minutes	

3. Request for Environmental Library (Knowledge Center) Services

The PCSD Environmental Library and Knowledge Center was set up to acquire, organize, maintain, utilize and disseminate information materials needed by the organization and its partners. Its main purpose is to provide specialized information that will help attain the objective of achieving sustainable development of Palawan. At the micro level, the library aims to provide classified collection of reference materials for the agency and its partners in the Palawan Knowledge Platform and the general public that will actively support their research needs, assist in the professional growth of the staff and partners by making them aware of new trends in the various fields of knowledge, provide education and recreation through information materials and assist students and other researchers in their research projects.

In order to maximize the use and benefit from the library materials, anyone possessing a valid identification card, including visitors of PCSDS, can avail the library services, from 8:00am to 5:00pm, Monday to Friday, no noon break.

All materials including general references such as atlases and dictionaries, can be browsed inside the library. These materials shall not be allowed to be taken out of the library, not even the premises of the PCSDS. As there are limited copies of materials available in the library, these are not allowed to be borrowed or loaned.

Office/Division:	ECAN Monitoring and Evaluation Division (EMED)
Classification:	Simple
Type of Transaction:	G2G - Government to Government G2C - Government to Citizen
Who may avail:	- Other government agencies, non-government organizations - Students, researchers - Citizens or general public - Visitors of PCSDS

Checklist OF REQUIREMENTS	**WHERE TO SECURE**
1. For Non-Student Clients: Government Issued or Agency Identification Card	Client
2. For Student Clients: School ID/Library card/Enrollment or registration Form	Client
3. PCSDS Visitor's ID/pass	PCSDS Guardhouse

CLIENTS STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Register in the library visitor/client logbook	1. Provide short briefing on library policy.	None	5 Minutes	*Division Chief* PCSDS Main Office- ECAN Monitoring and Evaluation Division
2. Inform the librarian of the data or information needs, Browse library materials and Return library materials in their respective shelves.	2. Assist the visitor/client and Respond to client query or provide additional assistance when needed.	None	5 minutes	*Division Chief* PCSDS Main Office- ECAN Monitoring and Evaluation Division
4. Sign out from the visitor logbook; accomplish Client Feedback Form	4. Assist client in logging out of the logbook. Retrieve Client Feedback Form.	None	2 minutes	*Division Chief* PCSDS Main Office- ECAN Monitoring and Evaluation Division
	TOTAL:	None	12 minutes	

4. Request for Technical Assistance in the Preparation of Cave Management Plans

Pursuant to Republic Act 9072 or the Caves Act and PCSD Administrative Order 8: Implementing PCSD Resolution No. 03-217, Adopting and Revising the DENR Rules and Regulations of the National Caves and Cave Resources Management and Protection Act as Applicable in the Province of Palawan, PCSDS through its ECAN Policy Research and Planning Division (EPRPD) and ECAN Zones Management and Enforcement Division (EZMED) provides technical assistance in the preparation of the Cave Management Plans. This is usually done for caves which are previously assessed, classified, and mapped. Only caves classified as Class II[1] or Class III[2] are subject to the preparation of the management plan. A five-year management plan is prepared in coordination with different stakeholders in the area with assistance from experts from the academe and caving group.

Office/Division:	ECAN Policy Research and Planning Division (EPRPD)
Classification:	Highly Technical
Type of Transaction:	G2G – Government to Government G2C – Government to Citizen
Who may avail:	Civil Society Organizations (CSOs), People's Organizations (POs), Municipal or Barangay LGUs

Checklist OF REQUIREMENTS	**WHERE TO SECURE**
1. Request Letter (1 original)	Proponent/Applicant/Client
2. Cave Classification and Assessment Report (1 photocopy)	ECAN Zones Management and Enforcement Division

CLIENT'S STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Submit letter with complete set of requirements to the District Management Office concerned (North, South, or Calamian) or PCSD Main Office Front Desk	1. Receive the letter and forward to the Office of the Executive Director and EPRPD	None	10 Minutes	*Chief Administrative Officer* PCSD Main Office-Administrative and Finance Division *District Manager* District Management Office concerned (North, South, or Calamian)

[1] Class II. Caves with areas or portions which have sections that have hazardous conditions and contain sensitive geological, biological, archeological, cultural, historical, and biological values or high-quality ecosystem. It may be necessary to close sections of these caves seasonally or permanently. It shall be opened to experienced cavers or guided educational tours and visits.

[2] Class III. Caves generally safe to inexperienced visitor with no known threatened species, archeological, geological, natural history, cultural and historical values. These caves may also be utilized for economic purposes such as guano extraction and edible birds nest collection.

	1.2 Reply to request based on instruction from the Office of the Executive Director	None	1 Hour	*Division Chief* PCSDS Main Office-ECAN Policy Research and Planning Division (EPRPD)
2. Follow up on the possible schedule of the planning workshop and agree on the common schedule	2. Coordinate with persons involved in the conduct of planning workshop	None	15 Minutes	*Division Chief* PCSDS Main Office-ECAN Policy Research and Planning Division (EPRPD)
3. Coordinate with PCSDS (AFD, EZMED and concerned DMD) and other stakeholders on the logistical req. for the conduct of planning workshop	3. Inform other partners on the schedule; Prepare logistic requirements needed in the planning workshop	None	7 Hours	*Division Chief* PCSDS Main Office-ECAN Policy Research and Planning Division (EPRPD)
4. Organize the planning workshop	4.1 Facilitate the planning workshop	None	3 Days	*Division Chief* PCSDS Main Office-ECAN Policy Research and Planning Division (EPRPD)
	4.2 Prepare the draft cave management plan based on agreed schedule with the LGU	None	13 Days	*Division Chief* PCSDS Main Office-ECAN Policy Research and Planning Division (EPRPD)
	4.3 Forward the draft plan for comments of technical staff and LGU staff	None	7 Hours and 20 minutes	*Division Chief* PCSDS Main Office-ECAN Policy Research and Planning Division (EPRPD) *District Manager* District Management Office (North, South, Calamianes)
	4.4 Finalize the plan	None	2 Days	*Division Chief* PCSDS Main Office-ECAN Policy Research and

				Planning Division (EPRPD)
5. Return to the PCSD Main Office ECAN Planning and Policy Research Division and receive the cave management plan upon filling-up the Client Feedback Form	5. Release cave management plan	None	15 minutes	*Executive Director* PCSDS Main Office - Office of the Executive Director
	TOTAL:	None	20 days	

5. Request for Approval of Ten-Year Ecological Solid Waste Management Plans

Pursuant to RA 9003, the ten-year Ecological Solid Waste Management Plans (ESWMP) shall be prepared by the Local Government Units (LGUs) through its Provincial/City/Municipal Solid Waste Management Board (P/C/MSWMB) consistent with the national solid waste management framework. The plan shall place primary emphasis on implementation of all feasible re-use, recycling, and composting programs while identifying the amount of landfill and transformation capacity that will be needed for solid waste which cannot be re-used, recycled, or composted. Further, Section 16 of this Act vested the approval of all local solid waste management plans in Palawan to the Palawan Council for Sustainable Development (PCSD). The outline and required contents of the ESWMP are prescribed under PCSD Resolution No. 18-656.

Office/Division:	ECAN Policy Research and Planning Division (EPRPD)
Classification:	Highly Technical
Type of Transaction:	G2G – Government to Government
Who may avail:	- All Local Government Units (LGUs); and - All Provincial/City/Municipal Solid Waste Management Boards (P/C/MSWMBs)

Checklist OF REQUIREMENTS	**WHERE TO SECURE**
1. Request letter (1 original)	LGU requesting for ESWMP approval
2. Ten-Year Ecological Solid Waste Management Plan (2 original bound hardcopies, 1 softcopy)	LGU requesting for ESWMP approval

CLIENT'S STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Submit complete set of requirements to District	1.1 Receive letter of request and	None	10 Minutes	*Chief Administrative Officer*

Management Office concerned (DMO) (North, South, or Calamian) or PCSD Main Office	copies of ESWMP from the LGU			PCSD Main Office- Administrative and Finance Division
	1.2. Forward the copies of ESWMP to the Front Desk Officer if submitted to the DMO. If not, proceed to step 1.3.	None	1 day	*District Manager* District Management Office concerned (DMO) (North, South, or Calamian)
	1.3. Forward to Central Registry	None	15 Minutes	*Chief Administrative Officer* PCSD Main Office- Administrative and Finance Division
	1.4. Transmit the ESWMP to SWM Focal Person	None	10 Minutes	*Executive Director* PCSDS Main Office - Office of the Executive Director
	1.5. Send copies of the ESWMP to the SWM Review Team by email	None	10 Minutes	*Division Chief* PCSDS Main Office- ECAN Policy Research and Planning Division (EPRPD)
2. Present the ESWMP to SWM Review Team	2.1. Review and evaluate the submitted ESWMP based on PCSD Resolution No. 18-656 Complete and recommended plans will proceed to step 2.2. Plans lacking necessary requirements will be returned to LGU.	None	7 Days	SWM Review Team: *Division Chief* PCSDS Main Office- ECAN Policy Research and Planning Division (EPRPD) *District Manager* District Management Office concerned (DMO) (North, South, or Calamian)

	2.2. Endorse the reviewed and evaluated ESWMP to OED for inclusion in the agenda of PCSD meeting	None	30 Minutes	*Division Chief* PCSDS Main Office- ECAN Policy Research and Planning Division (EPRPD)
	2.3. Invite the LGU to present the ESWMP before the PCSD for approval	None	30 Minutes	*Executive Director* PCSDS Main Office - Office of the Executive Director
3. Present the ESWMP to the PCSD during its scheduled meeting	3.1. Deliberate and approve the ten-year ESWMP	None	22 Days	*PCSD*
	3.2. If approved, prepare the PCSD Resolution approving the ESWMP If deferred, prepare letter stating reasons for deferment (then, proceed to step 4)	None	3 Days	*Executive Director* PCSDS Main Office - Office of the Executive Director *PCSD*
	3.3. Stamp and sign every page of the approved ESWMP	None	2 hours	*Division Chief* PCSDS Main Office- ECAN Policy Research and Planning Division (EPRPD)
4. Receive the PCSD Resolution and stamped ESWMP	4.0 Transmit to the LGU concerned the PCSD Resolution of Approval and the stamped approved ESWMP	None	1 Day	*Executive Director* PCSDS Main Office - Office of the Executive Director
	TOTAL:	None	34 Days, 3 hours and 45 Minutes	

Request for Approval of Ten-Year Ecological Solid Waste Management Plans qualified for multi-stage processing.

6. Request for ECAN Map Updating

This service refers to the updating of the approved Environmentally Critical Areas Network (ECAN) Zoning map of the different municipalities' way back in 2006. It includes various components such as the Terrestrial, Coastal/Marine, and Tribal Ancestral Lands. The objective of the ECAN map updating is to enhance the existing ECAN map upon acquisition of new and relevant information on the environmental condition of the terrestrial and coastal/marine areas (including that of the tribal ancestral lands) and respond to the attainment of a balanced economic development and a sound environmental management. The ECAN Map serves as the physical framework plan for the CLUP, and a regulatory tool for all development projects and undertakings in Palawan, and as investment tool.

Office/Division:	ECAN Policy Research and Planning Division (EPRPD)
Classification:	Highly Technical
Type of Transaction:	G2G – Government to Government
Who may avail:	- All Local Government Units (LGUs); and - All local ECAN (Environmentally Critical Areas Network) Boards

Checklist OF REQUIREMENTS	**WHERE TO SECURE**
1. Request letter (1 original)	Requesting party/ client/ agency
2. Supporting documents justifying why it is necessary to update the ECAN zones of the area based on new and relevant information, in consultation with the LGU and concerned sectors in the province (1 photocopy)	Respective LGU (municipal and barangay), Research institutions, PCSD, Civil society, Private entities

CLIENTS STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Submit complete set of requirements to the District Management Office concerned (North, South, or Calamian) or PCSD Main Office	1.1 Receive documents from the LGU	None	10 Minutes	*Chief Administrative Officer* PCSD Main Office-Administrative and Finance Division *District Manager* District Management Office concerned (North, South, or Calamian)
	1.2 Forward the documents to the Front Desk Officer if	None	1 day	*District Manager* District Management Office concerned

	submitted to the DMO. If not, proceed to step 1.3			(North, South, or Calamian)
	1.3 Forward the documents to Central Registry	None	15 Minutes	*Chief Administrative Officer* PCSD Main Office-Administrative and Finance Division
	1.4 Transmit the documents to EPRPD Chief	None	10 Minutes	*Executive Director* PCSDS Main Office - Office of the Executive Director
	1.5 Perform initial technical review of the proposed revisions to the map	None	3 Days	*Division Chief* PCSDS Main Office-ECAN Policy Research and Planning Division (EPRPD)
2. Organize counterpart technical team and invite stakeholder participants in the community consultation	2.1 Conduct stakeholder consultation workshop to review the proposed revisions to the map	None	2 Days	*Division Chief* PCSDS Main Office-ECAN Policy Research and Planning Division (EPRPD)
	2.2. Carry out technical review of the proposed changes in the ECAN Map using workshop outputs and other relevant georeferenced data	None	6 Days	*Division Chief* PCSDS Main Office-ECAN Policy Research and Planning Division (EPRPD)
3. Designated LGU technical staff to join in the actual field validation activities and LGU to provide logistics support during field work	3.1. Conduct actual field validation to 'ground truth' the proposed changes in the ECAN Map	None	14 Days	*Division Chief* PCSDS Main Office-ECAN Policy Research and Planning Division (EPRD) *District Manager* District Management Office concerned

				(North, South, or Calamian)
	3.2. Process field data and prepare draft updated ECAN Map	None	9 Days	*Division Chief* PCSDS Main Office- ECAN Policy Research and Planning Division (EPRD) *District Manager* District Management Office concerned (North, South, or Calamian)
4. Organize Technical Conference with PCSDS and LGU	4. Conduct Technical Conference between LGU and PCSDS	None	2 Days	*Division Chief* PCSDS Main Office- ECAN Policy Research and Planning Division (EPRD)
5. Invite stakeholders for the public hearing/ presentation of the ECAN map to the ECAN Board	5. Attend as resource person the public hearing/ presentation of the draft ECAN map to the ECAN Board NOTE: If there are further revisions to the ECAN map based on the ECAN Board meeting, this may be incorporated to the draft map.	None	2 Days	*Division Chief* PCSDS Main Office- ECAN Policy Research and Planning Division (EPRD) *District Manager* District Management Office concerned (North, South, or Calamian)
6. ECAN Board to approve the draft ECAN map	6. Secure copy of the ECAN Board Resolution approving the map	None	30 minutes	*District Manager* District Management Office concerned (North, South, or Calamian)
	TOTAL:	None	**39 Days, 1 hour, and 5 minutes**	

Request for ECAN Map Updating qualified for multi-stage processing.

7. Request for PCSD Approval of ECAN Map

This service refers to the approval of the revisions to the Environmentally Critical Areas Network (ECAN) Zoning maps of the different municipalities, as proposed by stakeholders upon acquisition of new and relevant information and after a series of participatory consultation and field validation among the stakeholders concerned, and after securing approval from the Sangguniang Bayan/Panlungsod of the LGU concerned. The objective of the ECAN map updating is to (a) enhance the existing ECAN map based on new and relevant information on the environmental condition of the terrestrial and coastal/marine areas (including that of the tribal ancestral lands), and (b) respond to the attainment of a balanced economic development and a sound environmental management. The ECAN Map serves as the physical framework plan for the CLUP, and a regulatory tool for all development projects and undertakings in Palawan, and as investment tool.

Office/Division:	ECAN Policy Research and Planning Division (EPRPD)
Classification:	Highly Technical
Type of Transaction:	G2G – Government to Government
Who may avail:	All Local Government Units (LGUs)

Checklist OF REQUIREMENTS	**WHERE TO SECURE**
1. Request letter (1 original)	Requesting party/ client/ agency
2. Sangguniang Bayan / Panlungsod (SB/SP) Resolution approving the draft ECAN map and transmitting to PCSD for approval (1 original)	Requesting party/ client/ agency
3. SB/SP-approved ECAN map (1 printed, 1 digital format)	Requesting party/ client/ agency

CLIENTS STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Submit requirements to the District Management Office (DMO) concerned (North, South, Calamian) or PCSD Main Office Front Desk	1.1 Receive documents from the LGU	None	10 Minutes	*Chief Administrative Officer* PCSD Main Office-Administrative and Finance Division *District Manager* District Management Office concerned (North, South, or Calamian)
	1.2. Forward the documents to the Front Desk Officer if	None	1 day	*District Manager* District Management Office concerned

	submitted to the DMO. If not, proceed to step 1.3.			(North, South, or Calamian)
	1.3. Forward the documents to Central Registry	None	15 Minutes	*Chief Administrative Officer* PCSD Main Office-Administrative and Finance Division
	1.4. Include the SB/SP-approved ECAN map in the agenda of the PCSD meeting	None	1 Day	*Executive Director* PCSD Main Office-Office of the Executive Director
2. LGU technical staff to present the SB/SP-approved ECAN map during the PCSD meeting	2. PCSD to deliberate and approve the SB/SP-approved ECAN map	None	22 Days*	*Executive Director* PCSD Main Office-Office of the Executive Director
3. Proceed to the PCSD Main Office Records Sections or the concerned District Management Office (North, South, Calamian) and receive the PCSD Resolution approving the ECAN map upon filling-up the Client Feedback Form	3. Send to the LGU concerned the PCSD Resolution approving the ECAN map	None	5 Days	*Executive Director* PCSD Main Office-Office of the Executive Director
	TOTAL:	None	29 Days and 25 minutes	

* The PCSD meets once a month. The assumption is that the client submitted required documents on the first working day of the month.

8. Request for Issuance of Gratuitous Permit

A Gratuitous Permit is issued to the requesting party/ proponent/ applicant who intends to collect and/or utilize wildlife species, their by-products and derivatives for non-commercial scientific research, pursuant to PCSD Administrative Order No. 12, as amended. Any Filipino researchers without foreign affiliation and a foreign person/entity with/without foreign affiliation or a Filipino citizen affiliated with a foreign institution, scientific researches involving conservation breeding or propagation activities and other wildlife conservation projects initiated by non-government institutions or thesis or dissertation students affiliated with local academic institutions or other

government initiated or implemented research or scientific projects regardless of funding may avail of this service.

Office/Division:	ECAN ZONES MANAGEMENT AND ENFORCEMENT DIVISION (EZMED)
Classification:	Highly Technical
Type of Transaction:	G2C – Government to Citizen G2B – Government to Business G2G – Government to Government
Who may avail:	All

Checklist OF REQUIREMENTS	**WHERE TO SECURE**
1. Letter of Intent/Application (1 original)	Requesting party/ proponent/ applicant
2. Proof of Payment of Application Fee (1 original Official Receipt)	Cashier
3. Personal Profile/Resume (1 original)	Requesting party/ proponent/ applicant
4. Research/Project proposal (1 original)	Requesting party/ proponent/ applicant
5. Endorsement letter (1 original)	Head of institution where the proponent/ applicant is affiliated OR In the case of an individual researcher- from a recognized expert of a research or academic institution or conservation organization
6. In case collection of wildlife is necessary: 1.1. Free and Prior Informed Consent (FPIC) of Indigenous Peoples (IP) (1 original or certified true copy) 1.2. and/or prior clearance of the concerned Local Government Units (LGU) 1 original or certified true copy) And in the case of protected areas: 1.3. clearance from the Protected Area Management Board (PAMB) 1 original or certified true copy) 1.4. consent of individuals or associations with valid tenurial or other private rights to the area concerned (1 original or certified true copy) 1.5. and/or clearance form other relevant agencies or institutions where the collection shall be	Institution/ entity/ office/ agency concerned

made 1 original or certified true copy)	
7. Affidavit of Undertaking (AU) by an individual proponent or Memorandum of Agreement (MOA) between the PCSD and a proponent-institution (1 original)	Requesting party/ proponent/ applicant PCSD and the requesting party/ proponent/ applicant
8. For or a foreign person/entity with/without foreign affiliation or a Filipino citizen affiliated with a foreign institution: In addition to requirements 1 to 6, a Letter of Consent of the Head of local institution identified as the research collaborator/counterpart (1 original)	Head of local institution identified as the research collaborator/counterpart
9. For scientific researches involving conservation breeding or propagation activities and other wildlife conservation projects initiated by non-government institutions: In addition to requirements 1 to 7, a Habitat Rehabilitation, Protection and Management Plan for reintroduction and restocking of captive/propagated individuals (1 certified true copy)	Requesting party/ proponent/ applicant
10. For purposes of thesis and dissertation of students affiliated with local academic institutions: Requirements 1, 4, 5 and 6 and approved thesis proposal (1 certified true copy)	Requesting party/ proponent/ applicant
11. For other government initiated or implemented research or scientific projects, regardless of funding: Requirements 1, 3, 5 and the following: 1.1. Approved work and financial plan 1.2. Grant or other agreement covering the funding for the research	Institution/ government agency/ office concerned MOA: PCSD and the requesting party/ proponent

1.3. Memorandum of Agreement as may be deemed necessary by the PCSD				
CLIENTS STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Pay permit fees at partner Money Remittance Centers/Pera Padala/Landbank, PCSD Main Office- Cashier or Collecting Officer (DMO Calamian) by showing the Payment Slip *Make sure to secure Official Receipt that will be issued upon payment	1.1. Prepare Payment Slip		5 minutes	*Permitting Section Chief* PCSD Main Office - EZMED
	1.2. Issue Official Receipt	Gratuitous Permit Fee PHP 100 Certification of No Pending Case PHP 50 Legal Research Fund PHP 10	15 minutes	*Accountant III* PCSD Main Office- Administrative and Finance Division
2. Submit requirements to the PCSD Main Office Front Desk	2.1 Receive and check the completeness of the submitted documents	None	5 minutes	*Chief Administrative Officer* PCSDS Main Office - Administrative and Finance Division
	2.2 Technically Evaluate the submitted documents and prepare report with recommendations	None	7 days	*Permitting Section Chief* PCSDS Main Office-EZMED
	2.3 Drafting of MOA or execution of Affidavit of Undertaking	None	5 days	
	2.4 Forward the Evaluation Report including MOA/AU to Executive Director	None	30 inutes	
	2.5 Approve and sign the GP and the MOA and notify client	None	2 days	*Executive Director* PCSDS Main Office – Office of the Executive Director
3. Proceed to the PCSDS Record Section and Receive the	3. Record and release the Gratuitous Permit	None	10 minutes	*Deputy Executive Director*

approved Gratuitous Permit upon filling up the Client Feedback Form				PCSDS Main Office - Office of the Executive Director
	TOTAL:	PHP 160	14 days, 1 hour, 5 minutes	

Request of Issuance of Gratuitous Permit is covered under R.A. 9147.

9. Issuance of CITES Import Permit or Non-CITES Certification

A CITES/Non-CITES Import Permit is issued to the requesting party/ proponent/ applicant who intends to import wildlife species, their by-products and derivatives into the province of Palawan.

Office/Division:	ECAN ZONES MANAGEMENT AND ENFORCEMENT DIVISION (EZMED)
Classification:	Complex
Type of Transaction:	G2C – Government to Citizen G2B – Government to Business G2G – Government to Government
Who may avail:	All

Checklist OF REQUIREMENTS	**WHERE TO SECURE**
1. Duly accomplished application form (1 original copy)	PCSD Main Office – EZMED
2. Proof of Payment (1 original)	partner Money Remittance Centers/Pera Padala/Landbank, PCSD Main Office-Cashier or Collecting Officer (DMO Calamianes)
3. CITES/Non-CITES Export Permit/Certification of Origin from exporting country (1 certified true copy)	Institution/ entity/ office/ agency concerned
4. For terrestrial wildlife, phytosanitary certificate (for plants), veterinary quarantine certificate (for animals) - (1 certified true copy) For aquatic wildlife, health/veterinary certificate (1 certified true copy)	Concerned government office of the country of origin Concerned government office of the country of origin

CLIENTS STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Pay the certification fees at partner Money Remittance Centers/Pera Padala/Landbank, PCSD Main	1.1 Prepare Payment Slip	None	5 minutes	*Permitting Section Chief* PCSD Main Office - EZMED
	1.2 Issue Official Receipt	Certification of No Pending Case	15 minutes	*Accountant III* PCSD Main Office-

Office- Cashier or Collecting Officer (DMO Calamian) by showing the Payment Slip *Make sure to secure Official Receipt that will be issued upon payment		PHP50 Legal Research Fee PHP10		Administrative and Finance Division *District Manager* District Management Office (Calamian)
2. Submit accomplished application form together with other documentary requirements to PCSD Main Office Front Desk or District Management Office (DMO) concerned (North, South, Calamian)	2.1 Receive and check the completeness of the submitted documents	None	5 minutes	*Chief Administrative Officer* PCSDS Main Office - Administrative and Finance Division
	2.2 Verify from the CITES Management Authority the veracity of the submitted Export permit	None	3 days	*Permitting Section Chief* PCSD Main Office-EZMED *Division Chief* PCSD Main Office-EZMED
	2.3 Prepare report with recommendations and forward to the Executive Director	None	1 day	
	2.4 Approve the CITES/Non-CITES Import Permit	None	2 days	*Executive Director* PCSD Main Office- Officer of the Executive Director
3. Proceed to the PCSD Main Office Records Section and receive the approved CITES/Non-CITES Import Permit upon filling-up the Client Feedback Form	3. Record and release CITES/Non-CITES Import Permit	None	5 minutes	*Deputy Executive Director* PCSD Main Office- Officer of the Executive Director
	TOTAL:	PHP 60	6 days, 30 minutes	

Issuance of CITES Import Permit or Non-CITES Certification is covered under R.A. 9147.

10. Issuance of CITES Export or Re-Export Permit /Non-CITES Export or Re-Export Certification

A CITES/Non-CITES Export Permit is issued to the requesting party/ proponent/ applicant who intends to export wildlife species, their by-products and derivatives coming from Palawan, regardless whether or not the port of exit is outside therein. Only those wildlife which are legally collected and not prohibited by other relevant laws, rules and regulations may be exported.

A CITES Re-Export Permit is issued in instances where the requesting party/ proponent/ applicant intends to export wildlife species, their by-products and derivatives that were originally exported from other countries and imported into Palawan.

Office/Division:	ECAN ZONES MANAGEMENT AND ENFORCEMENT DIVISION (EZMED)
Classification:	Complex
Type of Transaction:	G2C – Government to Citizen G2B – Government to Business G2G – Government to Government
Who may avail:	All

Checklist OF REQUIREMENTS	**WHERE TO SECURE**
1. Duly accomplished application form (1 original)	PCSD Main Office-EZMED
2. Proof of Payment (1 copy of Official Receipt or Official Receipt Number or Bank Payment Slip)	PCSDS Cashier, LandBank, Pera Padala/Money Remittance Center
3. Inspection report (1 original)	PCSD Main Office-EZMED
4. Documents supporting legal possession or acquisition of wildlife intended to be exported (1 certified true copy)	Institution/ entity/ office/ agency concerned
5. Bank export declaration, if for commercial purposes (1 certified true copy)	Bank
6. Local Transport Permit, where applicable (1 certified true copy)	Institution/ entity/ office/ agency concerned
7. For terrestrial wildlife: Phytosanitary certificate (for plants) or Veterinary Quarantine Certificate (for animals) (1 certified true copy); For aquatic wildlife: health/veterinary certificate issued by the Fish Health Section (1 certified true copy)	 Department of Agriculture-Bureau of Plant Industry Department of Agriculture-Bureau of Animal Industry Department of Agriculture-Bureau of Animal Industry

CLIENTS STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Pay the certification fees PCSDS Main Office- Cashier	1.1 Prepare Payment Slip	None	5 minutes	*Permitting Section Chief* PCSD Main Office - EZMED

Window 2 by showing the Payment Slip *Make sure to secure Official Receipt that will be issued upon payment	1.2 Issue Official Receipt	Certificate of No Pending Case – PHP 50 Legal Research Fee- PHP 10 Reissuance fee for CITES Permit – PHP 250 Reissuance fee for Non-CITES PHP 150 **Commercial** I. Fauna, its by-products and derivatives: Inspection fee- PHP 300 Permit Fee- 3% of export value II.Flora (propagated) Inspection fee- PHP 300 Permit Fee- PHP 300 for 1st 50 pcs plus PHP 2 for each additional pc. **Non-commercial** I. CITES Species Inspection fee- PHP 150 Permit Fee- PHP 250 II. Non-CITES Species Inspection fee- PHP 150 Permit Fee-	15 minutes	*Accountant III* PCSD Main Office- Administrative and Finance Division

		PHP 150		
2. Submit duly accomplished application form together with other requirements	2.1 Receive and check the completeness of the submitted documents	None	5 minutes	*Chief Administrative Officer* PCSDS Main Office - Administrative and Finance Division *Permitting Section Chief* PCSD Main Office - EZMED
	2.2 Evaluate the submitted documents	None	25 minutes	*Permitting Section Chief* PCSD Main Office - EZMED
3. Bring wildlife specimens at the PCSD Office Permitting Section for inspection and verification	3.1 Inspect and verify the wildlife specimens	None	1 day	*Permitting Section Chief* PCSD Main Office – EZMED
	3.2 Prepare report with recommendations	None	1 hour	*Permitting Section Chief* PCSD Main Office - EZMED *Division Chief* PCSD Main Office – EZMED
	3.3 Forward the report to EZMED Chief for review and comments	None	2 days	
	3.4 Review, approve and sign CITES/ Non-CITES Export Permit	None	2 days	*Executive Director* PCSD Main Office- Officer of the Executive Director
4. Proceed to the PCSD Main Office Record Section and receive the approved CITES/ Non-CITES Export Permit upon filling-up the Client Feedback Form	4.0 Record and release the CITES/ Non-CITES Export Permit	None	10 minutes	*Deputy Executive Director* PCSD Main Office- Officer of the Executive Director
	TOTAL:		5 days, 2 hours	

Issuance of CITES Export or Re-Export Permit /Non-CITES Export or Re-Export Certification is covered under R.A. 9147.

11. Issuance of Wildlife Clearance

A Wildlife Clearance is issued to the requesting party/ proponent/ applicant who intends to introduce, re-introduce or restock in Palawan any endemic or indigenous wildlife species and/or exotic species.

Office/Division:	ECAN ZONES MANAGEMENT AND ENFORCEMENT DIVISION (EZMED)
Classification:	Highly Technical
Type of Transaction:	G2C G2B G2G
Who may avail:	All

Checklist OF REQUIREMENTS	**WHERE TO SECURE**
For Endemic or Indigenous Species:	
2. 1. Letter of Application, which must show that the purpose of the project is for population enhancement and recovery of species (1 original)	Requesting party/ proponent/ applicant
3. Proof of Payment (1 copy of Official Receipt or Official Receipt Number or Bank Payment Slip)	PCSDS Cashier, LandBank, Pera Padala/Money Remittance Center
4. Feasibility study and background research (1 certified true copy) 5. Scientific Study/Background research with focus on bio-ecology, conservation status of the species to be released/planted, natural history of the species in the wild, status and suitability of the proposed release/planting site, studies on previous re-introductions, if any, risk analysis and management, and other relevant data as may be necessary.	Requesting party/ proponent/ applicant
6. Management plan (1 certified true copy)	Requesting party/ proponent/ applicant
7. Public consultation with concerned individuals or entities such as the LGU, IPs, NGOs, POs, members of the academe and other stakeholders. Proof(s) of public consultation conducted, such as notice(s), minutes of the meeting, resolutions, endorsements, attendance, publication etc, shall be submitted in support hereof (1 certified true copy)	Institution/ entity/ office/ agency concerned
For Exotic Species:	

1. Letter of Application, which must show that the purpose of the project is for population enhancement and recovery of species (1 original)	Requesting party/ proponent/ applicant
2. Proof of Payment (1 copy of Official Receipt or Official Receipt Number or Bank Payment Slip)	PCSDS Cashier, LandBank, Pera Padala/Money Remittance Center
3. Scientific Study and background research (1 certified true copy) that shall include but not limited to: Taxonomic status, and other relevant data as may be necessary, and risk assessment of the exotic species to be introduced.	Requesting party/ proponent/ applicant
4. Management plan (1 certified true copy)	Requesting party/ proponent/ applicant
5. Prior Informed Consent Proof(s) of public consultation conducted, such as notice(s), minutes of the meeting, resolutions, endorsements, attendance, publication etc, shall be submitted in support hereof (1 certified true copy)	From local stakeholders (LGU, IPs)

CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Pay the clearance fees at PCSDS Main Office-Cashier Window 2 by showing the Payment Slip *Make sure to secure Official Receipt that will be issued upon payment	1.1 Prepare payment slip	None	5 minutes	*Permitting Section Chief* PCSD Main Office - EZMED
	1.2 Issue official Receipt	Wildlife Clearance PHP 300 Certificate of No Pending Case PHP50 Legal Research Fund PHP 10	15 minutes	*Accountant III* PCSD Main Office-Administrative and Finance Division
2. Submit application and requirements	2.1 Receive, record and check the completeness of the submitted documents	None	15 minutes	*Chief Administrative Officer* PCSDS Main Office - Administrative and Finance Division *Permitting Section Chief*

				PCSD Main Office - EZMED
	2.2 Evaluate the submitted documents	None	1 hour	*Permitting Section Chief* PCSD Main Office - EZMED
	2.3 Conduct field evaluation	None	3 days	*Permitting Section Chief* PCSD Main Office - EZMED
	2.4 Prepare evaluation (technical) report with recommendations	None	5 hours	*Permitting Section Chief* PCSD Main Office - EZMED
	2.5 Review and deliberate on the evaluation report and the recommendations	None	10 days	*Permitting Section Chief* PCSD Main Office – EZMED *Division Chief* PCSD Main Office – EZMED
	2.6 Approve and sign Wildlife Clearance	None	2 days	*Executive Director* PCSDS Main Office – Office of the Executive Director
3. Proceed to the PCSD Main Office Records Section and receive approved Wildlife Clearance upon filling-up the Client Feedback Form	3.0 Record and release Wildlife Clearance	None	10 minutes	*Deputy Executive Director* PCSDS Main Office – Office of the Executive Director
	TOTAL:	PHP 310	15 days, 6 hours, 45 minutes	

Issuance of Wildlife Clearance is covered under R.A. 9147.

12. Issuance of Bioprospecting Undertaking (BU)

Bioprospecting Undertaking is issued for the conduct of activities involving research, collection and utilization of biological and genetic resources (including wildlife, microorganisms, domesticated or propagated species, exotic species) by any resource user for purposes of applying the knowledge derived therefrom solely for commercial purposes. BU will contain the terms agreed upon by the resource user and providers, and the standard terms and conditions provided under the Joint DENR-DA-NCIP-PCSD Administrative Order No. 1

Office or Division:	ECAN Zones Management and Enforcement Division (EZMED)
Classification:	Highly Technical
Type of Transaction:	G2C – Government to Citizen G2B – Government to Business G2G – Government to Government
Who may avail:	All resource users

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Proof of payment of application and filing fee (1 original)	Payment center thru Palawan Pawnshop Landbank of the Philippines
2. Duly accomplished application form (1 original)	PCSD Website; PCSDS Main office thru front desk officer or EZMED staff
3. A letter of intent indicating therein that s/he intends to undertake bioprospecting (1 original)	Resource user or applicant
4. Research/Project Proposal	Resource user or applicant
5. Prior Informed Consent (PIC) Certificate (1 original or certified true copy)	**Resource providers** e.g. LGU concerned and PAMB or IP group, private individuals or other agencies having special jurisdiction over the subject/collection areas under existing laws, if applicable (step by step procedures downloadable from PCSD website)
6. Certification of Compliance to Proper Procurement of PIC (1 original or certified true copy)	**Resource user or applicant** and, **Resource providers** e.g. LGU concerned and PAMB or IP group, private individuals or other agencies having special jurisdiction over the subject/collection areas under existing laws, if applicable Form from PCSDS-EZMED (downloadable from www.pcsd.gov.ph)
7. Summary of the agreed terms for benefit-sharing with resource providers (1 original or certified true copy)	**Resource user or applicant** and, **Resource providers** e.g. LGU concerned and PAMB or IP group, private individuals or other agencies having special jurisdiction over the subject/collection areas under existing laws, if applicable
8. Proof of posting of performance (25% of project cost) and/or rehabilitation bond (25% of potential damage cost), in the form of surety bond 1 copy	Bond and surety/non-life insurance agencies
9. Proof of Payment of Bioprospecting Fee (1 original)	Resource user or applicant

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Pay the application fee at the PCSDS Main Office- Cashier Window 2 by showing the Payment Slip	1.1 Receive payment and issue OR	Bioprospecting Undertaking Fee PHP 500	15 mins	*Accountant III* PCSD Main Office-Administrative and Finance Division

*Make sure to secure Official Receipt that will be issued upon payment				
2. Submit the application including all the requirements	2.1 Receive the application, check the completeness of all the submitted requirements, transmit all documents received to the Central Registry	None	30 minutes	*Chief Administrative Officer* PCSDS Main Office - Administrative and Finance Division *Permitting Section Chief* PCSDS Main Office – EZMED
	2.2 Technically Evaluate the application, prepare a draft BU and forward to appropriate signatories for their respective signatures and recommendation for approval	None	10 days	*Permitting Section Chief* PCSDS Main Office – EZMED
	2.3 Prepare and submit evaluation and recommendation to the PCSD, including the BU signed by resource-user and providers, for approval	None	1 day	*Permitting Section Chief* PCSDS Main Office – EZMED *Division Chief* PCSDS Main Office – EZMED
	2.4 Approve and sign the BU	None	5 days	*PCSD Chairman* PCSDS Main Office
	2.5 Dry-seal, record, release and notify applicant of the approval	None	1 day	*Deputy Executive Director* PCSDS Main Office – Office of

				the Executive Director
3. Pay the Bioprospecting Fee and submit proof of posting of performance and rehabilitation bond, in the form of surety bond (25% of project cost)	3.0 Receive payment and proof of posting of performance and rehabilitation bond, and issue OR	• *US$3,000-9000* 10 % of the assessed amt, for Filipino resource users with no foreign collaborators *(90% shall be paid upon entering into agreements or collaborations with commercial investors)* 3% of the assessed amt, for resource user who is a Filipino student whose bioprospecting research is in fulfillment of academic requirement in a local institution and is undertaking the research with no foreign collaborator or investors (*97% shall be paid upon entering into collaborations or agreements with persons with commercial interests for the use of the specimens or findings of the research)*	15 minutes	*Accountant III* PCSD Main Office- Administrative and Finance Division

4. Proceed to the PCSD Main Office-Record Section and receive the approved BU upon filling-up the Client Feedback Form	4.0 Explain the contents of BU Release the approved BU	None	30 minutes	*Deputy Executive Director* PCSDS Main Office – Office of the Executive Director
	TOTAL:		17 days,1 hour, 30 minutes	

Issuance of Bioprospecting Undertaking is covered under R.A. 9147.

13. Issuance of Deputation Order

Deputation order is issued to individuals from different sectors of the society, such as the local government units (LGUs), non-government organizations (NGOs), citizens groups, community organizations, etc., who are qualified and have undergone the mandatory orientation and training for Wildlife Enforcement Officer provided under PCSD AO # 12.

Office or Division:	ECAN Zones Management and Enforcement Division (EZMED)
Classification:	Highly Technical
Type of Transaction:	G2C – Government to Citizen G2G – Government to Government
Who may avail:	All

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Request Letter (1 original)	Applicant
2. Biodata (1 original)	Applicant
3. Endorsement of office/ organization/ cooperative to which the prospective WEO belongs, duly signed by the concerned head/president (1 original)	Concerned institution/entity
4. Police Clearance/Judge Clearance (1 original)	PNP and RTC
5. Recent passport size photo ID (1 original)	Applicant
6. Recent Medical Certificate (1 original)	Medical doctor from government institution
7. Certificate of good moral character issued by the Chairman of the barangav where the prospective WEO resides (1 original)	Barangay Office concerned
8. Sworn Statement executed by the prospective WEO to the effect that he/she is willing to undertake the duties and responsibilities of WEO (1 original)	Applicant
9. Certificate of WEO Training (1 photocopy)	PCSDS/accredited training institution

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit request letter and all the requirements	1.1 Receive the request letter and check the completeness of the requirements submitted	None	10 minutes	*Chief Administrative Officer* PCSDS Main Office - Administrative and Finance Division *Permitting Section Chief* PCSDS Main Office – EZMED
	1.2 Verify and evaluate the submitted documents	None	5 days	*Permitting Section Chief* PCSDS Main Office – EZMED
	1.3 Prepare and submit evaluation report for recommendation to the Executive Director	None	7 days	*Permitting Section Chief* PCSDS Main Office – EZMED *Division Chief* PCSDS Main Office – EZMED
	1.4 Review the evaluation report and submit to PCSD for approval	None	2 days	*Executive Director* PCSDS Main Office – Office of the Executive Director
	1.5 Approve the application and facilitate the oath taking	None	2 days	*PCSD Chairman* PCSDS Main Office
	1.6 Dry-seal, record, release and notify applicant of the approval	None	1 day	*Deputy Executive Director* PCSDS Main Office – Office of the Executive Director
2. Proceed to the PCSD Main Office Permitting Section and receive the approved Deputation Order together with the corresponding Identification Card (ID)	2.0 Issue the approved Deputation Order and the Identification Card (ID)	None	5 minutes	*Permitting Section Chief* PCSDS Main Office – EZMED

upon filling-up the Client Feedback Form				
	TOTAL:	None	17 days, 15 minutes	

Issuance of Deputation Order is covered under R.A. 9147.

14. Issuance of Certification as to whether or not PCSD permit/s is/are issued to particular individual/s or entity/ies/ chainsaw unit is registered or covered by existing and valid PCSD Special Use Permit

This Certification is requested by a party/client to verify whether or not the PCSD has issued permit/ clearance in favor of particular individual/s or entity/ies for their project/ program or activity.

This Certification is requested by a party/ client to verify whether or not the chainsaw unit is registered with PCSD and has existing Certificate of Registration, or covered by existing and valid PCSD Special Use Permit

This is one of the necessary documents to support a case before the PCSD Adjudication Board (PAB) and/or proper court.

Office/Division:	ECAN ZONES MANAGEMENT AND ENFORCEMENT DIVISION (EZMED)
Classification:	Simple
Type of Transaction:	G2C – Government to Citizen G2B – Government to Business entity G2G – Government to Government
Who may avail:	All

Checklist OF REQUIREMENTS	**WHERE TO SECURE**
1. Signed written request (1 original) OR signed intra-office memo (1 original) stating therein the complete names, addresses and other pertinent information about the individual/s or entity/ies	Requesting party/ client
• **Holder/s of Production Sharing Agreement, Co-Production Sharing Agreement, PLTP, SPLTP, CBFMA, IFMA, SIFMA, PCA issued permits, and other similar tenurial instruments**	
1. Duly accomplished application form (1 original)	PCSDS District Management Division (North, South, Calamian)
2. Copy of the Certificate of Registration (1 original)	Requesting party/ proponent/ applicant
3. Tenurial instrument in the name of the applicant or an endorsement from the PCA if the use is for coconut trees (1 photocopy)	Requesting party/ proponent/ applicant
4. Stencil of serial number (1 original)	Requesting party/ proponent/ applicant
5. Permit fee Official Receipt or transaction receipt (1 copy)	PCSD Main Office Accounting
• **Orchard or Fruit Tree Farmer**	

1. Duly accomplished application form (1 original)	PCSDS District Management Division (North, South, Calamian)
2. Certificate of Registration (1 original)	Requesting party/ proponent/ applicant
3. Certificate of tree plantation ownership, or similar tenurial instrument (1 photocopy)	Municipal Agriculture Office
4. Certification from Barangay Captain concerned that applicant is an orchard or tree farmer (1 original copy)	Concerned Barangay
5. Original Certificate of Title (OCT), Transfer Certificate of Title (TCT), other documents that can prove ownership or legitimate possession of a piece of agricultural land (1 photocopy)	Requesting party/ proponent/ applicant
6. Stencil of serial number (1 original)	Requesting party/ proponent/ applicant
7. Payment fee/ Official receipt or transaction receipt (1 photocopy)	PCSDS Main Office Accounting
• **Industrial Tree Farmer**	
1. Duly accomplished application form (1 original)	PCSDS District Management Division (North, South, Calamian)
2. Copy of the Certificate of Registration (1 original)	Requesting party/ proponent/ applicant
3. Certificate of tree plantation or similar instrument or Tax Declaration (1 photocopy)	DENR-CENRO
4. Certification from Barangay Captain that applicant is an industrial tree farmer	Concerned Barangay
5. Original Certificate of title/transfer certificate of title or other documents that can prove ownership or legitimate possession of land (1 photocopy)	Requesting party/ proponent/ applicant
6. Stencil of serial number (1 original)	Requesting party/ proponent/ applicant
7. Payment fee/official receipt or transaction receipt (1 photocopy)	PCSDS Main Office Accounting
• **Agencies of the government, such as but not limited to LGU, Protected Area Offices (PAO), GOCCs that use chainsaws in some aspects of their functions**	
Duly accomplished application form (1 original)	PCSDS District Management Division (North, South, Calamian)
Certificate of Registration (1 original)	Requesting party/ proponent/ applicant
Certification from Head of Office or his/her authorized representative that chainsaws are owned/possessed by the office and used for legal purpose (specify) (1 original)	Concerned Office
Stencil of serial number (1 original)	Requesting party/ proponent/ applicant
Registration fee (1 photocopy of official receipt or transaction receipt)	PCSDS Main Office Accounting
• **Other persons/entities that can show satisfactory proof that the possession and/or use of chainsaws is for a legal purpose**	

1. Duly accomplished application form (1 original)	PCSDS District Management Division (North, South, Calamian
2. Certificate of Registration (1 original)	Requesting party/ proponent/ applicant
3. Affidavit that the chainsaw will be used for personal and for a legal purpose (1 original)	Requesting party/ proponent/ applicant
4. Proof of ownership of chainsaw (sales invoice, deed of sale, deed of donation, through succession, etc.) 1 original	Requesting party/ proponent/ applicant
5. Stencil of engine serial number (1 original)	Requesting party/ proponent/ applicant
6. Barangay certificate (1 original)	Concerned Barangay
7. Original Certificate of Title, Transfer Certificate of Title, other documents that can prove ownership or legitimate possession of a piece of agricultural land (1 photocopy)	Requesting party/ proponent/ applicant
8. Registration fee (1 photocopy of official receipt or transaction receipt)	

CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit written request and other pertinent documents to the PCSD Main Office Front Desk	1.1 Receive and record the submitted written request and pertinent documents	None	10 minutes	*Chief Administrative Officer* PCSDS Main Office-Administrative and Finance Division
	1.2 Forward to the Office of the Executive Director	None	5 minutes	*Deputy Executive Director* PCSDS Main Office-Office of the Executive Director
	1.3 Endorse to EZMED-Permitting Section	None	5 minutes	*Deputy Executive Director* PCSDS Main Office-Office of the Executive
	1.4 Verify from records if the PCSD issued permits to individuals named in the request and Prepare the requested certification	None	10 minutes	*Permitting Chief* PCSDS Main Office-EZMED
	1.5 Review the prepared certification	None	5 minutes	*Division Chief* PCSDS Main Office-EZMED
	1.6 Sign the certification	None	10 minutes	*Permitting Chief*

				PCSDS Main Office-EZMED
2. Pay permit fees at PCSD Main Office-Cashier Window 2 by showing the Payment Slip *Make sure to secure Official Receipt that will be issued upon payment	2.1 Prepare payment slip		5 minutes	*Permitting Chief* PCSDS Main Office-EZMED
	2.2 Receive payment and issue Official Receipt	Certification Fee PHP 50 Legal Research Fund PHP 10	10 minutes	*Accountant III* PCSDS Main Office-Administrative and Finance Division
3. Proceed to the PCSD Main Office Records Section and receive the signed Certification upon filling-up the Client Feedback Form	3.0 Record and release the signed Certification	None	10 minutes	*Deputy Executive Director* PCSDS Main Office-Office of the Executive
	TOTAL:	PHP 60	1 Hour and 10 Minutes	

15. Request for Enforcement-related Data/Information and Wildlife-related Data/Information

Subject to the provisions of Data Privacy Act of 2012, enforcement-related data/information are provided to requesting party/ client who intends to use the same for research/case analysis purposes or for other related enforcement activities.

Office/Division:	ECAN ZONES MANAGEMENT AND ENFORCEMENT DIVISION (EZMED)
Classification:	Complex
Type of Transaction:	G2C – Government to Citizen G2B – Government to Business entity G2G – Government to Government
Who may avail:	All

Checklist OF REQUIREMENTS	**WHERE TO SECURE**
Signed written request (1 original) OR signed intra-office memo	Requesting party/ client (thesis adviser) or requesting agency
If the data is for research/thesis proposal: a. Notarized Affidavit of undertaking/ Affidavit of Non-Disclosure (1 original) Affidavit of Undertaking template	 Requesting party/ client PCSDS-EZMED Legal Section

b. For students - An endorsement letter from the concerned University/College Dean, aside from the thesis adviser's written request (1 original)		Institution/ university/ college concerned		
CLIENTS STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Submit written request and other pertinent documents at the PCSD Main Officer Front Desk	1.1 Receive and record the submitted written request and pertinent documents	None	10 minutes	*Chief Administrative Officer* PCSDS Main Office-Administrative and Finance Division
	1.2 Assess the request and Prepare the requested data and draft letter-reply	None	3 days, 3 hours	*Division Chief* PCSDS Main Office-EZMED
	1.3 Review the prepared data and the draft letter-reply	None	2 hours	*Division Chief* PCSDS Main Office-EZMED
	1.4 Approve/sign the letter-reply	None	30 minutes	*Executive Director* PCSDS Main Office-Office of the Executive Director
2.Proceed to the PCSD Main Office Records Section and receive reply including the requested data upon filling-up the Client Feedback Form	2.0 Record and release the signed letter- reply including the requested data	None	10 minutes	*Deputy Executive Director* PCSDS Main Office-Office of the Executive Director
	TOTAL:	None	3 Days, 5 hours, 50 minutes	

16. Request for Comment or Position Paper

This service pertains to the provision to the requesting party/ client of Comment or Position Paper on matters relating to PCSD policies and rules.

Office/Division:	OFFICE OF THE EXECUTIVE DIRECTOR (OED)
Classification:	Highly Technical
Type of Transaction:	G2C – Government to Citizen G2B – Government to Business entity G2G – Government to Government
Who may avail:	All

Checklist OF REQUIREMENTS		WHERE TO SECURE		
Signed written request (1 original)		Requesting party/ client		
Other pertinent documents (1 certified true copy)		Requesting party/ client		
CLIENTS STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Submit written request and other pertinent documents at the PCSD Main Office Front Desk	1.1 Receive and record the submitted written request and other documents	None	10 minutes	*Chief Administrative Officer* PCSDS Main Office-Administrative and Finance Division
	1.2 Assess the request/ evaluate the facts and information contained in the request, Review laws, statutes, rules, government circulars and memoranda, policies and guidelines subject for legal opinion/comment or position paper and Prepare legal opinion/ comment/ position paper and forward to OED	None	8 days ,15 minutes	*Division Chief* PCSDS Main Office-EZMED
	1.3 Review the draft legal opinion/ comment/ position paper	None	2 days	*Deputy Executive Director* PCSDS Main Office-Office of the Executive Director
	1.4 Approve/sign the letter incorporating PCSDS' legal opinion/ comment/ position	None	2 days	*Executive Director* PCSDS Main Office-Office of the Executive Director
2. Proceed to the PCSD Records Section and receive the requested legal opinion/ comment/ position paper upon filling-up the Client Feedback Form	2.0 Record and release the finalized and approved legal opinion/ comment/ position paper	None	10 minutes	*Deputy Executive Director* PCSDS Main Office-Office of the Executive Director
	TOTAL:	None	12 Days, 35 minutes	

17. Request for Investigation

This pertains to requests made by requesting party/ client to investigate incidents or cases of violations of PCSD policies, rules and regulations.

Office/Division:	ECAN ZONES MANAGEMENT AND ENFORCEMENT DIVISION (EZMED)
Classification:	Highly Technical
Type of Transaction:	G2C – Government to Citizen G2B – Government to Business entity G2G – Government to Government
Who may avail:	All

Checklist OF REQUIREMENTS	**WHERE TO SECURE**
1. Signed written request (1 original)	Requesting party/ client
2. Other pertinent documents (1 certified true copy, each)	Requesting party/ client

CLIENTS STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Submit written request and other pertinent documents to the PCSD Main Office Front Desk	1.1. Receive and record the written request and other documents	None	10 minutes	*Chief Administrative Officer* PCSDS Main Office-Administrative and Finance Division *Division Chief* PCSDS Main Office-EZMED
	1.2. Review/ evaluate the documents submitted by the requesting party/ client	None	2 days	*Division Chief* PCSDS Main Office-EZMED
	1.3. Conduct investigation, including interview	None	5 days	
	1.4. Consolidate all gathered information and evidence and prepare investigation report with recommendations/ proposed actions	None	3 days	
	1.5. Review the Investigator's recommendations/ proposed actions	None	2 days	*Deputy Executive Director* PCSDS Main Office-Office of the Executive Director

	1.6. Approve the recommendations/ proposed actions	None	2 days	*Executive Director* PCSDS Main Office- Office of the Executive Director
	1.7. Undertake appropriate action/s as recommended and as approved by the ED and prepare letter informing client of action on investigation	None	5 days	*Division Chief* PCSDS Main Office- EZMED
2. Receive copy of Letter Informing Client of Action on Investigation	2. Record and release	None	5 minutes	*Deputy Executive Director* PCSDS Main Office- Office of the Executive Director
	TOTAL:	None	19 Days, 25 Minutes	

18. Request for Legal Assistance (case build up/inquest)

Concerned citizens and/or agencies may seek assistance of the PCSD-EZMED-Legal Unit to build cases against environmental law violators (violators of R.A. 9147, R.A. 9175, R.A. 9072, R.A. 10067) in Palawan.

Office/Division:	ECAN ZONES MANAGEMENT AND ENFORCEMENT DIVISION (EZMED)			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen G2G – Government to Government			
Who may avail:	All			
Checklist OF REQUIREMENTS		**WHERE TO SECURE**		
Signed written request (1 original)		Requesting party/ client/ agency		
CLIENTS STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Submit written request including the necessary documentary requirements at PCSD Main Office Front Desk	1.1 Receive, record and check the completeness of the submitted request and its supporting documents	None	15 minutes	*Chief Administrative Officer* PCSDS Main Office- Administrative and Finance Division *Division Chief* PCSDS Main Office- EZMED
	1.2 Forward to the Office of the Executive Director	None	5 minutes	*Deputy Executive Director*

				PCSDS Main Office-Office of the Executive Director
	1.3 Endorse to EZMED-Legal Services Section staff	None	5 minutes	*Deputy Executive Director* PCSDS Main Office-Office of the Executive Director
	1.4 Prepare letter of response regarding the approval/disapproval of the request and forward to OED	None	30 minutes	*Division Chief* PCSDS Main Office-EZMED
	1.5 Approve and sign response letter	None	1 day	*Executive Director* PCSDS Main Office-Office of the Executive Director
2. Proceed to the PCSDS Main Office-EZMED and Receive Response Letter upon filling-up the Client Feedback Form or Receive the Response Letter via email.	2.1 Record, Release and notify client	None	30 minutes	*Deputy Executive Director* PCSDS Main Office-Office of the Executive Director
	TOTAL:	None	1 day, 1 hour, 25 minutes	

19. Request for Brochure and/or IEC materials, videos and/or photographs

This service caters to requests for information and educational materials and knowledge products such as but not limited to newsletters, brochures, pamphlets, modules, videos or other Information Education and Communication (IEC) materials. Only available/ readily printed brochures/ videos, IEC materials and pre-approved photographs will be provided under this service.

Office/Division:	ECAN Education and Extension Division (EEED)
Classification:	Simple
Type of Transaction:	G2C- Government to Citizen G2B- Business Sector G2G- Government to other Government agency and/or employee
Who may avail:	All

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Service request form (1 original)	EEED Frontline Staff, PCSD Main Building-ECAN Education and Extension Division

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Submit service request form at the PCSD Main Office ECAN Education and Extension Division Frontline Staff	1.1 Receive service request form	None	2 Minutes	*Division Chief* PCSD Main Building- ECAN Education and Extension Division
	1.2 Collate **available** brochures/materials	None	15 minutes	
2. Fill up logbook, client feedback form and receive materials	2.1 Give logbook and client feedback form to the client	None	5 Minutes	
	2.2. Give brochures materials requested	None	5 minutes	
	TOTAL:	None	22 minutes	

20. Request for Orientation/Briefing/IEC/Resource Person

This service caters clients requesting for orientation/briefing/Information, Education and Communication (IEC) activities and/or resource person/s regarding lectures on Environmental Laws mandated to the Palawan Council for Sustainable Development and other environmental related topics and/or PCSD campaigns.

Office/Division:	ECAN Education and Extension Division (EEED)
Classification:	Simple
Type of Transaction:	G2C- Government to Citizens G2B- Government to Business G2G- Government to Government
Who may avail:	All

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Request letter (1 Original)	Client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit request letter to PCSDS Main Officer Front Desk Officer or email at oed@pcsd.gov.ph eeedpcsd@gmail.com/ eeed@pcsd.gov.ph or	1.1 Receive request letter	None	5 Minutes	*Chief Administrative Officer* PCSDS Main Office - Administrative
	1.2 Prepare reply letter and forward to Division Head	None	15 minutes	

thru PCSDS Official Facebook page facebook.com/pcsd7611	1.3 Review request and reply letter and forward to Executive Director	None	15 minutes	and Finance Division *Division Chief* PCSD Main Building- ECAN Education and Extension Division
	1.2 Approve request and sign letter of reply	None	2 days	*Executive Director* PCSD Main Building- Office of the Executive Director
2. Return to the PCSD Main Building- ECAN Education and Extension Division Secure approved letter or receive approved letter via email.	2.0 Record and release reply letter and notify client	None	30 Minutes	*Deputy Executive Director* PCSD Main Building - Office of the Executive Director
	TOTAL:	None	2 days, 1 hours 5 minutes	

21. Request for Interviews

Attend to the needs of clients gathering news and documentation related to PCSD programs and activities. Clients may be students or researchers wherein all request will be scheduled. As for requests from the media, ambush interviews may be entertained by the PCSDS Spokesperson or Person-in-Charge.

Office/Division:	ECAN Education and Extension Division (EEED)			
Classification:	Simple			
Type of Transaction:	G2C- Government to Citizens G2G- Government to Government			
Who may avail:	Media, Academe and other Researchers			
Checklist OF REQUIREMENTS		**WHERE TO SECURE**		
1. For Academe and other Researchers: Request letter addressed to the Executive Director (1 Original)		Client		
2. For Media: Request thru text messaging or phone call		Client		
CLIENTS STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
Academe & other Researchers				

1. Submit letter of request to PCSDS Front Desk Officer or email at oed@pcsd.gov.ph eeedpcsd@gmail.com/ eeed@pcsd.gov.ph or thru PCSDS Official Facebook page facebook.com/pcsd7611 Clients should indicate their contact details for immediate feedback. (Indicate the name of the interviewer, agency, designation, contact details)	1.1 Receive letter of request and forward to the Office of the Executive Director	None	15 minutes	*Chief Administrative Officer* PCSDS Main Office - Administrative and Finance Division *Division Chief* PCSD Main Building- ECAN Education and Extension Division
	1.2 Approve request and forward request to concerned Division/person-in-charge	None	1 day	*Executive Director* PCSD Main Building- ECAN Education and Extension Division
2. Receive notification of interview schedule through letter or via email.	2.0 Notify client of interview schedule	None	15 minutes	*Division Chief* PCSD Main Building- ECAN Education and Extension Division
	TOTAL:	None	1 day, 30 minutes	
CLIENTS STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
MEDIA				
1. Submit request via call or text messages to Designated PCSDS Spokesperson	1.1 Receive request thru call or text message	None	5 minutes	*Division Chief* PCSD Main Building- ECAN Education and Extension Division
	1.2 Notify OED of request for approval	None	5 minutes	
	1.3 Approve request and notify spokesperson or person-in-charge	None	1 hour	*Executive Director* PCSD Main Building- ECAN Education and Extension Division
2. Receive reply and notification of schedule of interview via email or SMS	2.1 Schedule the interview and notify client	None	30 minutes	*Division Chief* PCSD Main Building- ECAN Education and Extension Division
	TOTAL:	None	1 hour and 40 Minutes	

22. Request for Documentation (Photo/Video)

This service is limited to photo and video documentation of external activity/ies participated and/or facilitated by PCSD staff only and those activity/ies wherein the PCSD have an existing partnership. Only raw files will be provided.

Office/Division:	ECAN Education and Extension Division (EEED)			
Classification:	Simple			
Type of Transaction:	G2C- Government to Citizens G2G- Government to Government			
Who may avail:	Media, Academe and other Researchers, other partners			
Checklist OF REQUIREMENTS		**WHERE TO SECURE**		
1. Request letter addressed to the Executive Director (1 Original)		Client		
CLIENTS STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Submit letter of request to PCSDS Front Desk Officer or email at oed@pcsd.gov.ph eeedpcsd@gmail.com/ eeed@pcsd.gov.ph or thru PCSDS Official Facebook page facebook.com/pcsd7611 Clients should indicate their contact details for immediate feedback.	1.1 Receive letter and forward to the Executive Director	None	15 minutes	*Chief Administrative Officer* PCSDS Main Office-Administrative and Finance Division *Division Chief* PCSD Main Building-ECAN Education and Extension Division
	1.2 Review and approve request and forward to Division In-charge	None	2 days	*Executive Director* PCSD Main Building-ECAN Education and Extension Division
2. Receive notification and/or approval of request via letter or email.	2.0 Receive approved request and logbook schedule (if approved) and notify client	None	15 minutes	*Division Chief* PCSD Main Building-ECAN Education and Extension Division
	TOTAL:	None	2days, 30 minutes	

23. Request for the Use of Palawan Sustainable Development Training Institute (PSDTI) at Barangay Irawan, Puerto Princesa City

This service caters to clients requesting for the use of the Palawan Sustainable Training Institute for training/s, workshop/s, camp/s and related activities.

Office/Division:	ECAN Education and Extension Division (EEED)
Classification:	Simple
Type of Transaction:	G2C- Government to Citizen G2B- Government to Business G2G- Government to Government
Who may avail:	All

Checklist OF REQUIREMENTS	**WHERE TO SECURE**
1. Request letter (1 Original)	Client
2. PSDTI Use-Request Form	EEED PCSD Main Building- ECAN Education and Extension Division

CLIENTS STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Submit request letter to PCSDS Main Officer Front Desk Officer or email at oed@pcsd.gov.ph eeedpcsd@gmail.com/ eeed@pcsd.gov.ph or thru PCSDS Official Facebook page facebook.com/pcsd7611 Clients should indicate their contact details for immediate feedback.	1.1 Receive request letter and PSDTI Use-Request Form and forward to the Office of the Executive Director	None	15 minutes	*Chief Administrative Officer* PCSDS Main Office-Administrative and Finance Division *Division Chief* PCSD Main Building-ECAN Education and Extension Division
	1.2 Review and approve request and forward to Division In-charge	None	1 day	*Executive Director* PCSD Main Building-ECAN Education and Extension Division
2. Receive notification and/or approval of request via letter or email.	2.0 Receive approved request and logbook schedule (if approved) and notify client	None	15 minutes	*Division Chief* PCSD Main Building-ECAN Education and Extension Division
	TOTAL:	None	1 day and 30 minutes	

24. Request for Capability Building/Training/Workshop

This service caters to requests from client/s for the conduct of Capability Building/Training/workshop with existing modules such as but not limited to Wildlife Enforcement Trainings, IEC Trainings, Communication related workshops and ECAN Board Trainings.

Office/Division:	ECAN Education and Extension Division (EEED)
Classification:	Simple
Type of Transaction:	G2C- Government to Citizens G2B- Business

	G2G- Government to Government			
Who may avail:	Public, Media, Students, NGA, NGO, LGU			
Checklist OF REQUIREMENTS		**WHERE TO SECUR**		
1. Request letter (1 Original)		Client		
CLIENTS STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Submit letter of request to PCSDS Front Desk Officer or thru email at oed@pcsd.gov.ph eeedpcsd@gmail.com/ eeed@pcsd.gov.ph or thru PCSDS Official Facebook page facebook.com/pcsd7611 Clients should indicate their contact details for immediate feedback.	1.1 Receive letter and forward the Office of the Executive Director	None	15 minutes	*Chief Administrative Officer* PCSDS Main Office-Administrative and Finance Division *Division Chief* PCSD Main Building-ECAN Education and Extension Division
	1.2 Review and approve request and forward to Division In-charge	None	2 days	*Executive Director* PCSD Main Building-ECAN Education and Extension Division
	1.3 Receive Approved request and calendar schedule (if approved)		15 minutes	*Division Chief* PCSD Main Building-ECAN Education and Extension Division
2. Receive notification and/or approval of request via letter or email.	2.1 Notify client	None	15 minutes	*Division Chief* PCSD Main Building-ECAN Education and Extension Division
	TOTAL:	None	2 days, 45 minutes	

25. Request for Assistance in the Design of Flagship Species and related materials and planning of community event/s or activity/ies

This service caters to clients requesting for assistance in the design for flagship species related materials and request for designing community activity/ies such as launchings in relation to PCSD programs/activity/ies.

Office/Division:	ECAN Education and Extension Division (EEED)	
Classification:	Simple	
Type of Transaction:	G2C- Government to Citizens G2G- Government to Government	
Who may avail:	Academe, NGA, LGU, other concerned stakeholders	
Checklist OF REQUIREMENTS		**WHERE TO SECURE**
1. Request letter addressed to the Executive Director (1 Original)		Client

CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit letter of request to PCSDS Front Desk Officer or thru email at oed@pcsd.gov.ph eeedpcsd@gmail.com/ eeed@pcsd.gov.ph or thru PCSDS Official Facebook page facebook.com/pcsd7611	1.1 Receive letter and forward to the Office of the Executive Director	None	15 minutes	*Division Chief* PCSD Main Building-ECAN Education and Extension Division
	1.2 Review and approve request and forward to Division In-charge	None	1 day	*Executive Director* PCSD Main Building-ECAN Education and Extension Division
	1.3 Receive approved request and logbook schedule (if approved)	None	15 minutes	*Division Chief* PCSD Main Building-ECAN Education and Extension Division
2. Receive notification and/or approval of request via letter or email.	2.1 Notify client	None	15 minutes	*Division Chief* PCSD Main Building-ECAN Education and Extension Division
	TOTAL:	None	1 day and 45 minutes	

26. Collection Services External Service

The PCSDS collects the fees paid by proponents in favor of government required under several laws, including RA 7611, RA 9072, RA 9147, and RA 9175.

Office/Division:	Administrative and Finance Division – Accounting Office
Classification:	Simple
Type of Transaction:	G2C – Government to Citizen G2B – Government to Business G2G – Government to Government
Who may avail:	Payors, which may include any of the following: - Employees of the government or private sector - Government agencies - Non-government organizations - Academic institutions - Researchers - General public - Project proponents whether applying for permit/clearance or being penalized - Permittees whether applying for permit or being penalized

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Assessment slip (1 Original)	District Management Divisions (DMDs), or

		ECAN Zones Management and Enforcement Division (EZMED), or ECAN Monitoring and Evaluation Division (EMED), or PCSDS Front Desk, or Office of the Executive Director – PCSD Secretariat (for SEP Clearance payments), or Office of the Executive Director – Records Office (for SEP Clearance payments), or Office of the Executive Director – PAB (PCSD Adjudication Board) Secretariat (for payment of penalties)		
CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Submit Assessment Slip to Collecting Officer in the Accounting Office Window or at Pera Padala/Remittance Centers/ Landbank	1.1 Collecting Officer validate Assessment Slip in terms of completeness and accuracy 1.2. Notify the cashier if payment is made at PEPP	None	1 minute	*Chief Administrative Officer* PCSD Main Office- Administrative and Finance Division *District Manager* District Management Office concerned DMO North, South, or Calamian
2. Pay the fee at PCSDS Main Office- Cashier Window 2 based on assessment slip *Make sure to secure Official Receipt that will be issued upon payment	2.1 Receive payment 2.2 Issue Official Receipt or Official Receipt number	**ISSUANCE OF ECAN ZONING CERTIFICATION** ECAN Zoning Certification – PHP 200 Printing of map (optional upon request) PHP 250	1 hour	*Chief Administrative Officer* PCSD Main Office- Administrative and Finance Division
	TOTAL		1 hour 1 minute	
2. Pay the fee based on assessment slip	2.1 Receive payment 2.2 Issue Official Receipt	**ISSUANCE OF SEP CLEARANCE FOR CATEGORY A-D PROEJCTS** SEP Clearance Fee Category A – PHP 5,000 Category B – PHP 2,000 Category D – PHP 3,000	10 minutes	*Chief Administrative Officer* PCSD Main Office- Administrative and Finance Division

		Certification of No Pending Case PHP 50 Legal Research Fund PHP 10		
	TOTAL		11 minutes	
2. Pay the fee based on assessment slip	2.1 Receive payment 2.2 Issue Official Receipt	**Issuance of SEP Clearance for Interconnectivity Infrastructure Development Projects** SEP Clearance Fee Category A – PHP 5,000 Category B – PHP 2,000 Category D – PHP 3,000 Certification of No Pending Case PHP 50 Legal Research Fund PHP 10	10 minutes	*Chief Administrative Officer* PCSD Main Office-Administrative and Finance Division
	TOTAL		11 minutes	
2. Pay the fee based on assessment slip	2.1 Receive payment 2.2 Issue Official Receipt	**Request for Issuance of Gratuitous Permit** Gratuitous Permit Fee PHP 100 Certification of No Pending Case PHP 50 Legal Research Fund PHP 10	15 minutes	*Chief Administrative* Officer PCSD Main Office-Administrative and Finance Division
	TOTAL		16 minutes	
2. Pay the fee based on assessment slip	2.1 Receive payment 2.2 Issue Official Receipt	**Issuance of CITES Import Permit or Non-CITES Certification** Certification of No Pending Case PHP50 Legal Research Fee PHP 10	15 minutes	*Chief Administrative Officer* PCSD Main Office-Administrative and Finance Division
	TOTAL		16 minutes	

2. Pay the fee based on assessment slip	2.1 Receive payment 2.2 Issue Official Receipt	**Issuance of CITES Export or Re-Export Permit /Non-CITES Export or Re-Export Certification** i. Commercial I.Fauna, its by-products and derivatives: ii. Inspection fee: PHP 300 iii. Permit Fee: 3% of export value iv. Certificate of No Pending Case PHP 50 v. Legal Research Fee: PHP 10 II.Flora (propagated) vi. Inspection fee: PHP 300 vii. Permit Fee: PHP 300 for 1st 50 pcs plus PHP 2 for each additional pc. Certificate of No Pending Case PHP 50 viii. Legal Research Fee: PHP 10 ix. Non-commercial I. CITES Species x. Inspection fee: PHP 150 xi. Permit Fee: PHP 250 xii. Certificate of No Pending Case PHP 50 xiii. Legal Research Fee: PHP 10 II.Non-CITES Species xiv. Inspection fee: PHP 150 xv. Permit Fee: PHP 150	15 minutes	*Chief Administrative Officer* PCSD Main Office-Administrative and Finance Division

		xvi. Legal Research Fee: PHP 10 xvii. Reissuance fee for CITES Permit: PHP 250 and Legal Research Fee: PHP 10 Reissuance fee for Non-CITES PHP 150 Legal Research Fund PHP 10		
	TOTAL		16 minutes	
2. Pay the fee based on assessment slip	2.1 Receive payment 2.2 Issue Official Receipt	**Issuance of Wildlife Clearance** Wildlife Clearance PHP 300 Certificate of No Pending Case PHP50 Legal Research Fund PHP 10	15 minutes	*Chief Administrative Officer* PCSD Main Office-Administrative and Finance Division
	TOTAL		16 minutes	
2. Pay the fee based on assessment slip	2.1 Receive payment 2.2 Issue Official Receipt	**Issuance of Certificate of Wildlife Registration** Certificate of No Pending Case Php50 Legal Research Fund PHP 10 PhP 350/head, for threatened terrestrial and aquatic fauna PhP150/species, for threatened flora species PhP 200/head, for exotic fauna w/c are kept in houses/by private individuals	5 minutes	*Chief Administrative Officer* PCSD Main Office-Administrative and Finance Division

		PhP 350/head of fauna; 150/species of flora, for exotic flora and fauna w/c are used for educational purposes and/or commercial-related activities e.g. display in restaurants, etc.		
	TOTAL		6 minutes	
2. Pay the fee based on assessment slip	2.1 Receive payment 2.2 Issue Official Receipt	**Issuance of Wildlife Special Use Permit for Other Uses** PhP 300 for all wildlife for shows/exhibition PhP 50 for all wildlife for educational purposes PhP 300 for all wildlife for documentation for commercial purposes Certificate of No Pending Case PHP50 Legal Research Fund PHP 10	1 hour	*Chief Administrative Officer* PCSD Main Office-Administrative and Finance Division
	TOTAL		1 hour and 1 minute	
2. Pay the fee based on assessment slip	2.1 Receive payment 2.2 Issue Official Receipt	**Issuance of Bioprospecting Undertaking (BU)** Bioprospecting Undertaking Fee PHP 500 •US$3,000-9000 10 % of the assessed amt, for Filipino resource users with no foreign collaborators (90% shall be paid upon entering into agreements or collaborations with commercial investors)	15 minutes	*Chief Administrative Officer* PCSD Main Office-Administrative and Finance Division

		3% of the assessed amt, for resource user who is a Filipino student whose bioprospecting research is in fulfillment of academic requirement in a local institution and is undertaking the research with no foreign collaborator or investors (97% shall be paid upon entering into collaborations or agreements with persons with commercial interests for the use of the specimens or findings of the research) 15 minutes		
	TOTAL		16 minutes	
2. Pay the fee based on assessment slip	2.1 Receive payment 2.2 Issue Official Receipt	**Issuance of Wildlife Farm Permit** Permit Fee: Small Scale PHP 2,300 Medium Scale PHP 4,240 Large Scale PHP 5,460	15 minutes	*Chief Administrative Officer* PCSD Main Office-Administrative and Finance Division
	TOTAL		16 minutes	
2. Pay the fee based on assessment slip	2.1 Receive payment 2.2 Issue Official Receipt	**Issuance of Wildlife Special Use Permit** Permit Fee: RFF (AO 5) PHP 500 OFP (AO 12) PHP 1,000 Certification of No Pending Case Fee PHP 50 Legal Research Fee PHP 10	15 minutes	*Chief Administrative Officer* PCSD Main Office-Administrative and Finance Division
	TOTAL		16 minutes	
2. Pay the fee based on assessment slip	2.1 Receive payment	**Local Transport Permit (LTP)**	1 hour	*Chief Administrative Officer*

	2.2 Issue Official Receipt	LTP Fee – PHP 200 Charges – PHP 30/head for live reef fish PHP 15/head for fresh reef fish PHP 10/head for ornamental fish		PCSD Main Office- Administrative and Finance Division
	TOTAL		1 hour and 1 minute	
2. Pay the fee based on assessment slip	2.1 Receive payment 2.2 Issue Official Receipt	**Issuance of Wildlife Collector's Permit for Species under AO12** Application Fee: PhP 500 for terrestrial wildlife PhP 500 for Aquatic wildlife Collection Charges: Mammals: 500.00/head; Reptiles: 400.00/head; Birds: 20.00/head; Amphibian: 20.00/head; Butterfly: 70.00/head Orchids: 50.00/pc for common; Wildlings: 50.00/pc Plant and all other derivatives: 25.00/pc/plant/sample; Fauna parts and derivatives not limited to	15 minutes	*Chief Administrative Officer* PCSD Main Office- Administrative and Finance Division

		blood and serum samples: 25.00/pc/plant/sample; Certification of No Pending Case PHP 50 Legal Research Fund PHP 10		
	TOTAL		16 minutes	
2. Pay the fee based on assessment slip	2.1 Receive payment 2.2 Issue Official Receipt	**Issuance of Wildlife Collector's Permit for Species under AO5** Permit Fee: PHP 100 Certification of No Pending Case PHP 50 Legal Research Fund PHP 10	15 minutes	*Chief Administrative Officer* PCSD Main Office-Administrative and Finance Division
	TOTAL		16 minutes	
2. Pay the fee based on assessment slip	2.1 Receive payment 2.2 Issue Official Receipt	**Issuance of Permit to Purchase** Permit to Purchase PHP 500 Certification of No Pending Case PHP 50 Legal Research Fund PHP 10	1 hour	*Chief Administrative Officer* PCSD Main Office-Administrative and Finance Division
	TOTAL		1 hour and 1 minute	
2. Pay the fee based on assessment slip	2.1 Receive payment 2.2 Issue Official Receipt	**Issuance of Permit to Transfer Certificate of Registration by Donation** Permit to Transfer by Donation PHP 500 Certification of No Pending Case	1 hour	*Chief Administrative Officer* PCSD Main Office-Administrative and Finance Division

		PHP 50 Legal Research Fund PHP 10		
	TOTAL		1 hour and 1 minute	
2. Pay the fee based on assessment slip	2.1 Receive payment 2.2 Issue Official Receipt	**Issuance of Permit to Transfer Certificate of Registration by Succession** Permit to Transfer PHP 500 Certification of No Pending Case 50.00 Legal Research Fund PHP 10	1 hour	*Chief Administrative Officer* PCSD Main Office-Administrative and Finance Division
	TOTAL		1 hour and 1 minute	
2. Pay the fee based on assessment slip	2.1 Receive payment 2.2 Issue Official Receipt	**Issuance of Chainsaw Registration** Certificate of Registration PHP 100 Certification of No Pending Case PHP 50 Legal Research Fund PHP 10	1 hour	*Chief Administrative Officer* PCSD Main Office-Administrative and Finance Division
	TOTAL		1 hour and 1 minute	
2. Pay the fee based on assessment slip	2.1 Receive payment 2.2 Issue Official Receipt	**Issuance of Permit to Sell** Permit to Sell PHP 500 Certification of No Pending Case PHP 50 Legal Research Fund PHP 10	1 hour	*Chief Administrative Officer* PCSD Main Office-Administrative and Finance Division
	TOTAL		1 hour and 1 minute	

2. Pay the fee based on assessment slip	2.1 Receive payment 2.2 Issue Official Receipt	**Issuance of Special Use Permit** Special Use Permit PHP 300 Certification of No Pending Case PHP 50 Legal Research Fund PHP 10	1 hour	*Chief Administrative Officer* PCSD Main Office-Administrative and Finance Division
	TOTAL		1 hour and 1 minute	
2. Pay the fee based on assessment slip	2.1 Receive payment 2.2 Issue Official Receipt	**Issuance of Transport Permit** Transport Permit PHP 100 Certification of No Pending Case PHP 50 Legal Research Fund PHP 10	1 hour	*Chief Administrative Officer* PCSD Main Office-Administrative and Finance Division
	TOTAL		1 hour and 1 minute	
2. Pay the fee based on assessment slip	2.1 Receive payment 2.2 Issue Official Receipt	**Issuance of Permit to Manufacture** Permit to Manufacture PHP 1,000 Certification of No Pending Case PHP 50 Legal Research Fund PHP 10	1 hour	*Chief Administrative Officer* PCSD Main Office-Administrative and Finance Division
	TOTAL		1 hour and 1 minute	
2. Pay the fee based on assessment slip	2.1 Receive payment 2.2 Issue Official Receipt	**Issuance of Dealership /Distribution Permit** Dealership Permit PHP 1,000 Certification of No Pending Case	1 hour	*Chief Administrative Officer* PCSD Main Office-Administrative and Finance Division

		PHP 50 Legal Research Fund PHP 10		
	TOTAL		1 hour and 1 minute	
2. Pay the fee based on assessment slip	2.1 Receive payment 2.2 Issue Official Receipt	**Issuance of Permit to Operate Service/Repair Shop** Permit to Operate Service /Repair Shop PHP 500 Certification of No Pending Case PHP 50 Legal Research Fund PHP 10	1 hour	*Chief Administrative Officer* PCSD Main Office-Administrative and Finance Division
	TOTAL		1 hour and 1 minute	
2. Pay the fee based on assessment slip	2.1 Receive payment 2.2 Issue Official Receipt	**Issuance of Certification as to Wildlife Conservation Status** Certification of No Pending Case PHP 50 Legal Research Fund PHP 10	15 minutes	*Chief Administrative Officer* PCSD Main Office-Administrative and Finance Division
	TOTAL		16 minutes	
2. Pay the fee based on assessment slip	2.1 Receive payment 2.2 Issue Official Receipt	**Issuance of Certification as to whether or not PCSD permit/s is/are issued to particular individual/s or entity/ies/ chainsaw unit is registered or covered by existing and valid PCSD Special Use Permit** Certification Fee PHP 50 Legal Research Fund	15 minutes	*Chief Administrative Officer* PCSD Main Office-Administrative and Finance Division

		PHP 10		
	TOTAL		16 minutes	

27. Disbursement Services for Simple Transactions

This service refers to the disbursement of funds of PCSDS under the annual General Appropriation Act (GAA) to support the operating expenses of the agency in accomplishing its work and financial. The funds maintained by the agency are Regular Fund 101 and Wildlife Management Fund 151 which are both under the Modified Disbursement Scheme (MDS) with Land Bank of the Philippines as its Agency Government Service Bank.

Office/Division:	Administrative and Finance Division – Accounting Office
Classification:	Simple
Type of Transaction:	G2C – Government to Citizen G2B – Government to Business G2G – Government to Government
Who may avail:	- Employees of PCSDS - Government agencies - Non-government organizations - Supplier of goods and services - Academic institutions - Researchers - General public

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
Salary and PERA A. Individual Claim 1. Duly Approved Payment (1 Original Copy, 1 photocopy) 2. Assignment Order, if applicable (1 Original Copy and 1 photocopy) 3. Certified True Copy of Oath of Office (1 Original Copy and 1 photocopy) 4. Certificate of Assumption (1 Original Copy and 1 photocopy) 5. Statement of Assets, Liability and Net worth (1 Original Copy and 1 photocopy) 6. Approved DTR (1 Original Copy and 1 photocopy) 7. BIR withholding certificates (Forms 1902 and 2305) (1 Original Copy and 1 photocopy)	Administrative and Finance Division (AFD), OED, DMD, EMED, EZMED, EPRPD, EEED

8. Payroll Information on New Employee (1 Original Copy and 1 photocopy) 9. Authority from the claimant and identification documents, if claim by person other than payee from the previous office (1 Original Copy and 1 photocopy) 10. Certified Box “A” Obligation Request Status (1 Original Copy and 1 photocopy) 11. Certified Box “A” Disbursement Voucher (1 Original Copy and 1 photocopy) B. Transferee 1. Clearance from money, property and legal accountabilities (1 Original Copy and 1 photocopy) 2. Certified True Copy of pre-audited disbursement of last salary from the previous office (1 Original Copy and 1 photocopy) 3. BIR Form 2316(1 Original Copy and 1 photocopy) 4. Certificate of Available Leave Credits (1 Original Copy and 1 photocopy) 5. Service Records (1 Original Copy and 1 photocopy) 6. Certified Box “A” Obligation Request Status (1 Original Copy and 1 photocopy) 7. Certified Box “A” Disbursement Voucher (1 Original Copy and 1 photocopy) C. Salary (if deleted from payroll) 1. Approved DTR (1 Original Copy and 1 photocopy) 2. Notice of Assumption (1 Original Copy and 1 photocopy) 3. Approved application for leave, clearances and medical certificate (5 days sick leave or more) (1 Original Copy and 1 photocopy) 4. Certified Box “A” Obligation Request Status (1 Original Copy and 1 photocopy) 5. Certified Box “A” Disbursement Voucher (1 Original Copy and 1 photocopy)	

D. Salary Differential due to promotion or step increment 1. CTC of approved appointment for promotion or NOSA for step increment/salary increase (1 Original Copy and 1 photocopy) 2. Certificate of assumption (1 Original Copy and 1 photocopy) 3. Approved DTR or certification that employee has not incurred leave without pay (1 Original Copy and 1 photocopy) 4. Certified Box “A” Obligation Request Status (1 Original Copy and 1 photocopy) 5. Certified Box “A” Disbursement Voucher (1 Original Copy and 1 photocopy) E. Last Salary 1. Clearance from money, property and legal accountabilities (include written undertakings) (1 Original Copy and 1 photocopy) 2. Approved DTR (1 Original Copy and 1 photocopy) 3. Certified Box “A” Obligation Request Status (1 Original Copy and 1 photocopy) 4. Certified Box “A” Disbursement Voucher (1 Original Copy and 1 photocopy) F. Salary due to heirs of deceased employee 1. Same requirements as those for last salary (1 Original Copy and 1 photocopy) 2. Additional • Death certificate authenticated by PSA (1 Original Copy and 1 photocopy) • Marriage contract authenticated by PSA, if applicable (1 Original Copy and 1 photocopy) • Birth certificate of surviving heirs authenticated by PSA (1 Original Copy and 1 photocopy)	

• Designation of next of kin (1 Original Copy and 1 photocopy) • Waiver of right of children 18 years old and above (1 Original Copy and 1 photocopy) 3. Certified Box “A” Obligation Request Status (1 Original Copy and 1 photocopy) 4. Certified Box “A” Disbursement Voucher (1 Original Copy and 1 photocopy) G. Claim through ATM Payroll 1. Salary Payroll (1 Original Copy and 1 photocopy) 2. Payroll register (hard and soft copy) (1 Original Copy and 1 photocopy) 3. Letter to the bank to credit employees’ account (1 Original Copy and 1 photocopy) 4. Validated deposited slip (1 Original Copy and 1 photocopy) 5. Certified Box “A” Obligation Request Status (1 Original Copy and 1 photocopy) 6. Certified Box “A” Disbursement Voucher (1 Original Copy and 1 photocopy) H. Maternity Leave 1. CTC of approved application for leave (1 Original Copy and 1 photocopy) 2. CTC maternity leave clearance (1 Original Copy and 1 photocopy) 3. Medical certificate for maternity leave (1 Original Copy and 1 photocopy) 4. Additional requirement for unused maternity leave (upon assumption before the expiration of the 60-day maternity leave) • Medical certificate that the employee is physically fit to work (1 Original Copy and 1 photocopy) • Certificate of assumption (1 Original Copy and 1 photocopy)	

• Approved DTR (1 Original Copy and 1 photocopy) 5. Certified Box “A” Obligation Request Status (1 Original Copy and 1 photocopy) 6. Certified Box “A” Disbursement Voucher (1 Original Copy and 1 photocopy) I. RATA 1. Copy of office order/appointment (1st payment) (1 Original Copy and 1 photocopy) 2. Certificate of assumption (1st payment) (1 Original Copy and 1 photocopy) 3. Certification that official/employee did not use government vehicle and is not assigned any government vehicle (1 Original Copy and 1 photocopy) 4. Certificate or evidence of service rendered or approved DTR (1 Original Copy and 1 photocopy) 5. Certification of actual days rendered by HR (1 Original Copy and 1 photocopy) 6. Certified Box “A” Obligation Request Status (1 Original Copy and 1 photocopy) 7. Certified Box “A” Disbursement Voucher (1 Original Copy and 1 photocopy) J. Clothing Allowance 1. CTC of approved appointment/assumption (new and transferee) (1 Original Copy and 1 photocopy) 2. Certificate of non-payment from previous agency (transferee) (1 Original Copy and 1 photocopy) 3. Payroll and Register (1 Original Copy and 1 photocopy) 4. Letter to Bank to credit employees account (1 Original Copy and 1 photocopy) 5. Validated deposit slips (1 Original Copy and 1 photocopy) 6. Certified Box “A” Obligation Request Status (1 Original Copy and 1 photocopy)	

7. Certified Box “A” Disbursement Voucher (1 Original Copy and 1 photocopy) K. Loyalty Pay 1. Service Record (1 Original Copy and 1 photocopy) 2. Certification issued by HR Officer that claimant has not incurred more than 50-days’ authorized vacation leave without pay within 10-year period or aggregate of more than 25 days authorized vacation leave without pay with the 5-year period, as the case may be (1 Original Copy and 1 photocopy) 3. Certified Box “A” Obligation Request Status (1 Original Copy and 1 photocopy) 4. Certified Box “A” Disbursement Voucher (1 Original Copy and 1 photocopy) L. Mid-Year and Year-end Bonus 1. Payroll and Register (1 Original Copy and 1 photocopy) 2. Letter to Bank to credit employees account (1 Original Copy and 1 photocopy) 3. Validated deposit slips (1 Original Copy and 1 photocopy) 4. Certified Box “A” Obligation Request Status (1 Original Copy and 1 photocopy) 5. Certified Box “A” Disbursement Voucher (1 Original Copy and 1 photocopy) M. Terminal Leave 1. Office clearance (1 Original Copy and 1 photocopy) 2. Certified photocopy of employees leave card as at last date of service duly audited by Personnel Officer and COA/Certificate of leave credits issued by Admin/HR Office (1 Original Copy and 1 photocopy) 3. Approved leave application (1 Original Copy and 1 photocopy) 4. Complete service record (1 Original Copy and 1 photocopy) 5. SALN (1 Original Copy and 1 photocopy)	

6. Certified photocopy of appointment/NOSA (1 Original Copy and 1 photocopy) 7. Computation of Terminal Leave signed/certified by Accountant (1 Original Copy and 1 photocopy) 8. Applicant authority (in affidavit form) to deduct all financial obligations with office (1 Original Copy and 1 photocopy) 9. Affidavit of applicant that there is no pending criminal investigation or prosecution against him/her (RA 3019) (1 Original Copy and 1 photocopy) 10. Resignation letter duly accepted by Head of Agency for resignation (1 Original Copy and 1 photocopy) 11. In case of death of claimant • Death certificate authenticated by PSA (1 Original Copy and 1 photocopy) • Marriage contract authenticated by PSA (1 Original Copy and 1 photocopy) • Birth certificate of all surviving legal heirs authenticated by PSA (1 Original Copy and 1 photocopy) • Designation of next of kin (1 Original Copy and 1 photocopy) • Waiver of rights of children 18 years old and above (1 Original Copy and 1 photocopy) 12. Certified Box “A” Obligation Request Status (1 Original Copy and 1 photocopy) 13. Certified Box “A” Disbursement Voucher (1 Original Copy and 1 photocopy) N. Monetization 1. Approved leave application (10 days) with leave credit balance certified by the HR Officer (1 Original Copy and 1 photocopy)	

2. Request for leave covering more than ten days duly approved by Head of Agency (1 Original Copy and 1 photocopy) 3. 50% or more • Clinical abstract/medical procedures to be undertaken in case of health, medical and hospital needs (1 Original Copy and 1 photocopy) • Barangay certification in case of need for financial assistance brought about by calamities (1 Original Copy and 1 photocopy) 4. Certified Box "A" Obligation Request Status (1 Original Copy and 1 photocopy) 5. Certified Box "A" Disbursement Voucher (1 Original Copy and 1 photocopy) O. Collective Negotiation Agreement 1. Resolution signed by both parties incorporating the guidelines/criteria for granting of incentive (1 Original Copy and 1 photocopy) 2. Comparative statement of DBM approved level of operating expenses and actual operating expense (1 Original Copy and 1 photocopy) 3. Copy of agreement (1 Original Copy and 1 photocopy) 4. Certificate issued by Head of Agency on total amount of unencumbered savings generated from cost cutting measures identified in the agreement which resulted from the joint efforts of labor and management systems/productivity/income improvement (1 Original Copy and 1 photocopy) 5. Proof that the planned programs/activities/projects have been implemented and completed in accordance with targets for the year. (1 Original Copy and 1 photocopy)	

6. Certified Box “A” Obligation Request Status (1 Original Copy and 1 photocopy) 7. Certified Box “A” Disbursement Voucher (1 Original Copy and 1 photocopy) Local Daily Travel Expense (DTE) A. Cash Advance 1. Approved Travel Order (1 Original Copy and 1 photocopy) 2. Approved Itinerary of Travel (1 Original Copy and 1 photocopy) 3. Invitation and Program for Seminar, Meeting and Workshops (1 Original Copy and 1 photocopy) 4. Previous cash advance is liquidated (1 Original Copy and 1 photocopy) 5. Certified Box “A” Obligation Request Status (1 Original Copy and 1 photocopy) 6. Certified Box “A” Disbursement Voucher (1 Original Copy and 1 photocopy) B. Payment/Reimbursement/Liquidation 1. Approved Travel Order by Head of Agency (1 Original Copy and 1 photocopy) 2. Approved Itinerary of Travel (1 Original Copy and 1 photocopy) 3. Invitation for Seminar, Meetings and Workshops (1 Original Copy and 1 photocopy) 4. Boarding pass, billing and tickets (plane, boat or bus) (1 Original Copy and 1 photocopy) 5. Official receipt (OR) for tickets (1 Original Copy and 1 photocopy) 6. Certificate of Appearance (1 Original Copy and 1 photocopy) 7. Certificate of Travel Completed (1 Original Copy and 1 photocopy) 8. Reimbursement/Liquidation Report (1 Original Copy and 1 photocopy) 9. Hotel bill and OR for claim of accommodation (1 Original Copy and 1 photocopy) 10. Approved Absolute Necessity of Expense by Head of Agency for related expenses incurred (including	

but not limited to accommodation) (1 Original Copy and 1 photocopy) 11. Reimbursement Expense Receipt (1 Original Copy and 1 photocopy) 12. Certification of below Php 300.00 for expenses not requiring receipt (1 Original Copy and 1 photocopy) 13. Back to Office Report (1 Original Copy and 1 photocopy) 14. Approved DTR (1 Original Copy and 1 photocopy) 15. Revised Approved TO and IT for change in schedule (1 Original Copy and 1 photocopy) 16. Certified Box “A” Obligation Request Status (1 Original Copy and 1 photocopy) 17. Certified Box “A” Disbursement Voucher (1 Original Copy and 1 photocopy) Foreign Daily Travel Expense (DTE) A. Cash Advance 1. Approved Authority to Travel by Secretary or PCSD Chairperson (1 Original Copy and 1 photocopy) 2. Approved Itinerary of Travel (1 Original Copy and 1 photocopy) 3. UNDP Index (1 Original Copy and 1 photocopy) 4. Foreign Exchange Rate (1 Original Copy and 1 photocopy) 5. Invitation, Program and Sponsorship (1 Original Copy and 1 photocopy) 6. Previous cash advance is liquidated (1 Original Copy and 1 photocopy) 7. Certified Box “A” Obligation Request Status (1 Original Copy and 1 photocopy) 8. Certified Box “A” Disbursement Voucher (1 Original Copy and 1 photocopy) B. Payment/Reimbursement/Liquidation 1. Approved Authority to Travel (1 Original Copy and 1 photocopy) 2. Approved Itinerary of Travel (1 Original Copy and 1 photocopy) 3. Invitation, Program and Sponsorship (1 Original Copy and 1 photocopy)	

4. Boarding pass, billing and tickets (plane, boat or bus) (1 Original Copy and 1 photocopy) 5. Official receipt (OR) for tickets (1 Original Copy and 1 photocopy) 6. Certificate of Appearance (1 Original Copy and 1 photocopy) 7. Certificate of Travel Completed (1 Original Copy and 1 photocopy) 8. Reimbursement/Liquidation Report (1 Original Copy and 1 photocopy) 9. Hotel bill and OR for claim of accommodation (1 Original Copy and 1 photocopy) 10. Approved Absolute Necessity of Expense by Head of Agency for related expenses incurred (1 Original Copy and 1 photocopy) 11. Reimbursement Expense Receipt (1 Original Copy and 1 photocopy) 12. Certification of below Php 300.00 for expenses not requiring receipt (1 Original Copy and 1 photocopy) 13. Narrative Report/Report on Participation (1 Original Copy and 1 photocopy) 14. Approved DTR (1 Original Copy and 1 photocopy) 15. Revised Approved TO and IT for change in schedule (1 Original Copy and 1 photocopy) 16. UNDP Index (1 Original Copy and 1 photocopy) 17. Foreign Exchange Rate (1 Original Copy and 1 photocopy) 18. Certified Box “A” Obligation Request Status (1 Original Copy and 1 photocopy) 19. Certified Box “A” Disbursement Voucher (1 Original Copy and 1 photocopy) Utility Expense 1. Statement of account/billing (1 Original Copy and 1 photocopy) 2. Invoice/Official Receipt or machine validated statement of account/bill (reimbursement) (1 Original Copy and 1 photocopy)	

3. Certified Box “A” Obligation Request Status (1 Original Copy and 1 photocopy) 4. Certified Box “A” Disbursement Voucher (1 Original Copy and 1 photocopy) Fuel, Oil and Lubricants 1. Statement of account/billing (1 Original Copy and 1 photocopy) 2. Invoice/Official Receipt or machine validated statement of account/bill (reimbursement) (1 Original Copy and 1 photocopy) 3. Approved Trip Tickets (1 Original Copy and 1 photocopy) 4. Travel Order (1 Original Copy and 1 photocopy) 5. Certified Monthly Consumption Report (1 Original Copy and 1 photocopy) 6. Certified Box “A” Obligation Request Status (1 Original Copy and 1 photocopy) 7. Certified Box “A” Disbursement Voucher (1 Original Copy and 1 photocopy) Telephone/Internet/Communication Expenses 1. Statement of account/billing (1 Original Copy and 1 photocopy) 2. Invoice/Official Receipt or machine validated statement of account/bill (reimbursement) (1 Original Copy and 1 photocopy) 3. Authorization from Head of Agency for claim of communication allowance/expense (1 Original Copy and 1 photocopy) 4. Certification by Agency Head or authorized representatives that all National Direct Dial (NDD), National and international operator assisted calls are official. (1 Original Copy and 1 photocopy) 5. Certified Box “A” Obligation Request Status (1 Original Copy and 1 photocopy) 6. Certified Box “A” Disbursement Voucher (1 Original Copy and 1 photocopy) Petty Cash Set-Up	

1. Bonding of Accountable Officer (1 Original Copy and 1 photocopy) 2. Approved request for petty cash (1 Original Copy and 1 photocopy) 3. Estimate of routinely expenses to be incurred (1 Original Copy and 1 photocopy) 4. Certified Box “A” Obligation Request Status (1 Original Copy and 1 photocopy) 5. Certified Box “A” Disbursement Voucher (1 Original Copy and 1 photocopy) Cultural and Athletic Services 1. Budget estimates approved by Head of Agency (1 Original Copy and 1 photocopy) 2. Same requirements under procurement depending on the nature of expense and mode of procurement adopted (1 Original Copy and 1 photocopy) 3. Certified Box “A” Obligation Request Status (1 Original Copy and 1 photocopy) 4. Certified Box “A” Disbursement Voucher (1 Original Copy and 1 photocopy) Human Resource and Development Training Program 1. Budget estimates approved by Head of Agency (1 Original Copy and 1 photocopy) 2. Schedule of training approved by the Head of Agency (1 Original Copy and 1 photocopy) 3. Same requirements under procurement depending on the nature of expense and mode of procurement adopted (1 Original Copy and 1 photocopy) 4. Certified Box “A” Obligation Request Status (1 Original Copy and 1 photocopy) 5. Certified Box “A” Disbursement Voucher (1 Original Copy and 1 photocopy) Extraordinary and Miscellaneous Expense 1. Receipts and other document evidencing disbursement, if there are	

available, or in lieu thereof, certification executed by the official concerned that the expense sought to be reimbursed have been incurred for any of the purposes contemplated under provisions of the GAA in relation to or by reasons of his position (1 Original Copy and 1 photocopy) 2. Other supporting documents as are necessary depending on the nature of expense charged (1 Original Copy and 1 photocopy) 3. Certified Box "A" Obligation Request Status (1 Original Copy and 1 photocopy) 4. Certified Box "A" Disbursement Voucher (1 Original Copy and 1 photocopy) Vehicle Insurance (GSIS)/Registration (LTO) 1. Statement of account/billing (1 Original Copy and 1 photocopy) 2. Invoice/Official Receipt or machine validated statement of account/bill (reimbursement) (1 Original Copy and 1 photocopy) 3. Certified Box "A" Obligation Request Status (1 Original Copy and 1 photocopy) 4. Certified Box "A" Disbursement Voucher (1 Original Copy and 1 photocopy) Fidelity Bond Premiums 1. Special Order (1 Original Copy and 1 photocopy) 2. Filled-up Bureau of Treasury Application Form (1 Original Copy and 1 photocopy) 3. Certified Box "A" Obligation Request Status (1 Original Copy and 1 photocopy) 4. Certified Box "A" Disbursement Voucher (1 Original Copy and 1 photocopy)	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Obligation Request	1.1 Review submitted documents	None	30 Minutes	*Chief Administrative Officer*

Status, Disbursement Voucher, and COA documentary requirements	1.2 If documents are complete, record voucher in Online Voucher Tracking and Logbook			PCSD Main Office - Administrative and Finance Division
	1.3 Obligate the transactions	None	30 Minutes	*Chief Administrative Officer* PCSD Main Office - Administrative and Finance Division
	1.4 Certify the Disbursement Voucher	None	30 Minutes	*Chief Administrative Officer* PCSD Main Office - Administrative and Finance Division
	1.5 Filing Clerk to submit voucher to Office of the Executive Director for approval	None	1 Day	*Chief Administrative Officer* PCSD Main Office - Administrative and Finance Division
	1.6 Filing Clerk to transmit approved Voucher to Cashier	None	15 Minutes	*Chief Administrative Officer* PCSD Main Office - Administrative and Finance Division
	1.7 Process Approved Voucher	None	15 Minutes	*Chief Administrative Officer* PCSD Main Office - Administrative and Finance Division
	1.8 Inform client of successful Advice to Debit Account (ADA)/Check	None	5 Minutes	*Chief Administrative Officer* PCSD Main Office - Administrative and Finance Division

2. Receive payment, issue Official Receipt, and sign the voucher	2. File original and duplicate paid disbursement voucher (DV)	None	5 Minutes	*Chief Administrative Officer* PCSD Main Office - Administrative and Finance Division
	TOTAL:	None	1 Day, 2 Hours, 10 Minutes	

28. Disbursement Services for Complex Transactions

This service refers to the disbursement of funds of PCSDS under the annual General Appropriation Act (GAA) to support the operating expenses of the agency in accomplishing its work and financial. The funds maintained by the agency are Regular Fund 101 and Wildlife Management Fund 151 which are both under the Modified Disbursement Scheme (MDS) with Land Bank of the Philippines as its Agency Government Service Bank.

Office/Division:	Administrative and Finance Division – Accounting Office
Classification:	Complex
Type of Transaction:	G2P – Government to Citizen G2B – Government to Business G2G – Government to Government
Who may avail:	- Employees of PCSDS - Government agencies - Non-government organizations - Supplier of goods and services - Academic institutions - Researchers - General public

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
COA Documentary Requirements for the specific transaction (COA Circular 2012-001 dated June 14, 2012) (1 Original and 1 Photocopy) Field Operating Activity A. Cash advance 1. Bonded official 2. Approved request for cash advance 3. Approved estimated expenses to be incurred per nature of expenses	Administrative and Finance Division (AFD), OED, DMD, EMED, EZMED, EPD, EEED

4. Previous cash advance is liquidated 5. Certified Box “A” Obligation Request Status 6. Certified Box “A” Disbursement Voucher B. Reimbursement/Liquidation 1. Approved estimated expenses to be incurred per nature of expenses 2. Local Daily Travel Expense (DTE) 1. Approved Travel Order by Head of Agency 2. Approved Itinerary of Travel 3. Invitation for Seminar, Meetings and Workshops 4. Boarding pass and tickets (plane, boat or bus) 5. Official receipt (OR) for tickets 6. Certificate of Appearance and Certificate of Travel Completed 7. Reimbursement/Liquidation Report 8. Hotel bill and OR for claim of accommodation 9. Approved Absolute Necessity of Expense by Head of Agency for related expenses incurred (including but not limited to accommodation) 10. Reimbursement Expense Receipt 11. Certification of below Php 300.00 for expenses not requiring receipt 12. Back to Office Report 13. Approved DTR 14. Revised Approved TO and IT for change in schedule 15. Report of Disbursement (for liquidation purpose) 16. Certified Box “A” Obligation Request Status 17. Certified Box “A” Disbursement Voucher	

7. Utility Expense 1. Statement of account/billing 2. Invoice/Official Receipt or machine validated statement of account/bill (reimbursement) 3. Certified Box “A” Obligation Request Status 4. Certified Box “A” Disbursement Voucher 8. Fuel, Oil and Lubricants 1. Statement of account/billing 2. Invoice/Official Receipt or machine validated statement of account/bill (reimbursement) 3. Approved Trip Tickets 4. Travel Order 5. Certified Monthly Consumption Report 6. Certified Box “A” Obligation Request Status 7. Certified Box “A” Disbursement Voucher Petty Cash Replenishment 1. Petty cash voucher 2. Billing/Statement of account 3. Invoice/Official Receipt or machine validated statement of account/bill 4. Requisition and Issue Slip (supplies and materials) 5. Certification of below Php 300.00 for expenses not requiring receipt 6. Such other documents necessary based on expense incurred 7. Certified Box “A” Obligation Request Status 8. Certified Box “A” Disbursement Voucher Fund Transfers 1. Copy of notarized MOA/Trust agreement 2. Copy of approved program of work (infrastructure project) 3. Approved project expenditures or estimated expenses indicating the project	

objective and expected output (for other projects) 4. Certification by the Accountant that funds previously transferred to Implementing Agency (IA) has been liquidated, post audited and accounted for in the books 5. Copy of Official Receipt issued by the IA 6. Certified Box “A” Obligation Request Status 7. Certified Box “A” Disbursement Voucher Job Order Services/Individual Contract of Service 1. Copy of notarized contract 2. Approved DTR/pass slip 3. Certified Accomplishment Report 4. Copy of BIR Tax Identification Number annually registered 5. Payroll 6. Certified Box “A” Obligation Request Status 7. Certified Box “A” Disbursement Voucher	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Obligation Request Status, Disbursement Voucher, and COA Documentary Requirements	1.1 Review submitted documents 1.2 If documents are complete, record voucher in Online Voucher Tracking and Logbook	None	1 Day	*Chief Administrative Officer* PCSD Main Office - Administrative and Finance Division
	1.3 Obligate the transactions	None	1 Day	*Chief Administrative Officer* PCSD Main Office - Administrative and Finance Division
	1.4 Certify the Disbursement Voucher	None	1 Day	*Chief Administrative Officer* PCSD Main Office - Administrative and Finance Division

	1.5 Filing Clerk to submit voucher to Office of the Executive Director for approval	None	1 Day	*Chief Administrative Officer* Office of Executive Director
	1.6 Filing Clerk to transmit Approved Voucher to Cashier	None	15 Minutes	*Chief Administrative Officer* Administrative and Finance Division
	1.7 Process Approved Voucher	None	15 Minutes	*Chief Administrative Officer* PCSD Main Office - Administrative and Finance Division
	1.8 Inform client of successful Advice to Debit Account (ADA)/Check	None	5 Minutes	*Chief Administrative Officer* PCSD Main Office - Administrative and Finance Division
2. Receive payment, issue Official Receipt, and sign the Voucher	2.0 File original and duplicate paid disbursement voucher (DV)	None	5 Minutes	*Chief Administrative Officer* PCSD Main Office - Administrative and Finance Division
	TOTAL:	None	4 Days, 40 Minutes	

29. Disbursement Services for Highly Technical Transactions

This service refers to the disbursement of funds of PCSDS under the annual General Appropriation Act (GAA) to support the operating expenses of the agency in accomplishing its work and financial. The funds maintained by the agency are Regular Fund 101 and Wildlife Management Fund 151 which are both under the Modified Disbursement Scheme (MDS) with Land Bank of the Philippines as its Agency Government Service Bank.

Office/Division:	Administrative and Finance Division – Accounting Office
Classification:	Highly Technical
Type of Transaction:	G2C – Government to Citizen G2B – Government to Business G2G – Government to Government
Who may avail:	- Employees of PCSDS - Government agencies - Non-government organizations - Supplier of goods and services - Academic institutions - Researchers - General public

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
COA Documentary Requirements for the specific transaction (COA Circular 2012-001 dated June 14, 2012) (1 Original and 1 Photocopy) Procurement Through Public Bidding A. Infrastructure 1. Bids and Award Committee Process and Requirements (see BAC Citizen Charter) 2. Letter request from contractors for advance/progress/final payment or for substitution in case of release of retention money 3. Common to progress/final payments • Statement of work accomplished/progress billing • Inspection report by the agency authorized engineer • Result of test analysis, if applicable • Statement of time elapsed • Monthly certificate of payment • Contractor's affidavit on 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 • As built plans • Warranty Security	Administrative and Finance Division (AFD), BAC

• Copy of turn over documents/transfer of project and facilities such as motor vehicle, laptops, other equipment and furniture included in the contract to concerned government agency 4. Advance payments • Letter request from contractors for payment of amount not exceeding 15% of the total contract price • Irrevocable standby letter of credit/security bond/bank guarantee • Such other documents peculiar to the contract and/or to the mode of procurement and considered necessary in audit review and technical evaluation thereof 5. Variation order/change order/extra work order • Copy of approved change order/extra work order • Copy of approved original plans • Copy of agency report establishing the necessity/justification • Copy of approved/revised PERT/CPM network diagram • Copy of approved detailed breakdown of contract cost for variation order • Copy of COA technical evaluation report for the original contract • Previously reviewed variation order or copy of COA technical evaluation report for previously approved variation order • Additional performance security in the prescribed form and amount if variation order exceeds 10 percent of the original contract cost • Such other documents peculiar to the contract and/or to the mode of procurement and considered necessary in audit review and technical evaluation thereof 6. Release of Retention Money • Any security in the form of cash, bank guarantee, irrevocable standby letter of credit from a commercial bank, GSIS, surety bond callable on demand • Certification from the end user that the project is completed and inspected	

7. Certified Box “A” Obligation Request Status 8. Certified Box “A” Disbursement Voucher B. Consulting Services 1. Bids and Award Committee Process and Requirements (see BAC Citizen Charter) 2. Letter request for payment from the consultant 3. Approved consultancy progress/final reports and/or output required under contract 4. Progress/final billing 5. Contract of infrastructure projects subject of project management consultancy services 6. Certified Box “A” Obligation Request Status 7. Certified Box “A” Disbursement Voucher C. Goods C1. Supplies and Materials/Equipment/Motor Vehicles 1. Bids and Award Committee Process and Requirements (see BAC Citizen Charter) 2. Original copy of dealers/suppliers’ invoices showing the quantity, description of articles, unit and total value duly signed by the dealer or his representatives and indicating receipt by the proper agency official of items delivered 3. Result of test analysis, if applicable 4. Tax receipts from Bureau of Customs or the BIR indicating the exact specifications and/or serial number of the equipment procured by the government as proof of payment of all taxes and duties due on the same equipment supplied or sold to the government 5. Inspection and Acceptance Report 6. Property Acknowledgment Report (for equipment) 7. Warranty security for a minimum period of three months, in the case of expendable supplies or a minimum period of one year in the case of non-	

expandable supplies after acceptance by the procuring entity of the delivered supplies 8. Purchase Request duly approved by proper authorities 9. Authority to Purchase from DBM (in case of motor vehicles) 10. Such other documents peculiar to the contract and/or to the mode of procurement and considered necessary in audit review and technical evaluation thereof 11. Certified Box “A” Obligation Request Status 12. Certified Box “A” Disbursement Voucher C2. General Support Services 1. Bids and Award Committee Process and Requirements (see BAC Citizen Charter) 2. Accomplishment Report 3. Request for payment 4. Contractor’s bill 5. Certificate of Acceptance 6. Record of attendance/service 7. Proof of remittance to concerned government agency and/or GOCCs 8. Such other documents peculiar to the contract and/or to the mode of procurement and considered necessary in audit review and technical evaluation thereof 9. Certified Box “A” Obligation Request Status 10. Certified Box “A” Disbursement Voucher C3. Rental Contracts 1. Bids and Award Committee Process and Requirements (see BAC Citizen Charter) 2. List of prevailing comparable property within vicinity 3. Vicinity map 4. Request for payment 5. Bill/invoices 6. Certificate of occupancy (space/building) 7. Such other documents peculiar to the contract and/or to the mode of procurement and considered necessary in audit review and technical evaluation thereof	

8. Certified Box “A” Obligation Request Status 9. Certified Box “A” Disbursement Voucher C4. Repair and Maintenance 1. Bids and Award Committee Process and Requirements (see BAC Citizen Charter) 2. Post inspection report 3. Warranty certificate 4. Request for payment 5. Bill/invoices 6. Certificate of acceptance 7. Pre repair inspection reports 8. Such other documents peculiar to the contract and/or to the mode of procurement and considered necessary in audit review and technical evaluation thereof 9. Certified Box “A” Obligation Request Status 10. Certified Box “A” Disbursement Voucher C5. Advertising/Printing Expense 1. Bids and Award Committee Process and Requirements (see BAC Citizen Charter) 2. Billing/Statement of Account 3. Inspection and Acceptance Report 4. Copy of newspaper clippings evidencing publication and/or CD in case of TV/Radio commercial 5. Such other documents peculiar to the contract and/or to the mode of procurement and considered necessary in audit review and technical evaluation thereof 6. Certified Box “A” Obligation Request Status 7. Certified Box “A” Disbursement Voucher C6. Catering Service 1. Bids and Award Committee Process and Requirements (see BAC Citizen Charter) 2. Billing/Statement of Account 3. Attendance Sheet 4. Coordinator’s Report 5. Contract of Service 6. Such other documents peculiar to the contract and/or to the mode of procurement and considered necessary in audit review and technical evaluation thereof 7. Certified Box “A” Obligation Request Status 8. Certified Box “A” Disbursement Voucher	

Procurement Through Alternative Modes 1. Bids and Award Committee Process and Requirements (see BAC Citizen Charter) 2. Approved Procurement Plan 3. Purchase Request 4. Original copy of dealers/suppliers' invoices showing the quantity, description of articles, unit and total value duly signed by the dealer or his representatives and indicating receipt by the proper agency official of items delivered 5. Inspection and Acceptance Report 6. Approval of HOPE or authorized representative on the use of the alternative methods of procurement as recommended by BAC 7. Statement of prospective bidder that it is not blacklisted or barred from bidding by the government or any of its agencies, offices, corporations or LGUs 8. Sworn affidavit of the bidder that it is not related to the HOPE by consanguinity or affinity up to the third civil degree Additional Requirements: 9. In case of 2 failed biddings • Agency's offer for negotiations with selected supplier, contractors or consultants • Certification of BAC on the failure of competitive bidding for the second time • Evidence invitation of observers in all stages of the negotiation • Eligibility documents in case of infrastructure projects 10. In emergency cases • Justification as to necessity of purchase 11. In case of take over contracts • Copy of terminated contract • Reason for termination • Negotiation documents with second lowest calculated bidder or the third lowest calculated bidder in case of failure of negotiation with the second lowest bidder. If negotiation still fails, invitation to at least three eligible contractors	

• Approval by the Head of the Procuring Entity to negotiate contracts for projects under exceptional cases 12. In case of Small Value Procurement • Letter/invitation to submit proposal 13. Adjacent or contagious projects • Original contract and any document indicating that the same resulted from competitive bidding • Scope of work which should related or similar to the scope of work of the original contract • Latest accomplishment report of the original contract showing that there was no negative slippage/delay 14. Such other documents peculiar to the contract and/or to the mode of procurement and considered necessary in audit review and technical evaluation thereof 15. Certified Box "A" Obligation Request Status 16. Certified Box "A" Disbursement Voucher				
CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Submit Obligation Request Status, Disbursement Voucher and COA Documentary Requirements	1.1 Review submitted documents 1.2 If documents are complete, record voucher in Online Voucher Tracking and Logbook	None	4 Days	*Chief Administrative Officer* PCSD Main Office -Administrative and Finance Division
	1.3 Obligate the transactions	None	4 Days	
	1.4 Certify the Disbursement Voucher	None	4 Days	
	1.5 Filing Clerk to submit voucher to Office of the Executive Director for approval	None	4 Days	
	1.6 Filing Clerk to transmit Approved Voucher to Cashier	None	15 Minutes	
	1.7 Process Approved Voucher	None	2 Days	
	1.8 Inform client of successful Advice to	None	5 Minutes	

	Debit Account (ADA)/Check			
2. Receive payment, issue Official Receipt, and sign the Voucher	2. File original and duplicate paid disbursement voucher (DV)	None	5 Minutes	*Chief Administrative Officer* PCSD Main Office -Administrative and Finance Division
	TOTAL:	None	18 Days, 25 Minutes	

30. Procurement of Goods, Consulting Services, and Infrastructure Negotiated Procurement: Agency-to-Agency

The procedures established in this document applies to procurement by Palawan Council for Sustainable Development Staff (PCSDS) officials, employees and other stakeholders of the PCSDS pursuant to Republic Act No. 9184 and its Revised Implementing Rules and Regulations (IRR).

Procurement from another agency of the government (i.e., Servicing Agency) that has the mandate to deliver goods or services or to undertake infrastructure projects or consultancy services as required by the Procuring Entity.

Office/Division:	Bids and Awards Committee (BAC), BAC Secretariat, and Administrative and Finance Divisions (AFD)
Classification:	Highly Technical
Type of Transaction:	Government to Government
Who may avail:	External suppliers/service providers

Checklist OF REQUIREMENTS	**WHERE TO SECURE**
None	None

CLIENTS STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Sign the MOA.	1.1 Sign PR and enter into a Memorandum of Agreement (MOA) with the Servicing Agency	None	1 day	*Head of the Procuring Entity (HOPE)* PCSDS Main Office - Office of the Executive Director (OED)
	1.2 Implement the MOA	None	1 day	*Chief Administrative Officer* PCSDS Main Office - AFD

2. Perform the service required at the venue specified in the TOR and within the scheduled timeframe.	2.0 Ensure that the service provided is in accordance with the specifications stated in the TOR	None	1 day	*End-User Division Head* PCSDS Main Office
3. Issue Delivery Receipt/Progress Billing/Statement of Account/Billing Statement/Delivery Invoice	3.0 Inspect goods, services or project progress and/or final construction. Prepare inspection acceptance report (IAR) Confirm compliance of procured items to specifications/TOR	None	1 day	*Head of Inspection and Acceptance Committee* PCSDS Main Office
	3.1. Submit complete copies of procurement documents and Disbursement Voucher and Obligation Request to Accounting unit for payment processing	None	3 days	*Property and Supply Unit* PCSDS Main Office - AFD
	3.2. Prepare Property Acknowledgment Receipt (PAR) and issue procured item to End-User and record/input to Property Inventory	None	1 day	*Property Custodian* PCSDS Main Office - AFD
	3.3 Evaluate bidders performance/service. Prepare Certificate of Performance Evaluation (CPE) Form and recommend the same to the HOPE	None	1 day	*End User Division Chief* PCSDS Main Office - AFD *Chief Administrative Officer* PCSDS Main Office - AFD
	3.4 Sign and approve CPE	None	2 days	*HOPE* PCSDS Main Office - Office of the Executive Director (OED)
4. Issue Official Receipt of Delivered items/service	4.0 Receive Official Receipt	None	1 day	*Accountant III* PCSDS Main Office - AFD
5. Receive Payment at the Accounting Office	5.0 Process payment			

at the PCSD Main Office.				
	TOTAL:		17 days, 30 minutes	

Procurement of Goods, Consulting Services, and Infrastructure
Negotiated Procurement: Agency-to-Agency is qualified for multi-stage processing.

31. Negotiation on Procurement of Consulting Services, and Infrastructure Negotiated Procurement: Adjacent or Contiguous

The procedures established in this document applies to procurement by Palawan Council for Sustainable Development Staff (PCSDS) officials, employees and other stakeholders of the PCSDS pursuant to Republic Act No. 9184 and its Revised Implementing Rules and Regulations (IRR).

Where the subject contract is adjacent or contiguous to an ongoing Infrastructure Project or Consulting Service where the consultants have unique experience and expertise to deliver the required service: Provided, however, that:

(a) the original contract is the result of a Competitive Bidding;
(b) the subject contract to be negotiated has similar or related scopes of work;
(c) it is within the contracting capacity of the Contractor or Consultant/consultant;
(d) the Contractor or Consultant/consultant uses the same prices or lower unit prices as in the original contract less mobilization cost;
(e) the amount of the contiguous or adjacent work involved does not exceed the amount of the ongoing project; and
(f) the Contractor or Consultant/consultant has no negative slippage/delay:

Provided, further, that negotiations for the procurement of the contiguous or adjacent work are commenced before the expiry of the original contract

Office/Division:	Bids and Awards Committee (BAC), BAC Secretariat, and Administrative and Finance Divisions (AFD)
Classification:	Highly Technical
Type of Transaction:	G2C - Government to Citizen G2G - Government to Government G2B - Government to Business
Who may avail:	External suppliers/service providers

Checklist OF REQUIREMENTS	**WHERE TO SECURE**
Philippine Contractors Accreditation Board (PCAB) License (1 photocopy)	Contractor
Net Financial Contracting Capacity (NFCC) (1 copy)	Contractor

CLIENTS STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Negotiate with the Bid and Awards Committee during	1.1 Negotiate with the Contractor or Consultant for the ongoing	None	1 day	*PCSDS-BAC Chairperson*

BAC meetings at the PCSD Main Building	infrastructure project or consulting services (e.g., scope of work or terms of reference, unit price and other terms and conditions of the contract)			PCSDS Main Office
	1.2. Recommend to the HoPE the award of contract Prepare BAC Resolution recommending award and have it signed by the BAC members and HOPE	None	1 day	*PCSDS-BAC Chairperson* PCSDS Main Office *HOPE* PCSDS Main Office - Office of the Executive Director (OED)
2. Sign the NOA and Receive one copy of NOA through the BAC Secretariat at the PCSD Main Office	2.1 Issue and sign the Notice of Award (NOA), otherwise HOPE may disapprove BAC recommendation.	None	1 day	*HOPE* PCSDS Main Office - Office of the Executive Director (OED) *Head of BAC Secretariat* PCSDS Main Office
	2.2 Prepare the contract in favor of the Contractor or Consultant	None	10 minutes	*Head of BAC Secretariat* PCSDS Main Office
3. Sign and receive 3 copies of COA through the BAC Secretariat at the PCSD Main Office Notarize the COA. Return notarized COA to the BAC Secretariat at the PCSD Main Office.	3.0 Approve and sign the Contract of Agreement (COA)	None	1 day	*HOPE* PCSDS Main Office - Office of the Executive Director (OED)
4. Submit Performance Security to the BAC Secretariat at the PCSD Main Office	4.0 Accept and verify Performance Security submitted	None	1 day	*Head of BAC Secretariat* PCSDS Main Office
5. Sign the Notice to Proceed (NTP) and	5.0 Issue and sign the Notice to Proceed (NTP)	None	1 day	*HOPE*

receive one copy of NTP through the BAC Secretariat at the PCSD Main Office	together with a copy of the approved COA within three CD from the date of the approval			PCSDS Main Office - Office of the Executive Director (OED) *Head of BAC Secretariat* PCSDS Main Office
6. Perform the service required at the venue specified in the TOR and within the scheduled timeframe.	6.1 Ensure that the service provided is in accordance with the specifications stated in the TOR	None	1 day	*End-User Division Head* PCSDS Main Office
	6.2 Prepare the Purchase Order (PO) in favor of the Contractor or Consultant	None	10 minutes	*Head of BAC Secretariat* PCSDS Main Office
7. Sign the Purchase Order (PO) and receive one copy of PO through the BAC Secretariat at the PCSD Main Office	7.0 Issue and sign the Purchase Order (PO)	None	1 day	*HOPE* PCSDS Main Office - Office of the Executive Director (OED) *Head of BAC Secretariat* PCSDS Main Office
8. Submit warranty security to the Property and Supply Unit at the PCSD Main Office.	8.0 Accept and verify Warranty Security submitted	None	1 day	*Chief Administrative Officer* PCSDS Main Office – AFD
9. Issue Delivery Receipt/Progress Billing/Statement of Account/Billing Statement/Delivery Invoice	9.1 Inspect project progress and/or final construction. Prepare inspection acceptance report (IAR) Confirm compliance of procured items to specifications/TOR	None	1 day	*Head of Inspection and Acceptance Committee* PCSDS Main Office
	9.2 Submit complete copies of procurement documents and Disbursement Voucher and Obligation Request to Accounting unit for payment processing	None	3 days	*Property and Supply Unit* PCSDS Main Office – AFD

	9.3 Attach property Number and enter details to Report of Physical Counts of Property Plants and Equipment	None	2 days	*Property and Supply Unit* PCSDS Main Office – AFD
	9.4 Prepare Property Acknowledgment Receipt (PAR) and issue procured item to End-User and record/input to Property Inventory	None	1 day	*Property Custodian* PCSDS Main Office – AFD
	9.5 Evaluate bidders performance/service. Prepare Certificate of Performance Evaluation (CPE) Form and recommend the same to the HOPE	None	1 day	*End User Division Chief* PCSDS Main Office *Chief Administrative Officer* PCSDS Main Office – AFD
10. Receive Certificate of Performance Evaluation from the Property and Supply Unit at the PCSD Main Office	10.0 Sign and approve CPE	None	2 days	*HOPE* PCSDS Main Office - Office of the Executive Director (OED)
11. Issue Official Receipt of Delivered items/service & Receive Payment at the Accounting Office at the PCSD Main Office.	11.0 Receive Official Receipt & process payment	None	1 day	*Accountant III* PCSDS Main Office – AFD
	TOTAL:		20 days and 20 minutes	

Negotiation on Procurement of Consulting Services, and Infrastructure
Negotiated Procurement: Adjacent or Contiguous is qualified for multi-stage processing.

32. Submission of Quotation for Procurement of Goods, Consulting Services, and Infrastructure - Alternative Mode of Procurement: Direct Contracting of Goods

The procedures established in this document applies to procurement by Palawan Council for Sustainable Development Staff (PCSDS) officials, employees and other stakeholders of the PCSDS pursuant to Republic Act No. 9184 and its Revised Implementing Rules and Regulations (IRR).

Direct Contracting or single source procurement is a method of procurement of goods that does not require elaborate Bidding Documents. The supplier is simply asked to submit a price quotation or a pro-forma invoice together with the conditions of sale. The offer may be accepted immediately or after some negotiations. Direct Contracting may be resorted to under any of the following conditions:

a) Procurement of goods of proprietary nature which can be obtained only from the proprietary source, i.e., when patents, trade secrets, and copyrights prohibit others from manufacturing the same item;
b) When the procurement of critical components from a specific supplier is a condition precedent to hold a contractor to guarantee its project performance, in accordance with the provisions of its contract; or
c) Those sold by an exclusive dealer or manufacturer which does not have subdealers selling at lower prices and for which no suitable substitute can be obtained at more advantageous terms to the government.

Office/Division:	Bids and Awards Committee (BAC), BAC Secretariat, and Administrative and Finance Divisions (AFD)
Classification:	Highly Technical
Type of Transaction:	G2C - Government to Client G2G - Government to Government G2B - Government to Business
Who may avail:	External suppliers/service providers

Checklist OF REQUIREMENTS	**WHERE TO SECURE**
Business/Mayor's Permit (1 photocopy)	Supplier, Consultant or Contractor
PHILGEPS Registration Number (1 copy)	Supplier, Consultant or Contractor
Income / Business Tax Return (For ABCs above P500K) (1 copy)	Supplier, Consultant or Contractor
Certificate of Exclusive Distributorship for goods (1 copy)	Supplier, Consultant or Contractor
Expertise Certification (1 copy)	Supplier, Consultant or Contractor
Price Quotation/Proforma Invoice together with the conditions of sale (1 original)	Supplier, Consultant or Contractor

CLIENTS STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Submit Price Quotation together with applicable Eligibility Documents during BAC Meetings at the PCSD Main Office.	1.1 Conduct simplified negotiations on the terms and conditions of the contract to ensure that the supplier is technically, legally and financially capable to deliver the goods at the most advantageous price and contract for the Government.	None	1 day	*PCSDS-BAC Chairperson* PCSDS Main Office

	1.2 Recommend to the HOPE the award of contract in favor of the supplier. Prepare BAC Resolution recommending award and have it signed by the BAC members	None	1 day	*PCSDS-BAC Chairperson* PCSDS Main Office *Head of BAC Secretariat* PCSDS Main Office *HOPE* PCSDS Main Office - Office of the Executive Director (OED)
2. Sign the NOA and Receive one copy of NOA through the BAC Secretariat at the PCSD Main Office	2.1 Issue and sign the Notice of Award (NOA), otherwise HOPE may disapprove BAC recommendation.	None	1 day	*HOPE* PCSDS Main Office - Office of the Executive Director (OED) *Head of BAC Secretariat* PCSDS Main Office
	2.2 Prepare the contract in favor of the Supplier, Contractor or Consultant	None	10 minutes	*Head of BAC Secretariat* PCSDS Main Office
3. Sign and receive 3 copies of COA through the BAC Secretariat at the PCSD Main Office Notarize the COA. Return notarized COA to the BAC Secretariat at the PCSD Main Office.	3.1 Approve and sign the Contract of Agreement (COA)	None	1 day	*HOPE* PCSDS Main Office - Office of the Executive Director (OED)
	3.2 Prepare the NTP in favor of the Supplier, Contractor or Consultant	None	10 minutes	*Head of BAC Secretariat* PCSDS Main Office
4. Sign the Notice to Proceed (NTP) and receive one copy of NTP through the BAC Secretariat at the PCSD Main Office	4. Sign the Notice to Proceed (NTP) together with a copy of the approved COA within three CD from the date of the approval	None	1 day	*HOPE* PCSDS Main Office - Office of the Executive Director (OED) *Head of BAC Secretariat*

				PCSDS Main Office
5. Perform the service required at the venue specified in the TOR and within the scheduled timeframe.	5.1 Ensure that the service provided is in accordance with the specifications stated in the TOR	None	1 day	*End-User Division Head* PCSDS Main Office
	5.2 Prepare the Purchase Order (PO) in favor of the Contractor or Consultant	None	10 minutes	*Head of BAC Secretariat* PCSDS Main Office
6. Sign the Purchase Order (PO) and receive one copy of PO through the BAC Secretariat at the PCSD Main Office	6. Issue and sign the Purchase Order (PO)	None	1 day	*HOPE* PCSDS Main Office - Office of the Executive Director (OED) *Head of BAC Secretariat* PCSDS Main Office
7. Issue Delivery Receipt/Progress Billing/Statement of Account/Billing Statement/Delivery Invoice	7.1 Inspect goods, services or project progress and/or final construction. Prepare inspection acceptance report (IAR) Confirm compliance of procured items to specifications/TOR	None	1 day	*Head of Inspection and Acceptance Committee* PCSDS Main Office
	7.2. Submit complete copies of procurement documents and Disbursement Voucher and Obligation Request to Accounting unit for payment processing	None	3 days	*Property & Supply Unit Head* PCSDS Main Office - AFD
	7.3. Attach property Number and enter details to Report of Physical Counts of Property Plants and Equipment	None	2 days	*Property and Supply Unit* PCSDS Main Office - AFD
	7.4 Prepare Property Acknowledgment Receipt (PAR) and issue procured item to	None	1 day	*Property Custodian* PCSDS Main Office - AFD

	End-User and record/input to Property Inventory			
	7.5 Evaluate bidders performance/service. Prepare Certificate of Performance Evaluation (CPE) Form and recommend the same to the HOPE	None	1 day	*End User Division Chief* PCSDS Main Office - AFD *Chief Administrative Officer* PCSDS Main Office - AFD
8. Receive Certificate of Performance Evaluation from the Property and Supply Unit at the PCSD Main Office	8. Sign and approve CPE	None	2 days	*HOPE* PCSDS Main Office - Office of the Executive Director (OED)
9. Issue Official Receipt of Delivered items/service and Receive Payment at the Accounting Office at the PCSD Main Office.	9. Receive Official Receipt and Process payment	None	1 day	*Accountant III* PCSDS Main Office - AFD
	TOTAL		18 days, 30 minutes	

Submission of Quotation for Procurement of Goods, Consulting Services, and Infrastructure - Alternative Mode of Procurement: Direct Contracting of Goods is qualified for multi-stage processing.

33. Negotiate for Procurement of Goods, Consulting Services, and Infrastructure Emergency Cases

The procedures established in this document applies to procurement by Palawan Council for Sustainable Development Staff (PCSDS) officials, employees and other stakeholders of the PCSDS pursuant to Republic Act No. 9184 and its Revised Implementing Rules and Regulations (IRR).

Instances when Negotiated Procurement under Emergency Cases may be resorted to:

1.1. In case of imminent danger to life or property during a state of calamity, or
1.2. When time is of the essence arising from natural or man-made calamities or
1.3. Other causes where immediate action is necessary:

i. to prevent damage to or loss of life or property, or

ii. to restore vital public services, infrastructure facilities and other public utilities.

In all instances of Negotiated Procurement under this Section, the HOPE shall confirm in writing the existence and veracity of the ground or grounds relied upon before approving the ensuing contract.

Office/Division:	Bids and Awards Committee (BAC), BAC Secretariat, and Administrative and Finance Divisions (AFD)
Classification:	Highly Technical
Type of Transaction:	G2C - Government to Citizen G2G - Government to Government G2B - Government to Business
Who may avail:	External suppliers/service providers

Checklist OF REQUIREMENTS	**WHERE TO SECURE**
1. Business/Mayor's Permit (1 photocopy)	Supplier, Consultant or Contractor
2. Philippine Contractors Accreditation Board (PCAB) License (1 photocopy)	Supplier, Consultant or Contractor
3. Net Financial Contracting Capacity (NFCC) (For ABCs above P500K) (1 copy)	Supplier, Consultant or Contractor
4. Income/Business Tax (For ABCs above P500K) (1 copy)	Supplier, Consultant or Contractor
5. Omnibus Sworn Statement (For ABCs above P500K) (1 original)	Supplier, Consultant or Contractor

CLIENTS STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Negotiate with the Bid and Awards Committee during BAC meetings at the PCSD Main Building	1.1 Conduct direct negotiation with the supplier, contractor or consultant with technical, legal and financial capability to deliver the goods, execute the works and perform the services to address the emergency upon preparation of the appropriate procurement documents.	None	1 day	*PCSDS-BAC Chairperson* PCSDS Main Office
	1.2 Recommend to the HoPE through a Resolution award the contract to the Supplier, Contractor or Consultant.	None	1 day	*PCSDS-BAC Chairperson* PCSDS Main Office *Head of BAC Secretariat* PCSDS Main Office
2. Sign the Notice of Award (NOA) and Receive one copy of NOA through the BAC	2.1 Award the contract to the Supplier, Contractor or Consultant immediately upon confirmation and ascertainment of such capability to address the emergency.	None	1 day	*HOPE* PCSDS Main Office - Office of the Executive Director (OED)

Secretariat at the PCSD Main Office	Issue and sign the Notice of Award (NOA), otherwise HOPE may disapprove BAC recommendation.			*Head of BAC Secretariat* PCSDS Main Office
	2.2 Prepare the contract in favor of the Supplier, Contractor or Consultant	None	10 minutes	*Head of BAC Secretariat* PCSDS Main Office
3. Sign and receive 3 copies of COA through the BAC Secretariat at the PCSD Main Office. Return notarized COA to the BAC Secretariat at the PCSD Main Office.	3.1 Approve and sign the Contract of Agreement (COA)	None	1 day	*HOPE* PCSDS Main Office - Office of the Executive Director (OED)
	3.2 Prepare the NTP in favor of the Supplier, Contractor or Consultant	None	10 minutes	*Head of BAC Secretariat*
4. Sign the Notice to Proceed (NTP) and receive one copy of NTP through the BAC Secretariat at the PCSD Main Office	4. Issue and sign the Notice to Proceed (NTP) together with a copy of the approved COA within three CD from the date of the approval	None	1 day	*HOPE* PCSDS Main Office - Office of the Executive Director (OED) *Head of BAC Secretariat* PCSDS Main Office
5. Perform the service required at the venue specified in the TOR and within the scheduled timeframe.	5.1 Ensure that the service provided is in accordance with the specifications stated in the TOR	None	1 day	*End-User* PCSDS Main Office
	5.2 Prepare the Purchase Order (PO) in favor of the Contractor or Consultant	None	10 minutes	*Head of BAC Secretariat* PCSDS Main Office
6. Sign the Purchase Order (PO) and receive one copy of PO through the BAC Secretariat at the PCSD Main Office	6.2 Issue and sign the Purchase Order (PO)	None	1 day	*HOPE* PCSDS Main Office - Office of the Executive Director (OED) *Head of BAC Secretariat* PCSDS Main Office
7. Issue Delivery Receipt/Progress	7.1 Inspect project progress and/or final construction.	None	1 day	*Head of Inspection and*

Billing/Statement of Account/Billing Statement/Delivery Invoice	Prepare inspection acceptance report (IAR) Confirm compliance of procured items to specifications/TOR			*Acceptance Committee* PCSDS Main Office
	7.2 Submit complete copies of procurement documents and Disbursement Voucher and Obligation Request to Accounting unit for payment processing	None	3 days	*Property and Supply Unit* PCSDS Main Office - AFD
	7.3 Attach property Number and enter details to Report of Physical Counts of Property Plants and Equipment	None	2 days	*Property and Supply Unit* PCSDS Main Office - AFD
	7.4 Prepare Property Acknowledgment Receipt (PAR) and issue procured item to End-User and record/input to Property Inventory	None	1 day	*Property Custodian* PCSDS Main Office - AFD
8. Issue Official Receipt of Delivered items/service and Receive Payment at the Accounting Office at the PCSD Main Office.	8. Receive Official Receipt and Process payment	None	1 day	*Accountant III* PCSDS Main Office - AFD
	TOTAL		21 days and 1 hour	

Negotiate for Procurement of Goods, Consulting Services, and Infrastructure Emergency Cases is qualified for multi-stage processing.

34. Submission of Bid for Procurement of Consulting Services Negotiated Procurement: Highly Technical Consultants

The procedures established in this document applies to procurement by Palawan Council for Sustainable Development Staff (PCSDS) officials, employees and other stakeholders of the PCSDS pursuant to Republic Act No. 9184 and its Revised Implementing Rules and Regulations (IRR).

Procurement of consultancy contract involving an individual consultant, subject to the following conditions:

i. The individual consultant will be hired to do work that is either:
a) Highly technical or proprietary; or
b) Primarily confidential or policy determining, where trust and confidence are the primary consideration.
ii. The term of the individual consultant shall, at the most, be on a six (6) month basis, renewable at the option of the appointing HOPE, but in no case shall exceed the term of the latter.

Office/Division:	Bids and Awards Committee (BAC), BAC Secretariat, and Administrative and Finance Divisions (AFD)
Classification:	Highly Technical
Type of Transaction:	G2C - Government to Citizen G2G - Government to Government G2B - Government to Business
Who may avail:	External suppliers/service providers

Checklist OF REQUIREMENTS	**WHERE TO SECURE**
1. Mayor's/ Business Permit (1 photocopy)	External suppliers/service providers/Consultants
2. Curriculum Vitae (Consulting Services)1 (original)	External suppliers/service providers/Consultants
3. Professional License if applicable (1 photocopy)	External suppliers/service providers/Consultants
4. PhilGEPS Registration Number (1 photocopy)	External suppliers/service providers/Consultants

CLIENTS STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1.Submit copies of PR to the BAC Secretariat at the PCSD Main Office with the attachments listed above, as applicable with justification that the engagement	1.1 Receive PR with applicable attachments from End-Users. Initially review the accuracy of documents submitted and verify completeness of documents as to statutory/regulatory requirements.	None	10 Minutes	*Head of BAC Secretariat* PCSDS Main Office

of the individual in accordance with the conditions set forth in the RIRR.	1.2 Assign and stamp PR number, date received and update Procurement database (PMR) Include PR in next scheduled BAC Meeting	None	20 minutes	*Head of BAC Secretariat* PCSDS Main Office
	1.3 Evaluate PR with attachments and verify mode of procurement in relation to the approved Annual Procurement Plan (APP) If in order, recommend to HOPE for PR approval. Otherwise, it shall be returned to the End-User for the appropriate revision and/or amendment or cancellation.	None	5 days	*PCSDS-BAC Chairperson* PCSDS Main Office
	1.4 Sign PR	None	1 day	*Head of the Procuring Entity (HOPE)* PCSDS Main Office - Office of the Executive Director (OED)
2. Identify prospective consultant based on the provided Terms of Reference Submit the name, contact information and mailing address of the said prospective consultant	2.1 Prepare and draft the letter of invitation to the identified consultant Submit the same to the BAC Chairperson for signature	None	15 minutes	*Head of BAC Secretariat* PCSDS Main Office
	2.2 Send letter of invitation to prospective consultant	None	1 day	*Chief Administrative Officer* PCSDS Main Office – AFD
	2.3 Undertake negotiation with the individual consultant based on the Terms of Reference prepared by the End-User. Considering the nature of the consultancy work, it is enough that individual's legal, technical and financial capability to undertake and fulfill the consultancy work based on the	None	1 day	*PCSDS-BAC Chairperson* PCSDS Main Office

	Terms of Reference is validated.			
	2.4 Recommend to the HoPE the award of contract Prepare BAC Resolution recommending award and have it signed by the BAC members and HOPE	None	1 day	*PCSDS-BAC Chairperson* PCSDS Main Office *Head of BAC Secretariat* PCSDS Main Office
	2.5 Issue and sign the Notice of Award (NOA), otherwise HOPE may disapprove BAC recommendation.	None	1 day	*HOPE* PCSDS Main Office - Office of the Executive Director (OED)
	2.6 Prepare the contract in favor of the Consultant	None	10 minutes	*Head of BAC Secretariat* PCSDS Main Office
	2.7 Approve and sign the Contract of Agreement (COA)	None	1 day	*HOPE* PCSDS Main Office - Office of the Executive Director (OED)
	2.8 Prepare the NTP in favor of the Consultant	None	10 minutes	*Head of BAC Secretariat* PCSDS Main Office
	2.9 Sign the Notice to Proceed (NTP) together with a copy of the approved COA within three CD from the date of the approval	None	1 day	*HOPE* PCSDS Main Office - Office of the Executive Director (OED) *Head of BAC Secretariat* PCSDS Main Office
	2.10 Ensure that the service provided is in accordance with the specifications stated in the TOR	None	1 day	*End-User Division Head* PCSDS Main Office
	2.11 Inspect project progress and/or project output. Prepare inspection acceptance report (IAR)	None	1 day	*Head of Inspection and Acceptance Committee*

	Confirm compliance of procured items to TOR			PCSDS Main Office
3. Issue Delivery Receipt/Progress Billing/Statement of Account/Billing Statement/Delivery Invoice	3. Submit complete copies of procurement documents and Disbursement Voucher and Obligation Request to Accounting unit for payment processing	None	3 days	*Property and Supply Unit* PCSDS Main Office - AFD
4. Issue Official Receipt of Delivered items/service and Receive Payment at the Accounting Office at the PCSD Main Office	4. Receive Official Receipt / Acknowledgement Receipt & Process payment	None	1 day	*Accountant III* PCSDS Main Office - AFD
	TOTAL:		18 days, 1 hour and 5 minutes	

Submission of Bid for Procurement of Consulting Services Negotiated Procurement: Highly Technical Consultants is qualified for multi-stage processing.

35. Submission of Quotation for Procurement of Goods Negotiated Procurement - Lease of Real Property and Venue

The procedures established in this document applies to procurement by Palawan Council for Sustainable Development Staff (PCSDS) officials, employees and other stakeholders of the PCSDS pursuant to Republic Act No. 9184 and its Revised Implementing Rules and Regulations (IRR).

Procurement covering lease of real property and venue for official use, where:

I. Real Property refers to land and buildings (office spaces or units) and constructions of all kinds adhered to the soil.
II. Venue refers to training centers, convention halls, hotels, and similar establishments catering to trainings, seminars, conferences, conventions, symposia and similar gatherings requiring the official participation of government officials and employees. This may include meals and accommodation depending on the requirements of the Procuring Entity.
III. Lessee refers to any government agency temporarily occupying a real property on the basis of a contract executed with the private individual, partnership, cooperative, association, or corporation having absolute ownership over such real property.
IV. Lessor refers to any government agency or private individual, partnership, cooperative, association, or corporation having absolute ownership over the real property or venue to be leased.

Office/Division:	Bids and Awards Committee (BAC), BAC Secretariat, and Administrative and Finance Divisions (AFD)
Classification:	Highly Technical
Type of Transaction:	G2C - Government to Citizen G2G - Government to Government G2B - Government to Business
Who may avail:	External suppliers/service providers

Checklist OF REQUIREMENTS	**WHERE TO SECURE**
1. Mayor's/ Business Permit (Except for gov't agencies as lessors) (1 photocopy)	Contractors, Suppliers
2. PhilGEPS Registration Number (Except for gov't agencies as lessors) (1 photocopy)	Contractors, Suppliers
3. Income/Business Tax Return (Except for gov't agencies as lessors) (1 photocopy)	Contractors, Suppliers
4. Price Quotation/Proforma Invoice/Billing Statement (1 original)	Contractors, Suppliers

CLIENTS STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Drop Quotation Envelope (containing duly filled up PQF and required eligibility documents) in the bid box located at the front desk, PCSD Main Office.	1.1 Collect sealed Quotation Envelope (containing duly filled up PQF and required eligibility documents) from the bid box.	None	10 minutes	*Head of BAC Secretariat* PCSDS Main Office
	1.2 Evaluate the Quotations submitted.	None	1 day	*PCSDS-BAC Chairperson* PCSDS Main Office
	1.3 Prepare Abstract of Quotation (AOQ) and have it signed by the BAC Members who were present during the evaluation	None	1 day	*Head of BAC Secretariat* PCSDS Main Office
	1.4 Recommend to the HoPE the award of contract Prepare BAC Resolution recommending award and have it signed by the BAC members and HOPE	None	1 day	*PCSDS-BAC Chairperson* PCSDS Main Office *Head of BAC Secretariat* PCSDS Main Office
2. Sign the NOA and Receive one copy of NOA through the BAC	2.1 Issue and sign the Notice of Award (NOA), otherwise HOPE may disapprove BAC recommendation.	None	1 day	*HOPE* PCSDS Main Office - Office of the Executive Director (OED)

Secretariat at the PCSD Main Office				*Head of BAC Secretariat* PCSDS Main Office
	2.2 Prepare the contract in favor of the Lessor	None	10 minutes	*Head of BAC Secretariat* PCSDS Main Office
3. Sign and receive 3 copies of COA through the BAC Secretariat at the PCSD Main Office Notarize the COA. Return notarized COA to the BAC Secretariat at the PCSD Main Office	3.1 Approve and sign the Contract of Agreement (COA)	None	1 day	*HOPE* PCSDS Main Office - Office of the Executive Director (OED)
	3.2 Prepare the NTP in favor of the Lessor	None	10 minutes	*Head of BAC Secretariat* PCSDS Main Office
4. Sign the Notice to Proceed (NTP) and receive one copy of NTP through the BAC Secretariat at the PCSD Main Office	4. Sign the Notice to Proceed (NTP) together with a copy of the approved COA within three CD from the date of the approval	None	1 day	*HOPE* PCSDS Main Office - Office of the Executive Director (OED) *Head of BAC Secretariat* PCSDS Main Office
5. Perform the service required at the venue specified in the TOR and within the scheduled timeframe.	5.1 Ensure that the service provided is in accordance with the specifications stated in the TOR	None	1 day	*End-User Division Head* PCSDS Main Office
	5.2 Prepare the Purchase Order (PO) in favor of the Lessor	None	10 minutes	*Head of BAC Secretariat* PCSDS Main Office
6. Sign the Purchase Order (PO) and receive one copy of PO through the BAC Secretariat at the PCSD Main Office	6. Issue and sign the Purchase Order (PO)	None	1 day	*HOPE* PCSDS Main Office - Office of the Executive Director (OED) *Head of BAC Secretariat*

				PCSDS Main Office
7. Issue Delivery Receipt/Progress Billing/Statement of Account/Billing Statement/Delivery Invoice	7.1 Inspect project progress and/or project output. Prepare inspection acceptance report (IAR) Confirm compliance of procured items to TOR	None	1 day	*Head of Inspection and Acceptance Committee* PCSDS Main Office
	7.2. Submit complete copies of procurement documents and Disbursement Voucher and Obligation Request to Accounting unit for payment processing	None	3 days	*Property and Supply Unit* PCSDS Main Office - AFD
8. Issue Official Receipt of Delivered items/service and Receive Payment at the Accounting Office at the PCSD Main Office.	8. Receive Official Receipt / Acknowledgement Receipt and Process payment	None	1 day	*Accountant III* PCSDS Main Office - AFD
	TOTAL:	None	21 days, 1 hour, 10 minutes	

Submission of Quotation for Procurement of Goods Negotiated Procurement - Lease of Real Property and Venue is qualified for multi-stage processing.

36. Submission of Bid for Procurement of Goods, Consulting Services, and Infrastructure Alternative Mode of Procurement: Limited Source Bidding

The procedures established in this document applies to procurement by Palawan Council for Sustainable Development Staff (PCSDS) officials, employees and other stakeholders of the PCSDS pursuant to Republic Act No. 9184 and its Revised Implementing Rules and Regulations (IRR).

Limited Source Bidding, otherwise known as selective bidding, is a method of procurement of Goods and Consulting Services that involves direct invitation to bid by the Procuring Entity from the list of pre-selected suppliers or consultants53 with known experience and proven capability on the requirements of the particular contract. This alternative method of procurement may be employed under any of the following conditions:

a) Procurement of highly specialized types of goods (e.g., sophisticated defense equipment, complex air navigation systems, coal) and consulting services where only a few suppliers

or consultants are known to be available, such that resorting to the competitive bidding method will not likely result in any additional suppliers or consultants participating in the bidding; or

b) Procurement of major plant components where it is deemed advantageous to limit the bidding to known qualified bidders in order to maintain uniform quality and performance of the plant as a whole.

Office/Division:	Bids and Awards Committee (BAC), BAC Secretariat, and Administrative and Finance Divisions (AFD)
Classification:	Highly Technical
Type of Transaction:	G2C - Government to Citizen G2G - Government to Government G2B - Government to Business
Who may avail:	External suppliers/service providers

Checklist OF REQUIREMENTS	**WHERE TO SECURE**
First Envelope:	
Registration Certificate from SEC/DTI/CDA (1 original, Copy 1 and Copy 2)	Supplier, Consultant or Contractor
Business/Mayor's Permit(1 original, Copy 1 and Copy 2)	Supplier, Consultant or Contractor
Tax Clearance(1 original, Copy 1 and Copy 2)	Supplier, Consultant or Contractor
PHILGEPS Certificate of Registration and Membership (Platinum Registration) (1 original, Copy 1 and Copy 2)	Supplier, Consultant or Contractor
Joint Venture Agreement (JVA) if applicable(1 original, Copy 1 and Copy 2)	Supplier, Consultant or Contractor
Proof of Authority of the Bidder's authorized representative/s(1 original, Copy 1 and Copy 2)	Supplier, Consultant or Contractor
Omnibus Sworn Statement(1 original, Copy 1 and Copy 2)	Supplier, Consultant or Contractor
List of Ongoing government and private contracts (if any) (1 original, Copy 1 and Copy 2)	Supplier, Consultant or Contractor
Certificate of Performance Evaluation from SLCC(1 original, Copy 1 and Copy 2)	Supplier, Consultant or Contractor
Compliance with the Schedule of Requirements(1 original, Copy 1 and Copy 2)	Supplier, Consultant or Contractor
Compliance with Technical Specifications(1 original, Copy 1 and Copy 2)	Supplier, Consultant or Contractor
Bid Security(1 original, Copy 1 and Copy 2)	Supplier, Consultant or Contractor
After Sales Statement(1 original, Copy 1 and Copy 2)	Supplier, Consultant or Contractor
Philippine Contractors Accreditation Board (PCAB) License if applicable(1 original, Copy 1 and Copy 2)	Supplier, Consultant or Contractor
Second Envelope:	
Audited Financial Statements(1 original, Copy 1 and Copy 2)	Supplier, Consultant or Contractor

Income Tax Return(1 original, Copy 1 and Copy 2)	Supplier, Consultant or Contractor
Net Financial Contracting Capacity (NFCC) (1 original, Copy 1 and Copy 2)	Supplier, Consultant or Contractor
Financial Bid Form(1 original, Copy 1 and Copy 2)	Supplier, Consultant or Contractor
Bill of Quantities(1 original, Copy 1 and Copy 2)	Supplier, Consultant or Contractor

CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Attend Pre-Bid Conference (attendance is not mandatory) during the scheduled BAC Meeting at the PCSD Main Office	1. Conduct Pre-Bid Conference (within 12 Calendar Days before the Bid Opening but not earlier than seven Calendar Days from the PhilGEPS posting of Invitation to Bid or Bidding Document pursuant to the threshold amount provided in the RIRR)	None	10 days	*PCSDS-BAC Chairperson* PCSDS Main Office
2. Submit clarifications and or comments discussed during the pre-bid meeting to the Bids and Awards Committee at the PCSD Main Building	2.1 Draft Supplemental bid, if any BAC Chairperson for signature	None	20 minutes	*Head of BAC Secretariat* PCSDS Main Office
	2.2 Post Bid Supplement, if any (within seven Calendar Days before the deadline of submission of bids) in the PhilGEPS website, PCSDS website and any conspicuous place within the premises of the PCSDS	None	20 minutes	*Head of BAC Secretariat* PCSDS Main Office
3. Drop sealed Bid Envelope upon payment of prescribed bid amount in the bid box located at the front desk, PCSD Main Building before the deadline of submission of bid	3.1 Collect sealed Bid Envelope from the bid box.	None	10 minutes	*Head of BAC Secretariat* PCSDS Main Office
4. Attend Bid Opening (attendance is not mandatory) during the scheduled BAC meeting at	4.Conduct Bid Opening/Bid evaluation.	None	1 day	*PCSDS-BAC Chairperson* PCSDS Main Office

the PCSD Main Building				
5. Receive notice to bidder from the BAC Secretariat at the PCSD Main Building	5a. Notify bidders who submitted a bid envelope of the Bid Opening/Bid Evaluation. b. Inform the LCB or SCB/HRB or SRB of post qualification.	None	1 day	*Head of BAC Secretariat* PCSDS Main Office
6. Submit Post-Qualification documents to the BAC Secretariat at the PCSD Main Building	6.1 Receive Post-Qualification documents.	None	10 minutes	*TWG/ Head of BAC Secretariat* PCSDS Main Office
	6.2 a. Conduct Post Qualification b. Prepare Post-Qualification Report (PQR) recommending to the BAC the declaration of the LCRB or SCRB/HRRB or SRRB	None	12 days	*TWG/ Head of BAC Secretariat* PCSDS Main Office
	6.3 Prepare Abstract of Bid (AOB) and have it signed by the BAC Members who were present during the evaluation	None	1 day	*Head of BAC Secretariat* PCSDS Main Office
	6.4 Recommend to the HoPE the award of contract Prepare BAC Resolution recommending award and have it signed by the BAC members and HOPE	None	1 day	*PCSDS-BAC Chairperson* PCSDS Main Office *Head of BAC Secretariat* PCSDS Main Office
7. Sign the NOA and Receive one copy of NOA through the BAC Secretariat at the PCSD Main Office	7. Issue and sign the Notice of Award (NOA), otherwise HOPE may disapprove BAC recommendation.	None	1 day	*HOPE* PCSDS Main Office - Office of the Executive Director (OED) *Head of BAC Secretariat* PCSDS Main Office
8. Submit Performance Security to the BAC Secretariat at the PCSD Main Office	8.1 Receive and evaluate submitted Performance Security	None	1 day	*Head of BAC Secretariat* PCSDS Main Office
	8.2 Prepare the contract in favor of the winning bidder	None	10 minutes	*Head of BAC Secretariat*

				PCSDS Main Office
9. Sign and receive 3 copies of COA through the BAC Secretariat at the PCSD Main Office Notarize the COA. Return notarized COA to the BAC Secretariat at the PCSD Main Office.	9.1 Approve and sign the Contract of Agreement (COA)	None	1 day	*HOPE* PCSDS Main Office - Office of the Executive Director (OED)
	9.2 Prepare the NTP in favor of the winning bidder	None	10 minutes	*Head of BAC Secretariat* PCSDS Main Office
10. Sign the Notice to Proceed (NTP) and receive one copy of NTP through the BAC Secretariat at the PCSD Main Office	10.Sign the Notice to Proceed (NTP) together with a copy of the approved COA within three CD from the date of the approval	None	1 day	*HOPE* PCSDS Main Office - Office of the Executive Director (OED) *Head of BAC Secretariat* PCSDS Main Office
11. Perform the service required at the venue specified in the TOR and within the scheduled timeframe.	11.1 Ensure that the service provided is in accordance with the specifications stated in the TOR	None	1 day	*End-User Division Head* PCSDS Main Office
	11.2 Prepare the Purchase Order (PO) in favor of the Lessor	None	10 minutes	*Head of BAC Secretariat* PCSDS Main Office
12. Sign the Purchase Order (PO) and receive one copy of PO through the BAC Secretariat at the PCSD Main Office	12. Issue and sign the Purchase Order (PO)	None	1 day	*HOPE* PCSDS Main Office - Office of the Executive Director (OED) *Head of BAC Secretariat* PCSDS Main Office
13. Submit warranty security to the Property and Supply Unit at	13. Accept and verify Warranty Security submitted	None	1 day	*Chief Administrative Officer* PCSDS Main Office-AFD

the PCSD Main Office.				
14. Issue Delivery Receipt/Progress Billing/Statement of Account/Billing Statement/Delivery Invoice	14.1 Inspect goods, services or project progress and/or final construction. Prepare inspection acceptance report (IAR) Confirm compliance of procured items to specifications/TOR	None	1 day	*Head of Inspection and Acceptance Committee* PCSDS Main Office
	14.2 Submit complete copies of procurement documents and Disbursement Voucher and Obligation Request to Accounting unit for payment processing	None	3 days	*Property and Supply Unit* PCSDS Main Office - AFD
	14.3 Attach property Number and enter details to Report of Physical Counts of Property Plants and Equipment, if applicable	None	2 days	*Property and Supply Unit* PCSDS Main Office - AFD
	14.4 Prepare Property Acknowledgment Receipt (PAR) and issue procured item to End-User and record/input to Property Inventory	None	1 day	*Property Custodian* PCSDS Main Office - AFD
	14.5 Evaluate bidders performance/service. Prepare Certificate of Performance Evaluation (CPE) Form and recommend the same to the HOPE	None	1 day	*End User Division Chief* PCSDS Main Office - AFD *Chief Administrative Officer* PCSDS Main Office - AFD
15. Receive Certificate of Performance Evaluation from the Property and Supply Unit at the PCSD Main Office	15. Sign and approve CPE	None	2 days	*HOPE* PCSDS Main Office - Office of the Executive Director (OED)
16. Issue Official Receipt of Delivered items/service and Receive Payment	16. Receive Official Receipt and Process payment	None	1 day	*Accountant III* PCSDS Main Office - AFD

at the Accounting Office at the PCSD Main Office.				
	TOTAL:		72 days and 2 hours	

Submission of Bid for Procurement of Goods, Consulting Services, and Infrastructure Alternative Mode of Procurement: Limited Source Bidding is qualified for multi-stage processing.

37. Submission of Bid for the Procurement of Goods, Consulting Services, and Infrastructure Competitive Bidding/Public Bidding

The procedures established in this document applies to procurement by Palawan Council for Sustainable Development Staff (PCSDS) officials, employees and other stakeholders of the PCSDS pursuant to Republic Act No. 9184 and its Revised Implementing Rules and Regulations (IRR).

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.

Office/Division:	Bids and Awards Committee (BAC), BAC Secretariat, and Administrative and Finance Divisions (AFD)
Classification:	Highly Technical
Type of Transaction:	G2C - Government to Citizen G2G - Government to Government G2B - Government to Business
Who may avail:	External suppliers/service providers

Checklist OF REQUIREMENTS	**WHERE TO SECURE**
First Envelope:	
Registration Certificate from SEC/DTI/CDA (1 original, Copy 1 and Copy 2)	Supplier, Consultant or Contractor
Business/Mayor's Permit(1 original, Copy 1 and Copy 2)	Supplier, Consultant or Contractor
Tax Clearance(1 original, Copy 1 and Copy 2)	Supplier, Consultant or Contractor
PHILGEPS Certificate of Registration and Membership (Platinum Registration) (1 original, Copy 1 and Copy 2)	Supplier, Consultant or Contractor
Joint Venture Agreement (JVA) if applicable(1 original, Copy 1 and Copy 2)	Supplier, Consultant or Contractor
Proof of Authority of the Bidder's authorized representative/s(1 original, Copy 1 and Copy 2)	Supplier, Consultant or Contractor
Omnibus Sworn Statement(1 original, Copy 1 and Copy 2)	Supplier, Consultant or Contractor
List of Ongoing government and private contracts (if any) (1 original, Copy 1 and Copy 2)	Supplier, Consultant or Contractor

Certificate of Performance Evaluation from SLCC(1 original, Copy 1 and Copy 2)	Supplier, Consultant or Contractor
Compliance with the Schedule of Requirements(1 original, Copy 1 and Copy 2)	Supplier, Consultant or Contractor
Compliance with Technical Specifications(1 original, Copy 1 and Copy 2)	Supplier, Consultant or Contractor
Bid Security(1 original, Copy 1 and Copy 2)	Supplier, Consultant or Contractor
After Sales Statement(1 original, Copy 1 and Copy 2)	Supplier, Consultant or Contractor
Philippine Contractors Accreditation Board (PCAB) License if applicable(1 original, Copy 1 and Copy 2)	Supplier, Consultant or Contractor
Second Envelope:	
Audited Financial Statements(1 original, Copy 1 and Copy 2)	Supplier, Consultant or Contractor
Income Tax Return(1 original, Copy 1 and Copy 2)	Supplier, Consultant or Contractor
Net Financial Contracting Capacity (NFCC) (1 original, Copy 1 and Copy 2)	Supplier, Consultant or Contractor
Financial Bid Form(1 original, Copy 1 and Copy 2)	Supplier, Consultant or Contractor
Bill of Quantities(1 original, Copy 1 and Copy 2)	Supplier, Consultant or Contractor

CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Attend Pre-Bid Conference (attendance is not mandatory) during the scheduled BAC Meeting at the PCSD Main Office	1. Conduct Pre-Bid Conference (within 12 Calendar Days before the Bid Opening but not earlier than seven Calendar Days from the PhilGEPS posting of Invitation to Bid or Bidding Document pursuant to the threshold amount provided in the RIRR)	None	10 days	*PCSDS-BAC Chairperson* PCSDS Main Office
2. Submit clarifications and or comments discussed during the pre-bid meeting to the Bids and Awards Committee at the PCSD Main Building	2.1 Draft Supplemental bid, if any BAC Chairperson for signature	None	20 minutes	*Head of BAC Secretariat* PCSDS Main Office
	2.2 Post Bid Supplement, if any (within seven Calendar Days before the deadline of submission of bids) in the PhilGEPS website, PCSDS website and any conspicuous place within the premises of the PCSDS	None	20 minutes	*Head of BAC Secretariat* PCSDS Main Office

3. Drop sealed Bid Envelope upon payment of prescribed bid amount in the bid box located at the front desk, PCSD Main Building before the deadline of submission of bid	3. Collect sealed Bid Envelope from the bid box.	None	10 minutes	*Head of BAC Secretariat* PCSDS Main Office
4. Attend Bid Opening (attendance is not mandatory) during the scheduled BAC meeting at the PCSD Main Building	4. Conduct Bid Opening/Bid evaluation.	None	1 day	*PCSDS-BAC Chairperson* PCSDS Main Office
5. Receive notice to bidder from the BAC Secretariat at the PCSD Main Building	5.1 a. Notify bidders who submitted a bid envelope of the Bid Opening/Bid Evaluation. b. Inform the LCB or SCB/HRB or SRB of post qualification.	None	1 day	*Head of BAC Secretariat* PCSDS Main Office
6. Submit Post-Qualification documents to the BAC Secretariat at the PCSD Main Building	6.1 Receive Post-Qualification documents	None	10 minutes	*TWG/ Head of BAC Secretariat* PCSDS Main Office
	6.2 a. Conduct Post Qualification. b. Prepare Post-Qualification Report (PQR) recommending to the BAC the declaration of the LCRB or SCRB/HRRB or SRRB	None	12 days	*TWG/ Head of BAC Secretariat* PCSDS Main Office
	6.3 Prepare Abstract of Bid (AOB) and have it signed by the BAC Members who were present during the evaluation	None	1 day	*Head of BAC Secretariat* PCSDS Main Office

	6.4 Recommend to the HoPE the award of contract Prepare BAC Resolution recommending award and have it signed by the BAC members and HOPE	None	1 day	*PCSDS-BAC Chairperson* PCSDS Main Office *Head of BAC Secretariat* PCSDS Main Office
7. Sign the NOA and Receive one copy of NOA through the BAC Secretariat at the PCSD Main Office	7. Issue and sign the Notice of Award (NOA), otherwise HOPE may disapprove BAC recommendation.	None	1 day	*HOPE* PCSDS Main Office - Office of the Executive Director (OED) *Head of BAC Secretariat* PCSDS Main Office
8. Submit Performance Security to the BAC Secretariat at the PCSD Main Office	8.1 Receive and evaluate submitted Performance Security	None	1 day	*Head of BAC Secretariat* PCSDS Main Office
	8.2 Prepare the contract in favor of the winning bidder	None	10 minutes	*Head of BAC Secretariat* PCSDS Main Office
9. Sign and receive 3 copies of COA through the BAC Secretariat at the PCSD Main Office Notarize the COA. Return notarized COA to the BAC Secretariat at the PCSD Main Office.	9.1 Approve and sign the Contract of Agreement (COA)	None	1 day	*HOPE* PCSDS Main Office - Office of the Executive Director (OED)
	9.2 Prepare the NTP in favor of the winning bidder.	None	10 minutes	*Head of BAC Secretariat* PCSDS Main Office
10. Sign the Notice to Proceed (NTP) and receive one copy of NTP through the BAC Secretariat at the PCSD Main Office	10. Sign the Notice to Proceed (NTP) together with a copy of the approved COA within three CD from the date of the approval	None	1 day	*HOPE* PCSDS Main Office - Office of the Executive Director (OED)
11. Perform the service required	11.1 Ensure that the service provided is in accordance with	None	1 day	*End-User Division Head*

at the venue specified in the TOR and within the scheduled timeframe.	the specifications stated in the TOR			PCSDS Main Office
	11.2 Prepare the Purchase Order (PO) in favor of the Lessor	None	10 minutes	*Head of BAC Secretariat* PCSDS Main Office
12. Sign the Purchase Order (PO) and receive one copy of PO through the BAC Secretariat at the PCSD Main Office	12. Issue and sign the Purchase Order (PO)	None	1 day	*HOPE* PCSDS Main Office - Office of the Executive Director (OED) *Head of BAC Secretariat* PCSDS Main Office
13. Submit warranty security to the Property and Supply Unit at the PCSD Main Office.	13. Accept and verify Warranty Security submitted	None	1 day	*Chief Administrative Officer* PCSDS Main Office-AFD
14. Issue Delivery Receipt/Progress Billing/Statement of Account/Billing Statement/Delivery Invoice	14.1 Inspect delivery of goods and Prepare inspection acceptance report (IAR) Confirm compliance of procured items to specifications/TOR	None	1 day	*Head of Inspection and Acceptance Committee*
	14.2. Submit complete copies of procurement documents and Disbursement Voucher and Obligation Request to Accounting unit for payment processing	None	3 days	*Property and Supply Unit* PCSDS Main Office - AFD
	14.3 Attach property Number and enter details to Report of Physical Counts of Property Plants and Equipment, if applicable	None	2 days	*Property and Supply Unit* PCSDS Main Office - AFD
	14.4 Prepare Property Acknowledgment Receipt (PAR) and issue procured item to End-User and record/input to Property Inventory	None	1 day	*Property Custodian* PCSDS Main Office - AFD
	14.5 Evaluate bidders performance/service.	None	1 day	*End User Division Chief* PCSDS Main Office - AFD

	14.6 Prepare Certificate of Performance Evaluation (CPE) Form and recommend the same to the HOPE			*Chief Administrative Officer* PCSDS Main Office - AFD
15. Receive Certificate of Performance Evaluation from the Property and Supply Unit at the PCSD Main Office	15. Sign and approve CPE	None	2 days	*HOPE* PCSDS Main Office - Office of the Executive Director (OED)
16. Issue Official Receipt of Delivered items/service	16.Receive Official Receipt	None	1 day	*Accountant III* PCSDS Main Office - AFD
17. Receive Payment at the Accounting Office at the PCSD Main Office.	17. Process payment			
	TOTAL:		71 days, 2 hours and 30 minutes	

Submission of Bid for the Procurement of Goods, Consulting Services, and Infrastructure Competitive Bidding/Public Bidding is qualified for multi-stage processing.

38. Procurement of Goods Alternative Mode of Procurement: Repeat Order

The procedures established in this document applies to procurement by Palawan Council for Sustainable Development Staff (PCSDS) officials, employees and other stakeholders of the PCSDS pursuant to Republic Act No. 9184 and its Revised Implementing Rules and Regulations (IRR).

Repeat Order is a method of procurement of goods from the previous winning bidder, whenever there is a need to replenish goods subject to the following conditions:

1.1. The goods were procured under a contract previously awarded through Competitive Bidding;
1.2. Unit prices must be the same as or lower than those in the original contract,provided that such prices are still the most advantageous to the government after price verification;
1.3. The repeat order will not result in splitting of contracts, requisitions, or purchase orders, as provided for in Article IV(B) of this Guidelines;
1.4. Except in cases duly approved by the GPPB, repeat orders shall be availed of only within six (6) months from the date of the NTP arising from the original contract, provided that

there has been a partial delivery, inspection and acceptance of the goods within the same period;

1.5. Repeat orders shall not exceed twenty-five percent (25%) of the quantity of each item in the original contract. In order not to exceed the 25% threshold, the goods under the original contract must be:
   i. Quantifiable;
   ii. Divisible; and
   iii. Consisting of at least four (4) units per item.

Office/Division:	Bids and Awards Committee (BAC), BAC Secretariat, and Administrative and Finance Divisions (AFD)
Classification:	Highly Technical
Type of Transaction:	G2C - Government to Citizen G2G - Government to Government G2B - Government to Business
Who may avail:	External suppliers/service providers

Checklist OF REQUIREMENTS	**WHERE TO SECURE**
None	None

CLIENTS STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Sign the NOA and Receive one copy of NOA through the BAC Secretariat at the PCSD Main Office	1.1 Issue and sign the Notice of Award (NOA), otherwise HOPE may disapprove BAC recommendation.	None	1 day	*HOPE* PCSDS Main Office - Office of the Executive Director (OED) *Head of BAC Secretariat* PCSDS Main Office
	1.2 Prepare the contract in favor of the winning bidder	None	10 minutes	*Head of BAC Secretariat* PCSDS Main Office
2. Sign and receive 3 copies of COA through the BAC Secretariat at the PCSD Main Office Notarize the COA. Return notarized COA to the BAC Secretariat at the PCSD Main Office.	2.1 Approve and sign the Contract of Agreement (COA)	None	1 day	*HOPE* PCSDS Main Office - Office of the Executive Director (OED)
	2.2 Prepare the NTP in favor of the winning bidder	None	10 minutes	*Head of BAC Secretariat* PCSDS Main Office
3. Sign the Notice to Proceed (NTP) and receive one	3. Sign the Notice to Proceed (NTP) together with a copy of the approved COA within	None	1 day	*HOPE* PCSDS Main Office - Office of

copy of NTP through the BAC Secretariat at the PCSD Main Office	three CD from the date of the approval			the Executive Director (OED) *Head of BAC Secretariat* PCSDS Main Office
4. Perform the service required at the venue specified in the TOR and within the scheduled timeframe.	4.1 Ensure that the service provided is in accordance with the specifications stated in the TOR	None	1 day	*End-User Division Head* PCSDS Main Office
	4.2 Prepare the Purchase Order (PO) in favor of the Lessor	None	10 minutes	*Head of BAC Secretariat* PCSDS Main Office
5. Sign the Purchase Order (PO) and receive one copy of PO through the BAC Secretariat at the PCSD Main Office	5. Issue and sign the Purchase Order (PO)	None	1 day	*HOPE* PCSDS Main Office - Office of the Executive Director (OED) *Head of BAC Secretariat* PCSDS Main Office
6. Issue Delivery Receipt/Progress Billing/Statement of Account/Billing Statement/Delivery Invoice	6.1 Inspect delivery of goods and Prepare inspection acceptance report (IAR) Confirm compliance of procured items to specifications/TOR	None	1 day	*Head of Inspection and Acceptance Committee* PCSDS Main Office
	6.2. Submit complete copies of procurement documents and Disbursement Voucher and Obligation Request to Accounting unit for payment processing	None	3 days	*Property and Supply Unit* PCSDS Main Office – AFD
	6.3. Attach property Number and enter details to Report of Physical Counts of Property Plants and Equipment, if applicable	None	2 days	*Property and Supply Unit* PCSDS Main Office – AFD
	6.4. Prepare Property Acknowledgment Receipt (PAR) and issue procured item to End-User and	None	1 day	*Property Custodian* PCSDS Main Office - AFD

	record/input to Property Inventory (in case of goods)			
7. Issue Official Receipt of Delivered items/service and receive payment	7.1. Receive Official Receipt and process payment	None	1 day	*Accountant III* PCSDS Main Office – AFD
	TOTAL:	None	20 days and1 hour	

Procurement of Goods Alternative Mode of Procurement: Repeat Order is qualified for multi-stage processing.

39. Procurement of Consulting Services Negotiated Procurement: Scientific, scholarly or artistic work, exclusive technology and media services

The procedures established in this document applies to procurement by Palawan Council for Sustainable Development Staff (PCSDS) officials, employees and other stakeholders of the PCSDS pursuant to Republic Act No. 9184 and its Revised Implementing Rules and Regulations (IRR).

I. Where Goods, Infrastructure Projects and Consulting Services can be contracted to a particular supplier, contractor, or consultant as determined by the HOPE, for any of the following reasons:

The requirement is for:

a. Work of art; commissioned work or services of an artist for specific artistic skills (e.g., singer, performer, poet, writer, painter sculptor, etc.)
b. Scientific, academic, scholarly work or research, or legal services;
c. Highly-specialized life-saving medical equipment, as certified by the Department of Health;
d. Scientific, technical, economic, business, trade or legal journal, magazine, paper, subscription, or other exclusive statistical publications and references; or Media documentation, advertisement, or announcement through television, radio, newspaper, internet, and other communication media.

II. The construction or installation of an infrastructure facility where the material, equipment, or technology under a proprietary right can only be obtained from the same contractor.

Office/Division:	Bids and Awards Committee (BAC), BAC Secretariat, and Administrative and Finance Divisions (AFD)
Classification:	Highly Technical
Type of Transaction:	G2C - Government to Citizen G2G - Government to Government G2B - Government to Business
Who may avail:	External suppliers/service providers
Checklist OF REQUIREMENTS	**WHERE TO SECURE**
Mayor's/ Business Permit (1 photocopy)	Consultant

Professional License /Curriculum Vitae (Consulting Services) (1 original)			Consultant	
PhilGEPS Registration Number (1 photocopy)			Consultant	
Income/Business Tax Return (1 photocopy)			Consultant	
CLIENTS STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Negotiate with the Bid and Awards Committee during BAC meetings at the PCSD Main Building	1.1. Negotiate with a technically, legally and financially capable supplier, contractor or consultant based on the Technical Specifications, Scope of Work or Terms of Reference prepared by the End-User.	None	1 day	*PCSDS-BAC Chairperson* PCSDS Main Office - AFD
	1.2. Recommend to the HoPE the award of contract Prepare BAC Resolution recommending award and have it signed by the BAC members and HOPE	None	1 day	*PCSDS-BAC Chairperson* PCSDS Main Office - AFD *Head of BAC Secretariat* PCSDS Main Office - AFD
2. Sign the NOA and Receive one copy of NOA through the BAC Secretariat at the PCSD Main Office	2.1 Issue and sign the Notice of Award (NOA), otherwise HOPE may disapprove BAC recommendation.	None	1 day	*HOPE* PCSDS Main Office - Office of the Executive Director (OED) *Head of BAC Secretariat* PCSDS Main Office - AFD
	2.2 Prepare the contract in favor of the winning bidder	None	10 minutes	*Head of BAC Secretariat* PCSDS Main Office - AFD
3. Sign and receive 3 copies of COA through the BAC Secretariat at the PCSD Main Office Notarize the COA. Return notarized COA to the BAC	3.1 Approve and sign the Contract of Agreement (COA)	None	1 day	*Head of BAC Secretariat* PCSDS Main Office
	3.2 Prepare the NTP in favor of the winning bidder	None	10 minutes	*Head of BAC Secretariat* PCSDS Main Office

Secretariat at the PCSD Main Office.				
4. Sign the Notice to Proceed (NTP) and receive one copy of NTP through the BAC Secretariat at the PCSD Main Office	4. Sign the Notice to Proceed (NTP) together with a copy of the approved COA within three CD from the date of the approval	None	1 day	*HOPE* PCSDS Main Office - Office of the Executive Director (OED) *Head of BAC Secretariat* PCSDS Main Office
5. Perform the service required at the venue specified in the TOR and within the scheduled timeframe.	5.1 Ensure that the service provided is in accordance with the specifications stated in the TOR	None	1 day	*End-User Division Head* PCSDS Main Office
	5.2 Prepare the Purchase Order (PO) in favor of the Lessor	None	10 minutes	*Head of BAC Secretariat* PCSDS Main Office
6. Sign the Purchase Order (PO) and receive one copy of PO through the BAC Secretariat at the PCSD Main Office	6. Issue and sign the Purchase Order (PO)	None	1 day	*HOPE* PCSDS Main Office - Office of the Executive Director (OED) *Head of BAC Secretariat* PCSDS Main Office
7. Issue Delivery Receipt/Progress Billing/Statement of Account/Billing Statement/Delivery Invoice	7.1 Inspect good, project progress and/or final construction. Prepare inspection acceptance report (IAR) Confirm compliance of procured items to specifications/TOR	None	1 day	*Head of Inspection and Acceptance Committee* PCSDS Main Office
	7.2 Submit complete copies of procurement documents and Disbursement Voucher and Obligation Request to Accounting unit for payment processing	None	3 days	*Property and Supply Unit* PCSDS Main Office - AFD
8. Issue Official Receipt of Delivered items/service and receive payment	8. Receive Official Receipt and process payment	None	1 day	*Accountant III* PCSDS Main Office – AFD

	TOTAL:	None	18 days, 1 hour, 25 minutes	

Procurement of Consulting Services Negotiated Procurement: Scientific, scholarly or artistic work, exclusive technology and media services is qualified for multi-stage processing.

40. Procurement of Goods Alternative Modes of Procurement: Shopping under Section 52.1(a): Unforeseen Contingency

The procedures established in this document applies to procurement by Palawan Council for Sustainable Development Staff (PCSDS) officials, employees and other stakeholders of the PCSDS pursuant to Republic Act No. 9184 and its Revised Implementing Rules and Regulations (IRR).

Shopping is a method of procurement of goods whereby the Procuring Entity simply requests for the submission of price quotations for readily available off-the-shelf goods or ordinary/regular equipment to be procured directly from suppliers of known qualifications. This method of procurement shall be employed in any of the following cases:

- When there is an unforeseen contingency requiring immediate purchase, the amount shall not exceed Two Hundred Thousand Pesos (₱200,000) (for NGAs);
- Procurement of ordinary or regular office supplies and equipment not available in the DBM-PS, in the amount not to exceed One Million Pesos (₱1,000,000).

Office/Division:	Bids and Awards Committee (BAC), BAC Secretariat, and Administrative and Finance Divisions (AFD)
Classification:	Highly Technical
Type of Transaction:	G2C - Government to Citizen G2G - Government to Government G2B - Government to Business
Who may avail:	External suppliers/service providers

Checklist OF REQUIREMENTS	**WHERE TO SECURE**
Business/Mayor's Permit (1 photocopy)	Supplier, Consultant or Contractor
PHILGEPS Registration Number (1 copy)	Supplier, Consultant or Contractor

CLIENTS STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Sign the NOA and Receive one copy of NOA through the BAC Secretariat at the PCSD Main Office	1.1 Issue and sign the Notice of Award (NOA), otherwise HOPE may disapprove BAC recommendation.	None	1 day	*HOPE* PCSDS Main Office - Office of the Executive Director (OED) *Head of BAC Secretariat*

				PCSDS Main Office
	1.2 Prepare the contract in favor of the bidder	None	10 minutes	*Head of BAC Secretariat* PCSDS Main Office
2. Sign and receive 3 copies of COA through the BAC Secretariat at the PCSD Main Office Notarize the COA. Return notarized COA to the BAC Secretariat at the PCSD Main Office.	2.1 Approve and sign the Contract of Agreement (COA)	None	1 day	*HOPE* PCSDS Main Office - Office of the Executive Director (OED)
	2.2 Prepare the NTP in favor of the bidder	None	10 minutes	*Head of BAC Secretariat* PCSDS Main Office
3.Sign the Notice to Proceed (NTP) and receive one copy of NTP through the BAC Secretariat at the PCSD Main Office	3.Sign the Notice to Proceed (NTP) together with a copy of the approved COA within three CD from the date of the approval	None	1 day	*HOPE* PCSDS Main Office - Office of the Executive Director (OED) *Head of BAC Secretariat* PCSDS Main Office
4. Perform the service required at the venue specified in the TOR and within the scheduled timeframe.	4.1 Ensure that the service provided is in accordance with the specifications stated in the TOR	None	1 day	*End-User Division Head* PCSDS Main Office
	4.2 Prepare the Purchase Order (PO) in favor of the bidder	None	10 minutes	*Head of BAC Secretariat* PCSDS Main Office
5. Sign the Purchase Order (PO) and receive one copy of PO through the BAC Secretariat at the PCSD Main Office	5. Issue and sign the Purchase Order (PO)	None	1 day	*HOPE* PCSDS Main Office - Office of the Executive Director (OED) *Head of BAC Secretariat* PCSDS Main Office
6. Issue Delivery Receipt/Progress	6.1 Inspect goods.	None	1 day	*Head of Inspection and*

Billing/Statement of Account/Billing Statement/Delivery Invoice	Confirm compliance of procured items to specifications.			*Acceptance Committee* PCSDS Main Office - AFD
	6.2 Submit complete copies of procurement documents and Disbursement Voucher and Obligation Request to Accounting unit for payment processing	None	3 days	*Property and Supply Unit* PCSDS Main Office - AFD
	6.3 Prepare Property Acknowledgment Receipt (PAR) and issue procured item to End-User and record/input to Property Inventory	None	1 day	*Property Custodian* PCSDS Main Office - AFD
	6.4 Evaluate bidders performance/service. Prepare Certificate of Performance Evaluation (CPE) Form and recommend the same to the HOPE	None	1 day	*End User Division Chief* PCSDS Main Office - AFD *Chief Administrative Officer* PCSDS Main Office - AFD
	6.5 Sign and approve CPE	None	2 days	*HOPE* PCSDS Main Office - Office of the Executive Director (OED)
7. Issue Official Receipt of Delivered items/service and Receive Payment at the Accounting Office at the PCSD Main Office.	7. Receive Official Receipt and Process payment	None	1 day	*Accountant III* PCSDS Main Office - AFD
	TOTAL:	None	26 days, 1 hour	

Procurement of Goods Alternative Modes of Procurement: Shopping under Section 52.1(a): Unforeseen Contingency is qualified for multi-stage processing.

41. Procurement of Goods Alternative Modes of Procurement: Shopping under Section 52.1(b): For Ordinary Office Supplies and Equipment not Available in DBM-PS

The procedures established in this document applies to procurement by Palawan Council for Sustainable Development Staff (PCSDS) officials, employees and other stakeholders of the PCSDS pursuant to Republic Act No. 9184 and its Revised Implementing Rules and Regulations (IRR).

Shopping is a method of procurement of goods whereby the Procuring Entity simply requests for the submission of price quotations for readily available off-the-shelf goods or ordinary/regular equipment to be procured directly from suppliers of known qualifications. This method of procurement shall be employed in any of the following cases:

- When there is an unforeseen contingency requiring immediate purchase, the amount shall not exceed Two Hundred Thousand Pesos (₱200,000) (for NGAs);
- Procurement of ordinary or regular office supplies and equipment not available in the DBM-PS, in the amount not to exceed One Million Pesos (₱1,000,000).

Office/Division:	Bids and Awards Committee (BAC), BAC Secretariat, and Administrative and Finance Divisions (AFD)
Classification:	Highly Technical
Type of Transaction:	G2C - Government to Citizen G2G - Government to Government G2B - Government to Business
Who may avail:	External suppliers/service providers

Checklist OF REQUIREMENTS	**WHERE TO SECURE**
Business/Mayor's Permit (1 photocopy)	Supplier, Consultant or Contractor
PHILGEPS Registration Number (1 copy)	Supplier, Consultant or Contractor

CLIENTS STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Sign the NOA and Receive one copy of NOA through the BAC Secretariat at the PCSD Main Office	1.1 Issue and sign the Notice of Award (NOA), otherwise HOPE may disapprove BAC recommendation.	None	1 day	*HOPE* PCSDS Main Office - Office of the Executive Director (OED) *Head of BAC Secretariat* PCSDS Main Office
	1.2 Prepare the contract in favor of the bidder	None	10 minutes	*Head of BAC Secretariat* PCSDS Main Office

2. Sign and receive 3 copies of COA through the BAC Secretariat at the PCSD Main Office Notarize the COA. Return notarized COA to the BAC Secretariat at the PCSD Main Office.	2.1 Approve and sign the Contract of Agreement (COA)	None	1 day	*HOPE* PCSDS Main Office - Office of the Executive Director (OED)
	2.2 Prepare the NTP in favor of the winning bidder	None	10 minutes	*Head of BAC Secretariat* PCSDS Main Office
3. Sign the Notice to Proceed (NTP) and receive one copy of NTP through the BAC Secretariat at the PCSD Main Office	3. Sign the Notice to Proceed (NTP) together with a copy of the approved COA within three CD from the date of the approval	None	1 day	*HOPE* PCSDS Main Office - Office of the Executive Director (OED) *Head of BAC Secretariat* PCSDS Main Office
4. Perform the service required at the venue specified in the TOR and within the scheduled timeframe.	4.1 Ensure that the service provided is in accordance with the specifications stated in the TOR	None	1 day	*End-User Division Head* PCSDS Main Office
	4.2 Prepare the Purchase Order (PO) in favor of the Lessor	None	10 minutes	*Head of BAC Secretariat* PCSDS Main Office
5. Sign the Purchase Order (PO) and receive one copy of PO through the BAC Secretariat at the PCSD Main Office	5. Issue and sign the Purchase Order (PO)	None	1 day	*HOPE* PCSDS Main Office - Office of the Executive Director (OED) *Head of BAC Secretariat* PCSDS Main Office
6. Issue Delivery Receipt/Progress Billing/Statement of Account/Billing Statement/Delivery Invoice	6.1 Inspect goods, services or project progress and/or final construction. Prepare inspection acceptance report (IAR) Confirm compliance of procured items to specifications/TOR	None	1 day	*Head of Inspection and Acceptance Committee* PCSDS Main Office

	6.2 Submit complete copies of procurement documents and Disbursement Voucher and Obligation Request to Accounting unit for payment processing	None	3 days	*Property and Supply Unit* PCSDS Main Office – AFD
	6.3 Attach property Number and enter details to Report of Physical Counts of Property Plants and Equipment, if applicable	None	2 days	*Property and Supply Unit* PCSDS Main Office - AFD
	6.4 Prepare Property Acknowledgment Receipt (PAR) and issue procured item to End-User and record/input to Property Inventory	None	1 day	*Property Custodian* PCSDS Main Office - AFD
	6.5 Evaluate bidders performance/service. Prepare Certificate of Performance Evaluation (CPE) Form and recommend the same to the HOPE	None	1 day	*End User Division Chief* PCSDS Main Office - AFD *Chief Administrative Officer* PCSDS Main Office - AFD
	6.6 Sign and approve CPE	None	2 days	*HOPE* PCSDS Main Office - Office of the Executive Director (OED)
7. Issue Official Receipt of Delivered items/service and Receive Payment at the Accounting Office at the PCSD Main Office.	7. Receive Official Receipt and Process payment	None	1 day	*Accountant III* PCSDS Main Office - AFD
	TOTAL:	None	27 days, 1 hour	

Procurement of Goods Alternative Modes of Procurement: Shopping under Section 52.1(b): For Ordinary Office Supplies and Equipment not Available in DBM-PS is qualified for multi-stage processing.

42. Submission of Quotation for Procurement of Goods, Consulting Services Negotiated Procurement: Small Value Procurement

The procedures established in this document applies to procurement by Palawan Council for Sustainable Development Staff (PCSDS) officials, employees and other stakeholders of the PCSDS pursuant to Republic Act No. 9184 and its Revised Implementing Rules and Regulations (IRR).

Procurement of (a) goods not covered by Shopping under Section 52 of the IRR of RA 9184, (b) infrastructure projects, and (c) consulting services, where the amount involved does not exceed One Million Pesos (₱ 1,000,000) (for NGAs).

Office/Division:	Bids and Awards Committee (BAC), BAC Secretariat, and Administrative and Finance Divisions (AFD)
Classification:	Highly Technical
Type of Transaction:	G2C - Government to Citizen G2G - Government to Government G2B - Government to Business
Who may avail:	External suppliers/service providers

Checklist OF REQUIREMENTS	**WHERE TO SECURE**
Mayor's/ Business Permit (1 photocopy)	Supplier, Consultant, Contractor
Professional License /Curriculum Vitae (Consulting Services) (1 photocopy)	Supplier, Consultant, Contractor
PhilGEPS Registration Number (1 photocopy)	Supplier, Consultant, Contractor
Philippine Contractors Accreditation Board (PCAB) License (1 photocopy)	Supplier, Consultant, Contractor
Income/Business Tax Return (For ABCs above P500K) (1 photocopy)	Supplier, Consultant, Contractor
Omnibus Sworn Statement (For ABCs above P500K) (1 original)	Supplier, Consultant, Contractor

CLIENTS STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Attend the Pre-bid Conference	1.1 Conduct Pre-bid conference (at the discretion of the BAC).	None	1 day	*PCSDS-BAC Chairperson* PCSDS Main Office
2. Drop sealed Quotation Envelope in the bid box located at the front desk, PCSD Main Building before the deadline of submission of bid	2.1 Collect sealed Quotation from the bid box.	None	10 minutes	*Head of BAC Secretariat* PCSDS Main Office
	2.3 Conduct Evaluation of Quotations.	None	1 day	*PCSDS-BAC Chairperson* PCSDS Main Office
	2.4 Prepare Abstract of Bid (AOB) and have it signed by the BAC Members who	None	1 day	*Head of BAC Secretariat*

	were present during the evaluation			PCSDS Main Office
	2.5 Recommend to the HoPE the award of contract Prepare BAC Resolution recommending award and have it signed by the BAC members and HOPE	None	1 day	*PCSDS-BAC Chairperson* PCSDS Main Office *Head of BAC Secretariat* PCSDS Main Office
3. Sign the NOA and Receive one copy of NOA through the BAC Secretariat at the PCSD Main Office	3.1 Issue and sign the Notice of Award (NOA), otherwise HOPE may disapprove BAC recommendation.	None	1 day	*Head of the Procuring Entity (HOPE)* PCSDS Main Office - Office of the Executive Director (OED) *Head of BAC Secretariat* PCSDS Main Office
	3.2 Prepare the contract in favor of the winning bidder	None	10 minutes	*Head of BAC Secretariat* PCSDS Main Office
4. Sign and receive 3 copies of COA through the BAC Secretariat at the PCSD Main Office	4.1 Approve and sign the Contract of Agreement (COA)	None	1 day	*Head of the Procuring Entity (HOPE)* PCSDS Main Office - Office of the Executive Director (OED)
	4.2 Prepare the NTP in favor of the winning bidder	None	10 minutes	*Head of BAC Secretariat* PCSDS Main Office
5. Sign the Notice to Proceed (NTP) and receive one copy of NTP through the BAC Secretariat at the PCSD Main Office	2.6 Sign the Notice to Proceed (NTP) together with a copy of the approved COA within three CD from the date of the approval	None	1 day	*Head of the Procuring Entity (HOPE)* PCSDS Main Office - Office of the Executive Director (OED) *Head of BAC Secretariat*

				PCSDS Main Office
6. Perform the service required at the venue specified in the TOR and within the scheduled timeframe.	6.1 Ensure that the service provided is in accordance with the specifications stated in the TOR	None	1 day	*End-User Division Head* PCSDS Main Office
	6.2 Prepare the Purchase Order (PO) in favor of the Lessor	None	10 minutes	*Head of BAC Secretariat* PCSDS Main Office
7. Sign the Purchase Order (PO) and receive one copy of PO through the BAC Secretariat at the PCSD Main Office	7.1 Issue and sign the Purchase Order (PO)	None	1 day	*HOPE* PCSDS Main Office - Office of the Executive Director (OED) *Head of BAC Secretariat* PCSDS Main Office
8. Issue Delivery Receipt/Progress Billing/Statement of Account/Billing Statement/Delivery Invoice	8.1 Inspect goods, services or project progress and/or final construction. Prepare inspection acceptance report (IAR) Confirm compliance of procured items to specifications/TOR	None	1 day	*Head of Inspection and Acceptance Committee* PCSDS Main Office
	8.2 Submit complete copies of procurement documents and Disbursement Voucher and Obligation Request to Accounting unit for payment processing	None	3 days	*Property and Supply Unit* PCSDS Main Office - AFD
	8.3 Attach property Number and enter details to Report of Physical Counts of Property Plants and Equipment, if applicable	None	2 days	*Property and Supply Unit* PCSDS Main Office - AFD
	8.4 Prepare Property Acknowledgment Receipt (PAR) and issue procured item to End-User and record/input to Property Inventory	None	1 day	*Property Custodian* PCSDS Main Office - AFD
	8.5 Evaluate bidders performance/service.	None	1 day	*End User Division Chief*

	8.6 Prepare Certificate of Performance Evaluation (CPE) Form and recommend the same to the HOPE			PCSDS Main Office - AFD *Chief Administrative Officer* PCSDS Main Office - AFD
9. Receive Certificate of Performance Evaluation from the Property and Supply Unit at the PCSD Main Office	9. Sign and approve CPE	None	2 days	*HOPE* PCSDS Main Office - Office of the Executive Director (OED)
10. Issue Official Receipt of Delivered items/service and Receive Payment at the Accounting Office at the PCSD Main Office.	10. Receive Official Receipt and Process payment	None	1 day	*Accountant III* PCSDS Main Office - AFD
	TOTAL:	None	30 days, 2 hours, 10 minutes	

Submission of Quotation for Procurement of Goods, Consulting Services Negotiated Procurement: Small Value Procurement is qualified for multi-stage processing.

43. Submission of Bid for Procurement of Goods, Consulting Services, and Infrastructure Negotiated Procurement: Take-Over of Contracts

The procedures established in this document applies to procurement by Palawan Council for Sustainable Development Staff (PCSDS) officials, employees and other stakeholders of the PCSDS pursuant to Republic Act No. 9184 and its Revised Implementing Rules and Regulations (IRR).

Take-over of contracts may be resorted to:

i. The contract, previously awarded through Competitive Bidding, has been rescinded or terminated for causes provided for in the contract and existing laws; and
ii. Where immediate action is necessary
a. to prevent damage to or loss of life or property, or
b. to restore vital public services, infrastructure facilities and other public utilities.

Office/Division:	Bids and Awards Committee (BAC), BAC Secretariat, and Administrative and Finance Divisions (AFD)
Classification:	Highly Technical
Type of Transaction:	G2C - Government to Citizen

	G2G - Government to Government G2B - Government to Business
Who may avail:	External suppliers/service providers

Checklist OF REQUIREMENTS	**WHERE TO SECURE**
Business/Mayor's Permit	Supplier, Consultant or Contractor
Professional License /Curriculum Vitae (Consulting Services) (1 photocopy)	Supplier, Consultant or Contractor
PhilGEPS Registration Number (1 copy)	Supplier, Consultant or Contractor
Philippine Contractors Accreditation Board (PCAB) License (1 photocopy)	Supplier, Consultant or Contractor
Net Financial Contracting Capacity (NFCC) (1 copy)	Supplier, Consultant or Contractor

CLIENTS STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Submit Post-Qualification documents to the BAC Secretariat at the PCSD Main Building	1.1 Post-qualify and negotiate with the second lowest calculated/highest rated bidder for the project under consideration at the said bidder's own original bid price, applicable to the remaining works to be done. (Authority to negotiate contracts for projects under the foregoing exceptional cases shall be subject to prior approval by the HOPE concerned, within their respective limits of approving authority) • If negotiation fails, then the BAC shall post-qualify and negotiate with the next lowest calculated/highest rated bidder at the said bidder's own original bid price. • If the negotiation fails another time, the process is repeated	None	1 day	*PCSDS-BAC Chairperson* PCSDS Main Office

	until all the bidders from the previous bidding have been considered. • If the negotiation fails and there is no bidder left from the previous bidding or if the original awardee is a Single Calculated Responsive Bidder/Single Rated Responsive Bidder, the BAC may either invite at least three (3) suppliers/contractors/ consultants to submit their bids, or resort to any other appropriate alternative method of procurement, in which case the appropriate procedure for such mode shall be followed.			
	1.2 Recommend to the HoPE the award of contract Prepare BAC Resolution recommending award and have it signed by the BAC members and HOPE	None	1 day	*PCSDS-BAC Chairperson* PCSDS Main Office
2. Sign the NOA and Receive one copy of NOA through the BAC Secretariat at the PCSD Main Office	2. Issue and sign the Notice of Award (NOA), otherwise HOPE may disapprove BAC recommendation.	None	1 day	*HOPE* PCSDS Main Office - Office of the Executive Director (OED) *Head of BAC Secretariat* PCSDS Main Office
3. Submit Performance Security to the BAC Secretariat	3.1 Receive and evaluate submitted Performance Security	None	1 day	*Head of BAC Secretariat* PCSDS Main Office

at the PCSD Main Office				
	3.2 Prepare the contract in favor of the next lowest calculated/highest rated bidder	None	10 minutes	*Head of BAC Secretariat* PCSDS Main Office
4. Sign and receive 3 copies of COA through the BAC Secretariat at the PCSD Main Office Notarize the COA. Return notarized COA to the BAC Secretariat at the PCSD Main Office.	4.1 Approve and sign the Contract of Agreement (COA)	None	1 day	*HOPE* PCSDS Main Office - Office of the Executive Director (OED)
	4.2 Prepare the NTP in favor of the winning bidder	None	10 minutes	*Head of BAC Secretariat* PCSDS Main Office
5. Sign the Notice to Proceed (NTP) and receive one copy of NTP through the BAC Secretariat at the PCSD Main Office	5.1 Sign the Notice to Proceed (NTP) together with a copy of the approved COA within three CD from the date of the approval	None	1 day	*HOPE* PCSDS Main Office - Office of the Executive Director (OED) *Head of BAC Secretariat* PCSDS Main Office
	5.2 Ensure that the service provided is in accordance with the specifications stated in the TOR	None	1 day	*End-User Division Head* PCSDS Main Office
	5.3 Prepare the Purchase Order (PO) in favor of the Lessor	None	10 minutes	*Head of BAC Secretariat* PCSDS Main Office
6. Sign the Purchase Order (PO) and receive one copy of PO through the BAC Secretariat at the PCSD Main Office	6. Issue and sign the Purchase Order (PO)	None	1 day	*HOPE* PCSDS Main Office - Office of the Executive Director (OED) *Head of BAC Secretariat*

				PCSDS Main Office
7. Submit warranty security to the Property and Supply Unit at the PCSD Main Office.	7. Accept and verify Warranty Security submitted	None	1 day	*Chief Administrative Officer* PCSDS Main Office - AFD
8. Issue Delivery Receipt/Progress Billing/Statement of Account/Billing Statement/Delivery Invoice	8.1 Inspect goods, services or project progress and/or final construction. Prepare inspection acceptance report (IAR) Confirm compliance of procured items to specifications/TOR	None	1 day	*Head of Inspection and Acceptance Committee* PCSDS Main Office
	8.2 Submit complete copies of procurement documents and Disbursement Voucher and Obligation Request to Accounting unit for payment processing	None	3 days	*Property and Supply Unit* PCSDS Main Office - AFD
	8.3 Attach property Number and enter details to Report of Physical Counts of Property Plants and Equipment, if applicable	None	2 days	*Property and Supply Unit* PCSDS Main Office - AFD
	8.4 Prepare Property Acknowledgment Receipt (PAR) and issue procured item to End-User and record/input to Property Inventory	None	1 day	*Property Custodian* PCSDS Main Office - AFD
	8.5 Evaluate bidders performance/service. Prepare Certificate of Performance Evaluation (CPE) Form and recommend the same to the HOPE	None	1 day	*End User Division Chief* PCSDS Main Office - AFD *Chief Administrative Officer* PCSDS Main Office - AFD

9. Receive Certificate of Performance Evaluation from the Property and Supply Unit at the PCSD Main Office	9. Sign and approve CPE	None	2 days	*HOPE* PCSDS Main Office - Office of the Executive Director (OED)
10. Issue Official Receipt of Delivered items/service Receive Payment at the Accounting Office at the PCSD Main Office.	10. Receive Official Receipt and Process payment	None	1 day	*Accountant III* PCSDS Main Office - AFD
	TOTAL:	None	22 days, 1 hour, 30 minutes	

Submission of Bid for Procurement of Goods, Consulting Services, and Infrastructure Negotiated Procurement: Take-Over of Contracts is qualified for multi-stage processing.

44. Procurement of Goods, Consulting Services, and Infrastructure Negotiated Procurement: Two-Failed Biddings

The procedures established in this document applies to procurement by Palawan Council for Sustainable Development Staff (PCSDS) officials, employees and other stakeholders of the PCSDS pursuant to Republic Act No. 9184 and its Revised Implementing Rules and Regulations (IRR).

Where there has been failure of competitive bidding or Limited Source Bidding for the second time as provided for in Section 35 of RA 9184 and its IRR, when:

1.6. No bids are received;
1.7. All prospective bidders are declared ineligible;
1.8. All bids fail to comply with all the bid requirements or fail post qualification, or in the case of consulting services, there is no successful negotiation or
1.9. The bidder with the Lowest/Single Calculated Responsive Bid or Highest/Single Rated Responsive Bid refuses, without justifiable cause, to accept the award of contract, and no award is made.

Office/Division:	Bids and Awards Committee (BAC), BAC Secretariat, and Administrative and Finance Divisions (AFD)
Classification:	Complex
Type of Transaction:	G2C - Government to Citizen G2G - Government to Government

	G2B - Government to Business
Who may avail:	External suppliers/service providers

Checklist OF REQUIREMENTS	**WHERE TO SECURE**
First Envelope:	
Registration Certificate from SEC/DTI/CDA (1 original, Copy 1 and Copy 2)	Supplier, Consultant or Contractor
Business/Mayor's Permit(1 original, Copy 1 and Copy 2)	Supplier, Consultant or Contractor
Tax Clearance(1 original, Copy 1 and Copy 2)	Supplier, Consultant or Contractor
PHILGEPS Certificate of Registration and Membership (Platinum Registration) (1 original, Copy 1 and Copy 2)	Supplier, Consultant or Contractor
Joint Venture Agreement (JVA) if applicable(1 original, Copy 1 and Copy 2)	Supplier, Consultant or Contractor
Proof of Authority of the Bidder's authorized representative/s(1 original, Copy 1 and Copy 2)	Supplier, Consultant or Contractor
Omnibus Sworn Statement(1 original, Copy 1 and Copy 2)	Supplier, Consultant or Contractor
List of Ongoing government and private contracts (if any) (1 original, Copy 1 and Copy 2)	Supplier, Consultant or Contractor
Certificate of Performance Evaluation from SLCC(1 original, Copy 1 and Copy 2)	Supplier, Consultant or Contractor
Compliance with the Schedule of Requirements(1 original, Copy 1 and Copy 2)	Supplier, Consultant or Contractor
Compliance with Technical Specifications(1 original, Copy 1 and Copy 2)	Supplier, Consultant or Contractor
Bid Security(1 original, Copy 1 and Copy 2)	Supplier, Consultant or Contractor
After Sales Statement(1 original, Copy 1 and Copy 2)	Supplier, Consultant or Contractor
Philippine Contractors Accreditation Board (PCAB) License if applicable(1 original, Copy 1 and Copy 2)	Supplier, Consultant or Contractor
Second Envelope:	
Audited Financial Statements(1 original, Copy 1 and Copy 2)	Supplier, Consultant or Contractor
Income Tax Return(1 original, Copy 1 and Copy 2)	Supplier, Consultant or Contractor
Net Financial Contracting Capacity (NFCC) (1 original, Copy 1 and Copy 2)	Supplier, Consultant or Contractor
Financial Bid Form(1 original, Copy 1 and Copy 2)	Supplier, Consultant or Contractor
Bill of Quantities(1 original, Copy 1 and Copy 2)	Supplier, Consultant or Contractor

CLIENTS STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Negotiate with the Bid and Awards Committee during	1. Negotiate with suppliers, contractors or consultants and discuss the technical and	None	1 day	*PCSDS-BAC Chairperson*

BAC meetings at the PCSD Main Building	financial requirements of the project to be able to submit a responsive quotation or proposal on a specified			PCSDS Main Office
2. Submit Best Offer/ Price Quotation during the scheduled BAC Meeting at the PCSD Main Office	2. Receive submitted price quotation and eligibility requirement Conduct evaluation of the best offer/proposal and the corresponding eligibility documents.	None	1 day	*Head of BAC Secretariat* PCSDS Main Office
3. Submit Post-Qualification documents to the BAC Secretariat at the PCSD Main Building	3.1 Conduct post-qualification. Prepare Post-Qualification Report.	None	1 day	*TWG/Head of BAC Secretariat* PCSDS Main Office
	3.2 Recommend to the HoPE the award of contract Prepare BAC Resolution recommending award and have it signed by the BAC members and HOPE	None	1 day	*PCSDS-BAC Chairperson* PCSDS Main Office
4. Sign the NOA and Receive one copy of NOA through the BAC Secretariat at the PCSD Main Office	4. Issue and sign the Notice of Award (NOA), otherwise HOPE may disapprove BAC recommendation.	None	1 day	*HOPE* PCSDS Main Office - Office of the Executive Director (OED) *Head of BAC Secretariat* PCSDS Main Office
5. Submit Performance Security to the BAC Secretariat at the PCSD Main Office	5.1 Receive and evaluate submitted Performance Security	None	1 day	*Head of BAC Secretariat* PCSDS Main Office
	5.2 Prepare contract in favor of the winning bidder.	None	1 day	*Head of BAC Secretariat* PCSDS Main Office
6. Sign and receive 3 copies of COA through the BAC Secretariat at the PCSD Main Office	6.1 Approve and sign the Contract	None	1 day	*HOPE* PCSDS Main Office - Office of the Executive Director (OED)
Notarize the COA.	6.2 Prepare the NTP in favor of the winning bidder	None	10 minutes	*Head of BAC Secretariat*

Return notarized COA to the BAC Secretariat at the PCSD Main Office.				PCSDS Main Office
7. Sign the Notice to Proceed (NTP) and receive one copy of NTP through the BAC Secretariat at the PCSD Main Office	7.1Sign the Notice to Proceed (NTP) together with a copy of the approved COA within three CD from the date of the approval	None	1 day	*HOPE* PCSDS Main Office - Office of the Executive Director (OED)
8. Perform the service required at the venue specified in the TOR and within the scheduled timeframe.	8.1 Ensure that the service provided is in accordance with the specifications stated in the TOR	None	1 day	*End-User Division Head* PCSDS Main Office
	8.2 Prepare the Purchase Order (PO) in favor of the Lessor	None	10 minutes	*Head of BAC Secretariat* PCSDS Main Office
9. Sign the Purchase Order (PO) and receive one copy of PO through the BAC Secretariat at the PCSD Main Office	9. Issue and sign the Purchase Order (PO)	None	1 day	*HOPE* PCSDS Main Office - Office of the Executive Director (OED) *Head of BAC Secretariat* PCSDS Main Office
10. Submit warranty security to the Property and Supply Unit at the PCSD Main Office.	10. Accept and verify Warranty Security submitted	None	1 day	*Chief Administrative Officer* PCSDS Main Office
11. Issue Delivery Receipt/Progress Billing/Statement of Account/Billing Statement/Delivery Invoice	11.1 Inspect goods, services or project progress and/or final construction. Prepare inspection acceptance report (IAR) Confirm compliance of procured items to specifications/TOR	None	1 day	*Head of Inspection and Acceptance Committee* PCSDS Main Office

	11.2 Submit complete copies of procurement documents and Disbursement Voucher and Obligation Request to Accounting unit for payment processing	None	3 days	*Property and Supply Unit* PCSDS Main Office - AFD
	11.3 Attach property Number and enter details to Report of goods, Physical Counts of Property Plants and Equipment, if applicable	None	2 days	*Property and Supply Unit* PCSDS Main Office - AFD
	11.4 Prepare Property Acknowledgment Receipt (PAR) and issue procured item to End-User and record/input to Property Inventory	None	1 day	*Property Custodian* PCSDS Main Office - AFD
	11.5 Evaluate bidders performance/service. Prepare Certificate of Performance Evaluation (CPE) Form and recommend the same to the HOPE	None	1 day	*End User Division Chief* PCSDS Main Office - AFD *Chief Administrative Officer* PCSDS Main Office - AFD
12. Receive Certificate of Performance Evaluation from the Property and Supply Unit at the PCSD Main Office	12. Sign and approve CPE	None	2 days	*HOPE* PCSDS Main Office - Office of the Executive Director (OED)
13. Issue Official Receipt of Delivered items/service & Receive Payment at the Accounting Office at the PCSD Main Office.	13. Receive Official Receipt & process payment	None	1 day	*Accountant III* PCSDS Main Office - AFD
	TOTAL:	None	28 days, 40 minutes	

Procurement of Goods, Consulting Services, and Infrastructure Negotiated Procurement: Two-Failed Biddings is qualified for multi-stage processing.

Internal Services

45. PCSD Environmental Library and Knowledge Center Services

The PCSD Environmental Library and Knowledge Center was set up to acquire, organize, maintain, utilize and disseminate information materials needed by the organization and its partners. Its main purpose is to provide specialized information that will help attain the objective of achieving sustainable development of Palawan. At the micro level, the library aims to provide classified collection of reference materials for the agency and its partners in the Palawan Knowledge Platform and the general public that will actively support their research needs, assist in the professional growth of the staff and partners by making them aware of new trends in the various fields of knowledge, provide education and recreation through information materials and assist students and other researchers in their research projects.

For internal use of employees of PCSDS, library materials, except general references such as atlases and dictionaries, may be borrowed or loaned for overnight and immediately returned first office hour of the following working day. Library materials to be loaned will only be released one to two (1-2) hours before office closing time, or between 3:00pm to 5:00pm. The borrowed materials should be returned not later than 9:00am of the following day.

Office/Division:	ECAN Monitoring and Evaluation Division (EMED)			
Classification:	Simple			
Type of Transaction:	G2G -Government to Government			
Who may avail:	Employees of PCSDS			
Checklist OF REQUIREMENTS		**WHERE TO SECURE**		
1. Office ID		Requesting party/ client/ agency		
CLIENTS STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Register in the library visitor/client logbook.	1.0 Provide short briefing on library policy.	None	5 Minutes	*Division Chief* PCSDS Main Office- ECAN Monitoring and Evaluation Division
2. Inform the librarian of the data or information he needs.	2.0 Assist the client.	None	5 minutes	*Division Chief* PCSDS Main Office- ECAN Monitoring and Evaluation Division
3. Browse the library materials. Inquire from the Library staff additional information or seek assistance. Return library materials in their respective shelves.	3.0 Respond to client query or provide additional assistance.	None	*(The browsing and researching time depends on the client, but the library opens from 8:00AM to 5:00PM from Monday to Friday.)*	*Division Chief* PCSDS Main Office- ECAN Monitoring and Evaluation Division

4. If borrowing a book for overnight, sign the "Library Borrowers Logbook", and leave the ID to the librarian.	4.0 Collect the Office ID of the client/borrower; indicate on the borrower's logbook the details of the ID.	None	5 minutes	*Division Chief* PCSDS Main Office- ECAN Monitoring and Evaluation Division
5. Sign out from the visitor logbook; accomplish Client Feedback Form	5.0 Assist client in logging out of the logbook.	None	2 minutes	*Division Chief* PCSDS Main Office- ECAN Monitoring and Evaluation Division
	TOTAL:	None	17 minutes	

46. Geographic Information System, Mapping and Map Printing Services

This mapping service refers to the provision of geospatial information, to include among others the maps of the environmentally critical areas network (or ECAN), topographic maps, land cover/land use maps and other thematic maps archived with at the GIS Unit of PCSDS. This service also includes GIS spatial analyses, map layout, map printing, image scanning, or archiving/saving in digital files. This is anchored on the presence of available geospatial information at the GIS unit.

The Geographic Information System (GIS) is a tool to help in policy formulation and decision making. It is being used by the PCSDS, through its Environmental Monitoring and Evaluation System (EMES) to track changes in the environment of Palawan, thus, providing the PCSD with a scientific and realistic picture necessary in projecting better decisions. The system is useful not only to the PCSD but as well with other clients and students needing situational information such as thematic maps of Palawan, particularly the ECAn zones.

This service also includes overlay of project applications on the ECAN maps related to the processing and issuance of ECAN Zoning Certification, a prerequisite document to processing of SEP Clearance. Project applications in Palawan must be overlaid on the ECAN map to determine whether or not these will be situated on allowable zones based on PCSD Resolution No. 05-250 and PCSD Administrative Order No. 6 as amended.

Office/Division:	ECAN Monitoring and Evaluation Division (EMED)			
Classification:	Complex			
Type of Transaction:	G2G – Government to Government			
Who may avail:	Employees of PCSDS			
Checklist OF REQUIREMENTS		**WHERE TO SECURE**		
Filled-up the GIS Map Request Form		GIS Unit or Front Desk of PCSDS		
CLIENTS STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**

1. Fill-up GIS Map Request Form at the PCSDS GIS unit, providing therein the details of the map being requested such as: theme/subject, type of map, resolution or scale, etc.	1.1 Receive the accomplished or filled-up GIS Map request form and submit for approval of superior, while obtaining more details from the requisitioner, agreeing on the contents of the map being requested.	None	5 Minutes	*Division Chief* PCSDS Main Office- ECAN Monitoring and Evaluation Division
	1.2 Approve map request	None	2 minutes	*Division Chief* PCSDS Main Office- ECAN Monitoring and Evaluation Division *Planning Director* PCSDS Main Office *Executive Director* PCSDS Main Office - Office of the Executive Director
	1.3 Lay-out and print maps or save and export map in digital format.	None	6 hours or less (depending on map complexity)	*Division Chief* PCSDS Main Office- ECAN Monitoring and Evaluation Division
2. Claim the requested map, sign the receipt form or logbook, and accomplish the Client Feedback Form	2.1 Record and release the requested map.	None	2 minutes	*Division Chief* PCSDS Main Office- ECAN Monitoring and Evaluation Division
	TOTAL:	None	6 hours, 9 minutes	

46. Environmental Laboratory and Water Quality Analysis Services

This service pertains to the provision of PCSDS in-house or internal water quality sampling and analysis services for physical-chemical, and microbiological analyses of ground water, surface water, sea water, drinking water, wastewater influent and effluent.

The PCSD Environmental Laboratory (EnviLab) was established in 1995 to strengthen the Environmental Monitoring and Evaluation System (EMES), which is a support mechanism of the Strategic Environmental Plan for Palawan. It operates under the supervision of the ECAN Monitoring and Evaluation Division (EMED). The EnviLab was accredited by the Department of Environmental and Natural Resources–Environmental Management Bureau (DENR-EMB) with Certificate of Recognition (C.R.) No. 053/2009 granted on 27 February 2009. The scope of recognition includes the analysis of water and wastewater for the parameters such as Biochemical Oxygen Demand (BOD5), Chromium hexavalent, Fecal Coliform, Total Coliform, Color, Dissolved Oxygen, Oil and Grease, pH, Temperature, Total Dissolved Solids, and Total Suspended Solids. As of date, however, the renewal of this accreditation is held in abeyance pending fulfillment by PCSD-EnviLab of new and additional conditions (e.g. 2 registered chemists, safety-compliant building) on recognized laboratories by DENR.

The PCSD Environmental Laboratory also provides analytical services to other water quality parameters such as: settleable solids, salinity, turbidity, alkalinity (hardness), nitrogen, nitrite, nitrates, phosphorous, phosphates, chemical oxygen demand (COD), and cyanide. As of now, the PCSD EnviLab only caters to government agencies and local government units for their internal or in-house water quality assessment. The details of acceptance of water samples and the laboratory analysis thereof are stipulated in Section 4.4 and Appendix L (Sample Receiving Protocol) of the PCSD Environmental Laboratory Quality Manual.

Essentially, the services being provided by the laboratory are guided by the following:

- The parameter/s requested for analysis of samples should be within the scope of the laboratory.
- The methods to be used in the analysis of samples should be within the capability of the laboratory.
- The water samples should have passed the protocols of sample collection, preservation and holding time.

This service is rendered through two (2) complementary processes:

- Water sampling as requested by any operating Divisions or units of PCSDS
- Laboratory analysis of water samples obtained from the field or site. The analysis will be undertaken at the PCSD Environmental Laboratory buiding, Ramon V. Mitra Center for Sustainable Development, Brgy. Sta. Monica, Puerto Princesa City

Office/Division:	ECAN Monitoring and Evaluation Division (EMED)			
Classification:	Highly Technical			
Type of Transaction:	G2G – Government to Government			
Who may avail:	Divisions and operating units of PCSDS			
Checklist OF REQUIREMENTS		**WHERE TO SECURE**		
Filled-up EnviLab Services Request Form		EnviLab Unit-EMED or Front Desk of PCSDS		
Travel order		From the respective supervisors, duly approved by the Office of the Executive Director		
CLIENTS STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**

1. Staff of other divisions or operating unit fill-up the request for water sampling and analysis form.	1.1. Receive request form and record in logbook.	None	3 Minutes	*Division Chief* PCSDS Main Office- ECAN Monitoring and Evaluation Division
	1.2 Schedule with the requisitioner the activity; prepare the logistical requirements including sampling bottles, vehicles, etc.	None	30 minutes to 4 hours	*Division Chief* PCSDS Main Office- ECAN Monitoring and Evaluation Division
	1.3 Process Travel Order			*Division Chief* PCSDS Main Office- ECAN Monitoring and Evaluation Division
2. Arrange with the site to be sampled; join the EnviLab team in the conduct of water sampling; ortherwise, give specific directions on what and where to obtain the samples.	2. Obtain water samples from the site	None	1-2 days	*Division Chief* PCSDS Main Office- ECAN Monitoring and Evaluation Division *Requisitioner*
	3. Conduct laboratory analysis of water samples, recording of results, preparation of laboratory reports and approval of reports	None	Depends upon the parameter to be measured and number of samples submitted (minimum of 2 working days for simple analysis such as pH, nitrates, etc. and maximum of 7 days for complicated or highly complex analysis such as fecal coliform, FC and biochemical	*Division Chief* PCSDS Main Office- ECAN Monitoring and Evaluation Division

			oxygen demand, BOD)	
3. Receive laboratory test results, accomplish the Client Feedback Form	4. Release laboratory test report	None	5 minutes	*Division Chief* PCSDS Main Office- ECAN Monitoring and Evaluation Division
	TOTAL:	None	9 days, 4 hours, 41 minutes	

47. Request for Posting to PCSDS Official Social Media Site/s

This service caters to clients that would like to post material/s to the official PCSDS social media sites such as the Official PCSDS Facebook page.

Office/Division:	ECAN Education and Extension Division (EEED)			
Classification:	Simple			
Type of Transaction:	G2G- Government to Government			
Who may avail:	PCSD Staff			
Checklist OF REQUIREMENTS		**WHERE TO SECURE**		
1. Service Request Form (1 original)		EEED receiving desk- PCSD Main Building- ECAN Education and Extension Division		
2. Approved copy of material/s for posting (1 printed copy and 1 electronic copy)		Client		
CLIENTS STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Fill up the service request form	1.1 Receive and forward the request to the EEED Division Head	None	10 minutes	*Division Chief* PCSDS Main Office- ECAN Education and Extension Division
	1.2 Review request and approve request	None	1 hour	*Division Chief* PCSDS Main Office- ECAN Education and Extension Division
2. Sign in the Client logbook at the EEED receiving area and received approved request	2.1 Give approved request slip to client (duplicate received copy)	None	10 minutes	*Division Chief* PCSDS Main Office- ECAN Education and Extension Division

	2.2 Process request	None	30 minutes	*Division Chief* PCSDS Main Office- ECAN Education and Extension Division
3. Receive notification that request has been uploaded to PCSD official social media site/s	3.1. Notify client that request has been processed	None	10 minutes	*Division Chief* PCSDS Main Office- ECAN Education and Extension Division
	TOTAL:	None	2 hours	

48. Request for Layout, Graphic Designs (Print, Visual), Modules/ Designs/ Programs

An internal service of the EEED catering to other divisions regarding requests for layout, graphics limited to print or digital format as well as drafting of modules, programs and designs specifically aligned to the PCSDS functions, programs and activities.

Office/Division:	ECAN Education and Extension Division (EEED)			
Classification:	Highly Technical			
Type of Transaction:	G2G- Government to Government			
Who may avail:	PCSD Staff			
Checklist OF REQUIREMENTS		**WHERE TO SECURE**		
1. Service Request Form (1 original)		EEED receiving desk- PCSD Main Building- ECAN Education and Extension Division		
2. a. Approved creative brief for layout/graphic design (1 signed printed copy and 1 electronic copy) b. Approved Title of Activity/Program with objectives for Modules/Designs/Programs (1 signed copy)		Client		
CLIENTS STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Fill up the service request form and submit creative brief and other information brief/s	1.1 Receive and forward the request to the Division Head	None	10 minutes	*Division Chief* PCSDS Main Office- ECAN Education and Extension Division
	1.2 Review and approve request and forward to Person-in-charge	None	10 minutes	*Division Chief* PCSDS Main Office- ECAN Education and Extension Division

2. Sign in the Client logbook at the EEED receiving area	2.1 Give approved request slip with tentative date of completion to client (duplicate received copy)	None	5 minutes	*Division Chief* PCSDS Main Office- ECAN Education and Extension Division
	2.2 Process request	None	14 days	*Division Chief* PCSDS Main Office- ECAN Education and Extension Division
3. Receive draft layout/graphic designs and sign at the logbook for received requests	3.1 Notify Client of finished material	None	5 minutes	*Division Chief* PCSDS Main Office- ECAN Education and Extension Division
	3.2 Give material/s to client draft layout/graphic design	None	5 minutes	*Division Chief* PCSDS Main Office- ECAN Education and Extension Division
	TOTAL:	None	14 days, 35 minutes	

49. Request for Production of print materials and Lamination Services

An internal service of the EEED catering to other divisions regarding requests for production or reproduction of print materials requiring multiple copies and binding as well as lamination services of materials such as IDs, signages and the like.

Office/Division:	ECAN Education and Extension Division (EEED)
Classification:	Simple
Type of Transaction:	G2G- Government to Government
Who may avail:	PCSD Staff

Checklist OF REQUIREMENTS	**WHERE TO SECURE**
1. Service Request Form (1 original)	EEED receiving desk- PCSD Main Building- ECAN Education and Extension Division
2. Approved copy of material/s for production/reproduction (1 printed copy and 1 electronic copy)	Client

CLIENTS STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Fill up the service request form and submit to EEED person-in-charge	1.1 Receive and forward the request to the Division Head	None	10 minutes	*Division Chief* PCSDS Main Office- ECAN Education and Extension Division

	1.2 Review request and approve request	None	10 minutes	*Division Chief* PCSDS Main Office-ECAN Education and Extension Division
2. Sign in the Client logbook at the EEED receiving area	2.1 Give approved request slip to client (duplicate received copy)	None	5 minutes	*Division Chief* PCSDS Main Office-ECAN Education and Extension Division
	2.2 Process request	None	2 days	*Division Chief* PCSDS Main Office-ECAN Education and Extension Division
3. Receive draft layout/graphic designs and sign at the logbook for received requests	3.1 Notify client	None	15 minutes	*Division Chief* PCSDS Main Office-ECAN Education and Extension Division
	3.2 Give produced material	None	5 minutes	*Division Chief* PCSDS Main Office-ECAN Education and Extension Division
	TOTAL:	None	2 days, 45 minutes	

50. Request for Comment or Position Paper or Legal Opinion

This service pertains to the provision to the requesting party/ client of Comment or Position Paper on matters relating to PCSD policies and rules.

Office/Division:	Office of the Executive Director (OED)			
Classification:	Highly Technical			
Type of Transaction:	G2C – Government to Citizen G2B – Government to Business G2G – Government to Government			
Who may avail:	All			
Checklist OF REQUIREMENTS		**WHERE TO SECURE**		
1. Signed intra-office memo (1 original)		Requesting party/ client		
2. Other pertinent documents (1 certified true copy)		Requesting party/ client		
CLIENTS STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Submit written request and other pertinent documents	1.1 Receive and record the submitted written request and other documents	None	10 minutes	*Chief Administrative Officer*

				PCSDS Main Office- Administrative and Finance Division
	1.2 Assess the request/ evaluate the facts and information contained in the request, Review laws, statutes, rules, government circulars and memoranda, policies and guidelines subject for legal opinion/comment or position paper and Prepare legal opinion/ comment/ position paper and forward to OED	None	8 days ,15 minutes	*Legal Unit Chief* PCSDS Main Office- ECAN Zones Management and Enforcement Division
	1.3 Review the draft legal opinion/ comment/ position paper	None	2 days	*Deputy Executive Director* PCSDS Main Office - Office of the Executive Director
	1.4 Approve/sign the letter incorporating PCSDS' legal opinion/ comment/ position	None	2 days	*Executive Director* PCSDS Main Office - Office of the Executive Director
2. Receive the requested legal opinion/ comment/ position paper	2.0 Record and release the finalized and approved legal opinion/ comment/ position paper	None	10 minutes	*Deputy Executive Director* PCSDS Main Office - Office of the Executive Director/Records Section
	TOTAL:	None	12 Days, 35 minutes	

51. Request for Investigation

This pertains to requests made by requesting party/ client to investigate incidents or cases of violations of PCSD policies, rules and regulations.

Office/Division:	ECAN Zones Management and Enforcement Division (EZMED)
Classification:	Highly Technical

Type of Transaction:	G2C – Government to Citizen G2B – Government to Business G2G – Government to Government
Who may avail:	All

Checklist OF REQUIREMENTS	**WHERE TO SECURE**
1. Memo re Request for Investigation (1 original-internal)	Requesting party/ client
2. Other pertinent documents (1 certified true copy, each)	Requesting party/ client

CLIENTS STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Submit written request and other pertinent documents to the PCSD Main Office Front Desk	1.2 Receive and record the written request and other documents	None	10 minutes	*Chief Administrative Officer* PCSDS Main Office-Administrative and Finance Division
	1.2 Review/ evaluate the documents submitted by the requesting party/ client	None	2 days	*Division Chief* PCSDS Main Office-EZMED
	1.3 Conduct investigation, including interview	None	6 days	
	1.4 Consolidate all gathered information and evidence and prepare investigation report with recommendations/ proposed actions	None	5 days	
	1.5 Review the Investigator's recommendations/ proposed actions	None	3 days	*Division Chief* PCSDS Main Office-EZMED *Deputy Executive Director* PCSDS Main Office-Office of the Executive Director
	1.6 Approve the recommendations/ proposed actions	None	2 days	*Executive Director* PCSDS Main Office-Office of the Executive Director
	1.7 Undertake appropriate action/s as recommended and as approved by the ED and prepare letter informing client of action on investigation	None	5 days	*Division Chief* PCSDS Main Office-EZMED
2. Receive copy of Letter	2.0 Record and release	None	5 minutes	*Deputy Executive Director*

Informing Client of Action on Investigation				PCSDS Main Office-Office of the Executive Director
	TOTAL:	None	23 days, 15 minutes	

Request for Investigation qualified for multi-stage processing.

52. Collection Services – Internal Services

The PCSDS collects the fees paid from PCSD staff due to Commission on Audit's (COA) Audit Observation Memorandum or Notice of Disallowance.

Office/Division:	Administrative and Finance Division – Accounting Office			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen G2G – Government to Government			
Who may avail:	PCSD staff			
CHECKLIST OF REQUIREMENTS		**WHERE TO SECURE**		
Assessment slip (1 Original)		Accounting Unit		
CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Submit Assessment Slip to Collecting Officer in the Accounting Office Window	1.1 Validate Assessment Slip in terms of completeness and accuracy	None	5 minutes	*Chief Administrative Officer* PCSD Main Office-Administrative and Finance Division
2. Pay the fee based on assessment slip	2.1 Receive payment 2.2 Issue Official Receipt or OR number	Amount based on Notices issued by COA/Accounting	15 minutes	*Chief Administrative Officer* PCSD Main Office-Administrative and Finance Division
	TOTAL:		20 minutes	

53. Screening of Applicants to Learning and Development (L&D) Intervention

Personnel Development Deliberation refers to the Personnel Development Committee (PDC) discussion to evaluate the nominees/applicants who will attend Learning and Development (L&D) interventions. The functions of the PDC are to:

a. Determine the training fees, amount of honorarium for resource person services, and other training-related expenses;
b. Authorize the attendance of agency personnel in trainings, seminars, workshops, conventions, conferences, symposia, and fora sponsored by government and non-governmental organizations or private institutions;
c. Authorize the availment of services of other training institutions or agencies, private or governmental, in the conduct of in-house learning and development programs; and
d. Select, nominate, and authorize employees, whether permanent or non-permanent for training and scholarship grants, both local and foreign.

Nominees/Applicants are identified from the recommendation of the division head/immediate supervisor, by the request of the staff through sending a request letter in a form of Intra-Office Memorandum or by PDC member's nomination. PDC recommendation is subject to approval of the head of agency.

This process is guided by provisions in PCSDS Special Order No. 23, s. 2020 "Reconstitution of Personnel Development Committee and Its Secretariat", Learning and Development Plan 2014-2016 submitted to Civil Service Commission, and DENR Special Order No. 2019-644 "Creation of the Human Resource Development Committee".

Office/Division:	Personnel Development Committee Secretariat: Human Resource Management and Development (HRMD) Unit, Administrative and Finance Division (AFD)
Classification:	Complex
Type of Transaction:	G2G – Government to Government
Who may avail:	PCSD Staff (Permanent and Contract of Service Workers)

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
Nomination form (1 original)	HRMD Unit
Letter of invitation (if available) (1 original) Notice of training	Learning and Development Service Provider/Organizer Official website of the training organizer

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Send request/ recommendation letter with letter of invitation from the L & D service provider/organizer	1.1 Receive the requirements Include the request/ recommendation	None	3 Minutes	*PDC Chairperson* PDC

	in the PDC meeting agenda			
	1.2 Schedule PDC deliberation	None	5 Days	*PDC Chairperson* PDC
	1.3 Meet to deliberate and discuss L & D applications	None	2 Hours	*PDC Chairperson* PDC
	1.4 Prepare Assessment Evaluation Summary for signature of PDC members and for approval of the Executive Director	None	1 Hour	*PDC Chairperson* PDC
2. Receive the certification from PDC Secretariat	2. Disseminate the result of the PDC Assessment to approved attendees	None	30 Minutes	*PDC Chairperson* PDC
	TOTAL:	None	5 Days, 3 Hours, and 33 Minutes	

54. Issuance of Employee's Service Certifications and Other Human Resource-Related Documents

The Request for Employee's Service Certifications and other human resource-related documents refers to issuance of certificates such as Certificate of Employment and Compensation, Certificate of Leave Without Pay, Service Record, Performance Evaluation, Duties and Responsibilities, Certification of Leave Balances, certified true copies of SALN, SPMS forms (i.e., IPCR, DPCR, and OPCR), appointments/contracts, and Notice of Salary Increment/Adjustment, among others. These certifications are requested by the existing personnel, former employees, retirees, and retired personnel through HR Requisition Slip Form located in the AFD Lobby.

Office/Division:	Human Resource Management and Development (HRMD) Unit, Administrative and Finance Division (AFD)

Classification:	Simple
Type of Transaction:	G2G – Government to Government G2C – Government to Citizen
Who may avail:	PCSD Staff (Permanent and Contract of Service Workers), Resigned/Separated Staff, Retired personnel

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
Accomplished HR Requisition Slip Form (1 original)	AFD Lobby or HRMD Unit

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Send/Submit the Accomplished HR Requisition Slip Form	1.1 Check and receive the Accomplished HR Requisition Slip Form	None	3 Minutes	*HRM Officer* PCSD Main Office-Administrative and Finance Division
	1.2 Prepare and print the certification	None	10 Minutes	*HRM Officer* PCSD Main Office-Administrative and Finance Division
	1.2 Sign the certificate	None	5 Minutes	*Chief Administrative Officer* PCSD Main Office-Administrative and Finance Division
2. Receive the requested documents	2. Release and record the requested documents	None	5 Minutes	*HRM Officer* PCSD Main Office-Administrative and Finance Division
	TOTAL:	None	Minutes	

55. Application for Vacant Position

Applicants for permanent vacant position or screened or shortlisted by the HRMPSB following the Merit Promotion and Selection Plan (MPSP). The HRMPSB Deliberates to discuss and asses who will be hired/promoted to an advertised position. This process is occasional by nature and is done whenever there is an anticipated vacancy or one or more staff vacated his/her post through resignation, transfer, retirement, or dismissal. Publication/Acceptance of application will be 10 calendar days as required by the Civil Service Commission. Once the assessment has been done, the HRMPSB will recommend the shortlisted applicants for the Appointing Authority/Executive Director's selection of final candidate.

Office/Division:	Human Resource Merit Promotion and Selection Board (HRMPSB) Secretariat: Human Resource Management and Development (HRMD) Unit, Administrative and Finance Division (AFD)
Classification:	Highly Technical
Type of Transaction:	G2G- Government to Government G2C- Government to Citizen
Who may avail:	All interested applicants

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Application Letter (1 original)	Proponent/Client
Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) (1 original copy or scanned/photocopy)	PDS and Work Experience Sheet can be downloaded at www.csc.gov.ph
Work Experience Sheet (Attachment to PDS) s (1 original copy or scanned/photocopy)	Proponent/Client
Performance Rating in the last rating period (if applicable) (1 original copy or scanned/photocopy)	Proponent/Client
Certificate of Eligibility/Rating/License (1 photocopy or scanned)	Proponent/Client
Certificates of training relevant to the position (1 photocopy or scanned)	Proponent/Client
Transcript of Records (1 photocopy or scanned)	Proponent/Client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the requirements prescribed in CS Form No. 9 to PCSDS Front Desk Officer or through email at oed@pcsd.gov.ph (Note: Applications can only be submitted (i) once the vacant position has been posted/published at CSC, and (ii) on or before the deadline of submission indicated in the CSC publication.)	1.1 Check and receive the documents (Note: Applications with incomplete documents shall not be entertained.)	None	10 Minutes	*Chief Administrative Officer* PCSD Main Office-Administrative and Finance Division
	1.2 Forward the application to the Central Registry for the appointing authority's notation	None	3 Minutes	*Chief Administrative Officer* PCSD Main Office-Administrative and Finance Division

				Executive Director PCSD Main Office-Office of the Executive Director
	1.3 Check and receive the applications 1.4 Prepare the applicant's folder and profile 1.5 Conduct initial assessment if the applicant is qualified based on the minimum requirements set by the CSC 1.6 Disseminate evaluation forms to applicants' immediate supervisors (if internal applicant)	None	10 Days, 2 Hours	*HRM Officer* PCSD Main Office-Administrative and Finance Division
	1.7 Administer Written Examination to qualified applicants	None	4 Hours	*HRM Officer* PCSD Main Office-Administrative and Finance Division
	1.8 Evaluate the written examinations 1.9 Deliberate on the qualifications of applicants	None	1 Day	*HRMPSB Chairperson* HRMPSB PCSD Main Office-Administrative and Finance Division
	1. 10 Prepare/Fill up the assessment sheet	None	1 Hour	*HRM Officer* PCSD Main Office-Administrative and Finance Division

	1.11 Sign on the shortlisted assessment sheet 1.12 Forward to the Central Registry for the Appointing Authority/ Executive Director's approval/appointment	None	1 Hour	*HRMPSB Chairperson* HRMPSB PCSD Main Office-Administrative and Finance Division
2. Receive notice of acceptance or letter of regret	2.0 Release of Notice of acceptance or letter of regret	None	5 Minutes	*HRMPSB secretariat* PCSD Main Office-Administrative and Finance Division
	TOTAL:	None	12 Days, 18 Minutes	

56. Grievance Machinery Procedures

The Grievance Machinery seeks to promote harmony to those staff with misunderstanding, conflict, and dispute. Grievance refers to those work-related issues causing disturbance and dissatisfaction among the staff. According to the Civil Service Commission, the cases that shall be acted by the grievance machinery are the following:

1. Non-implementation of policies, practices, and procedures on economic and financial issues and other terms and conditions of employment fixed by the law, including salaries, incentives, working hours, leave benefits, and other related terms and conditions;
2. Non-implementation of policies, practices, and procedures which affect employees from recruitment to promotion, detail, transfer, retirement, termination, lay-offs, and other related issues that affect the staff;
3. Physical working conditions;
4. Interpersonal relationships and linkages;
5. Protest on appointment and other personnel actions; and
6. All other matters giving rise to employee dissatisfaction and discontentment outside of those cases enumerated above;

Cases on administrative and sexual-related offense and union-related issues and concerns are not covered by the Grievance Machinery.

Office/Division:	Human Resource Management and Development (HRMD) Unit, Administrative and Finance Division (AFD)
Classification:	Highly Technical
Type of Transaction:	G2G – Government to Government
Who may avail:	PCSDS Permanent Staff

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
Grievance Letter (1 original)	HRMD Unit

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Discuss the grievance with his/her immediate supervisor through written communication	1. Address the grievance and inform his/her staff through a response letter, within three (3) days of grievance presentation.	None	3 Days	*Immediate Supervisor of the complainant/ grievant*
If in case, the object of the grievance is his/her immediate supervisor, the staff may bring the grievance to the next higher supervisor		None	3 Days	*Next Higher Supervisor*
2. May appeal and submit the grievance in writing to the Higher Supervisor/ Division Head within 5 days upon the receipt of the response letter, If the staff was not satisfied with the result/decision	2. The next Higher Supervisor/Division Head shall address the grievance within 5 working days upon the receipt of the grievance and shall give a response letter	None	10 Days	*Next Higher Supervisor/ Division Head*
3. If still not satisfied with the result/ decision, the staff may appeal to the Grievance Committee through submitting the grievance and the results/decisions from the previous actions within 5 working days upon the receipt of the	3.1 Conduct investigation and/or hearing within 10 working days from the receipt of the grievance Render a decision through a response letter within 5 days after the investigation/hearing	None	20 Days	*Grievance Committee Chairperson* Grievance Committee

response letter from the next higher supervisor/division head				
If in case the object of the grievance is the Grievance Committee, the staff may bring the grievance to the top management	3.2 Conduct an investigation and/or hearing Make a decision within 10 working days upon the receipt of the grievance. (Note: The result of the investigation and/or hearing should be reflected in writing or a response letter.)	None	15 Days	*Executive Director* PCSD Main Office - Office of the Executive Director
4. If still not satisfied with the result/ decision from the Grievance Committee, the staff may appeal to the top management by submitting the grievance and the previous results/ decisions within 5 working days upon the receipt of the response letter from the Grievance Committee	4.1 Conduct an investigation and/or hearing Make a decision within 10 working days upon the receipt of the grievance. (Note: The result of the investigation and/or hearing should be reflected in writing or a response letter.)	None	15 Days	*Executive Director* PCSD Main Office - Office of the Executive Director
If in case the object of the grievance is the top management, the staff may appeal to the PCSD (Palawan Council for Sustainable Development) through submitting the grievance and its previous results/ decisions to the PCSD Secretariat 5 working days upon the receipt of the	4.2 Include the grievance to the monthly PCSD meeting agenda Conduct an investigation and/or hearing to solve the grievance Announce the results of the investigation and make the decision in the next PCSD meeting.	None	44 Days	*Executive Director* PCSD Main Office - Office of the Executive Director *PCSD Chairperson* PCSD

response letter from the Grievance Committee	Send response letter containing results from the investigation and/or hearing to the grievant staff.			*PCSD Chairperson* PCSD *PCSD Chairperson* PCSD
Note: If the staff is not satisfied with the result/decision made by the PCSD, he/she may elevate his/her grievance to the Civil Service Commission 5 working days upon the receipt of the response letter from the PCSD.				
	TOTAL:	None	15 Days (if object of the grievance is the Grievance Committee) 38 Days (if object of the grievance is the immediate supervisor) 44 Days (if object of the grievance is top management) 48 Days (if other than above)	

Grievance Machinery Procedures qualified for multi-stage processing.

57. Filing for Leave of Absence

Working government employees earn a total fifteen (15) days Vacation Leave (VL) and fifteen (15) days Sick Leave (SL) credits in a year that can accumulate through the years, if not used. Employees are also entitled to a yearly three (3) days Special Leave and additional seven (7) days for the Solo Parent and Forced/Mandatory Leave of five (5) days than can be used in celebration of personal milestones, parental and filial obligations, personal transactions, and other matters. However, approval of application for forced/mandatory leave and vacation leave are at the discretion of the Head of the Agency. Application for Leave Without Pay (LWOP) for a maximum of one year and Application for Study Leave shall also depend on the approval of the Head of the Agency. Other leaves like maternity/paternity and terminal leave will also be facilitated.

The Human Resource Management and Development Unit maintains a Leave Administration Ledger as basis for the earned and deducted leave credits.

Vacation Leave application shall be filed 5 working days in advance from the date of leave of absence.

Sick Leave application shall be filed immediately after the return to the office. Application for sick leave in excess of 5 days shall be accompanied by a Medical Certificate issued by a registered physician.

Office/Division:	Human Resource Management and Development (HRMD) Unit, Administrative and Finance Division (AFD)
Classification:	Simple
Type of Transaction:	G2G- Government to Government
Who may avail:	PCSD Staff

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
Accomplished and signed Leave Form (1 original)	HRMD Unit

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. For filing vacation, sick, LWOP, special, mandatory, paternity, and study leaves: Fill up and sign the Leave Form and submit to	1.1 Check the completeness of the form.	None	5 Minutes	*HRM Officer* PCSD Main Office-Administrative and Finance Division

the HRM Officer				
	1.2 Certify the remaining leave credits available as of the date of filing	None	5 Minutes	*Chief Administrative Officer* PCSD Main Office-Administrative and Finance Division
2. File the accomplished and signed leave form to the Payroll Officer for recording	2. Record and deduct the filed leave credits to the Leave Ledger	None	5 Minutes	*HRM Officer* PCSD Main Office-Administrative and Finance Division
	TOTAL:	None	15 Minutes	

58. Filing of Monetization of Leave Credits

Monetization refers to payment in advance under prescribed limits and subject to specified terms and conditions of the money value of leave credits of an employee upon his request without actually going on leave (CSC Omnibus Rules on Leave). Application for monetization of leave credits shall depend on the availability of agency funds.

Office/Division:	Human Resource Management and Development (HRMD) Unit, Administrative and Finance Division (AFD)			
Classification:	Simple			
Type of Transaction:	G2G- Government to Government			
Who may avail:	PCSD Staff			
CHECKLIST OF REQUIREMENTS		**WHERE TO SECURE**		
Accomplished and signed application forms (2 original copies)		HRMD Unit		
Letter of justification (2 original copies)		Proponent/client		
CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Submit 2 copies of accomplished and signed application form and letter of justification	1.1 Receive the accomplished and signed application form and letter of justification	None	5 Minutes	*HRM Officer* Administrative and Finance Division
	1.2 Check the completeness of the form	None	5 Minutes	*HRM Officer*

				Administrative and Finance Division
	1.3 Certify the remaining leave credits available as of the date of filing	None	15 Minutes	*Chief Administrative Officer* PCSD Main Office- Administrative and Finance Division
	1.4 Sign the application form and prepare endorsement letter to be signed by the Executive Director for approval	None	30 Minutes	*Chief Administrative Officer* Administrative and Finance Division
	1.5 Submit the signed endorsement letter, application form, and letter of justification to the Accounting Unit for processing of payment	None	10 Minutes	*Chief Administrative Officer* Administrative and Finance Division
2. Staff to receive the payment and details of his application	2 Keep a duplicate copy of files for recording	None	10 Minutes	*HRM Officer* Administrative and Finance Division
	TOTAL:	None	1 Hour, 15 Minutes	

59. Troubleshooting Issues on Hardware and Software

Troubleshooting ensures that the computing equipment of the staff are in order and functional so that the staff can perform their designated computing, encoding, mapping, and other digital tasks.

Office/Division:	Administrative and Finance Division – Information Technology (IT) Unit
Classification:	Simple
Type of Transaction:	G2G – Government to Government
Who may avail:	All PCSD officials and employees

Checklist OF REQUIREMENTS	**WHERE TO SECURE**
Job Request Form (1 Original)	IT Unit, 2ND Floor, PCSDS Central Office

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

1. Fill up Job Request Form and submit to IT Unit	1.1 Detect and analyze problem if it is a hardware or software-related and if it is repairable or not (Note: If not repairable, advise client to return equipment to Property and Supply Unit to check if it is covered by warranty.)	None	8 Minutes	*IT Unit Head* PCSD Main Office - Administrative and Finance Division
	1.2 Perform troubleshooting and repair (Note: If equipment is still not repaired, advise client to return equipment to Property and Supply Unit for replacement, or for request for external service on specialized repair, or for other suitable action.)	None	2 days	*IT Unit Head* PCSD Main Office - Administrative and Finance Division
	TOTAL:	None	2 days, 8 minutes	

60. Software and Hardware Installation

This service refers to installation of software or hardware on the staff desktops or laptops to ensure it is complete, running optimally, and updated to the latest version. Software may include the operating system, productivity suite,antivirus, and other applications.

Office/Division:	Administrative and Finance Division – Information Technology (IT) Unit
Classification:	Simple
Type of Transaction:	G2G – Government to Government
Who may avail:	All PCSD officials and employees

Checklist OF REQUIREMENTS		WHERE TO SECURE		
Job Request Form (1 Original)		IT Unit, 2ND Floor, PCSDS Central Office		
CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Fill up Job Request Form and submit to IT Unit	1.1 Detect and analyze whether the software or hardware to be installed is basic or specialized	None	8 Minutes	*IT Unit Head* PCSD Main Office - Administrative and Finance Division
	1.2 Install the hardware or software	None	1 day	*IT Unit Head* PCSD Main Office - Administrative and Finance Division
	TOTAL:	None	1 day, 8 Minutes	

61. Data Storage and Backup

This service refers to the backup or data storage of files to the server. This could refer to the official electronic files (Microsoft Office files), maps, photos, layouts, database, and website files.

Office/Division:	Administrative and Finance Division – Information Technology (IT) Unit
Classification:	Simple
Type of Transaction:	G2G – Government to Government
Who may avail:	All PCSD officials and employees

Checklist OF REQUIREMENTS		WHERE TO SECURE		
Job Request Form (1 Original)		IT Unit, 2ND Floor, PCSDS Central Office		
CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Fill up Job Request Form and submit to IT Unit	1.1 Detect and inspect the laptop or desktop files to be backed up	None	8 Minutes	*IT Unit Head* PCSD Main Office - Administrative and Finance Division
	1.2 Proceed with the backup process of the files to the server	None	1 day	*IT Unit Head* PCSD Main Office - Administrative and Finance Division
	TOTAL:	None	1 day, 8 Minutes	

62. Website Posting

This service refers to posting of content in the PCSDS official website (www.pcsd.gov.ph). Content may include announcements, news articles, issuances, procurement opportunities, employment opportunities, documents posted in Transparency Seal, and other digital information.

Office/Division:	Administrative and Finance Division – Information Technology (IT) Unit
Classification:	Simple
Type of Transaction:	G2G – Government to Government
Who may avail:	All PCSD officials and employees

Checklist OF REQUIREMENTS	**WHERE TO SECURE**
Job Request Form (1 Original)	IT Unit, 2ND Floor, PCSDS Central Office
Clearance form signed by PCSDS Executive Director or his authorized representative (1 Original) The following fields in the clearance form must be filled out: 1.Title of the file to be posted; 2.Type of the digital content; 3. Name of the requesting staff and his/her signature; 4. Name of the head of the requesting division and his/her signature; and 5. Printout (hardcopy) of the material to be posted.	Office of the Executive Director

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1.1 Submit the electronic file of information to be posted to the PCSD website and the approved clearance form signed by the PCSD Executive Director to the website administrator	1.1 Receive the approved form and post the digital information or content to the website .	None	15 Minutes	*IT Unit Head* PSD Main Office - Administrative and Finance Division
	TOTAL:	None	15 Minutes	

63. Issuance of Supplies

This service pertains to issuance of supplies by the Property and Supply Unit to the requisitioning staff or division.

Office/Division:	Administrative and Finance Division – Property and Supply Unit			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government			
Who may avail:	All PCSD officials and employees			
Checklist OF REQUIREMENTS		**WHERE TO SECURE**		
Request & Issued Slip (RIS) (1 Original)		Property & Supply Office		
CLIENTS STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Fill up Request & Issued Slip (RIS)	1. Check inventory and availability of stocks	None	5 Minutes	*Chief Administrative Officer* PCSD Main Office - Administrative and Finance Division
2. Submit RIS to Supply Officer or assigned staff	2. Receive the approved RIS	None	5 Minutes	*Chief Administrative Officer* PCSD Main Office - Administrative and Finance Division
3. Sign and receive portion of Request & Issued Slip (RIS)	3.1 Check item/s for issuance to requisitioner	None	10 Minutes	*Chief Administrative Officer* PCSD Main Office - Administrative and Finance Division
	3.2 Issue the item to the requisitioner	None	5 Minute	*Chief Administrative Officer* PCSD Main Office - Administrative and Finance Division
	TOTAL:	None	25 Minutes	

64. Issuance of Property and Equipment

This service pertains to issuance of equipment by the Property and Supply Unit to the user/end user.

Office/Division:	Administrative and Finance Division – Property and Supply Unit
Classification:	Simple
Type of Transaction:	G2G – Government to Government
Who may avail:	All PCSD officials and employees

Checklist OF REQUIREMENTS		WHERE TO SECURE		
1. Property Acknowledgement Receipt (PAR) (2 original copies)		Property & Supply Office		
2. Inventory Custodian Slip (ICS) (for property and equipment with cost below Php15,000) (2 original copies)		Property & Supply Office		
CLIENTS STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Forward the specification of the equipment or required documents	1. Check and inspect the equipment	None	15 Minutes	*Chief Administrative Officer* PCSD Main Office - Administrative and Finance Division
2. Sign receiving portion of end-user in PAR/ICS	2.1. Prepare PAR/ICS	None	3 Minutes	*Chief Administrative Officer* PCSD Main Office - Administrative and Finance Division
	2.2 Sign PAR/ICS *Action by Property Custodian	None	3 Minutes	*Chief Administrative Officer* PCSD Main Office - Administrative and Finance Division
	2.3 Issue the equipment to the end-user	None	2 Minutes	*Chief Administrative Officer* PCSD Main Office - Administrative and Finance Division
	TOTAL:		23 Minutes	

65. Turn-In of Property and Equipment

This service pertains to turning in of equipment by the end user to the property & Supply.

Office/Division:	Administrative and Finance Division – Property and Supply Unit			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government			
Who may avail:	All PCSD officials and employees			
Checklist OF REQUIREMENTS		**WHERE TO SECURE**		
Turn-in Slip (TIS) 2 original copies		Property & Supply Office		
CLIENTS STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**

1. Fill up and approve the Turn-in Slip (TIS)	1. Prepare the Turn-in Slip (TIS)	None	5 Minutes	*Chief Administrative Officer* PCSD Main Office - Administrative and Finance Division
2. Return the equipment to Property & Supply Office	2.1 Check the condition of equipment	None	30 Minutes	*Chief Administrative Officer* PCSD Main Office - Administrative and Finance Division
	2.2 Sign, receive, and record the equipment in the IIRUP	None	3 Minutes	*Chief Administrative Officer* PCSD Main Office - Administrative and Finance Division
	TOTAL:	None	38 Minutes	

66. Request for Fuel of Motor Vehicles

This service pertains to requisition for fuel of the Motor Vehicles

Office/Division:	Administrative and Finance Division – Property and Supply Unit
Classification:	Simple
Type of Transaction:	G2G – Government to Government
Who may avail:	All PCSD officials and employees

Checklist OF REQUIREMENTS	**WHERE TO SECURE**
Requisition and Issue Slip (RIS) for Petroleum Fuel, Oil, and Lubricant (POL) Products (1 Original)	Property & Supply Office
Trip Ticket Form (1 Original)	Property & Supply Office
Travel Order or Pass Slip	All divisions

CLIENTS STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Accomplish Trip Ticket Form and RIS and attach the required supporting document (Travel Order or Pass Slip)	1.1 Receive the documents and check for completion and accuracy	None	10 Minutes	*Chief Administrative Officer* PCSD Main Office - Administrative and Finance Division

	1.2 Enters information on the logbook			*Chief Administrative Officer* PCSD Main Office - Administrative and Finance Division
2.1. Route the form for signing by authorized signatories for purchase of fuel	2. Dispatch vehicle to designated gasoline station for fuel	None	55 Minutes	*Chief Administrative Officer* PCSD Main Office - Administrative and Finance Division
2.2 Return the signed Trip Ticket Form to Property & Supply Office				
3. Secure Official Receipt and fill up complete all details of Trip Ticket	3.1 Receive the trip ticket form with complete detail and computation of fuel consumption	None	5 Minutes	*Driver*
	TOTAL:	None	1 Hour, 10 Minutes	

67. Request for Motor Vehicle and Driver Service

This service pertains to requisition for motor vehicle and driver service.

Office/Division:	Administrative and Finance Division – General Services Office
Classification:	Simple
Type of Transaction:	G2G – Government to Government
Who may avail:	All PCSD officials and employees

Checklist OF REQUIREMENTS	**WHERE TO SECURE**
Vehicle Request Form	General Services Office

CLIENTS STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Fill-up the Vehicle Request Form	1.1 Receive the Vehicle Request Form	None	5 Minutes	*Chief Administrative Officer* PCSD Main Office - Administrative and Finance Division
	1.2 Check availability of vehicle and driver	None	20 Minutes	*Chief Administrative Officer* PCSD Main Office - Administrative and Finance Division

	1.3 Dispatch the vehicle and the driver			
	TOTAL:	None	25 Minutes	

68. Request for Service of Messenger

This service pertains to requisition of messenger service

Office/Division:	Administrative and Finance Division – General Services Office			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government			
Who may avail:	All PCSD officials and employees			
Checklist OF REQUIREMENTS		**WHERE TO SECURE**		
Request Form for Service of Messenger		General Services Office		
CLIENTS STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Fill-up Request Form for Service of Messenger	1. Receive the Request for Service of Messenger	None	10 Minutes	*Chief Administrative Officer* PCSD Main Office - Administrative and Finance Division
	1.2 Deliver the request pouch or bring to courier/delivery service	None	3 Hours, 30 Minutes	*Chief Administrative Officer* PCSD Main Office - Administrative and Finance Division
	TOTAL:	None	3 Hours, 40 Minutes	

69. Procurement of Goods, Consulting Services, and Infrastructure Negotiated Procurement: Agency-to-Agency

The procedures established in this document applies to procurement by Palawan Council for Sustainable Development Staff (PCSDS) officials, employees and other stakeholders of the PCSDS pursuant to Republic Act No. 9184 and its Revised Implementing Rules and Regulations (IRR).

Procurement from another agency of the government (i.e., Servicing Agency) that has the mandate to deliver goods or services or to undertake infrastructure projects or consultancy services as required by the Procuring Entity.

Office/Division:	Bids and Awards Committee (BAC), BAC Secretariat, and Administrative and Finance Divisions (AFD)
Classification:	Highly Technical
Type of Transaction:	G2G – Government to Government
Who may avail:	End-Users (respective PCSDS Divisions)

Checklist OF REQUIREMENTS	**WHERE TO SECURE**
• Purchase Request (PR) (3 signed original copies)	End-Users
• Approved Annual Procurement Plan (subject item in highlight) (1 copy)	End-Users
• Approved Project Procurement Management Plan (subject item in highlight) (1copy)	End-Users
• Attachments: (3 copies) 1. Specifications 2. Form of Bid, Price Form, and List of Goods or Bill of Quantities	End-Users

CLIENTS STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Submit copies of PR to the BAC Secretariat at the PCSD Main Office with the attachments listed above, as applicable with justification that resort to Agency to-Agency is more efficient and economical to the government. - Secure a certificate from the relevant officer of the Servicing Agency that the latter complies	1.1. Receive PR with applicable attachments from End-Users. Initially review the accuracy of documents submitted and verify completeness of documents as to statutory/regulatory requirements.	None	10 Minutes	*Head of BAC Secretariat* PCSDS Main Office
	1.2 . Assign and stamp PR number, date received and update Procurement database (PMR) Include PR in next scheduled BAC Meeting	None	20 minutes	*Head of BAC Secretariat* PCSDS Main Office
	1.3. Evaluate PR with attachments and verify mode of procurement in relation to the approved Annual Procurement Plan (APP) If in order, recommend to HOPE for PR approval. Otherwise, it shall be returned to the End-User for the appropriate revision and/or amendment or cancellation.	None	5 days	*PCSDS-BAC Chairperson* PCSDS Main Office

with all the conditions set forth under the RIRR.	1.4. Sign PR and enter into a Memorandum of Agreement (MOA) with the Servicing Agency	None	1 day	*Head of the Procuring Entity (HOPE)* PCSDS Main Office - Office of the Executive Director (OED)
	1.5. Implement the MOA	None	1 day	*Chief Administrative Officer* PCSDS Main Office - AFD
	1.6. Ensure that the service provided is in accordance with the specifications stated in the TOR	None	1 day	*End-User Division Head* PCSDS Main Office
	1.7. Inspect goods, services or project progress and/or final construction. Prepare inspection acceptance report (IAR) Confirm compliance of procured items to specifications/TOR	None	1 day	*Head of Inspection and Acceptance Committee* PCSDS Main Office
2. Prepare Disbursement Voucher (DV) and Obligation (OR) Request and submit to Property and Supply Unit	2.1. Submit complete copies of procurement documents and Disbursement Voucher and Obligation Request to Accounting unit for payment processing	None	3 days	*Property and Supply Unit* PCSDS Main Office - AFD
3. Evaluate bidders performance /service.	3.1 Evaluate bidders performance/service. Prepare Certificate of Performance Evaluation (CPE) Form and recommend the same to the HOPE	None	1 day	*End User Division Chief* PCSDS Main Office - AFD *Chief Administrative Officer* PCSDS Main Office - AFD
	3.2 Sign and approve CPE	None	2 days	*HOPE* PCSDS Main Office - Office of the Executive Director (OED)

	3.3 Receive Official Receipt Process payment	None	1 day	*Accountant III* PCSDS Main Office – AFD
4. Receive PAR & items/service requested	4.1. Prepare Property Acknowledgment Receipt (PAR) and issue procured item to End-User and record/input to Property Inventory	None	30 days	*Property Custodian* PCSDS Main Office – AFD
	TOTAL:	None	44 days, 20 minutes	

Procurement of Goods, Consulting Services, and Infrastructure Negotiated Procurement: Agency-to-Agency is qualified under multi-stage process.

70. Procurement of Consulting Services, and Infrastructure Negotiated Procurement: Adjacent or Contiguous

The procedures established in this document applies to procurement by Palawan Council for Sustainable Development Staff (PCSDS) officials, employees and other stakeholders of the PCSDS pursuant to Republic Act No. 9184 and its Revised Implementing Rules and Regulations (IRR).

Where the subject contract is adjacent or contiguous to an ongoing Infrastructure Project or Consulting Service where the consultants have unique experience and expertise to deliver the required service: Provided, however, that:

(a) the original contract is the result of a Competitive Bidding;
(b) the subject contract to be negotiated has similar or related scopes of work;
(c) it is within the contracting capacity of the Contractor or Consultant/consultant;
(d) the Contractor or Consultant/consultant uses the same prices or lower unit prices as in the original contract less mobilization cost;
(e) the amount of the contiguous or adjacent work involved does not exceed the amount of the ongoing project; and
(f) the Contractor or Consultant/consultant has no negative slippage/delay:

Provided, further, that negotiations for the procurement of the contiguous or adjacent work are commenced before the expiry of the original
contract

Office/Division:	Bids and Awards Committee (BAC), BAC Secretariat, and Administrative and Finance Divisions (AFD)
Classification:	Highly Technical
Type of Transaction:	Government to Government
Who may avail:	End-Users (respective PCSDS Divisions)
Checklist OF REQUIREMENTS	**WHERE TO SECURE**
• Purchase Request (PR) (3 signed original copies)	End-Users

(the Original Infrastructure or Consulting Contract is resulting from a Competitive Bidding)	
• Approved Annual Procurement Plan (subject item in highlight) (1 copy)	End-Users
• Approved Project Procurement Management Plan (subject item in highlight) (1 copy)	End-Users
• Attachments: (3 copies) A. Infrastructure 3. Scope of work 4. Plans/Drawings and Technical Specifications; 2.1. Detailed engineering investigations 2.2. Surveys and 2.3. Designs; 3. For acquisition of right-of-way site or location: 3.1. Authority or permit to enter is issued by the property owner; or 3.2. Notarized deed of sale; or 3.3. Deed of donation is executed in favor of the government; or 3.4. Writ of possession issued by a court of competent jurisdiction	End-Users

CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Negotiate with the Contractor or Consultant (Winning bidder for an ongoing Infrastructure or Consulting Service) at the designated meeting venue	1.1 Negotiate with the Contractor or Consultant for the ongoing infrastructure project or consulting services (e.g., scope of work or terms of reference, unit price and other terms and conditions of the contract)	None	1 day	*PCSDS-BAC Chairperson* PCSDS Main Office
	1.3. Recommend to the HoPE the award of contract Prepare BAC Resolution recommending award and have it signed by the BAC members and HOPE	None	1 day	*PCSDS-BAC Chairperson* PCSDS Main Office *Head of BAC Secretariat* PCSDS Main Office *HOPE* PCSDS Main Office - Office of

				the Executive Director (OED)
	1.3. Issue and sign the Notice of Award (NOA), otherwise HOPE may disapprove BAC recommendation.	None	1 day	*HOPE* PCSDS Main Office - Office of the Executive Director (OED) *Head of BAC Secretariat* PCSDS Main Office
	1.4. Prepare the contract in favor of the Contractor or Consultant	None	10 minutes	*Head of BAC Secretariat* PCSDS Main Office
	1.5. Approve and sign the Contract of Agreement (COA)	None	1 day	*HOPE* PCSDS Main Office - Office of the Executive Director (OED)
	1.6. Accept and verify Performance Security submitted	None	1 day	*Head of BAC Secretariat* PCSDS Main Office
	1.7. Issue and sign the Notice to Proceed (NTP) together with a copy of the approved COA within three CD from the date of the approval	None	1 day	*HOPE* PCSDS Main Office - Office of the Executive Director (OED) *Head of BAC Secretariat* PCSDS Main Office
	1.8. Ensure that the service provided is in accordance with the specifications stated in the TOR	None	1 day	*End-User Division Head* PCSDS Main Office
	1.9. Prepare the Purchase Order (PO) in favor of the Contractor or Consultant	None	10 minutes	*Head of BAC Secretariat* PCSDS Main Office
	1.10. Issue and sign the Purchase Order (PO)	None	1 day	*HOPE* PCSDS Main Office - Office of the Executive Director (OED)

				Head of BAC Secretariat PCSDS Main Office
	1.11. Accept and verify Warranty Security submitted	None	1 day	*Chief Administrative Officer* PCSDS Main Office – AFD
	1.12. Inspect project progress and/or final construction. Prepare inspection acceptance report (IAR) Confirm compliance of procured items to specifications/TOR	None	1 day	*Head of Inspection and Acceptance Committee* PCSDS Main Office
2. Prepare Disbursement Voucher and Obligation Request and submit to Property and Supply Unit	a. Submit complete copies of procurement documents and Disbursement Voucher and Obligation Request to Accounting unit for payment processing	None	3 days	*Property and Supply Unit* PCSDS Main Office – AFD
	b. Attach property Number and enter details to Report of Physical Counts of Property Plants and Equipment	None	2 days	*Property and Supply Unit* PCSDS Main Office – AFD
11. Evaluate bidders performance / service.	a. Evaluate bidders performance/service. Prepare Certificate of Performance Evaluation (CPE) Form and recommend the same to the HOPE	None	1 day	*End User Division Chief* PCSDS Main Office - AFD *Chief Administrative Officer* PCSDS Main Office – AFD
	b. Sign and approve CPE	None	2 days	*HOPE* PCSDS Main Office - Office of the Executive Director (OED)
	c. Receive Official Receipt	None	1 day	*Accountant III* PCSDS Main Office – AFD

	d. Process payment			
12. Receive PAR and items/services requested	a. Prepare Property Acknowledgment Receipt (PAR) and issue procured item to End-User and record/input to Property Inventory	None	30 day	*Property Custodian* PCSDS Main Office – AFD
	TOTAL	None	49 day, 20 minutes	

Procurement of Consulting Services, and Infrastructure Negotiated Procurement: Adjacent or Contiguous is qualified for multi-stage processing.

71. Procurement of Goods, Consulting Services, and Infrastructure Alternative Mode of Procurement: Direct Contracting of Goods

The procedures established in this document applies to procurement by Palawan Council for Sustainable Development Staff (PCSDS) officials, employees and other stakeholders of the PCSDS pursuant to Republic Act No. 9184 and its Revised Implementing Rules and Regulations (IRR).

Direct Contracting or single source procurement is a method of procurement of goods that does not require elaborate Bidding Documents. The supplier is simply asked to submit a price quotation or a pro-forma invoice together with the conditions of sale. The offer may be accepted immediately or after some negotiations. Direct Contracting may be resorted to under any of the following conditions:

a) Procurement of goods of proprietary nature which can be obtained only from the proprietary source, i.e., when patents, trade secrets, and copyrights prohibit others from manufacturing the same item;
b) When the procurement of critical components from a specific supplier is a condition precedent to hold a contractor to guarantee its project performance, in accordance with the provisions of its contract; or
c) Those sold by an exclusive dealer or manufacturer which does not have subdealers selling at lower prices and for which no suitable substitute can be obtained at more advantageous terms to the government.

Office/Division:	Bids and Awards Committee (BAC), BAC Secretariat, and Administrative and Finance Divisions (AFD)
Classification:	Highly Technical
Type of Transaction:	Government to Government
Who may avail:	End-Users (respective PCSDS Divisions)

Checklist OF REQUIREMENTS	**WHERE TO SECURE**
• Purchase Request (PR) (3 signed original copies)	End-Users
• Approved Annual Procurement Plan (subject item in highlight) (1 copy)	End-Users

• Approved Project Procurement Management Plan (subject item in highlight) (1 copy)	End-Users
• Attachments: (3 copies) 2. Goods: 1. Specifications 2. Scope of work; 3. Form of Bid, Price Form, and List of Goods or Bill of Quantities;	End-Users
• Market Survey (optional in the absence of Certificate of Exclusive Distributorship)	End User

CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit copies of PR to the BAC Secretariat at the PCSD Main Office with the attachments listed above, as applicable Conduct a survey of the industry and determine the supply source; Justify as to the need and to the necessity to procure through the Direct Contracting method Prove that there is no suitable substitute in the market that can be obtained at	1.2. Receive PR with applicable attachments from End-Users. Initially review the accuracy of documents submitted and verify completeness of documents as to statutory/regulatory requirements.	None	10 Minutes	*Head of BAC Secretariat* PCSDS Main Office

more advantageous terms to the government.				
	3.4. Assign and stamp PR number, date received and update Procurement database (PMR) Include PR in next scheduled BAC Meeting	None	20 minutes	*Head of BAC Secretariat* PCSDS Main Office
	3.5. Evaluate PR with attachments and verify mode of procurement in relation to the approved Annual Procurement Plan (APP) If in order, recommend to HOPE for PR approval. Otherwise, it shall be returned to the End-User for the appropriate revision and/or amendment or cancellation.	None	5 days	*PCSDS-BAC Chairperson* PCSDS Main Office
	4. Sign PR	None	1 day	*Head of the Procuring Entity (HOPE)* PCSDS Main Office - Office of the Executive Director (OED)
	1.5. Prepare RFQ or pro-forma invoice together with the terms and conditions of sale,	None	1 days	*Head of BAC Secretariat* PCSDS Main Office
	1.6. Send RFQ or pro-forma invoice to the identified direct supplier.	None	1 days	*Chief Administrative Officer* PCSDS Main Office - AFD
2. Submit Price Quotation together with applicable Eligibility Documents	1.7. Conduct simplified negotiations on the terms and conditions of the contract to ensure that the supplier is technically, legally and financially	None	1 day	*PCSDS-BAC Chairperson* PCSDS Main Office

		capable to deliver the goods at the most advantageous price and contract for the Government.			
	1.8.	Recommend to the HOPE the award of contract in favor of the supplier. Prepare BAC Resolution recommending award and have it signed by the BAC members	None	1 day	*PCSDS-BAC Chairperson* PCSDS Main Office *Head of BAC Secretariat* PCSDS Main Office *HOPE* PCSDS Main Office - Office of the Executive Director (OED)
	1.9.	Issue and sign the Notice of Award (NOA), otherwise HOPE may disapprove BAC recommendation.	None	1 day	*HOPE* PCSDS Main Office - Office of the Executive Director (OED) *Head of BAC Secretariat* PCSDS Main Office
	1.10.	Prepare the contract in favor of the Supplier, Contractor or Consultant	None	10 minutes	*Head of BAC Secretariat* PCSDS Main Office
	1.11.	Approve and sign the Contract of Agreement (COA)	None	1 day	*HOPE* PCSDS Main Office - Office of the Executive Director (OED)
	1.12.	Prepare the NTP in favor of the Supplier, Contractor or Consultant	None	10 minutes	*Head of BAC Secretariat* PCSDS Main Office
	1.13.	Sign the Notice to Proceed (NTP) together with a copy of the approved COA within three CD from	None	1 day	*HOPE* PCSDS Main Office - Office of the Executive Director (OED)

	the date of the approval			*Head of BAC Secretariat* PCSDS Main Office
	1.14. Ensure that the service provided is in accordance with the specifications stated in the TOR	None	1 day	*End-User Division Head* PCSDS Main Office
	1.15. Prepare the Purchase Order (PO) in favor of the Contractor or Consultant	None	10 minutes	*Head of BAC Secretariat* PCSDS Main Office
	1.16. Issue and sign the Purchase Order (PO)	None	1 day	*HOPE* PCSDS Main Office - Office of the Executive Director (OED) *Head of BAC Secretariat* PCSDS Main Office
	1.13. Inspect goods, services or project progress and/or final construction. Prepare inspection acceptance report (IAR) Confirm compliance of procured items to specifications/TOR	None	1 day	*Head of Inspection and Acceptance Committee* PCSDS Main Office
3. Prepare Disbursement Voucher and Obligation Request and submit to Property and Supply Unit	3.1. Submit complete copies of procurement documents and Disbursement Voucher and Obligation Request to Accounting unit for payment processing	None	3 days	*Property & Supply Unit Head* PCSDS Main Office - AFD
	3.2. Attach property Number and enter details to Report of Physical Counts of Property Plants and Equipment	None	2 days	*Property and Supply Unit* PCSDS Main Office - AFD
4. Receive PAR	4.1. Prepare Property Acknowledgment Receipt (PAR) and issue procured item to	None	1 day	*Property Custodian* PCSDS Main Office - AFD

	End-User and record/input to Property Inventory			
5. Evaluate bidders performance / service.	5.1. Evaluate bidders performance/service. Prepare Certificate of Performance Evaluation (CPE) Form and recommend the same to the HOPE	None	1 day	*End User Division Chief* PCSDS Main Office - AFD *Chief Administrative Officer* PCSDS Main Office - AFD
	5.2. Sign and approve CPE	None	2 days	*HOPE* PCSDS Main Office - Office of the Executive Director (OED)
	5.3. Receive Official Receipt	None	1 day	*Accountant III* PCSDS Main Office - AFD
	5.4. Process payment			
		TOTAL	**26 days and 1 hour**	

72. Procurement of Goods Direct retail purchase of airline tickets

The procedures established in this document applies to procurement by Palawan Council for Sustainable Development Staff (PCSDS) officials, employees and other stakeholders of the PCSDS pursuant to Republic Act No. 9184 and its Revised Implementing Rules and Regulations (IRR).

Where Goods and Services are required by a Procuring Entity for the efficient discharge of its principal mandate, governmental functions, or day to-day operations, direct retail purchase of airline tickets may be made by end-users delegated to procure the same from identified direct suppliers or service providers

Office/Division:	Bids and Awards Committee (BAC), BAC Secretariat, and Administrative and Finance Divisions (AFD)
Classification:	Simple
Type of Transaction:	Government to Business
Who may avail:	End-Users (respective PCSDS Divisions)

Checklist OF REQUIREMENTS	**WHERE TO SECURE**
Airline Tickets	
- Ticket request form (1 original)	Delegated End-user/AFD

CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE

1. Fill up ticket request form or Trip Ticket and file to delegated end-user	1.1. Determine the supplier or service provider capable of delivering the required airline tickets at the most reasonable retail price. They may consider the following factors in deciding which commercial airline or air transport service provider to choose in the purchase of airline tickets: a. flight availability a the time of booking; b. travel days; c. preferred time of arrival/departure of the traveling staff; d. stopovers; e. routes; f. additional visa requirements; g. promotional fares; h. comparison of air ticket prices among commercial airlines; and i. other reasonable considerations as determined by the end-user	None	1 day	*The end-user delegated to directly purchase airline tickets in accordance with Part IV (J) the RIRR* PCSD Main Office
2. Make direct purchase of airline tickets from any commercial airline at fairly reasonable rates.		None	1 day	*End-User Division Head* PCSD Main Office
3. Prepare Reimbursement Request, Obligation Request,	3.1 Receive documents, determine and review the completeness and forward to Accounting for processing	None	1 day	*Accountant III* PCSD Main Building - AFD

Disbursement Request, Travel Order (if out of town)				
4. Receive Reimbursement	4.1 Notify Client that reimbursement is already deposited in their account/s thru ADA	None	1 day	*Accountant III* PCSD Main Building - AFD
		TOTAL	**4 days**	

73. Request Procurement of Goods Direct retail purchase of Petroleum fuel, Oil and Lubricant (POL) products Reimbursement of DRP POL

The procedures established in this document applies to procurement by Palawan Council for Sustainable Development Staff (PCSDS) officials, employees and other stakeholders of the PCSDS pursuant to Republic Act No. 9184 and its Revised Implementing Rules and Regulations (IRR).

Where Goods and Services are required by a Procuring Entity for the efficient discharge of its principal mandate, governmental functions, or day-to-day operations, direct retail purchase of POL products may be made by end-users delegated to procure the same from identified direct suppliers or service providers.

Office/Division:	Bids and Awards Committee (BAC), BAC Secretariat, and Administrative and Finance Divisions (AFD)
Classification:	Simple
Type of Transaction:	Government to Government
Who may avail:	End-Users (respective PCSDS Divisions)

Checklist OF REQUIREMENTS	**WHERE TO SECURE**
Trip ticket (1 original copy)	Delegated End-user/AFD
Requisition and Issue Slip for POL Products (1 original copy)	Delegated End-user/AFD
Purchase Order for POL Products (1 original copy)	Delegated End-user/AFD
Drivers Trip Ticket (front and back pages) 1 original copy	Delegated End-user/AFD

CLIENTS STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Directly purchase POL products and/or airline tickets and secure Official Receipt	2.1 Determine the supplier or service provider capable of delivering the required POL products at retail pump price.	None	1 day	*End-User Division Head* PCSD Main Building
2. Prepare Reimbursement Request, Obligation Request, Disbursement Request,	3.1 Receive documents, determine and review the completeness and forward to Accounting for processing	None	1 day	*Accountant III* PCSD Main Building - AFD

Travel Order (if out of town) and Trip Ticket				
3. Receive Reimbursement	4.1 Notify Client that reimbursement is already deposited in their account/s thru ADA	None	1 day	*Accountant III* PCSD Main Building - AFD
		TOTAL	**3 days**	

74. Procurement of Goods, Consulting Services, and Infrastructure Emergency Cases

The procedures established in this document applies to procurement by Palawan Council for Sustainable Development Staff (PCSDS) officials, employees and other stakeholders of the PCSDS pursuant to Republic Act No. 9184 and its Revised Implementing Rules and Regulations (IRR).

Instances when Negotiated Procurement under Emergency Cases may be resorted to:

1.10. In case of imminent danger to life or property during a state of calamity, or
1.11. When time is of the essence arising from natural or man-made calamities or
1.12. Other causes where immediate action is necessary:
iii. to prevent damage to or loss of life or property, or
iv. to restore vital public services, infrastructure facilities and other public utilities.

In all instances of Negotiated Procurement under this Section, the HOPE shall confirm in writing the existence and veracity of the ground or grounds relied upon before approving the ensuing contract.

Office/Division:	Bids and Awards Committee (BAC), BAC Secretariat, and Administrative and Finance Divisions (AFD)
Classification:	Highly Technical
Type of Transaction:	Government to Government
Who may avail:	End-Users (respective PCSDS Divisions)

Checklist OF REQUIREMENTS	**WHERE TO SECURE**
• Purchase Request (PR) (3 signed original copies)	End-Users
• Approved Annual Procurement Plan (subject item in highlight) (1 copy)	End-Users
• Approved Project Procurement Management Plan (subject item in highlight) (1 copy)	End-Users
• Attachments: (3 copies) 3. Goods: 1. Specifications 2. Scope of work; 3. Form of Bid, Price Form, and List of Goods or Bill of Quantities; 4. Consulting:	End-Users

1. Terms of Reference (Objectives, Methodology) 2. Scope of work 3. Checklist of Criteria Qualifications 4. Timeline 5. Infrastructure: 1. Scope of work 2. Plans/Drawings and Technical Specifications; 5.2.1. Detailed engineering investigations 5.2.2. Surveys and 5.2.3. Designs; 3. For acquisition of right-of-way site or location: 5.3.1. Authority or permit to enter is issued by the property owner; or 5.3.2. Notarized deed of sale; or 5.3.3. Deed of donation is executed in favor of the government; or 5.3.4. Writ of possession issued by a court of competent jurisdiction 6. Mixed Procurement 1. Combination of Goods, Consulting or Infrastructure				
CLIENTS STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1.Submit copies of PR to the BAC Secretariat at the PCSD Main Office with the attachments listed above, as applicable accompanied by appropriate supporting documents identifying the emergency sought to be addressed	1.1 Receive PR with applicable attachments from End-Users. Initially review the accuracy of documents submitted and verify completeness of documents as to statutory/regulatory requirements.	None	10 Minutes	*Head of BAC Secretariat* PCSDS Main Office
	1.2 Assign and stamp PR number, date received and update Procurement database (PMR) Include PR in next scheduled BAC Meeting	None	20 minutes	*Head of BAC Secretariat* PCSDS Main Office

	1.3. Evaluate PR with attachments and verify mode of procurement in relation to the approved Annual Procurement Plan (APP) If in order, recommend to HOPE for PR approval. Otherwise, it shall be returned to the End-User for the appropriate revision and/or amendment or cancellation.	None	5 days	*PCSDS-BAC Chairperson* PCSDS Main Office
	1.4. Sign PR	None	1 day	*Head of the Procuring Entity (HOPE)* PCSDS Main Office - Office of the Executive Director (OED)
2.Negotiate with the BAC	2.1. Conduct direct negotiation with the supplier, contractor or consultant with technical, legal and financial capability to deliver the goods, execute the works and perform the services to address the emergency upon preparation of the appropriate procurement documents.	None	1 day	*PCSDS-BAC Chairperson* PCSDS Main Office
	2.2. Recommend to the HoPE through a Resolution award the contract to the Supplier, Contractor or Consultant.	None	1 day	*PCSDS-BAC Chairperson* PCSDS Main Office *Head of BAC Secretariat* PCSDS Main Office
	2.3. Award the contract to the Supplier, Contractor or Consultant immediately upon confirmation and ascertainment of such capability to address the emergency.	None	1 day	*HOPE* *Head of BAC Secretariat* PCSDS Main Office

	Issue and sign the Notice of Award (NOA), otherwise HOPE may disapprove BAC recommendation.			
	2.4. Prepare the contract in favor of the Supplier, Contractor or Consultant	None	10 minutes	*Head of BAC Secretariat* PCSDS Main Office
	2.5. Approve and sign the Contract of Agreement (COA)	None	1 day	*HOPE* PCSDS Main Office - Office of the Executive Director (OED)
	2.6. Prepare the NTP in favor of the Supplier, Contractor or Consultant	None	10 minutes	*Head of BAC Secretariat*
	2.7. Issue and sign the Notice to Proceed (NTP) together with a copy of the approved COA within three CD from the date of the approval	None	1 day	*HOPE* PCSDS Main Office - Office of the Executive Director (OED) *Head of BAC Secretariat* PCSDS Main Office
	2.8. Ensure that the service provided is in accordance with the specifications stated in the TOR	None	1 day	*End-User* PCSDS Main Office
	2.9. Prepare the Purchase Order (PO) in favor of the Contractor or Consultant	None	10 minutes	*Head of BAC Secretariat* PCSDS Main Office
	2.10. Issue and sign the Purchase Order (PO)	None	1 day	*HOPE* PCSDS Main Office - Office of the Executive Director (OED) *Head of BAC Secretariat* PCSDS Main Office
	2.11. Inspect project progress and/or final construction.	None	1 day	*Head of Inspection and Acceptance Committee*

		Prepare inspection acceptance report (IAR) Confirm compliance of procured items to specifications/TOR			PCSDS Main Office
3. Prepare Disbursement Voucher and Obligation Request and submit to Property and Supply Unit	3.1.	Submit complete copies of procurement documents and Disbursement Voucher and Obligation Request to Accounting unit for payment processing	None	3 days	*Property and Supply Unit* PCSDS Main Office - AFD
	3.2.	Attach property Number and enter details to Report of Physical Counts of Property Plants and Equipment	None	2 days	*Property and Supply Unit* PCSDS Main Office - AFD
4. Receive PAR	4.1.	Prepare Property Acknowledgment Receipt (PAR) and issue procured item to End-User and record/input to Property Inventory	None	1 day	*Property Custodian* PCSDS Main Office - AFD
	4.2.	Receive Official Receipt	None	1 day	*Accountant III* PCSDS Main Office - AFD
	4.3.	Process payment			
			TOTAL	**21 days and 1 hour**	

75. Procurement of Consulting Services Negotiated Procurement: Highly Technical Consultants

The procedures established in this document applies to procurement by Palawan Council for Sustainable Development Staff (PCSDS) officials, employees and other stakeholders of the PCSDS pursuant to Republic Act No. 9184 and its Revised Implementing Rules and Regulations (IRR).

Procurement of consultancy contract involving an individual consultant, subject to the following conditions:

i. The individual consultant will be hired to do work that is either:
   a) Highly technical or proprietary; or
   b) Primarily confidential or policy determining, where trust and confidence are the primary consideration.

ii. The term of the individual consultant shall, at the most, be on a six (6) month basis, renewable at the option of the appointing HOPE, but in no case shall exceed the term of the latter.

Office/Division:	Bids and Awards Committee (BAC), BAC Secretariat, and Administrative and Finance Divisions (AFD)
Classification:	Highly Technical
Type of Transaction:	Government to Government
Who may avail:	End-Users (respective PCSDS Divisions)

Checklist OF REQUIREMENTS	**WHERE TO SECURE**
• Purchase Request (PR) (3 signed original copies)	End-Users
• Approved Annual Procurement Plan (subject item in highlight) (1 copy)	End-Users
• Approved Project Procurement Management Plan (subject item in highlight) (1 copy)	End-Users
• Attachments: (3 copies) 2. Terms of Reference (Objectives, Methodology) 3. Scope of work 4. Checklist of Criteria Qualifications 5. Timeline	End-Users

CLIENTS STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1.Submit copies of PR to the BAC Secretariat at the PCSD Main Office with the attachments listed above, as applicable with justification that the engagement of the individual in accordance with the conditions set forth in the RIRR.	1.3. Receive PR with applicable attachments from End-Users. Initially review the accuracy of documents submitted and verify completeness of documents as to statutory/regulatory requirements.	None	10 Minutes	*Head of BAC Secretariat* PCSDS Main Office
	1.4. Assign and stamp PR number, date received and update Procurement database (PMR) Include PR in next scheduled BAC Meeting	None	20 minutes	*Head of BAC Secretariat* PCSDS Main Office
	1.5. Evaluate PR with attachments and verify	None	5 days	*PCSDS-BAC Chairperson*

		mode of procurement in relation to the approved Annual Procurement Plan (APP) If in order, recommend to HOPE for PR approval. Otherwise, it shall be returned to the End-User for the appropriate revision and/or amendment or cancellation.			PCSDS Main Office
	1.6.	Sign PR	None	1 day	*Head of the Procuring Entity (HOPE)* PCSDS Main Office - Office of the Executive Director (OED)
2. Identify prospective consultant based on the provided Terms of Reference Submit the name, contact information and mailing address of the said prospective consultant	2.1.	Prepare and draft the letter of invitation to the identified consultant Submit the same to the BAC Chairperson for signature	None	15 minutes	*Head of BAC Secretariat* PCSDS Main Office
	2.2.	Send letter of invitation to prospective consultant	None	1 day	*Chief Administrative Officer* PCSDS Main Office - AFD
	2.3.	Undertake negotiation with the individual consultant based on the Terms of Reference prepared by the End-User.	None	1 day	*PCSDS-BAC Chairperson* PCSDS Main Office

	Considering the nature of the consultancy work, it is enough that individual's legal, technical and financial capability to undertake and fulfill the consultancy work based on the Terms of Reference is validated.			
	2.4. Recommend to the HoPE the award of contract Prepare BAC Resolution recommending award and have it signed by the BAC members and HOPE	None	1 day	*PCSDS-BAC Chairperson* PCSDS Main Office *Head of BAC Secretariat* PCSDS Main Office
	2.5. Issue and sign the Notice of Award (NOA), otherwise HOPE may disapprove BAC recommendation.	None	1 day	*HOPE* PCSDS Main Office - Office of the Executive Director (OED)
	2.6. Prepare the contract in favor of the Consultant	None	10 minutes	*Head of BAC Secretariat* PCSDS Main Office
	2.7. Approve and sign the Contract of Agreement (COA)	None	1 day	*HOPE* PCSDS Main Office - Office of the Executive Director (OED)
	2.8. Prepare the NTP in favor of the Consultant	None	10 minutes	*Head of BAC Secretariat* PCSDS Main Office
	2.9. Sign the Notice to Proceed (NTP) together with a copy of the approved COA within three CD from the date of the approval	None	1 day	*HOPE* PCSDS Main Office - Office of the Executive Director (OED) *Head of BAC Secretariat* PCSDS Main Office
	2.10. Ensure that the service provided is in accordance	None	1 day	*End-User Division Head*

	with the specifications stated in the TOR			PCSDS Main Office
	2.11. Inspect project progress and/or project output. Prepare inspection acceptance report (IAR) Confirm compliance of procured items to TOR	None	1 day	*Head of Inspection and Acceptance Committee* PCSDS Main Office
3. Prepare Disbursement Voucher and Obligation Request and submit to Property and Supply Unit	3.1. Submit complete copies of procurement documents and Disbursement Voucher and Obligation Request to Accounting unit for payment processing	None	3 days	*Property and Supply Unit* PCSDS Main Office - AFD
	3.2. Receive Official Receipt / Acknowledgement Receipt	None	1 day	*Accountant III* PCSDS Main Office - AFD
	3.3. Process payment			
		TOTAL	**18 days, 1 hour and 5 minutes**	

76. Procurement of Goods Negotiated Procurement - Lease of Real Property and Venue

The procedures established in this document applies to procurement by Palawan Council for Sustainable Development Staff (PCSDS) officials, employees and other stakeholders of the PCSDS pursuant to Republic Act No. 9184 and its Revised Implementing Rules and Regulations (IRR).

Procurement covering lease of real property and venue for official use, where:

I. **Real Property** refers to land and buildings (office spaces or units) and constructions of all kinds adhered to the soil.

II. **Venue** refers to training centers, convention halls, hotels, and similar establishments catering to trainings, seminars, conferences, conventions, symposia and similar gatherings requiring the official participation of government officials and employees. This may include meals and accommodation depending on the requirements of the Procuring Entity.

III. **Lessee** refers to any government agency temporarily occupying a real property on the basis of a contract executed with the private individual, partnership, cooperative, association, or corporation having absolute ownership over such real property.

IV. **Lessor** refers to any government agency or private individual, partnership, cooperative, association, or corporation having absolute ownership over the real property or venue to be leased.

Office/Division:	Bids and Awards Committee (BAC), BAC Secretariat, and Administrative and Finance Divisions (AFD)
Classification:	Highly Technical
Type of Transaction:	Government to Government
Who may avail:	End-Users (respective PCSDS Divisions)

Checklist OF REQUIREMENTS	**WHERE TO SECURE**
• Purchase Request (PR) (3 signed original copies)	End-Users
• Approved Annual Procurement Plan (subject item in highlight) (1 copy)	End-Users
• Approved Project Procurement Management Plan (subject item in highlight) (1 copy)	End-Users
• Attachments: (3 copies) 6. Specifications 7. Scope of work; 8. Form of Bid, Price Form, and List of Goods or Bill of Quantities;	End-Users

CLIENTS STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Submit copies of PR to the BAC Secretariat at the PCSD Main Office with the attachments listed above, as applicable	2.1. Receive PR with applicable attachments from End-Users. Initially review the accuracy of documents submitted and verify completeness of documents as to statutory/regulatory requirements.	None	10 Minutes	*Head of BAC Secretariat* PCSDS Main Office
	3.6. Assign and stamp PR number, date received and update Procurement database (PMR) Include PR in next scheduled BAC Meeting	None	20 minutes	*Head of BAC Secretariat* PCSDS Main Office
	3.7. Evaluate PR with attachments and verify mode of procurement in relation to	None	5 days	*PCSDS-BAC Chairperson*

	the approved Annual Procurement Plan (APP) If in order, recommend to HOPE for PR approval. Otherwise, it shall be returned to the End-User for the appropriate revision and/or amendment or cancellation.			PCSDS Main Office
	1.4. Sign PR	None	1 day	*Head of the Procuring Entity (HOPE)* PCSDS Main Office - Office of the Executive Director (OED)
	1.5. Prepare/draft RFQ and PQF	None	1 day	*Head of BAC Secretariat* PCSDS Main Office
	1.6. Invite at least three (3) prospective Lessors to submit sealed price quotations on a specified date, submitted Send RFQ to at least three (3) venues within the vicinity of the selected location.	None	1 day	*Head of BAC Secretariat* PCSDS Main Office
	1.14. Collect sealed Quotation Envelope (containing duly filled up PQF and required eligibility documents) from the bid box.	None	10 minutes	*Head of BAC Secretariat* PCSDS Main Office
	1.7. Evaluate the Quotations submitted.	None	1 day	*PCSDS-BAC Chairperson* PCSDS Main Office
	1.8. Prepare Abstract of Quotation (AOQ) and have it signed by the BAC Members who were present during the evaluation	None	1 day	*Head of BAC Secretariat* PCSDS Main Office
	1.9. Recommend to the HoPE the award of contract Prepare BAC Resolution recommending award and	None	1 day	*PCSDS-BAC Chairperson* PCSDS Main Office

	have it signed by the BAC members and HOPE			*Head of BAC Secretariat* PCSDS Main Office
	1.10. Issue and sign the Notice of Award (NOA), otherwise HOPE may disapprove BAC recommendation.	None	1 day	*HOPE* PCSDS Main Office - Office of the Executive Director (OED) *Head of BAC Secretariat* PCSDS Main Office
	1.11. Prepare the contract in favor of the Lessor	None	10 minutes	*Head of BAC Secretariat* PCSDS Main Office
	1.12. Approve and sign the Contract of Agreement (COA)	None	1 day	*HOPE* PCSDS Main Office - Office of the Executive Director (OED)
	1.13. Prepare the NTP in favor of the Lessor	None	10 minutes	*Head of BAC Secretariat* PCSDS Main Office
	1.14. Sign the Notice to Proceed (NTP) together with a copy of the approved COA within three CD from the date of the approval	None	1 day	*HOPE* PCSDS Main Office - Office of the Executive Director (OED) *Head of BAC Secretariat* PCSDS Main Office
	1.15. Ensure that the service provided is in accordance with the specifications stated in the TOR	None	1 day	*End-User Division Head* PCSDS Main Office
	1.16. Prepare the Purchase Order (PO) in favor of the Lessor	None	10 minutes	*Head of BAC Secretariat* PCSDS Main Office
	1.17. Issue and sign the Purchase Order (PO)	None	1 day	*HOPE* PCSDS Main Office - Office of

				the Executive Director (OED) *Head of BAC Secretariat* PCSDS Main Office
	1.18. Inspect project progress and/or project output. Prepare inspection acceptance report (IAR) Confirm compliance of procured items to TOR	None	1 day	*Head of Inspection and Acceptance Committee* PCSDS Main Office
2. Prepare Disbursement Voucher (DV) and Obligation (OR) Request and submit to Property and Supply Unit	2.1. Submit complete copies of procurement documents and Disbursement Voucher and Obligation Request to Accounting unit for payment processing	None	3 days	*Property and Supply Unit* PCSDS Main Office - AFD
	2.2. Receive Official Receipt / Acknowledgement Receipt	None	1 day	*Accountant III* PCSDS Main Office - AFD
	2.3. Process payment			
		TOTAL	**21 days, 1 hour and 10 minutes**	

77. Procurement of Goods, Consulting Services, and Infrastructure Alternative Mode of Procurement: Limited Source Bidding

The procedures established in this document applies to procurement by Palawan Council for Sustainable Development Staff (PCSDS) officials, employees and other stakeholders of the PCSDS pursuant to Republic Act No. 9184 and its Revised Implementing Rules and Regulations (IRR).

Limited Source Bidding, otherwise known as selective bidding, is a method of procurement of Goods and Consulting Services that involves direct invitation to bid by the Procuring Entity from the list of pre-selected suppliers or consultants53 with known experience and proven capability on the requirements of the particular contract. This alternative method of procurement may be employed under any of the following conditions:

c) Procurement of highly specialized types of goods (e.g., sophisticated defense equipment, complex air navigation systems, coal) and consulting services where only a few suppliers or consultants are known to be available, such that resorting to the competitive bidding

method will not likely result in any additional suppliers or consultants participating in the bidding; or

d) Procurement of major plant components where it is deemed advantageous to limit the bidding to known qualified bidders in order to maintain uniform quality and performance of the plant as a whole.

Office/Division:	Bids and Awards Committee (BAC), BAC Secretariat, and Administrative and Finance Divisions (AFD)
Classification:	Complex
Type of Transaction:	Government to Government
Who may avail:	End-Users (respective PCSDS Divisions)

Checklist OF REQUIREMENTS	**WHERE TO SECURE**
• Purchase Request (PR) (3 signed original copies)	End-Users
• Approved Annual Procurement Plan (subject item in highlight) (1 copy)	End-Users
• Approved Project Procurement Management Plan (subject item in highlight) (1 copy)	End-Users
• Attachments: (3 copies) 7. Goods: 1. Specifications 2. Scope of work; 3. Form of Bid, Price Form, and List of Goods or Bill of Quantities; 8. Consulting: 1. Terms of Reference (Objectives, Methodology) 2. Scope of work 3. Checklist of Criteria Qualifications 4. Timeline	End-Users

CLIENTS STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Submit copies of PR to the BAC Secretariat at the PCSD Main Office with the attachments listed above, as applicable	2.2. Receive PR with applicable attachments from End-Users. Initially review the accuracy of documents submitted and verify completeness of documents as to statutory/regulatory requirements.	None	10 Minutes	*Head of BAC Secretariat* PCSDS Main Office

	3.8. Assign and stamp PR number, date received and update Procurement database (PMR) Include PR in next scheduled BAC Meeting	None	20 minutes	*Head of BAC Secretariat* PCSDS Main Office
	3.9. Evaluate PR with attachments and verify mode of procurement in relation to the approved Annual Procurement Plan (APP) If in order, recommend to HOPE for PR approval. Otherwise, it shall be returned to the End-User for the appropriate revision and/or amendment or cancellation.	None	5 days	*PCSDS-BAC Chairperson* PCSDS Main Office
	1.4. Sign PR	None	1 day	*Head of the Procuring Entity (HOPE)* PCSDS Main Office - Office of the Executive Director (OED)
	1.5. Conduct Pre-Procurement Conference (except for procurement with ABC below the threshold prescribed under Section 20 of the 2016 RIRR, in which case the holding of the Pre-Procurement Conference is optional.) Confirm the readiness of procurement and approval of Bidding Documents, Invitation to Bid (ITB) or Request for Expression of Interest (REI), if consulting service	None	5 days	*PCSDS-BAC Chairperson*
	1.5. Prepare a list of pre-selected suppliers or consultants which shall be those appearing in a list	None	1 day	*TWG/Head, BAC Secretariat*

	that is maintained updated by the relevant government authority with expertise in the type of procurement concerned. Submit pre-selected list to HOPE for approval which includes: a. Technical specifications/terms of reference of the project, and b. Specific criteria used by the procuring entity for the evaluation of the preselected suppliers or consultants			PCSDS Main Office
	1.6. Approve the pre-selected list and transmits the pre-selected list to the GPPB in compliance with Section 49.2 of the IRR of RA 9184 with a certification stating: a. Justifying the recourse to Limited Source Bidding; b. Verifying the compliance with the criteria previously set; c. Certifying that the pre-selected list is a list of known suppliers or consultants where resort to public bidding will not likely result in any additional d. suppliers or consultants participating in the bidding.	None	1 day	*PCSDS-BAC Chairperson* PCSDS Main Office
	1.7. The GPPB-TSO shall acknowledge receipt of the pre-selected list and shall post the list in the GPPB or PhilGEPS website for the purpose of transparency	None	1 day	*GPPB-TSO*

	1.6. Prepare/draft Bidding Documents.	None	5 days	*End-User* PCSDS Main Office *Head of BAC Secretariat* *Head of Technical Working Group (TWG) if created* PCSDS Main Office *PCSDS-BAC Chairperson* PCSDS Main Office
	1.8. Post the procurement opportunity in the PhilGEPS website, agency website and conspicuous place within the premises od the agency upon receipt of said acknowledgment letter.	None	7 days	*BAC Secretariat in coordination with IT unit* PCSDS Main Office
	1.9. Prepare an invitation for the pre-selected list of suppliers and consultants and have it signed by the BAC Chairperson	None	1 day	*Head, BAC Secretariat* PCSDS Main Office
	1.10. Send Notice of Invitation to Pre-selected suppliers and Observers	None	1 day	*Chief Administrative Officer* PCSDS Main Office-AFD
2. Attend Pre-Bid Conference (attendance is not mandatory)	2.1. Conduct Pre-Bid Conference (within 12 Calendar Days before the Bid Opening but not earlier than seven Calendar Days from the PhilGEPS posting of Invitation to Bid or Bidding Document pursuant to the threshold amount provided in the RIRR)	None	10 days	*PCSDS-BAC Chairperson* PCSDS Main Office
	2.2. Draft Supplemental bid, if any BAC Chairperson for signature	None	20 minutes	*Head of BAC Secretariat*

				PCSDS Main Office
	2.3. Post Bid Supplement, if any (within seven Calendar Days before the deadline of submission of bids) in the PhilGEPS website, PCSDS website and any conspicuous place within the premises of the PCSDS	None	20 minutes	*Head of BAC Secretariat* PCSDS Main Office
	2.4. Collect sealed Bid Envelope from the bid box.	None	10 minutes	*Head of BAC Secretariat* PCSDS Main Office
	2.5. Conduct Bid Opening/Bid evaluation.	None	1 day	*PCSDS-BAC Chairperson* PCSDS Main Office
	2.6. a. Notify bidders who submitted a bid envelope of the Bid Opening/Bid Evaluation. b. Inform the LCB or SCB/HRB or SRB of post qualification.	None	1 day	*Head of BAC Secretariat* PCSDS Main Office
	2.7. Receive Post-Qualification documents.	None	10 minutes	*TWG/ Head of BAC Secretariat* PCSDS Main Office
	2.8. a. Conduct Post Qualification b. Prepare Post-Qualification Report (PQR) recommending to the BAC the declaration of the LCRB or SCRB/HRRB or SRRB	None	12 days	*TWG/ Head of BAC Secretariat* PCSDS Main Office
	2.9. Prepare Abstract of Bid (AOB) and have it signed by the BAC Members who were present during the evaluation	None	1 day	*Head of BAC Secretariat* PCSDS Main Office
	2.10. Recommend to the HoPE the award of contract	None	1 day	*PCSDS-BAC Chairperson*

	Prepare BAC Resolution recommending award and have it signed by the BAC members and HOPE			PCSDS Main Office *Head of BAC Secretariat* PCSDS Main Office
	2.11. Issue and sign the Notice of Award (NOA), otherwise HOPE may disapprove BAC recommendation.	None	1 day	*HOPE* PCSDS Main Office - Office of the Executive Director (OED) *Head of BAC Secretariat* PCSDS Main Office
	2.12. Receive and evaluate submitted Performance Security	None	1 day	*Head of BAC Secretariat* PCSDS Main Office
	2.13. Prepare the contract in favor of the winning bidder	None	10 minutes	*Head of BAC Secretariat* PCSDS Main Office
	2.14. Approve and sign the Contract of Agreement (COA)	None	1 day	*HOPE* PCSDS Main Office - Office of the Executive Director (OED)
	2.15. Prepare the NTP in favor of the winning bidder	None	10 minutes	*Head of BAC Secretariat* PCSDS Main Office
	2.16. Sign the Notice to Proceed (NTP) together with a copy of the approved COA within three CD from the date of the approval	None	1 day	*HOPE* PCSDS Main Office - Office of the Executive Director (OED) *Head of BAC Secretariat* PCSDS Main Office
	2.17. Ensure that the service provided is in accordance	None	1 day	*End-User Division Head*

		with the specifications stated in the TOR			PCSDS Main Office
	2.18.	Prepare the Purchase Order (PO) in favor of the Lessor	None	10 minutes	*Head of BAC Secretariat* PCSDS Main Office
	2.19.	Issue and sign the Purchase Order (PO)	None	1 day	*HOPE* PCSDS Main Office - Office of the Executive Director (OED) *Head of BAC Secretariat* PCSDS Main Office
	2.20.	Accept and verify Warranty Security submitted	None	1 day	*Chief Administrative Officer* PCSDS Main Office-AFD
	2.21.	Inspect goods, services or project progress and/or final construction. Prepare inspection acceptance report (IAR) Confirm compliance of procured items to specifications/TOR	None	1 day	*Head of Inspection and Acceptance Committee* PCSDS Main Office
3. Prepare Disbursement Voucher and Obligation Request and submit to Property and Supply Unit	3.1.	Submit complete copies of procurement documents and Disbursement Voucher and Obligation Request to Accounting unit for payment processing	None	3 days	*Property and Supply Unit* PCSDS Main Office - AFD
	3.2.	Attach property Number and enter details to Report of Physical Counts of Property Plants and Equipment, if applicable	None	2 days	*Property and Supply Unit* PCSDS Main Office - AFD
4. Receive PAR	4.1.	Prepare Property Acknowledgment Receipt (PAR) and issue procured item to End-User and	None	1 day	*Property Custodian* PCSDS Main Office - AFD

		record/input to Property Inventory			
5. Evaluate bidders performance / service.	5.1.	Evaluate bidders performance/service. Prepare Certificate of Performance Evaluation (CPE) Form and recommend the same to the HOPE	None	1 day	*End User Division Chief* PCSDS Main Office - AFD *Chief Administrative Officer* PCSDS Main Office - AFD
	5.2.	Sign and approve CPE	None	2 days	*HOPE* PCSDS Main Office - Office of the Executive Director (OED)
	5.3.	Receive Official Receipt	None	1 day	*Accountant III* PCSDS Main Office - AFD
	5.4.	Process payment			
			TOTAL	**72 days and 2 hours**	

78. Procurement of Goods, Consulting Services, and Infrastructure Competitive Bidding/Public Bidding

The procedures established in this document applies to procurement by Palawan Council for Sustainable Development Staff (PCSDS) officials, employees and other stakeholders of the PCSDS pursuant to Republic Act No. 9184 and its Revised Implementing Rules and Regulations (IRR).

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.

Office/Division:	Bids and Awards Committee (BAC), BAC Secretariat, and Administrative and Finance Divisions (AFD)
Classification:	Highly Technical
Type of Transaction:	Government to Government
Who may avail:	End-Users (respective PCSDS Divisions)

Checklist OF REQUIREMENTS	**WHERE TO SECURE**
• Purchase Request (PR) (3 signed original copies)	End-Users
• Approved Annual Procurement Plan (subject item in highlight) (1 copy)	End-Users

• Approved Project Procurement Management Plan (subject item in highlight) (1 copy)	End-Users
• Attachments: (3 copies) 9. Goods: 1. Specifications 2. Scope of work; 3. Form of Bid, Price Form, and List of Goods or Bill of Quantities; 10. Consulting: 1. Terms of Reference (Objectives, Methodology) 2. Scope of work 3. Checklist of Criteria Qualifications 4. Timeline 11. Infrastructure: 1. Scope of work 2. Plans/Drawings and Technical Specifications; 11.2.1. Detailed engineering investigations 11.2.2. Surveys and 11.2.3. Designs; 3. For acquisition of right-of-way site or location: 11.3.1. Authority or permit to enter is issued by the property owner; or 11.3.2. Notarized deed of sale; or 11.3.3. Deed of donation is executed in favor of the government; or 11.3.4. Writ of possession issued by a court of competent jurisdiction 12. Mixed Procurement 1. Combination of Goods, Consulting or Infrastructure	End-Users

CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit copies of PR to the BAC Secretariat with the attachments listed above, as applicable	1.1 Receive PR with applicable attachments from End-Users. Initially review the accuracy of documents submitted and verify completeness of documents as to statutory/regulatory requirements.	None	10 Minutes	*Head of BAC Secretariat* PCSDS Main Office
	1.2 Assign and stamp PR number, date received and update Procurement database (PMR)	None	20 minutes	*Head of BAC Secretariat* PCSDS Main Office

	Include PR in next scheduled BAC Meeting			
	1.3 Evaluate PR with attachments and verify mode of procurement in relation to the approved Annual Procurement Plan (APP) If in order, recommend to HOPE for PR approval. Otherwise, it shall be returned to the End-User for the appropriate revision and/or amendment or cancellation.	None	5 days	*PCSDS-BAC Chairperson* PCSDS Main Office
	1.4 Sign PR	None	1 day	*Head of the Procuring Entity (HOPE)* PCSDS Main Office - Office of the Executive Director (OED)
	1.5 Conduct Pre-Procurement Conference (except for procurement with ABC below the threshold prescribed under Section 20 of the 2016 RIRR, in which case the holding of the Pre-Procurement Conference is optional.) Confirm the readiness of procurement and approval of Bidding Documents, Invitation to Bid (ITB) or Request for Expression of Interest (REI), if consulting service	None	5 days	*PCSDS-BAC Chairperson* PCSDS Main Office
	1.6 Prepare/draft Bidding Documents.	None	5 days	*End-User* PCSDS Main Office *Head of BAC Secretariat* *Head of Technical Working Group (TWG) if created* PCSDS Main Office
	1.7 Post ITB or REI in PhilGEPS Website, PCSD Website and in any conspicuous place within PCSDS premises	None	7 days	*BAC Secretariat in coordination with IT unit*

				PCSDS Main Office
	1.8 Draft Notice of Invitation to Observers and forward to BAC Chairperson for signature	None	20 minutes	*Head of BAC Secretariat* PCSDS Main Office
	1.9 Sign Notice of Invitation	None	1 day	*PCSDS-BAC Chairperson* PCSDS Main Office
	1.10 Send Notice of Invitation to Observers pursuant to Sec. 13 of the 2016 RIRR.	None	1 day	*Chief Administrative Officer* PCSDS Main Office
	1.11 Evaluate submitted eligibility documents (short listing / eligibility check for consulting services)	None	1 day	*PCSDS-BAC Chairperson* PCSDS Main Office
	1.12. Notify shortlisted consultants (for consulting services)	None	1 day	*Head of BAC Secretariat* PCSDS Main Office
2. Attend Pre-Bid Conference	2.1 Conduct Pre-Bid Conference (within 12 Calendar Days before the Bid Opening but not earlier than seven Calendar Days from the PhilGEPS posting of Invitation to Bid or Bidding Document pursuant to the threshold amount provided in the RIRR)	None	10 days	*PCSDS-BAC Chairperson* PCSDS Main Office
	2.2 Draft Supplemental bid, if any BAC Chairperson for signature	None	20 minutes	*Head of BAC Secretariat* PCSDS Main Office
	2.3 Post Bid Supplement, if any (within seven Calendar Days before the deadline of submission of bids) in the PhilGEPS website, PCSDS website and any conspicuous place within the premises of the PCSDS	None	20 minutes	*Head of BAC Secretariat* PCSDS Main Office
	2.4 Collect sealed Bid Envelope from the bid box.	None	10 minutes	*Head of BAC Secretariat*

				PCSDS Main Office
	2.5 Conduct Bid Opening/Bid evaluation.	None	1 day	*PCSDS-BAC Chairperson* PCSDS Main Office
	2.6 a. Notify bidders who submitted a bid envelope of the Bid Opening/Bid Evaluation. b. Inform the LCB or SCB/HRB or SRB of post qualification.	None	1 day	*Head of BAC Secretariat* PCSDS Main Office
	2.7 Receive Post-Qualification documents	None	10 minutes	*TWG/ Head of BAC Secretariat* PCSDS Main Office
	2.8 a. Conduct Post Qualification. b. Prepare Post-Qualification Report (PQR) recommending to the BAC the declaration of the LCRB or SCRB/HRRB or SRRB	None	12 days	*TWG/ Head of BAC Secretariat* PCSDS Main Office
	2.9 Prepare Abstract of Bid (AOB) and have it signed by the BAC Members who were present during the evaluation	None	1 day	*Head of BAC Secretariat* PCSDS Main Office
	2.10 Recommend to the HoPE the award of contract Prepare BAC Resolution recommending award and have it signed by the BAC members and HOPE	None	1 day	*PCSDS-BAC Chairperson* PCSDS Main Office *Head of BAC Secretariat* PCSDS Main Office
	2.11Issue and sign the Notice of Award (NOA), otherwise HOPE may disapprove BAC recommendation.	None	1 day	*HOPE* PCSDS Main Office - Office of the Executive Director (OED) *Head of BAC Secretariat* PCSDS Main Office

	2.12 Receive and evaluate submitted Performance Security	None	1 day	*Head of BAC Secretariat* PCSDS Main Office
	2.13 Prepare the contract in favor of the winning bidder	None	10 minutes	*Head of BAC Secretariat* PCSDS Main Office
	2.14 Approve and sign the Contract of Agreement (COA)	None	1 day	*HOPE* PCSDS Main Office - Office of the Executive Director (OED)
	2.15 Prepare the NTP in favor of the winning bidder.	None	10 minutes	*Head of BAC Secretariat* PCSDS Main Office
	2.16 Sign the Notice to Proceed (NTP) together with a copy of the approved COA within three CD from the date of the approval	None	1 day	*HOPE* PCSDS Main Office - Office of the Executive Director (OED)
	2.17 Ensure that the service provided is in accordance with the specifications stated in the TOR	None	1 day	*End-User Division Head* PCSDS Main Office
	2.18 Prepare the Purchase Order (PO) in favor of the Lessor	None	10 minutes	*Head of BAC Secretariat* PCSDS Main Office
	2.19 Issue and sign the Purchase Order (PO)	None	1 day	*HOPE* PCSDS Main Office - Office of the Executive Director (OED) *Head of BAC Secretariat* PCSDS Main Office
	2.20 Accept and verify Warranty Security submitted	None	1 day	*Chief Administrative Officer* PCSDS Main Office-AFD
	2.21 Inspect delivery of goods and Prepare inspection acceptance report (IAR)	None	1 day	*Head of Inspection and Acceptance Committee*

	Confirm compliance of procured items to specifications/TOR			
3. Prepare Disbursement Voucher and Obligation Request and submit to Property and Supply Unit	3.1. Submit complete copies of procurement documents and Disbursement Voucher and Obligation Request to Accounting unit for payment processing	None	3 days	*Property and Supply Unit* PCSDS Main Office - AFD
	3.2. Attach property Number and enter details to Report of Physical Counts of Property Plants and Equipment, if applicable	None	2 days	*Property and Supply Unit* PCSDS Main Office - AFD
4. Receive PAR	Prepare Property Acknowledgment Receipt (PAR) and issue procured item to End-User and record/input to Property Inventory	None	1 day	*Property Custodian* PCSDS Main Office - AFD
5. Evaluate bidders performance / service.	Evaluate bidders performance/service. Prepare Certificate of Performance Evaluation (CPE) Form and recommend the same to the HOPE	None	1 day	*End User Division Chief* PCSDS Main Office - AFD *Chief Administrative Officer* PCSDS Main Office - AFD
	Sign and approve CPE	None	2 days	*HOPE* PCSDS Main Office - Office of the Executive Director (OED)
	Receive Official Receipt	None	1 day	*Accountant III* PCSDS Main Office - AFD
	Process payment			
		TOTAL	**71 days, 2 hours and 30 minutes**	

79. Procurement of Goods Alternative Mode of Procurement: Repeat Order

The procedures established in this document applies to procurement by Palawan Council for Sustainable Development Staff (PCSDS) officials, employees and other stakeholders of

the PCSDS pursuant to Republic Act No. 9184 and its Revised Implementing Rules and Regulations (IRR).

Repeat Order is a method of procurement of goods from the previous winning bidder, whenever there is a need to replenish goods subject to the following conditions:

- The goods were procured under a contract previously awarded through Competitive Bidding;
- Unit prices must be the same as or lower than those in the original contract,provided that such prices are still the most advantageous to the government after price verification;
- The repeat order will not result in splitting of contracts, requisitions, or purchase orders, as provided for in Article IV(B) of this Guidelines;
- Except in cases duly approved by the GPPB, repeat orders shall be availed of only within six (6) months from the date of the NTP arising from the original contract, provided that there has been a partial delivery, inspection and acceptance of the goods within the same period;
- Repeat orders shall not exceed twenty-five percent (25%) of the quantity of each item in the original contract. In order not to exceed the 25% threshold, the goods under the original contract must be:
- Quantifiable;
- Divisible; and
- Consisting of at least four (4) units per item.

Office/Division:	Bids and Awards Committee (BAC), BAC Secretariat, and Administrative and Finance Divisions (AFD)
Classification:	Highly Technical
Type of Transaction:	Government to Government
Who may avail:	End-Users (respective PCSDS Divisions)

Checklist OF REQUIREMENTS	**WHERE TO SECURE**
• Purchase Request (PR) (3 signed original copies)	End-Users
• Approved Annual Procurement Plan (subject item in highlight) (1 copy)	End-Users
• Approved Project Procurement Management Plan (subject item in highlight) (1 copy)	End-Users
• Attachments: (3 copies) 2. Specifications 3. Scope of work; 4. Form of Bid, Price Form, and List of Goods or Bill of Quantities;	End-Users

CLIENTS STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Submit copies of PR to the BAC Secretariat	1.1 Receive PR with applicable attachments from End-Users. Initially review the accuracy of documents submitted and	None	10 Minutes	*Head of BAC Secretariat* PCSDS Main Office

with the attachments listed above Determine the need to replenish the goods earlier procured through competitive bidding.1.	verify completeness of documents as to statutory/regulatory requirements.			
	1.2 . Assign and stamp PR number, date received and update Procurement database (PMR) Include PR in next scheduled BAC Meeting	None	20 minutes	*Head of BAC Secretariat* PCSDS Main Office
	1.3. Evaluate PR with attachments and verify mode of procurement in relation to the approved Annual Procurement Plan (APP) If in order, recommend to HOPE for PR approval. Otherwise, it shall be returned to the End-User for the appropriate revision and/or amendment or cancellation.	None	5 days	*PCSDS-BAC Chairperson* PCSDS Main Office
	1.4. Sign PR	None	1 day	*Head of the Procuring Entity (HOPE)*
	1.5 Recommend to the HoPE the award of contract Prepare BAC Resolution recommending award and have it signed by the BAC members and HOPE	None	1 day	*PCSDS BAC Chairperson* PCSDS Main Office *Head of BAC Secretariat* PCSDS Main Office
	1.6 Issue and sign the Notice of Award (NOA), otherwise HOPE may disapprove BAC recommendation.	None	1 day	*HOPE* PCSDS Main Office - Office of the Executive Director (OED) *Head of BAC Secretariat* PCSDS Main Office
	1.7 Prepare the contract in favor of the winning bidder	None	10 minutes	*Head of BAC Secretariat* PCSDS Main Office

	1.8 Approve and sign the Contract of Agreement (COA)	None	1 day	*HOPE* PCSDS Main Office - Office of the Executive Director (OED)
	1.9 Prepare the NTP in favor of the winning bidder	None	10 minutes	*Head of BAC Secretariat* PCSDS Main Office
	1.10 Sign the Notice to Proceed (NTP) together with a copy of the approved COA within three CD from the date of the approval	None	1 day	*HOPE* PCSDS Main Office - Office of the Executive Director (OED) *Head of BAC Secretariat* PCSDS Main Office
	1.11 Ensure that the service provided is in accordance with the specifications stated in the TOR	None	1 day	*End-User Division Head* PCSDS Main Office
	1.12 Prepare the Purchase Order (PO) in favor of the Lessor	None	10 minutes	*Head of BAC Secretariat* PCSDS Main Office
	1.13 Issue and sign the Purchase Order (PO)	None	1 day	*HOPE* PCSDS Main Office - Office of the Executive Director (OED) *Head of BAC Secretariat* PCSDS Main Office
	1.14 Inspect delivery of goods and Prepare inspection acceptance report (IAR) Confirm compliance of procured items to specifications/TOR	None	1 day	*Head of Inspection and Acceptance Committee* PCSDS Main Office
2. Prepare Disbursement	2.1. Submit complete copies of procurement documents and	None	3 days	*Property and Supply Unit*

Voucher and Obligation Request and submit to Property and Supply Unit	Disbursement Voucher and Obligation Request to Accounting unit for payment processing			PCSDS Main Office – AFD
	2.3. Attach property Number and enter details to Report of Physical Counts of Property Plants and Equipment, if applicable	None	2 days	*Property and Supply Unit* PCSDS Main Office – AFD
	2.4. Prepare Property Acknowledgment Receipt (PAR) and issue procured item to End-User and record/input to Property Inventory (in case of goods)	None	1 day	*Property Custodian* PCSDS Main Office – AFD
	2.5. Receive Official Receipt	None	1 day	*Accountant III* PCSDS Main Office - AFD
	2.6. Process payment			
	TOTAL	None	**20 days and1 hour**	

80. Procurement of Consulting Services Negotiated Procurement: Scientific, scholarly or artistic work, exclusive technology and media services

The procedures established in this document applies to procurement by Palawan Council for Sustainable Development Staff (PCSDS) officials, employees and other stakeholders of the PCSDS pursuant to Republic Act No. 9184 and its Revised Implementing Rules and Regulations (IRR).

Where Goods, Infrastructure Projects and Consulting Services can be contracted to a particular supplier, contractor, or consultant as determined by the HOPE, for any of the following reasons:

The requirement is for:

- Work of art; commissioned work or services of an artist for specific artistic skills (e.g., singer, performer, poet, writer, painter sculptor, etc.)
- Scientific, academic, scholarly work or research, or legal services;
  Highly-specialized life-saving medical equipment, as certified by the Department of Health;
- Scientific, technical, economic, business, trade or legal journal, magazine, paper, subscription, or other exclusive statistical publications and references; or Media

documentation, advertisement, or announcement through television, radio, newspaper, internet, and other communication media.

- The construction or installation of an infrastructure facility where the material, equipment, or technology under a proprietary right can only be obtained from the same contractor.

Office/Division:	Bids and Awards Committee (BAC), BAC Secretariat, and Administrative and Finance Divisions (AFD)
Classification:	Highly Technical
Type of Transaction:	G2G - Government to Government
Who may avail:	End-Users (respective PCSDS Divisions)

Checklist OF REQUIREMENTS	**WHERE TO SECURE**
• Purchase Request (PR) (3 signed original copies)	End-Users
• Approved Annual Procurement Plan (subject item in highlight) (1 copy)	End-Users
• Approved Project Procurement Management Plan (subject item in highlight) (1 copy)	End-Users
• Attachments: (3 copies) 5. Terms of Reference (Objectives, Methodology) 6. Scope of work 7. Checklist of Criteria Qualifications 8. Timeline	End-Users

CLIENTS STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Submit copies of PR to the BAC Secretariat with the attachments listed above, as applicable	1.2 Receive PR with applicable attachments from End-Users. Initially review the accuracy of documents submitted and verify completeness of documents as to statutory/regulatory requirements.	None	10 Minutes	*Head of BAC Secretariat* PCSDS Main Office - AFD
	1.2 Assign and stamp PR number, date received and update Procurement database (PMR) Include PR in next scheduled BAC Meeting	None	20 minutes	Head of BAC Secretariat PCSDS Main Office - AFD
	1.3 Evaluate PR with attachments and verify mode of procurement in relation to the approved Annual Procurement Plan (APP) If in order, recommend to HOPE for PR approval. Otherwise, it shall be returned to the End-User for	None	5 days	PCSDS-BAC Chairperson PCSDS Main Office - AFD

	the appropriate revision and/or amendment or cancellation.			
	1.4 Sign PR	None	1 day	Head of the Procuring Entity (HOPE) PCSDS Main Office - Office of the Executive Director (OED)
	1.5 Identify prospective consultant based on the provided Terms of Reference Submit the name, contact information and mailing address of the said prospective consultant	None	10 Minutes	End-User PCSDS Main Office - AFD
	1.6 Prepare and draft the letter of invitation to the identified consultant Submit the same to the BAC Chairperson for signature	None	15 minutes	Head of BAC Secretariat PCSDS Main Office - AFD
	1.7 Send letter of invitation to prospective consultant	None	1 day	Chief Administrative Officer PCSDS Main Office - AFD
	1.8 Negotiate with a technically, legally and financially capable supplier, contractor or consultant based on the Technical Specifications, Scope of Work or Terms of Reference prepared by the End-User.	None	1 day	PCSDS-BAC Chairperson PCSDS Main Office - AFD
	1.9 Recommend to the HoPE the award of contract Prepare BAC Resolution recommending award and have it signed by the BAC members and HOPE	None	1 day	PCSDS-BAC Chairperson PCSDS Main Office - AFD Head of BAC Secretariat PCSDS Main Office - AFD
	1.10 Issue and sign the Notice of Award (NOA), otherwise HOPE may disapprove BAC recommendation.	None	1 day	HOPE PCSDS Main Office - Office of the Executive Director (OED)

				Head of BAC Secretariat PCSDS Main Office - AFD
	1.11 Prepare the contract in favor of the winning bidder	None	10 minutes	Head of BAC Secretariat PCSDS Main Office - AFD
	1.12 Approve and sign the Contract of Agreement (COA)	None	1 day	Head of BAC Secretariat PCSDS Main Office
	1.13 Prepare the NTP in favor of the winning bidder	None	10 minutes	Head of BAC Secretariat PCSDS Main Office
	1.14 Sign the Notice to Proceed (NTP) together with a copy of the approved COA within three CD from the date of the approval	None	1 day	HOPE PCSDS Main Office - Office of the Executive Director (OED) Head of BAC Secretariat PCSDS Main Office
	1.15 Ensure that the service provided is in accordance with the specifications stated in the TOR	None	1 day	End-User Division Head PCSDS Main Office
	1.16 Prepare the Purchase Order (PO) in favor of the Lessor	None	10 minutes	Head of BAC Secretariat PCSDS Main Office
	1.17 Issue and sign the Purchase Order (PO)	None	1 day	HOPE PCSDS Main Office - Office of the Executive Director (OED) Head of BAC Secretariat PCSDS Main Office
	1.18 Inspect good, project progress and/or final construction.	None	1 day	Head of Inspection and Acceptance

	Prepare inspection acceptance report (IAR) Confirm compliance of procured items to specifications/TOR			Committee PCSDS Main Office
2. Prepare Disbursement Voucher and Obligation Request and submit to Property and Supply Unit	2.1 Submit complete copies of procurement documents and Disbursement Voucher and Obligation Request to Accounting unit for payment processing	None	3 days	Property and Supply Unit PCSDS Main Office - AFD
	2.2 Process payment			
		TOTAL	**18 days and 1 hour and 25 minutes**	

81. Procurement of Goods Alternative Modes of Procurement: Shopping under Section 52.1(a): Unforeseen Contingency

The procedures established in this document applies to procurement by Palawan Council for Sustainable Development Staff (PCSDS) officials, employees and other stakeholders of the PCSDS pursuant to Republic Act No. 9184 and its Revised Implementing Rules and Regulations (IRR).

Shopping is a method of procurement of goods whereby the Procuring Entity simply requests for the submission of price quotations for readily available off-the-shelf goods or ordinary/regular equipment to be procured directly from suppliers of known qualifications. This method of procurement shall be employed in any of the following cases:

- When there is an unforeseen contingency requiring immediate purchase, the amount shall not exceed Two Hundred Thousand Pesos (₱200,000) (for NGAs);
- Procurement of ordinary or regular office supplies and equipment not available in the DBM-PS, in the amount not to exceed One Million Pesos (₱1,000,000).

Office/Division:	Bids and Awards Committee (BAC), BAC Secretariat, and Administrative and Finance Divisions (AFD)
Classification:	Highly Technical
Type of Transaction:	Government to Government
Who may avail:	End-Users (respective PCSDS Divisions)

Checklist OF REQUIREMENTS	**WHERE TO SECURE**
• Purchase Request (PR) (3 signed original copies)	End-Users
• Approved Annual Procurement Plan (subject item in highlight) (1 copy)	End-Users
• Approved Project Procurement Management Plan (subject item in highlight) (1 copy)	End-Users
• Attachments:	End-Users

13. Goods: 1. Specifications 2. Scope of work; 3. Form of Bid, Price Form, and List of Goods or Bill of Quantities;				
CLIENTS STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Submit copies of PR to the BAC Secretariat with the attachments listed above with an explanation as to the urgency of the item in order to address an identified need of the Procuring Entity and the unforeseen contingency that caused its necessity	1. Receive PR with applicable attachments from End-Users. Initially review the accuracy of documents submitted and verify completeness of documents as to statutory/regulatory requirements.	None	10 Minutes	*Head of BAC Secretariat* PCSDS Main Office
	2. Assign and stamp PR number, date received and update Procurement database (PMR) Include PR in next scheduled BAC Meeting	None	20 minutes	*Head of BAC Secretariat* PCSDS Main Office
	3. Evaluate PR with attachments and verify mode of procurement in relation to the approved Annual Procurement Plan (APP) If in order, recommend to HOPE for PR approval. Otherwise, it shall be returned to the End-User for the appropriate revision and/or amendment or cancellation.	None	5 days	*PCSDS-BAC Chairperson* PCSDS Main Office
	4. Sign PR	None	1 day	*Head of the Procuring Entity (HOPE)*
	5. Prepare RFQ indicating the specifications, quantity, ABC, and other terms and conditions of the contract.	None	1 day	*Head of BAC Secretariat* PCSDS Main Office

	6. Send RFQ directly to the supplier of known technical, legal and financial qualifications.	None	3 days	*Chief Administrative Officer* PCSDS Main Office - AFD
	7. Validate immediately the technical, legal and financial capability of the supplier to supply and deliver the goods by requiring the submission of relevant documents or through other verifiable means to prove the capability of the Supplier upon receipt of quotation/proposal, the Committee	None	1 day	*PCSD-BAC Chairperson* PCSDS Main Office
	8. Recommend to the HoPE the award of contract Prepare BAC Resolution recommending award and have it signed by the BAC members and HOPE	None	1 day	*PCSDS-BAC Chairperson* PCSDS Main Office
	9. Issue and sign the Notice of Award (NOA), otherwise HOPE may disapprove BAC recommendation.	None	1 day	*HOPE* PCSDS Main Office - Office of the Executive Director (OED) *Head of BAC Secretariat* PCSDS Main Office
	10. Prepare the contract in favor of the bidder	None	10 minutes	*Head of BAC Secretariat* PCSDS Main Office
	11. Approve and sign the Contract of Agreement (COA)	None	1 day	*HOPE* PCSDS Main Office - Office of the Executive Director (OED)
	12. Prepare the NTP in favor of the bidder	None	10 minutes	*Head of BAC Secretariat* PCSDS Main Office

	13. Sign the Notice to Proceed (NTP) together with a copy of the approved COA within three CD from the date of the approval	None	1 day	*HOPE* PCSDS Main Office - Office of the Executive Director (OED) *Head of BAC Secretariat* PCSDS Main Office
	14. Ensure that the service provided is in accordance with the specifications stated in the TOR	None	1 day	*End-User Division Head* PCSDS Main Office
	15. Prepare the Purchase Order (PO) in favor of the bidder	None	10 minutes	*Head of BAC Secretariat* PCSDS Main Office
	16. Issue and sign the Purchase Order (PO)	None	1 day	*HOPE* PCSDS Main Office - Office of the Executive Director (OED) *Head of BAC Secretariat* PCSDS Main Office
	17. Inspect goods. Confirm compliance of procured items to specifications.	None	1 day	*Head of Inspection and Acceptance Committee* PCSDS Main Office - AFD
2. Prepare Disbursement Voucher and Obligation Request and submit to Property and Supply Unit	2.1. Submit complete copies of procurement documents and Disbursement Voucher and Obligation Request to Accounting unit for payment processing	None	3 days	*Property and Supply Unit* PCSDS Main Office - AFD
3. Receive PAR	3.1. Prepare Property Acknowledgment Receipt (PAR) and issue procured item to End-User and record/input to Property Inventory	None	1 day	*Property Custodian* PCSDS Main Office - AFD

4. Evaluate bidders performance / service.	4.1.	Evaluate bidders performance/service. Prepare Certificate of Performance Evaluation (CPE) Form and recommend the same to the HOPE	None	1 day	*End User Division Chief* PCSDS Main Office - AFD *Chief Administrative Officer* PCSDS Main Office - AFD
	4.2.	Sign and approve CPE	None	2 days	*HOPE* PCSDS Main Office - Office of the Executive Director (OED)
	4.3.	Receive Official Receipt	None	1 day	*Accountant III* PCSDS Main Office - AFD
	4.4.	Process payment			
			TOTAL	**26 days and 1 hour**	

82. Procurement of Goods Alternative Modes of Procurement: Shopping under Section 52.1(b): For Ordinary Office Supplies and Equipment not Available in DBM-PS

The procedures established in this document applies to procurement by Palawan Council for Sustainable Development Staff (PCSDS) officials, employees and other stakeholders of the PCSDS pursuant to Republic Act No. 9184 and its Revised Implementing Rules and Regulations (IRR).

Shopping is a method of procurement of goods whereby the Procuring Entity simply requests for the submission of price quotations for readily available off-the-shelf goods or ordinary/regular equipment to be procured directly from suppliers of known qualifications. This method of procurement shall be employed in any of the following cases:

When there is an unforeseen contingency requiring immediate purchase, the amount shall not exceed Two Hundred Thousand Pesos (₱200,000) (for NGAs);

Procurement of ordinary or regular office supplies and equipment not available in the DBM-PS, in the amount not to exceed One Million Pesos (₱1,000,000).

Office/Division:	Bids and Awards Committee (BAC), BAC Secretariat, and Administrative and Finance Divisions (AFD)
Classification:	Highly Technical
Type of Transaction:	Government to Government
Who may avail:	End-Users (respective PCSDS Divisions)
Checklist OF REQUIREMENTS	**WHERE TO SECURE**
• Purchase Request (PR) (3 signed original copies)	End-Users

• Approved Annual Procurement Plan (subject item in highlight) (1 copy)	End-Users
• Approved Project Procurement Management Plan (subject item in highlight) (1 copy)	End-Users
• Certificate of Non-Availability (3 copies)	End-Users
• Attachments: (3 copies) 14. Goods: 1. Specifications 2. Scope of work; 3. Form of Bid, Price Form, and List of Goods or Bill of Quantities	End-Users

CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit copies of PR to the BAC Secretariat with the attachments listed above, as applicable	1.1 Receive PR with applicable attachments from End-Users. Initially review the accuracy of documents submitted and verify completeness of documents as to statutory/regulatory requirements.	None	10 Minutes	*Head of BAC Secretariat* PCSDS Main Office
	1.2 Assign and stamp PR number, date received and update Procurement database (PMR) Include PR in next scheduled BAC Meeting	None	20 minutes	*Head of BAC Secretariat* PCSDS Main Office
	1.3 Evaluate PR with attachments and verify mode of procurement in relation to the approved Annual Procurement Plan (APP) If in order, recommend to HOPE for PR approval. Otherwise, it shall be returned to the End-User for the appropriate revision and/or amendment or cancellation.	None	5 days	*PCSDS-BAC Chairperson* PCSDS Main Office
	1.4 Sign PR	None	1 day	*Head of the Procuring Entity (HOPE)* PCSDS Main Office - Office of the Executive Director (OED)

	1.5 Prepare of RFQ indicating the specifications, quantity, ABC, and other terms and conditions of the contract. Except for those with ABCs equal to Fifty Thousand Pesos (₱50,000.00) and below, RFQs shall be posted for a period of at least three (3) calendar days on PhilGEPS website, PCC website, if available, and at any conspicuous place reserved for this purpose in the premises of the Procuring Entity.	None	1 day	*Head of BAC Secretariat* PCSDS Main Office
	1.6 Send RFQs to at least three (3) suppliers of known qualifications, and at least three (3) price quotations must be obtained. This, notwithstanding, those who responded through any of the required postings shall be allowed to participate.	None	1 day	*Chief Administrative Officer* PCSDS Main Office
	1.7 Prepare Abstract of Quotations (AOQ) setting forth the names of those who responded to the RFQ, their corresponding price quotations, and the lowest calculated quotation submitted upon receipt of at least three (3) quotations within the prescribed deadline	None	1 day	*Head of BAC Secretariat* PCSDS Main Office
	1.8 Validate the technical, legal and financial capability of the supplier to supply and deliver the goods	None	1 day	*PCSD-BAC Chairperson* PCSDS Main Office
	1.9 Recommend to the HoPE the award of contract Prepare BAC Resolution recommending award and have it signed by the BAC members and HOPE	None	1 day	*PCSD-BAC Chairperson* PCSDS Main Office *Head, BAC Secretariat* PCSDS Main Office

	1.10 Issue and sign the Notice of Award (NOA), otherwise HOPE may disapprove BAC recommendation.	None	1 day	*HOPE* PCSDS Main Office - Office of the Executive Director (OED) *Head of BAC Secretariat* PCSDS Main Office
	1.11Prepare the contract in favor of the bidder	None	10 minutes	*Head of BAC Secretariat* PCSDS Main Office
	1.12 Approve and sign the Contract of Agreement (COA)	None	1 day	*HOPE* PCSDS Main Office - Office of the Executive Director (OED)
	1.13 Prepare the NTP in favor of the winning bidder	None	10 minutes	*Head of BAC Secretariat* PCSDS Main Office
	1.14 Sign the Notice to Proceed (NTP) together with a copy of the approved COA within three CD from the date of the approval	None	1 day	*HOPE* PCSDS Main Office - Office of the Executive Director (OED) *Head of BAC Secretariat* PCSDS Main Office
	1.15 Ensure that the service provided is in accordance with the specifications stated in the TOR	None	1 day	*End-User Division Head* PCSDS Main Office
	1.16 Prepare the Purchase Order (PO) in favor of the Lessor	None	10 minutes	*Head of BAC Secretariat* PCSDS Main Office
	1.17 Issue and sign the Purchase Order (PO)	None	1 day	*HOPE* PCSDS Main Office - Office of the Executive Director (OED) *Head of BAC Secretariat*

				PCSDS Main Office
	1.18 Inspect goods, services or project progress and/or final construction. Prepare inspection acceptance report (IAR) Confirm compliance of procured items to specifications/TOR	None	1 day	*Head of Inspection and Acceptance Committee* PCSDS Main Office
2. Prepare Disbursement Voucher and Obligation Request and submit to Property and Supply Unit	2.1. Submit complete copies of procurement documents and Disbursement Voucher and Obligation Request to Accounting unit for payment processing	None	3 days	*Property and Supply Unit* PCSDS Main Office – AFD
	2.2. Attach property Number and enter details to Report of Physical Counts of Property Plants and Equipment, if applicable	None	2 days	*Property and Supply Unit* PCSDS Main Office - AFD
3. Receive PAR	3.1. Prepare Property Acknowledgment Receipt (PAR) and issue procured item to End-User and record/input to Property Inventory	None	1 day	*Property Custodian* PCSDS Main Office - AFD
4. Evaluate bidders performance / service.	4.1. Evaluate bidders performance/service. Prepare Certificate of Performance Evaluation (CPE) Form and recommend the same to the HOPE	None	1 day	*End User Division Chief* PCSDS Main Office - AFD *Chief Administrative Officer* PCSDS Main Office - AFD
	4.2. Sign and approve CPE	None	2 days	*HOPE* PCSDS Main Office - Office of the Executive Director (OED)
	4.3. Receive Official Receipt	None	1 day	*Accountant III* PCSDS Main Office - AFD
	4.4. Process payment			
		TOTAL	**27 days and 1 hour**	

83. Procurement of Goods, Consulting Services Negotiated Procurement: Small Value Procurement

The procedures established in this document applies to procurement by Palawan Council for Sustainable Development Staff (PCSDS) officials, employees and other stakeholders of the PCSDS pursuant to Republic Act No. 9184 and its Revised Implementing Rules and Regulations (IRR).

Procurement of (a) goods not covered by Shopping under Section 52 of the IRR of RA 9184, (b) infrastructure projects, and (c) consulting services, where the amount involved does not exceed One Million Pesos (₱ 1,000,000) (for NGAs).

Office/Division:	Bids and Awards Committee (BAC), BAC Secretariat, and Administrative and Finance Divisions (AFD)
Classification:	Highly Technical
Type of Transaction:	Government to Government
Who may avail:	End-Users (respective PCSDS Divisions)

Checklist OF REQUIREMENTS	**WHERE TO SECURE**
• Purchase Request (PR) (3 signed original copies)	End-Users
• Approved Annual Procurement Plan (subject item in highlight) (1 copy)	End-Users
• Approved Project Procurement Management Plan (subject item in highlight) (1 copy)	End-Users
• Attachments: (3 copies) 15. Goods: 1. Specifications 2. Scope of work; 3. Form of Bid, Price Form, and List of Goods or Bill of Quantities; 16. Consulting: 1. Terms of Reference (Objectives, Methodology) 2. Scope of work 3. Checklist of Criteria Qualifications 4. Timeline	End-Users

CLIENTS STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Submit copies of PR to the BAC Secretariat with the	1.1 Receive PR with applicable attachments from End-Users. Initially review the accuracy of documents submitted and verify completeness of documents as	None	10 Minutes	*Head of BAC Secretariat* PCSDS Main Office

attachments listed above, as applicable	to statutory/regulatory requirements.			
	1.2 Assign and stamp PR number, date received and update Procurement database (PMR) Include PR in next scheduled BAC Meeting	None	20 minutes	*Head of BAC Secretariat* PCSDS Main Office
	1.3 Evaluate PR with attachments and verify mode of procurement in relation to the approved Annual Procurement Plan (APP) If in order, recommend to HOPE for PR approval. Otherwise, it shall be returned to the End-User for the appropriate revision and/or amendment or cancellation.	None	5 days	*PCSDS-BAC Chairperson* PCSDS Main Office
	1.4. Sign PR	None	1 day	*Head of the Procuring Entity (HOPE)* PCSDS Main Office - Office of the Executive Director (OED)
	1.5 Prepare RFQs/RFPs.	None	1 hour	*Head of BAC Secretariat* PCSDS Main Office
	1.6 Prepare and send the RFQs/RFPs to at least three (3) suppliers, contractors or consultants of known qualifications.	None	1 day	*Chief Administrative Officer* PCSDS Main Office-AFD
	1.7 Post the procurement item in the PhilGEPS website, agency website and at any conspicuous place within the premises of the agency. (Except for those with ABCs equal to Fifty Thousand Pesos (₱ 50,000.00) and below)	None	3 days	*Head of BAC Secretariat in coordination with the IT unit* PCSDS Main Office
	2.1 Conduct Pre-bid conference (at the discretion of the BAC).	None	1 day	*PCSDS-BAC Chairperson*

2. Attend the Pre-bid Conference				PCSDS Main Office
	2.2 Collect sealed Quotation from the bid box.	None	10 minutes	*Head of BAC Secretariat* PCSDS Main Office
	2.3 Conduct Evaluation of Quotations.	None	1 day	*PCSDS-BAC Chairperson* PCSDS Main Office
	2.4 Prepare Abstract of Bid (AOB) and have it signed by the BAC Members who were present during the evaluation	None	1 day	*Head of BAC Secretariat* PCSDS Main Office
	2.5 Recommend to the HoPE the award of contract Prepare BAC Resolution recommending award and have it signed by the BAC members and HOPE	None	1 day	*PCSDS-BAC Chairperson* PCSDS Main Office *Head of BAC Secretariat* PCSDS Main Office
	2.6 Issue and sign the Notice of Award (NOA), otherwise HOPE may disapprove BAC recommendation.	None	1 day	*Head of the Procuring Entity (HOPE)* PCSDS Main Office - Office of the Executive Director (OED) *Head of BAC Secretariat* PCSDS Main Office
	2.7 Prepare the contract in favor of the winning bidder	None	10 minutes	*Head of BAC Secretariat* PCSDS Main Office
	2.8 Approve and sign the Contract of Agreement (COA)	None	1 day	*Head of the Procuring Entity (HOPE)* PCSDS Main Office - Office of the Executive Director (OED)
	2.9 Prepare the NTP in favor of the winning bidder	None	10 minutes	*Head of BAC Secretariat*

				PCSDS Main Office
	2.10 Sign the Notice to Proceed (NTP) together with a copy of the approved COA within three CD from the date of the approval	None	1 day	*Head of the Procuring Entity (HOPE)* PCSDS Main Office - Office of the Executive Director (OED) *Head of BAC Secretariat* PCSDS Main Office
	2.11 Ensure that the service provided is in accordance with the specifications stated in the TOR	None	1 day	*End-User Division Head* PCSDS Main Office
	2.12 Prepare the Purchase Order (PO) in favor of the Lessor	None	10 minutes	*Head of BAC Secretariat* PCSDS Main Office
	2.13 Issue and sign the Purchase Order (PO)	None	1 day	*HOPE* PCSDS Main Office - Office of the Executive Director (OED) *Head of BAC Secretariat* PCSDS Main Office
	2.14 Inspect goods, services or project progress and/or final construction. Prepare inspection acceptance report (IAR) Confirm compliance of procured items to specifications/TOR	None	1 day	*Head of Inspection and Acceptance Committee* PCSDS Main Office
3. Prepare Disbursement Voucher and Obligation Request and submit to Property and Supply Unit	3.1 Submit complete copies of procurement documents and Disbursement Voucher and Obligation Request to Accounting unit for payment processing	None	3 days	*Property and Supply Unit* PCSDS Main Office - AFD

	3.2 Attach property Number and enter details to Report of Physical Counts of Property Plants and Equipment, if applicable	None	2 days	*Property and Supply Unit* PCSDS Main Office - AFD
4.Receive PAR	4.1 Prepare Property Acknowledgment Receipt (PAR) and issue procured item to End-User and record/input to Property Inventory	None	1 day	*Property Custodian* PCSDS Main Office - AFD
5. Evaluate bidders performance / service.	5.1 Evaluate bidders performance/service. Prepare Certificate of Performance Evaluation (CPE) Form and recommend the same to the HOPE	None	1 day	*End User Division Chief* PCSDS Main Office - AFD *Chief Administrative Officer* PCSDS Main Office - AFD
	5.2 Sign and approve CPE	None	2 days	*HOPE* PCSDS Main Office - Office of the Executive Director (OED)
	5.3 Receive Official Receipt	None	1 day	*Accountant III* PCSDS Main Office - AFD
	5.4 Process payment			
		TOTAL	**30 days, 2 hours and 10 minutes**	

84. Procurement of Goods, Consulting Services, and Infrastructure Negotiated Procurement: Take-Over of Contracts

The procedures established in this document applies to procurement by Palawan Council for Sustainable Development Staff (PCSDS) officials, employees and other stakeholders of the PCSDS pursuant to Republic Act No. 9184 and its Revised Implementing Rules and Regulations (IRR).

Take-over of contracts may be resorted to:

iii. The contract, previously awarded through Competitive Bidding, has been rescinded or terminated for causes provided for in the contract and existing laws; and

iv. Where immediate action is necessary

c. to prevent damage to or loss of life or property, or

d. to restore vital public services, infrastructure facilities and other public utilities.

Office/Division:	Bids and Awards Committee (BAC), BAC Secretariat, and Administrative and Finance Divisions (AFD)
Classification:	Highly Technical
Type of Transaction:	Government to Government
Who may avail:	End-Users (respective PCSDS Divisions)

Checklist OF REQUIREMENTS	**WHERE TO SECURE**
• Previously approved Purchase Request (PR) (The contract, previously awarded through Competitive Bidding, has been rescinded or terminated for causes provided for in the contract and existing laws) (3 copies: use the copies on file	Head, BAC Secretariat
• Approved Annual Procurement Plan (subject item in highlight) (1 copy: use copy of file)	Head, BAC Secretariat
• Approved Project Procurement Management Plan (subject item in highlight) (1 copy: use copy of file)	Head, BAC Secretariat
• Attachments: (3 copies: use copies of file) 17. Goods: 1. Specifications 2. Scope of work; 3. Form of Bid, Price Form, and List of Goods or Bill of Quantities; 18. Consulting: 1. Terms of Reference (Objectives, Methodology) 2. Scope of work 3. Checklist of Criteria Qualifications 4. Timeline 19. Infrastructure: 1. Scope of work 2. Plans/Drawings and Technical Specifications; 19.2.1. Detailed engineering investigations 19.2.2. Surveys and 19.2.3. Designs; 3. For acquisition of right-of-way site or location: 19.3.1. Authority or permit to enter is issued by the property owner; or 19.3.2. Notarized deed of sale; or 19.3.3. Deed of donation is executed in favor of the government; or 19.3.4. Writ of possession issued by a court of competent jurisdiction 20. Mixed Procurement 1. Combination of Goods, Consulting or Infrastructure	Head, BAC Secretariat

CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1. Draft Notice informing second lowest calculated/highest rated bidder to submit post-qualification documents.	None	1 hour	*Head of BAC Secretariat* PCSDS Main Office
	2. Sign Notice	None	1 day	*PCSDS-BAC Chairperson* PCSDS Main Office
	3. Send Notice to second lowest calculated/highest rated bidder	None	1 day	*Chief Administrative Officer* PCSDS Main Office-AFD
	4. Post-qualify and negotiate with the second lowest calculated/highest rated bidder for the project under consideration at the said bidder's own original bid price, applicable to the remaining works to be done. (Authority to negotiate contracts for projects under the foregoing exceptional cases shall be subject to prior approval by the HOPE concerned, within their respective limits of approving authority) • If negotiation fails, then the BAC shall post-qualify and negotiate with the next lowest calculated/highest rated bidder at the said bidder's own original bid price. • If the negotiation fails another time, the process is repeated until all the bidders from the previous	None	1 day	*PCSDS-BAC Chairperson* PCSDS Main Office

CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	bidding have been considered. • If the negotiation fails and there is no bidder left from the previous bidding or if the original awardee is a Single Calculated Responsive Bidder/Single Rated Responsive Bidder, the BAC may either invite at least three (3) suppliers/contractors/ consultants to submit their bids, or resort to any other appropriate alternative method of procurement, in which case the appropriate procedure for such mode shall be followed.			
	5. Recommend to the HoPE the award of contract Prepare BAC Resolution recommending award and have it signed by the BAC members and HOPE	None	1 day	*PCSDS-BAC Chairperson* PCSDS Main Office
	6. Issue and sign the Notice of Award (NOA), otherwise HOPE may disapprove BAC recommendation.	None	1 day	*HOPE* PCSDS Main Office - Office of the Executive Director (OED) *Head of BAC Secretariat* PCSDS Main Office
	7. Receive and evaluate submitted Performance Security	None	1 day	*Head of BAC Secretariat* PCSDS Main Office

CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	8. Prepare the contract in favor of the next lowest calculated/highest rated bidder	None	10 minutes	*Head of BAC Secretariat* PCSDS Main Office
	9. Approve and sign the Contract of Agreement (COA)	None	1 day	*HOPE* PCSDS Main Office - Office of the Executive Director (OED)
	10. Prepare the NTP in favor of the winning bidder	None	10 minutes	*Head of BAC Secretariat* PCSDS Main Office
	11. Sign the Notice to Proceed (NTP) together with a copy of the approved COA within three CD from the date of the approval	None	1 day	*HOPE* PCSDS Main Office - Office of the Executive Director (OED) *Head of BAC Secretariat* PCSDS Main Office
	12. Ensure that the service provided is in accordance with the specifications stated in the TOR	None	1 day	*End-User Division Head* PCSDS Main Office
	13. Prepare the Purchase Order (PO) in favor of the Lessor	None	10 minutes	*Head of BAC Secretariat* PCSDS Main Office
	14. Issue and sign the Purchase Order (PO)	None	1 day	*HOPE* PCSDS Main Office - Office of the Executive Director (OED) *Head of BAC Secretariat* PCSDS Main Office
	15. Accept and verify Warranty Security submitted	None	1 day	*Chief Administrative Officer* PCSDS Main Office - AFD

CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	16. Inspect goods, services or project progress and/or final construction. Prepare inspection acceptance report (IAR) Confirm compliance of procured items to specifications/TOR	None	1 day	*Head of Inspection and Acceptance Committee* PCSDS Main Office
1. Prepare Disbursement Voucher and Obligation Request and submit to Property and Supply Unit	1.1. Submit complete copies of procurement documents and Disbursement Voucher and Obligation Request to Accounting unit for payment processing	None	3 days	*Property and Supply Unit* PCSDS Main Office - AFD
	1.2. Attach property Number and enter details to Report of Physical Counts of Property Plants and Equipment, if applicable	None	2 days	*Property and Supply Unit* PCSDS Main Office – AFD
2. Receive PAR	2.1. Prepare Property Acknowledgment Receipt (PAR) and issue procured item to End-User and record/input to Property Inventory	None	1 day	*Property Custodian* PCSDS Main Office – AFD
3. Evaluate bidders performance / service.	3.1. Evaluate bidders performance/service. Prepare Certificate of Performance Evaluation (CPE) Form and recommend the same to the HOPE	None	1 day	*End User Division Chief* PCSDS Main Office - AFD *Chief Administrative Officer* PCSDS Main Office – AFD
	3.2. Sign and approve CPE	None	2 days	*HOPE* PCSDS Main Office - Office of

CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
				the Executive Director (OED)
	3.3. Receive Official Receipt	None	1 day	*Accountant III* PCSDS Main Office – AFD
	3.4. Process payment			
		TOTAL	**22 days, 1 hour and 30 minutes**	

Procurement of Goods, Consulting Services, and Infrastructure Negotiated Procurement: Take-Over of Contracts qualified for multi-stage processing.

85. Procurement of Goods, Consulting Services, and Infrastructure Negotiated Procurement: Two-Failed Biddings

The procedures established in this document applies to procurement by Palawan Council for Sustainable Development Staff (PCSDS) officials, employees and other stakeholders of the PCSDS pursuant to Republic Act No. 9184 and its Revised Implementing Rules and Regulations (IRR).

Where there has been failure of competitive bidding or Limited Source Bidding for the second time as provided for in Section 35 of RA 9184 and its IRR, when:

1.13. No bids are received;
1.14. All prospective bidders are declared ineligible;
1.15. All bids fail to comply with all the bid requirements or fail post qualification, or in the case of consulting services, there is no successful negotiation or
1.16. The bidder with the Lowest/Single Calculated Responsive Bid or Highest/Single Rated Responsive Bid refuses, without justifiable cause, to accept the award of contract, and no award is made.

Office/Division:	Bids and Awards Committee (BAC), BAC Secretariat, and Administrative and Finance Divisions (AFD)
Classification:	Highly Technical
Type of Transaction:	Government to Government
Who may avail:	End-Users (respective PCSDS Divisions)

Checklist OF REQUIREMENTS	WHERE TO SECURE
Purchase Request (PR) (3 signed original copies)	End-Users
Approved Annual Procurement Plan (subject item in highlight) (1 copy)	End-Users
Approved Project Procurement Management Plan (subject item in highlight) (1 copy)	End-Users
• Attachments: (3 copies) 21. Goods: 1. Specifications 2. Scope of work;	End-Users

3. Form of Bid, Price Form, and List of Goods or Bill of Quantities; 22. Consulting: 1. Terms of Reference (Objectives, Methodology) 2. Scope of work 3. Checklist of Criteria Qualifications 4. Timeline 23. Infrastructure: 1. Scope of work 2. Plans/Drawings and Technical Specifications; 23.2.1. Detailed engineering investigations 23.2.2. Surveys and 23.2.3. Designs; 3. For acquisition of right-of-way site or location: 23.3.1. Authority or permit to enter is issued by the property owner; or 23.3.2. Notarized deed of sale; or 23.3.3. Deed of donation is executed in favor of the government; or 23.3.4. Writ of possession issued by a court of competent jurisdiction 24. Mixed Procurement Combination of Goods, Consulting or Infrastructure	

CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit copies of PR to the BAC Secretariat with the attachments listed above, as applicable	1. Conduct mandatory review of the terms, conditions, specifications, and cost estimates.	None	1 day	*PCSDS-BAC Chairperson* PCSDS Main Office *End-User* PCSDS Main Office *TWG/ Head of BAC Secretariat* PCSDS Main Office
	2. Identify at least three (3) suppliers, contractors or consultants who may participate in the procurement project including those previously disqualified.	None	1 day	*End-User* PCSDS Main Office

	Send company names and contact information of the same to BAC Secretariat.			
	3. Draft Invitation to Bid/Request for Expression of Interest and forward to BAC Chairperson for signature	None	20 minutes	*Head of BAC Secretariat* PCSDS Main Office
	4. Sign Invitation to Bid/Request for Expression of Interest	None	1 day	*PCSDS-BAC Chairperson* PCSDS Main Office
	5. Send Invitation to Bid/Request for Expression of Interest	None	1 day	*Chief Administrative Officer* PCSDS Main Office
	6. Post the Invitation to Bid/Request for Expression of Interest in the PhilGEPS Website, PCSD website, and any conspicuous place within the premises o the PCSD.	None	1 day	*Head of BAC Secretariat* PCSDS Main Office
	7. Negotiate with suppliers, contractors or consultants and discuss the technical and financial requirements of the project to be able to submit a responsive quotation or proposal on a specified	None	1 day	*PCSDS-BAC Chairperson* PCSDS Main Office
	8. Receive submitted price quotation and eligibility requirement Conduct evaluation of the best offer/proposal and the corresponding eligibility documents.	None	1 day	*Head of BAC Secretariat* PCSDS Main Office
	9. Conduct post-qualification. Prepare Post-Qualification Report.	None	1 day	*TWG/Head of BAC Secretariat* PCSDS Main Office
	10. Recommend to the HoPE the award of contract Prepare BAC Resolution recommending award and	None	1 day	*PCSDS-BAC Chairperson* PCSDS Main Office

	have it signed by the BAC members and HOPE			
	11. Issue and sign the Notice of Award (NOA), otherwise HOPE may disapprove BAC recommendation.	None	1 day	*HOPE* PCSDS Main Office - Office of the Executive Director (OED) *Head of BAC Secretariat* PCSDS Main Office
	12. Receive and evaluate submitted Performance Security	None	1 day	*Head of BAC Secretariat* PCSDS Main Office
	13. Prepare contract in favor of the winning bidder.	None	1 day	*Head of BAC Secretariat* PCSDS Main Office
	14. Approve and sign the Contract	None	1 day	*HOPE* PCSDS Main Office - Office of the Executive Director (OED)
	15. Prepare the NTP in favor of the winning bidder	None	10 minutes	*Head of BAC Secretariat* PCSDS Main Office
	16. Sign the Notice to Proceed (NTP) together with a copy of the approved COA within three CD from the date of the approval	None	1 day	*HOPE* PCSDS Main Office - Office of the Executive Director (OED)
	17. Ensure that the service provided is in accordance with the specifications stated in the TOR	None	1 day	*End-User Division Head* PCSDS Main Office
	18. Prepare the Purchase Order (PO) in favor of the Lessor	None	10 minutes	*Head of BAC Secretariat* PCSDS Main Office
	19. Issue and sign the Purchase Order (PO)	None	1 day	*HOPE* PCSDS Main Office - Office of the Executive Director (OED)

				Head of BAC Secretariat PCSDS Main Office
	20. Accept and verify Warranty Security submitted	None	1 day	*Chief Administrative Officer* PCSDS Main Office
	21. Inspect goods, services or project progress and/or final construction. Prepare inspection acceptance report (IAR) Confirm compliance of procured items to specifications/TOR	None	1 day	*Head of Inspection and Acceptance Committee* PCSDS Main Office
2. Prepare Disbursement Voucher and Obligation Request and submit to	2.1 Submit complete copies of procurement documents and Disbursement Voucher and Obligation Request to Accounting unit for payment processing	None	3 days	*Property and Supply Unit* PCSDS Main Office - AFD
	2.2 Attach property Number and enter details to Report of goods, Physical Counts of Property Plants and Equipment, if applicable	None	2 days	*Property and Supply Unit* PCSDS Main Office - AFD
3. Receive PAR	3. Prepare Property Acknowledgment Receipt (PAR) and issue procured item to End-User and record/input to Property Inventory	None	1 day	*Property Custodian* PCSDS Main Office - AFD
4. Evaluate bidders performance / service.	4.1 Evaluate bidders performance/service. Prepare Certificate of Performance Evaluation (CPE) Form and recommend the same to the HOPE	None	1 day	*End User Division Chief* PCSDS Main Office - AFD *Chief Administrative Officer* PCSDS Main Office - AFD
	4.2 Sign and approve CPE	None	2 days	*HOPE*

				PCSDS Main Office - Office of the Executive Director (OED)
	4.3 Receive Official Receipt	None	1 day	*Accountant III* PCSDS Main Office - AFD
	4.4 Process payment			
	TOTAL		**28 days and 40 minutes**	

Procurement of Goods, Consulting Services, and Infrastructure
Negotiated Procurement: Two-Failed Biddings qualified for multi-stage processing.

District Management Divisions

External Services

86. Issuance of ECAN Zoning Certification

This service refers to the approval/suitability of a proposed project in accordance with the adopted ECAN Map of the Municipality and duly approved by the Palawan Council for Sustainable Development (PCSD). It determines the corresponding ECAN Zone where the project being applied for is located including its project category based on the amended PCSD Resolution No.6.

The purpose of the ECAN zoning clearance is to determine if the proposed project is within the allowable or non- allowable Zones based on the approved ECAN map of the concerned Municipality. The issuance of ECAN Zoning Certification attests that the proposed project is exmpted or otherwise required to secure SEP Clearance from.

Office/Division:	District Management Office (DMO) North, South, Calamian
Name of Service	ECAN Zoning Certification
Classification:	Complex
Type of Transaction:	G2G - Government to Government G2C - Government to Citizen G2B - Government to Business
Who may avail:	All stakeholders who intends to undertake project within the province of Palawan

Checklist OF REQUIREMENTS	**WHERE TO SECURE**
1. Application form	Front Desk Officer (PCSDS Main Office, District Management Offices – North, South, Calamian
2. Location map	Proponent/Applicant
3. Land title or any tenurial instrument	Proponent/Applicant
4. Project proposal/description	Proponent/Applicant
5. Proof of payment of Certification Fee	Accounting Unit staff (Cashier)/Money Remittance Center/Pera Padala/Landbank

CLIENTS STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Submit application letter and supporting documents to the concerned PCSDS-DMO Staff District Management Office (North, South, Calamian)	1.1 Check the completeness of the submitted documents, if found appropriate and complete, receive the documents	None	10 minutes	*District Manager* District Management Office (North, South, Calamian)
	1.2 Review and process the technical description of the project location with the approved municipal ECAN map and prepare the ECAN zoning certification	None	1 hour	*District Manager* District Management Office (North, South, Calamian)
	1.3 Conduct field validation in case of fault	None	3 days	*District Manager* District Management

	in the technical description provided			Office (North, South, Calamian)
	1.4 Review the documents and recommend approval/disapproval	None	10 minutes	*District Manager* District Management Office (North, South, Calamian)
	1.5 Sign ECAN Zoning Certification	None	10 minutes	*Executive Director* PCSD Main Office – Office of the Executive Director
2. Pay certification fees at partner Money Remittance Centers/Pera Padala/Landbank, PCSD Main Office-Cashier or Collecting Officer (DMO Calamian) by showing the Payment Slip *Make sure to secure Official Receipt that will be issued upon payment	2.1. Prepare payment slip		10 minutes	*District Manager* District Management Office (North, South, Calamian)
	2.2. Receive payment and Issue Official Receipt	ECAN Zoning Certification – PHP 200 Printing of map (optional upon request) PHP 250	1 hour	*Accountant III* PCSD Main Office-Administrative and Finance Division
3. Proceed to the District Management Office (North, South, Calamian), fill-up the Client Feedback Form and receive the ECAN Zoning Certification	3.1 Approve, record and release ECAN Zoning Certification	None	10 minutes	*District Manager* District Management Office- DMD North/South/ Calamian
	TOTAL:	PHP 200 +PHP 200 (optional map printing upon request)	3 days, 2 hours, 50 minutes	

Issuance of ECAN Zoning Certification is covered under R.A. 7611.

87. Issuance of SEP Clearance for Category A-D Projects

The SEP Clearance applies to all projects intended to be implemented in the Province of Palawan. It is a document issued by the PCSD to clients/entities/project proponents as an official authorization for a particular project to proceed. It includes term and conditions on how a project should operate taking into considerations its environmental/ecological, social, biophysical and economic impact. The service Categorizes the project/activity based on the parameters/criteria in ECAN Zoning.

The instrument is issued by the Council, thus, further certifies suitability of the project area in accordance with the approved/adopted ECAN Map of the concerned municipality. The objective of the SEP Clearance is to manage/maintain a balance of development program with environmental conservation and protection.

The SEP Clearance applies to all projects intended to be implemented in the Province of Palawan. It is a document issued by the PCSD to clients/entities/project proponents as an official authorization for a particular project to proceed. It includes terms and conditions on how a project should operate taking into considerations its environmental/ecological, social, biophysical and economic impact. The service Categorizes the project/activity based on the parameters/criteria in ECAN Zoning with corresponding level of authority in the approval of the clearance, to wit:

CATEGORY	DESCRIPTION	APPROVING AUTHORITY
A	Project located outside of environmentally critical areas that are pollutive and/or extractive	PCSD
B	Project located outside of environmentally critical areas that are non-pollutive and/or extractive or have minimal environmental impact	ECAN Board, provided that there is no contest pending before the PCSD
C	Project determined to have minimal environmental impact considered as non-pollutive and/or non-extractive	Ministerial Issuance by ED (Exempted in securing SEP Clearance)
D	Project located outside of environmentally critical areas that are pollutive and/or extractive	Executive Director

Office/Division:	District Management Office (DMO) North, South, Calamian
Classification:	Highly technical
Type of Transaction:	G2G - Government to Government G2C - Government to Citizen G2B – Government to Business
Who may avail:	All stakeholders which intends to undertake project within the province of Palawan

Checklist OF REQUIREMENTS	**WHERE TO SECURE**
Category "A"	
1. ECAN Zoning Certification (1 original)	Main Office, District Management Office - North, South, Calamian
2. Project Environmental Assessment report (PEAR) (1 original)	Proponent

3. Proof of Application for Endorsement from any two of the following: Community/Bgy Council (mandatory), Sangguniang Bayan (original copy), Sangguniang Panlalawigan (if outside municipal waters)/ PAMB (1 original copy)	Concerned Local Government Agencies
4. Proof of Application for ECAN Board Endorsement with evaluation report and project terms and conditions (1 original)	Concerned Municipal ECAN Board
5. Proof of Payment/ Official Receipt (1 original)	PCSDS Cashier or Collecting Officer (Main Office, DMO Calamian)/Pera Padala/Money Remittance Center
Category "B"	
1. ECAN Zoning Certification (1 original)	Main Office, District Management Office - North, South, Calamian
2. Proof of Application for Endorsement from any two of the following: Community/Bgy Council (mandatory), Sangguniang Bayan (original copy), Sangguniang Panlalawigan (if outside municipal waters)/ PAMB (1 original)	Concerned Local Government Agencies
3. Proof of Application for ECAN Board Endorsement with evaluation report and project terms and conditions (1 original)	Concerned Municipal ECAN Board
4. Proof of Payment/ Official Receipt (1 copy)	PCSDS Cashier or Collecting Officer (Main Office, DMO Calamian)/Pera Padala/Money Remittance Center
Categories "C"	
1. ECAN Zoning Certification (1 original)	Main Office, District Management Office - North, South, Calamian
Categories "D"	
1. ECAN Zoning Certification (1 original)	Main Office, District Management Office - North, South, Calamian
2. Project Environmental Assessment report (PEAR) (1 original)	Proponent
3. Proof of Application for Endorsement from any two of the following: Community/Bgy Council (mandatory), Sangguniang Bayan (original copy), Sangguniang Panlalawigan (if outside municipal waters)/ PAMB (1 original)	Concerned Local Government Agencies
4. Proof of Application for ECAN Board Endorsement with evaluation report and project terms and conditions (1 original)	Concerned Municipal ECAN Board
5. Proof of Payment/Official Receipt (1 copy)	Cashier (PCSDS Main Office)/ Collecting Officer (DMO Calamian)/ Pera Padala/ Money Remittance Center/ Landbank
SEP Clearance for Research	

1. Written request or application (1 original)	Requesting party/ client/ agency
2. ECAN Zoning Certification (1 original)	PCSDS-District Management Division concerned
3. Research Proposal (1 original)	Client
4. Proof of Application for Endorsement from any two of the following: Barangay, Sangguniang Bayan or Sangguniang Panlalawigan. Provided, that the barangay endorsement shall be a mandatory requirement; Provided further, that for project proposed to be located outside municipal waters but within the environmental jurisdiction of PCSD, only the Sangguniang Panlalawigan endorsement is required. (1 original)	Barangay concerned AND Sangguniang Bayan or Sangguniang Panlalawigan

CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit requirements to the front desk officer at the PCSDS Main Office, District Management Office (North, South, Calamian)	1.1 Review the documents submitted, if found complete the documents is received. Ensure that the applicant has no pending case before the PCSD. If with pending case, reject the application.	None	1 hour	*District Manager* District Management Office (North, South, Calamian)
	1.2 Refer documents to ECAN Board for endorsement	None	1 hour	*Chief Administrative Officer* PCSDS Main Office- Administrative and Finance Division
	1.3 Evaluate the project and prepare an evaluation report	None	7 days	
	1.4 Submit evaluation report to PCSDS Technical Review Committee (TRC) and copy furnish final report to PCSD Secretariat	None	5 days	
	1.5 Approve Category B and D Project Applications	None	1 day	*Executive Director* PCSDS Main Office - Office of the Executive Director
	1.6 Approve Category A Project Applications	None	5 days	*PCSD Chairman* PCSDS Main Office

	1.7 Prepare the SEP Clearance	None	30 minutes	*Deputy Executive Director* PCSDS Main Office - Office of the Executive Director
	1.8 Inform the proponent regarding the approval of the application	None	30 mins	*District Manager* District Management Office (North, South, Calamian)
2. Pay clearance fees at partner Money Remittance Centers/Pera Padala/Landbank, PCSD Main Office- Cashier Window 2 or Collecting Officer (DMO Calamian) by showing the Payment Slip and conform with the terms and conditions (notarize) *Make sure to secure Official Receipt that will be issued upon payment	2.1. Receive Payment and issue receipt	SEP Clearance Fee Category A – PHP 5,000 Category B – PHP 2,000 Category D – PHP 3,000 Certification of No Pending Case PHP 50 Legal Research Fund PHP 10	10 mins	*Deputy Executive Director* PCSDS Main Office - Office of the Executive Director *PCSD*
	2.2 Explain the terms and conditions of the SEP Clearance	None	30 mins	*District Manager* District Management Office (North, South, Calamian)
3. Proceed to the PCSD Main Office Records Sections and Receive SEP Clearance	3.1 Record the date, time and person claiming and release the same	None	1 Day	*Deputy Executive Director* PCSDS Main Office - Office of the Executive Director

	TOTAL:		19 days, 3 hours and 40 mins excluding transmittal and travel time	

Issuance of SEP Clearance for Category A-D Projects is covered under R.A. 7611.

88. Issuance of SEP Clearance for Interconnectivity Infrastructure Development Projects

This service pertains to the issuance of SEP Clearance for Interconnectivity Infrastructure Development Projects such as the installation and operations of telecommunication, broadcast towers, facilities, equipment, and service in Palawan pursuant to R.A. 11032 or the Ease of Doing Business and Efficient Government Service Delivery Act of 2018.

Office/Division:	District Management Divisions (DMDs)
Classification:	Complex
Type of Transaction:	G2G – Government to Government G2C – Government to Citizen G2B - Government to Business
Who may avail:	All stakeholders who intends to undertake project within the province of Palawan

Checklist OF REQUIREMENTS	**WHERE TO SECURE**
1. Application form	Front Desk Officer (PCSDS Main Office, District Management Offices – North, South, Calamian
2. Location map	Proponent/Applicant
3. Land title or any tenurial instrument	Proponent/Applicant
4. Project proposal/description	Proponent/Applicant
5. Proof of payment of Certification Fee	Accounting Unit staff (Cashier)/Money Remittance Center/Pera Padala/Landbank

CLIENTS STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Pay permit fees at partner Money Remittance Centers/Pera Padala/Landbank, PCSD Main Office-Cashier or Collecting Officer (DMO Calamianes) by showing the Payment Slip *Make sure to	1.1 Prepare payment slip	None	15 minutes	*Division Chief* District Management Office (North, South, Calamianes)
	1.2 Receive payment and issue Official Receipts	SEP Clearance Fee Php200 Certification of No Pending Case	1 hour	*Accountant III* PCSDS Main Office-Administrative and Finance Division *Division Chief*

secure Official Receipt that will be issued upon payment		PHP 50 Legal Research Fund PHP 10		District Management Office (Calamianes)
2. Submit complete requirements	2.1 Receive, check for completeness and record documents	None	30 minutes	*Division Chief* District Management Office (North, South, Calamianes)
	2.2 Review and process the technical description of the project location with the approved municipal ECAN map and prepare the ECAN zoning certification	None	1 day	*Division Chief* District Management Office (Calamianes)
	2.3. Prepare evaluation report, Certificate of No Pending Case and Dealership/Distribution Permit and forward to Division Head	None	1 day	*Division Chief* District Management Office (Calamianes)
	2.4. Recommend for approval the SEP Clearance and forward to OED	None	1 day	*Division Chief* District Management Office (North , South, Calamianes) *Chief of Operations* PCSDS Main Office-Office of the Executive Director
	2.5. Approve the SEP Clearance for Interconnectivity Infrastructure Development Projects	None	2 days	*Executive Director* PCSDS Main Office-Office of the Executive Director
	2.6 Dry seal, record and release, notify and transmit to concerned DMOs	None	1 day	*Deputy Executive Director* PCSDS Main Office-Office of the Executive Director
3. Receive the Dealership/ Distribution Permit	Explain the terms and conditions, record and release the SEP Clearance	None	30 minutes	*Division Chief* District Management Office

and conform with the terms and conditions				(North, South, Calamianes)
	TOTAL:	PHP 260	6 days, 2 hours, 15 minutes	

Issuance of SEP Clearance for Interconnectivity Infrastructure Development Projects is covered under R.A. 11032.

89. Issuance of Certificate of Wildlife Registration

Certificate of Wildlife Registration is issued to individuals/entities to authorize them to possess, keep or maintain wildlife species, including their by-products and derivatives, in different settings described below pursuant to Section 27 of PCSD AO No. 12;

a) All threatened, non-threatened and exotic terrestrial and aquatic fauna species in the possession of private individuals. Aquatic fauna shall include the aquarium and tropical fishes collected from the wild and are now being kept in pet shops;
b) All threatened, endemic and/or economically important flora species, including threatened exotic plants that are maintained in nurseries/gardens/plant stalls for commercial purposes;
c) Threatened, non-threatened and exotic species of wild fauna (terrestrial and aquatic) being maintained in facilities, such as but not limited to zoos, parks, aviaries, rescue and biodiversity centers and aquaria of government agencies or institutions;
d) Threatened, non-threatened and/or economically important species of wild flora (terrestrial and aquatic) being maintained in garden or similar facilities of private and government agencies/institutions; and,
e) Wildlife acquired from legal sources such as bought from wildlife facility with Wildlife Farm Permit issued by the PCSD, DENR or DA; progenies of wildlife registered under the existing CWR; wildlife brought to Palawan with corresponding Local Transport Permit issued by the DENR or DA; and, wildlife imported to Palawan with corresponding Export Permit issued by any CITES management authority as well Import Permit from the PCSD.

Office or Division:	District Management Offices (DMD) North, South, Calamian
Classification:	Complex
Type of Transaction:	G2C – Government to Citizen G2B – Government to Business G2G – Government to Government
Who may avail:	All individuals with legal sources of wildlife
CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
1. Proof of payment of registration fee	PCSDS cashier; Pera Padala or Payment Center; Bank Payment slip
2. Duly accomplished application form (1 original)	PCSDS Main office and District Management Offices – North, South, Calamian
3. List and photograph/picture of wildlife (1 original)	Applicant

4. Size and design of the enclosure, if necessary (1 original copy)	Applicant
5. Proof of financial capability and technical capability about wildlife subject of application (1 certified copy)	Concerned institution/entity; certificate of employment or similar instruments; applicant
6. Documents showing legal source (1 copy)	Concerned institution/s, individual/s or entity/ies
7. **For museums and herbaria**, only list of specimens being kept (1 copy of certified list)	Applicant
8.**For other government and private agencies/institutions**, list of species including their corresponding number (1 copy of certified list)	Applicant

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Pay registration fees at partner Money Remittance Centers/Pera Padala/Landbank, PCSD Main Office- Cashier or Collecting Officer (DMO Calamian) by showing the Payment Slip *Make sure to secure Official Receipt that will be issued upon payment	1.1 Prepare payment slip	None	15 minutes	*District Manager* District Management Office (North, South, Calamian)
	1.2 Issue Official receipt or OR #	Certificate of No Pending Case Php50 Legal Research Fund PHP 10 PHP 350/head, for threatened terrestrial and aquatic fauna PHP150/species, for threatened flora species PHP 200/head, for exotic fauna w/c are kept in houses/by private individuals	5 minutes	*Accountant III* PCSD Main Office- Administrative and Finance Division *District Manager* District Management Office (Calamian)

		PHP 350/head of fauna; PHP 150/species of flora, for exotic flora and fauna w/c are used for educational purposes and/or commercial-related activities e.g. display in restaurants, etc.		
2. Submit the duly accomplished application form together with the corresponding requirements to concerned District Management Office (North, South, Calamian)	2.1 Receive the application and check for completeness of the requirements submitted	None	5 minutes	*District Manager* District Management Office (North, South, Calamian)
	2.2 conduct on-site validation or inspection of the wildlife intended to be registered and the facility/ies for captivity; Prepare and submit validation report to Division Chief for review	None	2 days	*District Manager* District Management Office (North, South, Calamian)
	2.3 Review and submit final validation report to the Office of the Executive Director including recommendation for approval or denial	None	1 day	*District Manager* District Management Office (North, South, Calamian)
	2.4 Approve the application	None	2 days	*Executive Director* PCSDS Main Office – Office of the Executive Director

	2.5 Dry-seal, record, release and notify applicant of the approval	None	1 day	*Deputy Executive Director* PCSDS Main Office – Office of the Executive Director
3. Proceed to the PCSD Main Officer or concerned District Management Office concerned (North, South, Calamian), Fill up the Client Feedback form, conform with the terms and conditions and receive the approved CWR	3.1 Explain terms and conditions and Issue/release the approved CWR	None	30 minutes	*District Manager* District Management Office (North, South, Calamian) *Deputy Executive Director* PCSDS Main Office – Office of the Executive Director
	3.2 Attach tag to wildlife if applicable	None	15 mins	*Division Chief* District Management Office (North, South, Calamian)
	TOTAL:		6 days, 1 hour, 10 minutes	

Issuance of Certificate of Wildlife Registration is covered under R.A. 9147.

90. Issuance of Wildlife Special Use Permit for Other Uses

Wildlife Special Use Permit for other uses is issued for activities utilizing wildlife species but do not include collection such as utilization of wildlife for show or exhibition, educational, or documentation for commercial purposes.

Office or Division:	District Management Offices – North, South and Calamianes
Classification:	Complex
Type of Transaction:	G2C – Government to Citizen G2B – Government to Business G2G – Government to Government
Who may avail:	All

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Shows and Exhibitions:	
1. Duly accomplished application form with recent 2×2 photo of the applicant (1 original)	Concerned institution/entity
2. Copy of SEC/CD A/DTI Registration, BIR Registration, TIN and Mayor's Permit (1 copy)	Concerned institution/entity
3. Clearance or registration, in case of animal shows using wildlife fauna (1 copy)	Animal Welfare Division of the Bureau of Animal Industry pursuant to Republic Act 8485 (Animal Welfare Act)
4. Proof of deposit of a cash bond in an amount equal to the transport cost of the animals back to the country of origin, in case of imported animals (1 copy)	PCSDS – Accounting
5. Import/ Re-export Permit prior to and after the show/exhibition, in case of imported animals (1 copy)	PCSDS
6. Proof of Payment (copy of Official Receipt/Payment Slip/Official Receipt Number) (1 copy)	Payment Center/ Pera Padala; PCSDS cashier; LandBank
For Educational Purposes e.g. Trainings and Conventions:	
1. Letter of intent by the applicant with a photocopy of any valid ID, with his photograph and specimen signature (1 original)	Applicant
2. Copy of the invitation from local or international organizers (1 copy)	Concerned local or international organizer
3. Inventory of specimens to be used (1 copy)	Applicant
4. Affidavit of Undertaking that the applicant shall submit the specimens for inspection by the Fisheries Quarantine Officer upon arrival from the foreign country, in case of international event (1 original)	Applicant
5. Proof of payment of E-ticket of plane fare and itinerary, for international conference/workshop (1 photocopy)	Travel agency or airline ticketing office
6. Import/ Re-export Permit prior to and after the activity (1 copy)	PCSDS – ED
7. Proof of Payment (copy of Official Receipt/Payment Slip/Official Receipt Number) (1 photocopy)	Payment Center/ Pera Padala; PCSDS cashier; LandBank
For Documentation for Commercial Purposes:	

1. Duly accomplished application form with recent 2×2 photo (1 original)	Applicant
2. Copy of SEC/CDA/DTI Registration. BIR Registration, TIN and Mayor's Permit (1 photocopy)	Concerned entity/institution
3. List of the species, quantity and areas of collection or area subject of documentation, as the case may be (1 copy)	Applicant
4. Clearances from the affected communities: Free and Prior informed Consent (FPIC) (1 original)	Indigenous Peoples (IP), and/or prior clearance of the concerned Local Government Units (LGU) and in the case of protected areas, clearance from the Protected Area Management Board (PAMB), consent of individuals or associations with valid tenurial or other private rights to the area concerned;
8. Proof of Payment (copy of Official Receipt/Payment Slip/Official Receipt Number) (1 photocopy)	Payment Center/ Pera Padala; PCSDS cashier; LandBank

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Pay permit fees at partner Money Remittance Centers/Pera Padala/Landbank, PCSD Main Office-Cashier Window 2/ Collecting Officer (DMO Calamian) by showing the Payment Slip *Make sure to secure Official Receipt that will be issued upon payment	1.1 Prepare payment slip	None	5 minutes	*Division Chief* District Management Office (North, South, Calamian)
	1.2 Issue official Receipt or Official Receipt #	PHP 300 for all wildlife for shows/exhibition PHP 50 for all wildlife for educational purposes PHP 300 for all wildlife for documentation for commercial purposes Certificate of No Pending Case PHP 50 Legal Research Fund PHP 10	1 hour	*Accountant III* PCSD Main Office-Administrative and Finance Division *District Manager* District Management Office- DMD Calamian

2. Submit application together with the corresponding requirements to the front desk officer at the PCSDS Main Office, District Management Office (North, South, Calamian)	2.1 Receive the application and requirements, and check for completeness	None	30 minutes	*District Manager* District Management Office-DMD North/South/ Calamian
	2.2 Draft evaluation report, draft certificate of no pending case and prepare permit and submit for review and recommendation	None	1 day	*District Manager* District Management Office-DMD North/South/ Calamian
	2.3 Review and Submit final evaluation report, including Certificate of No Pending Case, for approval	None	1 day	*District Manager* District Management Office-DMD North/South/ Calamian
	2.4 Approve the application	None	2 days	*Executive Director* PCSDS Main Office – Office of the Executive Director
	2.5 Dry seal, record and release, notify and transmit to concerned DMOs	None	2 days	*Deputy Executive Director* PCSDS Main Office – Office of the Executive Director
3. Proceed to the PCSD Main Office or concerned District Management Office (North, South, Calamian), fill up Client Satisfaction Form, Conform with the terms and conditions and receive WSUP.	3.1 Explain terms and conditions, record and Issue/ release the approved and signed WSUP	None	45 mins	*District Manager* District Management Office-DMD North/South/ Calamian *Deputy Executive Director*

				PCSDS Main Office – Office of the Executive Director
	TOTAL:		6 days, 2 hours and 20 minutes	

Issuance of Wildlife Special Use Permit for Other Uses is covered under R.A. 9147.

91. Issuance of Wildlife Farm Permit.

The Wildlife Farm Permit is a permit to develop, operate and maintain a wildlife breeding farm for conservation, trade and/or scientific purposes.

Office/Division:	PCSDS District Management Office (North, South, Calamian)
Classification:	Highly Technical
Type of Transaction:	G2C – Government to Client G2B – Government to Business G2G- Government to Government
Who may avail:	All

Checklist OF REQUIREMENTS	**WHERE TO SECURE**
1. Duly accomplished application form with two (2) recent 2"x2" photo of applicant (1 Original Copy)	PCSD District Management Office
2. In case of corporation, partnership, association or cooperative, certified true copies of the Certificate of Registration and its articles of incorporation and by-laws, whenever appropriate, or any other similar instruments showing that 60 % of their capital is owned by Filipinos (1 Certified True Copy)	Concerned Government Agencies - Cooperative Development Authority (CDA), Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI), etc., as the case may be
3. Certified true copy of BIR registration and Tax Identification Number (1 copy)	BIR
1. Mayor's permit (1 copy)	Mayor's Office
2. Proof of scientific expertise (1 original)	Client
3. Business and Financial (1 copy)	
4. Management and Breeding Plan (1 original)	
8. Proposed facility design (1 copy)	
9. Certified copy of Land Title or Lease Contract for the facility (1 copy)	Concerned Government Agency
10. Clearances from the affected communities (1 copy)	Concerned Government/Non-Government Agency

10. Environmental impact study and/or bio-ecology study of the proposed commercial breeding operations (1 copy)	Client
12. Original copy of permit (for application for renewal of permit) (1 copy)	Client
13. Proof of Payment (1 photocopy).	PCSD-District Management Office/ Cashier

CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Pay application fees at partner Money Remittance Centers/Pera Padala/Landbank, PCSD Main Office-Cashier or Collecting Officer (DMO Calamian) by showing the Payment Slip *Make sure to secure Official Receipt that will be issued upon payment	1.1 Prepare payment slip	None	5 minutes	*District Manager* District Management Office-DMD North/South/ Calamian
	1.2 Issue official Receipt or OR #	Certification of No Pending Case PHP 50 Legal Research Fund PHP 10	1 hour	*Accountant III* PCSD Main Office-Administrative and Finance Division *District Manager* District Management Office-DMD Calamian
2. Submit application together with the corresponding requirements to the front desk officer at the PCSDS Main Office, District Management Office (North, South, Calamian)	2.0 Receive and check the documents for completeness and accuracy	None	3 Days	*Chief Administrative Officer* PCSD Main Office-Administrative and Finance Division
3. Participate in the conduct of field validation	3.1 Conduct field validation, prepare the evaluation report and forward to Division Chief	None	3 days	*District Manager* District Management Office- DMD North/ South/Calamian
	3.2 Deliberates and approves the permit and Sign and Issue Permit	None	10 Days	*PCSD Chairman* PCSD Main Office

	3.3 Dry seal, record and release, notify and transmit to concerned DMOs	None	2 Days	*Deputy Executive Director* PCSD Main Office-Office of the Executive Director
4. Pay permit fees at partner Money Remittance Centers/Pera Padala/Landbank, PCSD Main Office-Cashier or Collecting Officer (DMO Calamian) by showing the Payment Slip *Make sure to secure Official Receipt that will be issued upon payment	4.0 Issue payment slip /Assessment Form	Permit Fee: Small Scale PHP 2,300 Medium Scale PHP 4,240 Large Scale PHP 5,460	10 minutes	*Accountant III* PCSD Main Office-Administrative and Finance Division *District Manager* District Management Office-DMD Calamian
5. Proceed to the PCSD Main Office or concerned District Management Office (North, South, Calamian), fill up Client Satisfaction Form, conform with the terms and conditions and receive the WFP	5.1 Records and Releases Permits direct to or thru DMO' applicants	None	1 Day	*Deputy Executive Director* PCSD Main Office – Office of the Executive Director *District Manager* District Management Office-DMD North/South/ Calamian
	TOTAL:	Permit Fee: Small Scale PHP 2,300 Medium Scale PHP 4,240 Large Scale PHP 5,460	19 Days, 1 hour, 15 minutes excluding transmittal and travel time	

Issuance of Wildlife Farm Permit is covered under R.A. 9147.

92. Issuance of Wildlife Special Use Permit

A Wildlife Special Use Permit (WSUP) is issued for collection of Economically Important Species (EIS) for direct trade/commercial purposes**.** The collection of EIS shall only be allowed when the

results of population assessment show that, despite certain extent of collection, the population of such species can still remain viable and capable of recovering its numbers.

The Wildlife Special Use Permit (WSUP) is issued ONLY to those entity involved in the business of buying and/or selling marine/aquatic (live or fresh) products with the main objective of selling and/or transporting of marine/aquatic products within the Province of Palawan. It is a regulatory mechanism of the PCSD to ensure the sustainability of the marine product industry.

Office/Division:	PCSDS District Management Division (DMD) North, South, Calamian
Classification:	Complex
Type of Transaction:	G2C – Government to Citizen G2B – Government to Business
Who may avail:	All

Checklist OF REQUIREMENTS	**WHERE TO SECURE**
Species under PCSD Administrative Order No. 5	
1. Duly accomplished application form (1 original, with two (2) recent 2" x 2" photo of applicant (1 original)	Form from PCSD-Main Office District Management Offices
2. Mayors permit (1 original copy);	Mayor's Office
3. If the applicant is a corporation, partnership, cooperative or association, the corresponding document (i.e. articles of incorporation) showing that 60 % of their capital is owned by Filipinos must be submitted (1 photocopy)	Client
4. Original copy of Written commitment (1 original)	Form from PCSD District Management Office
5. ECAN Board Endorsement proof of application (1 copy)	Municipal ECAN Board
6. Proof of payment -Official receipt (1 photocopy)	PCSD Cashier District Management Office
Species under PCSD Administrative Order No. 12	
1. Duly accomplished application form (1 original, with two (2) recent 2" x 2" photo of applicant (1 original)	Form from PCSD-Main Office District Management Offices
2. List of species to be collected indicating the quantity for each and methods of collection to be used, which must be with least or no detrimental effects to existing wildlife population and their habitats (1 copy)	Client
3. For aquatic wildlife, in case of incidental catches that can no longer be returned to the wild, an affidavit of undertaking that the applicant shall submit an inventory of incidental catches within fifteen (15) days after collection (1 original)	Client
4.Clearances from the affected communities: Free and Prior Informed	IP Community, LGU, PAMB

Consent (FPIC) of the Indigenous Peoples (IP), and/or prior clearance of the concerned Local Government Units (LGU), and in the case of protected areas, clearance from the Protected Area Management Board (PAMB), consent of individuals or associations with valid tenurial or other private rights to the area concerned (1 copy)	
4. Names, addresses and photocopies of any valid ID with photo and signature of authorized collectors/trappers (1 copy)	Client
5. Proof of payment -Official receipt (1 photocopy).	PCSD Cashier District Management Office

CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Pay permit fees at partner Money Remittance Centers/Pera Padala/Landbank, PCSD Main Office- Cashier or Collecting Officer (DMO Calamian) by showing the Payment Slip and conform with the terms and conditions (notarize) *Make sure to secure Official Receipt that will be issued upon payment	1.1 Receive payment and issues official receipt	Permit Fee: RFF (AO 5) PHP 500 OFP (AO 12) PHP 1,000 Certification of No Pending Case Fee PHP 50 Legal Research Fee PHP 10	15 minutes	*Accountant III* PCSD Main Office- Administrative and Finance Division *District Manager* District Management Office- DMD Calamian
2. Submit application together with the corresponding requirements to the front desk officer at the PCSDS Main Office, District Management Office (North, South, Calamian)	2.0 Examine the documents for completeness and accuracy	None	30 minutes	*District Manager* District Management Office- DMD North/ South/Calamian *Chief Administrative Officer* PCSD Main Office- Administrative and Finance Division

3. Participate in the field validation	3.1 Conduct validation	None	1 day	*District Manager* District Management Office- DMD North/ South/Calamian
	3.2 Prepare evaluation report, WSUP, and Certification of No Pending Case for review of Division Head	None	1 day	*District Manager* District Management Office- DMD North/ South/Calamian
	3.3 Review and recommend evaluation report for submission and approval of ED	None	1 day	*District Manager* District Management Office- DMD North/ South/Calamian
	3.4 Approve WSUP	None	2 days	*Executive Director* PCSDS Main Office – Office of the Executive Director
	3.5 Dry seal, record and release, notify and transmit to concerned DMOs	None	1 day	*Deputy Executive Director* PCSDS Main Office – Office of the Executive Director
5. Proceed to the PCSD Main Office or concerned District Management Office (North, South, Calamian), fill up Client Satisfaction Form, conform with the terms and conditions and receive the the WSUP	5.1 Explain the terms and conditions of the WSUP; records the date, time and person claiming the WSUP and release the same.	None	30 minutes	*Chief Administrative Officer* PCSD Main Office- Administrative and Finance Division *District Manager* District Management Office – DMD North/ South/Calamian
	TOTAL:	AO5 – PHP 560 AO12 – PHP 1,060	6 days, 1 hours, 15 minutes excluding transmittal and travel time	

Issuance of Wildlife Special Use Permit is covered under R.A. 9147.

93. Local Transport Permit (LTP)

The Local Transport Permit is a permit authorizing an individual or entity to bring, carry, ship out/transport wildlife, by products or derivatives acquired from the legal source from the point of origin to the final destination within the country.

For AO5 applicant: LTP shall be required in case of transporting of RFF from Palawan to other places within the Philippines; CITES certification if outside the Country/Philippines

Office/Division:	PCSDS District Management Office
Classification:	Simple
Type of Transaction:	G2C – Government to Client G2B – Government to Business
Who may avail:	All

Checklist OF REQUIREMENTS	**WHERE TO SECURE**
For Species under PCSD Administrative Order No. 5	
1. Duly accomplished application form with two (2) recent 2" x 2" photo of applicant. (1 original)	District Management Office/Main Office
2. Certificate of Inspection/Verification of RFF/Marine Products to be transported (1 original)	District Management Office
3. Documents supporting the legal possession or acquisition of the RFF/Marine Products to be transported (i.e. WCP, WFP, WSUP, receipt from holders of WFP) (1 copy)	Client
4. Local Transport Permit (1 copy)	BFAR
5. Auxiliary invoice (1 copy)	Municipal Local Government Unit
6. Proof of payment of fees and charges (1 photocopy)	District Management Office/Cashier
For Species under PCSD Administrative Order No. 12	
1. Application form (1 original)	PCSDS
2. Inspection/verification of Wildlife by the concerned PCSDS Personnel using the Inspection Report Form (1 original)	PCSDS
3. Documents supporting the legal possession or acquisition of wildlife involved (1 copy)	Client
4. For terrestrial wildlife, phytosanitary certificate (for plants), veterinary quarantine certificate (for animals) - (1 certified true copy)	DA, Concerned government office of the country of origin

For aquatic wildlife, health/veterinary certificate (1 certified true copy)		DA, Concerned government office of the country of origin		
CLIENTS STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Submits application for inspection to the concerned District Management Office (North, South, Calamian)	1.1 Receives and checks the documents for completeness and accuracy.	None	15 minutes	*Chief Administrative Officer* PCSD Main Office- Administrative and Finance Division *District Manager* District Management Office- DMD North/ South/Calamian
	1.2 Conducts inspection for verification	None	2 hours	*District Manager* District Management Office- DMD North/ South/Calamian
	1.3 Prepares Certificate of Inspection	None	1 hour	*District Manager* District Management Office- DMD North/ South/Calamian
2. Pay permit fees at partner Money Remittance Centers/Pera Padala/Landbank, PCSD Main Office- Cashier Window 2/ Collecting Officer (DMO Calamian) by showing the Payment Slip *Make sure to secure Official Receipt that will be issued upon payment	2.1 Issues Payment Slip	None	15 minutes	*District Manager* District Management Office- DMD North/ South/Calamian
	2.2 Receives payment and issues the official receipt	<u>AO 5 Species</u> LTP Fee (AO5) – PHP 200 Charges – PHP 30/head for live reef fish PHP 15/head for fresh reef fish PHP 10/head for ornamental fish <u>AO 12 Species</u>	1 hour	*Accountant III* PCSD Main Office- Administrative and Finance Division *District Manager* District Management Office- DMD Calamian

		Inspection Fee for Commercial PHP 200 Permit Fee of Edible Bird's Nest – 1% of the commercial value of the product Farm Bred Fauna Permit Fee – PHP 200 Permit Fee of other wildlife derivatives PHP 300 Permit Fee other Wildlife By-Products - PHP 10/pc for 1st 10pcs; PHP 5/pc for each additional pc or PHP 50 for 1kg or less and additional pc or PHP 5 for each additional 500 grams		
3. Proceed to the PCSD Main Office or concerned District Management Office (North, South, Calamian), fill up	3.1 Prepare and Issue the Local Transport Permit	None	1 hour	*District Manager* District Management Office- DMD North/ South/Calamian
	3.2 Record and Release the LTP	None	10 minutes	*Deputy Executive Director*

Client Satisfaction Form, conform with the terms and conditions and receive the LTP				PCSD Main Office – Office of the Executive Director *District Manager* District Management Office- DMD North/ South/Calamian
	TOTAL:		5 hours, 40 minutes	

Issuance of Local Transport Permit is covered under R.A. 9147.

94. Issuance of Wildlife Collector's Permit for Species under AO12

Wildlife Collector's Permit is issued for collection of non-threatened wildlife for all purposes, except in cases covered by Gratuitous Permit and by a Wildlife Special Use Permit under PCSD AO. No.12.

Office or Division:	District Management Offices – North, South, Calamian
Classification:	Complex
Type of Transaction:	G2C – Government to Citizen G2B – Government to Business G2G – Government to Government
Who may avail:	All

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Proof of payment (1 photocopy)	PCSDS Cashier, LandBank, Pera Padala/Money Remittance Center
2. Duly accomplished application form with two (2) recent 2″ x 2″ photo of applicant (1 original)	PCSDS Main Office, District Management Offices – North, South, Calamian
3. List of species to be collected indicating the quantity for each and methods of collection to be used, which must be with least or no detrimental effects to existing wildlife population and their habitats (1 copy)	Client
4. For aquatic wildlife, in case of incidental catches that can no longer be returned to the wild, an affidavit of undertaking that the applicant shall submit an inventory of incidental catches within fifteen (15) days after collection (1 original copy)	Client
5. Clearances from the affected communities: Free and Prior Informed Consent (FPIC) and/or	IP group concerned, LGU concerned, PAMB concerned, individuals or association

prior clearance; valid tenurial or other private rights (1 copy)				
6. Names, addresses and photocopies of any valid ID with photo and signature of authorized collectors/trappers (1 copy)		Client		
CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Pay permit fees at partner Money Remittance Centers/Pera Padala/Landbank, PCSD Main Office- Cashier Window 2/ Collecting Officer (DMO Calamian) by showing the Payment Slip *Make sure to secure Official Receipt that will be issued upon payment	1.1 Receive the payment and issue OR	**Application Fee**: PHP 500 for terrestrial wildlife PHP 500 for Aquatic wildlife **Collection Charges:** Mammals: PHP 500/head; Reptiles: PHP 400/head; Birds: PHP 20/head; Amphibian: PHP 20/head; Butterfly: PHP 70/head Orchids: PHP 50/pc for common; Wildlings: PHP 50/pc Plant and all other derivatives: PHP 25 /pc/plant/sample Fauna parts and derivatives not limited to blood	15 minutes	*Accountant III* PCSD Main Office- Administrative and Finance Division *District Manager* District Management Office- DMD Calamian

		and serum samples: PHP 25 /pc/plant/sample; Certification of No Pending Case PHP 50 Legal Research Fund PHP 10		
2. Submit the application together with the corresponding requirements to the concerned District Management Office (North, South, Calamian)	2.1 Receive the application and check for completeness of the requirements submitted	None	10 minutes	*District Manager* District Management Office- DMD North/ South/ Calamian
	2.1 Prepare and submit evaluation report for review and recommendation	None	1 day	
	2.3 Review the evaluation report and submit for approval	None	1 day	
	2.4 Approve the application	None	2 days	*Executive Director* PCSD Main Office-Office of the Executive Director
	2.5 Dry-seal, record, release and notify applicant of the approval	None	1 day	*Deputy Executive Director* PCSD Main Office-Office of the Executive Director
3. Proceed to the PCSD Main Office or concerned District Management Office (North, South, Calamian), fill up Client Satisfaction Form, conform with the	3.1 Explain the terms and conditions of the approved WCP	None	30 minutes	*Deputy Executive Director* PCSD Main Office-Office of the Executive Director *District Manager*

terms and conditions and receive the the WCP				District Management Office- DMD North/ South/ Calamian
	3.2Issue/release the approved WCP	None	5 minutes	*Deputy Executive Director* PCSD Main Office-Office of the Executive Director *District Manager* District Management Office- DMD North/ South/Calamian
	TOTAL:		5 Days, 1 hour	

Issuance of Wildlife Collectors Permit is covered under R.A. 9147.

95. Issuance of Wildlife Collector's Permit for Species under AO5

Wildlife Collector's Permit as a regulatory measure is issued for collection/catching of *Plectropomus leopardus* (common name: grouper or Suno)*, Epinephelus Coioides* (common name: estuary/green grouper or Loba)*, Epinephelus Fuscoguttatus* (common name: tiger/brown marbled grouper or Lapung Baboy) from the wild.

The permit is issued to any person, natural or juridical, desiring to engage in catching reef-fish-for-food (RFF) from the wild, categorized as non-threatened but have economic importance as stipulated under RA 9147 (Wildlife Act) and its implementing rules within PCSD Administrative Order No. 12.

This purpose of this permit is to set-up a comprehensive regulatory mechanism consistent with related laws of the state. Objectively to provide a system that will ensure sustainability of RFF industry in Palawan.

Office or Division:	District Management Offices – North, South, Calamianes
Classification:	Complex
Type of Transaction:	G2C – Government to Citizen
Who may avail:	All citizens of interest

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Application form with two (2) recent 2″ x 2″ photo of applicant (1 original)	Front Desk Officer (PCSDS Main Office, District Management Offices – North, South, Calamianes

2. Certification that the Applicant is a registered fisherman (1 original)	BFARMC/CFARMC/MFARMC
3. Proof of payment (1 photocopy)	PCSDS Cashier, LandBank, Pera Padala/Money Remittance Center

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Pay permit fees at partner Money Remittance Centers/Pera Padala/Landbank, PCSD Main Office- Cashier Window 2/ Collecting Officer (DMO Calamian) by showing the Payment Slip *Make sure to secure Official Receipt that will be issued upon payment	1.1 Receive the payment and issue Official Receipt	Permit Fee: PHP 100 Certification of No Pending Case PHP 50 Legal Research Fund PHP 10	15 minutes	*Accountant III* PCSD Main Office- Administrative and Finance Division *District Manager* District Management Office- DMD Calamian
2. Submit a duly signed application form and other required documents to the PCSDS District Management Office concerned (North, South, Calamian)	2.1. Evaluate the completeness of the submitted documents. If found appropriate and complete, receive the documents. For deficient submissions, all the documents shall be returned to the proponent informing application deficiency/lacking information/ requirement	None	10 minutes	*District Manager* District Management Office – DMD North/South/ Calamian
	2.2 Prepare and submit evaluation report, recommendation, and permit for	None	1 day	*District Manager* District Management Office – DMD

	review. Provide/issue payment slip			North/South/ Calamian
	2.3 Review the evaluation report with the permit and forward to concerned staff for document tracking and recording	None	4 hours	*District Manager* District Management Office – DMD North/South/ Calamian
	2.4 Grant approval of the application and sign the corresponding WCP	None	2 days	*Executive Director* PCSDS Main Office-Office of the Executive Director
	2.5 Dry-seal, record, release and notify applicant of the approval	None	2 days	*Deputy Executive Director* PCSDS Main Office-Office of the Executive Director
3.1 Proceed to the PCSD Main Office or concerned District Management Office (North, South, Calamian), fill up Client Satisfaction Form, conform with the terms and conditions and receive the WCP	3.0 Explain the terms and conditions of the approved WCP and Issue/release the approved WCP	None	30 minutes	*Deputy Executive Director* PCSD Main Office-Office of the Executive Director *District Manager* District Management Office – DMD North/South/ Calamian
	TOTAL:	PHP 160	5 days, 4 hours, 55 minutes	

Issuance of Wildlife Collector's Permit for Species under AO12 is covered under R.A. 9147.

96. Issuance of Permit to Purchase

The service may be availed by any person who intends to buy a chainsaw unit from a registered owner or authorized dealer. Provided, that only persons who possess the qualifications enshrined in PCSD Admin Order No. 7 (Sec) 8.1. Even if the chainsaw unit is intended to be bought in Manila or in other provinces, for as long as there is intent to use the unit in the province of Palawan and to apply for a PCSD Certificate of Registration, a prior Permit to Purchase must still be secured from the PCSD.

Office/Division:	District Management Divisions (DMDs)
Classification:	Complex
Type of Transaction:	G2C – Government to Citizen G2B – Government to Business G2G – Government to Government
Who may avail:	• Holder/s of Production Sharing Agreement, Co-Production Sharing Agreement, Private Land Timber Permit (PLTP), Special Private Land Timber Permit (SPLTP), Community-Based Forest Management Agreement (CBFMA), Integrated Forest Management Agreement (IFMA), Socialized Industrial Forest Management Agreement (SIFMA), Philippine Coconut Authority (PCA) issued permits, and other similar tenurial instruments; • Orchard or Fruit Tree Farmer • Industrial Tree Farmer • Licensed Wood Processors i.e. Furniture makers, lumber dealers • Agencies of the government, such as but not limited to LGU, Protected Area Offices (PAO), GOCCs that use chainsaws in some aspects of their functions • Other persons/entities that can show satisfactory proof that the possession and/or use of chainsaws is for a legal purpose

Checklist OF REQUIREMENTS	**WHERE TO SECURE**
The requirements for Permit to Purchase differ from one category to another, which are hereunder enumerated as follows:	
• **Holder/s of Production Sharing Agreement, Co-Production Sharing Agreement, PLTP, SPLTP, CBFMA, IFMA, SIFMA, PCA issued permits, and other similar tenurial instruments**	
1. Duly accomplished application form (1 original)	PCSDS District Management Divisions
2. Copy of tenurial instrument in the name of the applicant or an endorsement from the PCA if the use is for coconut trees (1 photocopy)	DENR, PCA
3. Permit fee (1 photocopy of official receipt or transaction receipt)	PCSDS Cashier, LandBank, Pera Padala/Money Remittance Center
• **Orchard or Fruit Tree Farmer**	
1. Duly accomplished application form	PCSDS District Management Division
2. Copy of certificate of tree plantation ownership, or similar tenurial instrument (1 photocopy)	Municipal Agriculture Office/DENR-CENRO/Other government entities as the case may be
3. Certification that applicant is an orchard farmer (1 original)	Concerned Barangay

4. Copy of Original Certificate of Title (OCT) / Transfer Certificate of Title (TCT) / other documents that can prove ownership or legitimate possession of a piece of agricultural land (1 photocopy)	Requesting party/ proponent/ applicant
5. Permit fee (1 photocopy of official receipt or transaction receipt)	PCSDS Cashier, LandBank, Pera Padala/Money Remittance Center
• **Industrial Tree Farmer**	
1. Duly accomplished application form	PCSDS District Management Division
2. Copy of Certificate of tree plantation or similar instrument or Tax Declaration (1 photocopy)	DENR-CENRO
3. Certification that applicant is an industrial tree farmer (1 original)	Concerned Barangay
4. Copy of Original Certificate of title/transfer certificate of title or other documents that can prove ownership or legitimate possession of land (1 photocopy)	Requesting party/ proponent/ applicant
5. Permit Fee (1 photocopy of official receipt or transaction receipt)	PCSDS Cashier, LandBank, Pera Padala/Money Remittance Center
• **Agencies of the government, such as but not limited to LGU, Protected Area Offices (PAO), GOCCs that use chainsaws in some aspects of their functions**	
1. Duly accomplished application form (1 original)	PCSDS District Management Division
2. Certification that chainsaw is owned/possessed by the office and used for legal purpose (specify) (1 original)	Concerned Office
• **Other persons/entities that can show satisfactory proof that the possession and/or use of chainsaws is for a legal purpose**	
1. Duly accomplished application form;	PCSDS District Management Division
2. Affidavit that the chainsaw will be used for personal and for a legal purpose;	Applicant
3. Other legal documents showing the legality of purpose and permanent character of the use of chainsaw unit/s applied for	Applicant
4. Permit Fee (1 photocopy of official receipt or transaction receipt)	PCSDS Cashier, LandBank, Pera Padala/Money Remittance Center

CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Pay permit fees at partner Money Remittance Centers/Pera Padala/Landbank, PCSD Main Office-Cashier Window 2/ or Collecting Officer (DMO Calamian) by	1.1 Issue Payment slip	None	15 minutes	*District Manager* District Management Office – DMD North/ South/ Calamian

showing the Payment Slip *Make sure to secure Official Receipt that will be issued upon payment				
	1.2 Receive payment and issue Official Receipts	Permit to Purchase PHP 500 Certification of No Pending Case PHP 50 Legal Research Fund PHP 10	1 hour	*Accountant III* PCSDS Main Office- Administrative and Finance Division *District Manager* District Management Office- DMD Calamian
2. Submit required documents to the PCSDS District Management Office concerned (North, South, Calamian)	2.1 Receive, check for completeness and record documents with tracking number	None	15 minutes	*District Manager* District Management Office- DMD North/ South/Calamian
3. Participate in the field validation	3.1. Conduct field validation	None	1 day	*District Manager* District Management Office- DMD North/ South/Calamian
	3.2 Prepare evaluation report, Certificate of No Pending Case and Permit to Purchase and Forward the documents to Division Head	None	1 day	*District Manager* District Management Office- DMD North/ South/Calamian
	3.3 Recommend for approval the Permit to Purchase ad forward the documents to OED	None	1 day	*District Manager* District Management Office- DMD North/ South/Calamian
	3.4 Approve the Permit to Purchase	None	2 days	*Executive Director* PCSDS Main Office- Office of the Executive Director
	3.5 Dry seal, record and release, notify and	None	1 day	*Deputy Executive Director*

	transmit to concerned DMOs			PCSDS Main Office- Office of the Executive Director
4. Proceed to the PCSD Main Office or concerned District Management Office (North, South, Calamian), fill up Client Satisfaction Form, conform with the terms and conditions and receive the Permit to Purchase	4.0 Explain the terms and conditions, record the PP, release the PP	None	30 minutes	*District Manager* District Management Office- DMD North/ South/Calamian
	TOTAL:		6 days, 2 hours excluding transmittal and travel time	

Issuance of Permit to Purchase is covered under R.A. 9175.

97. Issuance of Permit to Transfer Certificate of Registration by Donation

The permit being issued by PCSD to qualified person whom a chainsaw unit is to be donated.

Office/Division:	District Management Divisions (DMDs)
Classification:	Complex
Type of Transaction:	G2C – Government to Citizen G2G – Government to Government
Who may avail:	Qualified person to whom a chainsaw unit is to be donated

Checklist OF REQUIREMENTS	**WHERE TO SECURE**
1. Duly accomplished Application Form (1 original copy)	PCSDS District Management Division
2. Same qualification requirements with the Permit to Purchase (See Item No. 3)	Applicant
3. Certificate of Registration of the Donor (1 original copy)	Applicant
4. Permit Fee (1 photocopy of official receipt or transaction receipt)	PCSDS Cashier, LandBank, Pera Padala/Money Remittance Center

CLIENTS STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**

1. Pay permit fees at partner Money Remittance Centers/Pera Padala/Landbank, PCSD Main Office-Cashier or Collecting Officer (DMO Calamianes) by showing the Payment Slip *Make sure to secure Official Receipt that will be issued upon payment	1.1 Prepare payment slip	None	15 minutes	*District Manager* District Management Office- DMD North/ South/Calamian
	1.2 Receive payment and issues Official Receipt	Permit to Transfer by Donation PHP 500 Certification of No Pending Case PHP 50 Legal Research Fund PHP 10	1 hour	*Accountant III* PCSDS Main Office-Administrative and Finance Division *District Manager* District Management Office- DMD Calamian
2. Submit required documents to the PCSDS District Management Office concerned (North, South, Calamian)	2.1 Receive, check for completeness and records documents	None	30 minutes	*District Manager* District Management Office- DMD North/ South/Calamian
3. Participate in the field evaluation	3.1 Conduct field validation	None	1 day	*District Manager* District Management Office- DMD North/ South/Calamian
	3.2 Prepare evaluation report, Certificate of No Pending Case and Permit to Transfer by Donation and submit to Division Head	None	1 day	
	3.3 Recommend for approval the Permit to Transfer by Donation and Forward the documents to OED	None	1 day	*Chief of Operations* PCSDS Main Office-EZMED
	3.4 Approve the Permit to Transfer by Donation	None	2 days	*Executive Director* PCSDS Main Office-Office of the Executive Director

	3.5 Dry seal, record and release, notify and transmit to concerned DMOs	None	1 day	*Deputy Executive Director* PCSDS Main Office-Office of the Executive Director
4. Proceed to the PCSD Main Office or concerned District Management Office (North, South, Calamian), fill up Client Satisfaction Form, conform with the terms and conditions and receive the Permit to Transfer by Donation.	4.1 Explain the terms and conditions, records the Permit to Transfer by Donation, release the Permit	None	30 minutes	*Deputy Executive Director* PCSDS Main Office-Office of the Executive Director *District Manager* District Management Office- DMD North/ South/Calamian
	TOTAL:	PHP 560	6 days, 2 hours, 55 minutes	

Issuance of Permit to Transfer Certificate of Registration by Donation is covered under R.A. 9175.

98. Issuance of Permit to Transfer Certificate of Registration by Succession

The Permit to Transfer Certificate of Registration by Succession is a permit being issued by PCSD to the heir of a deceased registered chainsaw owner. Provided, however that the heir has the qualification to possess/own a chainsaw unit

Office/Division:	District Management Divisions (DMDs)
Classification:	Complex
Type of Transaction:	G2C – Government to Citizen
Who may avail:	An heir to the decedent who is qualified to own/possess a chainsaw

Checklist OF REQUIREMENTS	**WHERE TO SECURE**
1. Duly accomplished Application Form (1 original)	PCSDS District Management Division
2. Same qualification requirements with the Permit to Purchase (See Item No. 3)	Requesting party/ proponent/ applicant
3. Proof of death of the registered owner or the decent, such as Death Certificate (1 photocopy)	Requesting party/ proponent/ applicant
4. Certificate of Registration of the Decedent (1 original)	Requesting party/ proponent/ applicant
5. Stencil of Engine Serial Number (1 original)	Requesting party/ proponent/ applicant

6. Proof of succession by the applicant, such as extrajudicial settlement or its equivalent (1 photocopy)		Requesting party/ proponent/ applicant		
7. Permit Fee (1 photocopy of official receipt or transaction receipt)		PCSDS Cashier, LandBank, Pera Padala/Money Remittance Center		
CLIENTS STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Pay permit fees at partner Money Remittance Centers/Pera Padala/Landbank, PCSD Main Office-Cashier or Collecting Officer (DMO Calamianes) by showing the Payment Slip *Make sure to secure Official Receipt that will be issued upon payment	1.1 Prepare payment slip	None	15mins	*District Manager* District Management Office- DMD North/ South/Calamian
	1.2 Receive payment and issue Official Receipts	Permit to Transfer PHP 500 Certification of No Pending Case 50.00 Legal Research Fund PHP 10	1 hour	*Accountant III* PCSDS Main Office- Administrative and Finance Division *District Manager* District Management Office- DMD Calamian
2. Submit required documents to the PCSDS District Management Office concerned (North, South, Calamian)	2.1 Receive, check for completeness and record documents	None	30 minutes	*District Manager* District Management Office- DMD North/ South/Calamian
3. Participate in the field validation	3.1 Conduct field validation	None	1 day	*District Manager* District Management Office- DMD North/ South/Calamian
	3.2 Prepare evaluation report, Certificate of No Pending Case and Permit to Transfer Certificate of Registration by Succession and forward to Division Head		1 day	
	3.3 Recommend for approval the Permit to Transfer Certificate of Registration and		1 day	*Chief of Operations* PCSDS Main Office-EZMED

	forward the documents to OED			
	3.4 Approve the Permit to Transfer Certificate of Registration		2 days	*Executive Director* PCSDS Main Office-Office of the Executive Director
	3.5 Dry seal, record and release, notify and transmit to concerned DMOs		1 day	*Deputy Executive Director* PCSDS Main Office-Office of the Executive Director
4. Proceed to the PCSD Main Office or concerned District Management Office (North, South, Calamian), fill up Client Satisfaction Form, conform with the terms and conditions and receive the Permit to Transfer Certificate of Registration	4.1 Explain the terms and conditions, record the Permit to Transfer Certificate of Registration by Succession, release the Permit		30 minutes	*Deputy Executive Director* PCSDS Main Office-Office of the Executive *District Manager* District Management Office- DMD North/ South/Calamian
	TOTAL:	**PHP 560**	6 days, 2 hours, 15 mins	

Issuance of Permit to Transfer Certificate of Registration by Succession is covered by R.A. 9175.

99. Issuance of Chainsaw Registration

The service may be availed by any qualified person who intends to secure Certificate of Registration (COR) for their chainsaw unit and be used in the province of Palawan. Provided, that only person who possess the qualifications enshrined in PCSD Admin Order No. 7 (Sec) 8.1.

The COR shall be valid for two (2) years upon issuance, renewable for the same period for those issued to individual or entities whose line of business or work are related to wood and/or timber production, processing and trade.

The COR shall be valid for five (5) years upon issuance, for those issued to non-commercial orchard and fruit tree farmers, and similar individuals or entities whose line of business or work are not related to wood and/or timber production, processing and trade. Renewal shall be of the same period, unless otherwise revoked by the issuing authority.

Provided further, that in cases where the qualification of registered owners is based upon any permit/instrument issued by other agencies (ex. CBFM, PLTP, etc.), the revocation/expiration of such permit/instrument shall automatically cause the revocation of the COR.

Office/Division:	District Management Divisions (DMDs)
Classification:	Complex
Type of Transaction:	G2C – Government to Citizen G2B – Government to Business G2G – Government to Government
Who may avail:	• Those who have secured Permit to Purchase and bought the chainsaw from authorized /registered dealer or from registered chainsaw owner (New) • Those who still have the qualification to possess/renew the Certificate of Registration • Receiver of donated chainsaw • Heir to the decedent by succession

Checklist OF REQUIREMENTS	**WHERE TO SECURE**
New Application	
• **For Purchase**	
1. Duly accomplished application form (1 original)	PCSDS District Management Division
2. Permit to Purchase (1 original)	Requesting party/ proponent/ applicant
3. Official Receipt of the purchased chainsaw from the authorized dealer or Deed of Sale if bought from the private registered owner (1 photocopy)	PCSD-authorized chainsaw dealer /
4. Permit to Sell and Certificate of Registration, if bought from registered-owner (1 original)	Requesting party/ proponent/ applicant
5. Stencil of serial number (1 original)	Requesting party/ proponent/ applicant
6. Permit fee (1 photocopy of official receipt or transaction receipt)	PCSDS Cashier, LandBank, Pera Padala/Money Remittance Center
• **For Donation**	
1.Duly accomplished application form (1 original)	PCSDS District Management Division
2.Permit to Transfer By Donation (1 original)	Requesting party/ proponent/ applicant
3. Deed of Donation (1 copy)	PCSD-authorized chainsaw dealer /
4. Stencil of serial number (1 original)	Requesting party/ proponent/ applicant
5. Permit fee (1 photocopy of official receipt or transaction receipt)	PCSDS Main Office Accounting
• **For Succession**	
1. Duly accomplished application form (1 original)	PCSDS District Management Division
2. Permit to Transfer Certificate of Registration by succession (1 original)	Requesting party/ proponent/ applicant
3. Stencil of serial number (1 original)	Requesting party/ proponent/ applicant

4. Permit fee (1 photocopy of official receipt or transaction receipt)	PCSDS Cashier, LandBank, Pera Padala/Money Remittance Center
Renewal. The requirements for renewal differ from one category to another, which are hereunder enumerated as follows:	
• **Holder/s of Production Sharing Agreement, Co-Production Sharing Agreement, PLTP, SPLTP, CBFMA, IFMA, SIFMA, PCA issued permits, and other similar tenurial instruments**	
1. Duly accomplished application form	PCSDS District Management Division
2. Copy of the Certificate of Registration (1 original)	Requesting party/ proponent/ applicant
3. Tenurial instrument in the name of the applicant or an endorsement from the PCA if the use is for coconut trees (1 photocopy)	Requesting party/ proponent/ applicant
4. Stencil of serial number	Requesting party/ proponent/ applicant
5. Permit fee (1 photocopy of official receipt or transaction receipt)	PCSD Main Office Accounting
• **Orchard or Fruit Tree Farmer**	
1. Duly accomplished application form (1 original)	PCSDS District Management Division (North, South, Calamian)
2. Certificate of Registration (1 original)	Requesting party/ proponent/ applicant
3. Certificate of tree plantation ownership, or similar tenurial instrument (1 photocopy)	Municipal Agriculture Office
4. Certification from Barangay Captain concerned that applicant is an orchard or tree farmer (1 original copy)	Concerned Barangay
5. Original Certificate of Title (OCT), Transfer Certificate of Title (TCT), other documents that can prove ownership or legitimate possession of a piece of agricultural land (1 photocopy)	Requesting party/ proponent/ applicant
6. Stencil of serial number	Requesting party/ proponent/ applicant
7. Payment fee (1 photocopy of official receipt or transaction receipt)	PCSDS Cashier, LandBank, Pera Padala/Money Remittance Center
• **Industrial Tree Farmer**	
1. Duly accomplished application form (1 original)	PCSDS District Management Division
2. Copy of the Certificate of Registration (1 original)	Requesting party/ proponent/ applicant
3. Certificate of tree plantation or similar instrument or Tax Declaration (Xerox copy)	DENR-CENRO
4. Certification from Barangay Captain that applicant is an industrial tree farmer	Concerned Barangay
5. Original Certificate of title/transfer certificate of title or other documents that can prove ownership or	Requesting party/ proponent/ applicant

legitimate possession of land (Xerox copy)	
6. Stencil of serial number	Requesting party/ proponent/ applicant
7. Payment fee (1 photocopy of official receipt or transaction receipt)	PCSDS Cashier, LandBank, Pera Padala/Money Remittance Center
• **Agencies of the government, such as but not limited to LGU, Protected Area Offices (PAO), GOCCs that use chainsaws in some aspects of their functions**	
1. Duly accomplished application form (1 original)	PCSDS District Management Division (North, South, Calamianes)
2. Certificate of Registration (1 original)	Requesting party/ proponent/ applicant
3. Certification from Head of Office or his/her authorized representative that chainsaws are owned/possessed by the office and used for legal purpose (specify) (1 original)	Concerned Office
4. Stencil of serial number	Requesting party/ proponent/ applicant
5. Registration fee (1 photocopy of official receipt or transaction receipt)	PCSDS Main Office Accounting
Other persons/entities that can show satisfactory proof that the possession and/or use of chainsaws is for a legal purpose	
1. Duly accomplished application form	PCSDS District Management Division (North, South, Calamianes)
2. Original Copy of the Certificate of Registration	Requesting party/ proponent/ applicant
3. Affidavit that the chainsaw will be used for personal and for a legal purpose	Requesting party/ proponent/ applicant
4. Proof of ownership of chainsaw (sales invoice, deed of sale, deed of donation, through succession, etc.)	Requesting party/ proponent/ applicant
5. Stencil of engine serial number	Requesting party/ proponent/ applicant
6. Barangay certificate	Concerned Barangay
7. Copy of Original Certificate of Title, Transfer Certificate of Title, other documents that can prove ownership or legitimate possession of a piece of agricultural land	Requesting party/ proponent/ applicant
9. Registration fee (1 photocopy of official receipt or transaction receipt)	PCSDS Cashier, LandBank, Pera Padala/Money Remittance Center

CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Pay registration fees at partner Money Remittance Centers/Pera Padala/Landbank, PCSD Main Office-	1.1 Prepare payment slip	None	15 mins	*District Manager* District Management Office- DMD North/ South/Calamian

Cashier or Collecting Officer (DMO Calamian) by showing the Payment Slip *Make sure to secure Official Receipt that will be issued upon payment	1.2. Receive payment and issues Official Receipts	Certificate of Registration PHP 100 Certification of No Pending Case PHP 50 Legal Research Fund PHP 10	1 hour	*Accountant III* PCSDS Main Office- Administrative and Finance Division *District Manager* District Management Office- DMD Calamian
2. Submit required documents to the PCSDS District Management Office concerned (North, South, Calamian)	2.1Receive, check for completeness and record documents	None	30 minutes	*District Manager* District Management Office- DMD North/ South/Calamian
3. Participate in the field evaluation (for renewal only)	3.1. Conduct field validation (for renewal only)	None	1 day	*District Manager* District Management Office- DMD North/ South/Calamian
	3.2. Prepare evaluation report, Certificate of No Pending Case (for renewal only) and Certificate of Registration and forward to Division Head	None	1 day	
	3.3. Recommend for approval the Certificate of Registration and forward to the OED	None	1 day	*District Manager* District Management Office- DMD North/ South/Calamian *Division Chief* PCSDS Main Office-EZMED
	3.4. Approve the Certificate of Registration	None	2 days	*Executive Director* PCSDS Main Office-Office of the Executive Director

	3.5. Dry seal, record and release, notify and transmit to concerned DMOs	None	1 day	*Deputy Executive Director* PCSDS Main Office-Office of the Executive Director
4. Proceed to the PCSD Main Office or concerned District Management Office (North, South, Calamian), fill up Client Satisfaction Form, Receive the Certificate of Chainsaw Registration and conform with the terms and conditions	4. Explain the terms and conditions, record the PP, release the Certificate of Registration	None	30 minutes	*District Manager* District Management Office- DMD North/ South/Calamian
	TOTAL:	**PHP 160**	6 days, 2 hours, 15 minutes (For Renewal) 4 days, 2 hours, 15 minutes (For New Applications) excluding transmittal and travel time	

Issuance of Certificate of Registration is covered under R.A. 9175.

100. Issuance of Permit to Sell

This service may be availed by person with valid PCSD Certificate of Registration who intends to sell or re-sell a chainsaw unit to a person who has a valid Permit to Purchase. In addition, chainsaw units sought to be sold by a PCSD authorized Manufacturer and Dealer that are legally possessed/used for purposes other than the business of manufacturing and dealership shall still secure Permit to Sell.

Office/Division:	District Management Divisions (DMDs)
Classification:	Complex
Type of Transaction:	G2C – Government to Citizen G2B – Government to Business
Who may avail:	Chainsaw owner with valid PCSD Certificate of Registration

Checklist OF REQUIREMENTS	**WHERE TO SECURE**
1. Duly accomplished Application Form (1 original)	PCSDS District Management Division
2. Certificate of Registration (1 original)	Requesting party/ proponent/ applicant

3. Payment fee (1 photocopy of official receipt or transaction receipt)		PCSDS Cashier, LandBank, Pera Padala/Money Remittance Center		
CLIENTS STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Pay permit fees at partner Money Remittance Centers/Pera Padala/Landbank, PCSD Main Office-Cashier or Collecting Officer (DMO Calamian) by showing the Payment Slip *Make sure to secure Official Receipt that will be issued upon payment	1.1 Prepare payment slip No	None	15 minutes	*District Manager* District Management Office- DMD North/ South/Calamian
	1.2 Receive payment and issues Official Receipts	Permit to Sell PHP 500 Certification of No Pending Case PHP 50 Legal Research Fund PHP 10	1 hour	*Accountant III* PCSDS Main Office- Administrative and Finance Division *Division Chief* District Management Office (Calamianes)
2. Submit required documents to the PCSDS District Management Office concerned (North, South, Calamian)	2.1 Receive, check for completeness and record documents	None	30 minutes	*District Manager* District Management Office- DMD North/ South/Calamian
	2.2. Prepare evaluation report, Certificate of No Pending Case and Permit to Sell and forward to Division Head	None	1 day	*District Manager* District Management Office- DMD North/ South/Calamian

	2.3. Recommend for approval and forward to OED	None	1 day	*District Manager* District Management Office- DMD North/ South/Calamian *Chief of Operations* PCSDS Main Office-EZMED
	2.4. Approve the Permit to Sell	None	2 days	*Executive Director* PCSDS Main Office-Office of the Executive Director
	2.5. Dry seal, record and release, notify and transmit to concerned DMOs	None	1 day	*Deputy Executive Director* PCSDS Main Office-Office of the Executive Director
3. Proceed to the PCSD Main Office or concerned District Management Office (North, South, Calamian), fill up Client Satisfaction Form, Receive the Permit to Sell and conform with the terms and conditions	3.1 Explain the terms and conditions, record the Permit to Sell, release the Permit	None	30 minutes	*Deputy Executive Director* PCSDS Main Office-Office of the Executive Director *District Manager* District Management Office- DMD North/ South/Calamian
	TOTAL:	PHP 560	5 days, 2 hours, 15 minutes	

Issuance of Permit to Sell is covered under R.A. 9175.

101. Issuance of Special Use Permit

This service may be availed by any person who does not own a chainsaw unit but possesses any of the qualifications to purchase OR any person who is not qualified to purchase and own a chainsaw unit but has a valid purpose for the use thereof as determined by the PCSDS. The client may apply for the special use of another person's registered chainsaw unit and may be issued an SUP. The registered owner himself may also be the applicant for an SUP in cases where he has other valid/legal purpose for the use of a chainsaw unit but which purpose is not stated in his Certificate of Registration.

Office/Division:	District Management Divisions (DMDs)
Classification:	Complex

Type of Transaction:	G2C – Government to Citizen G2B – Government to Business G2G – Government to Government
Who may avail:	• Person who does not have chainsaw but has valid purpose for the use of chainsaw • Registered chainsaw owner who has valid purpose for the use of the chainsaw not specified in the Certificate of Registration

Checklist OF REQUIREMENTS	**WHERE TO SECURE**
1. Duly accomplished Application (1 original)	PCSDS District Management Division
2. Certificate of Registration of the chainsaw being applied for Special Use Permit (1 photocopy)	Chainsaw owner
3. If trees to be cut are for commercial purposes, copy of the draft contract, Memorandum of Agreement, Special Power of Attorney or any similar instrument showing an agreement between the tree owner and the chainsaw owner (whoever is the applicant) (1 photocopy)	Requesting party/ proponent/ applicant
4. Proof that the use applied for is valid and legal (1 photocopy)	Permit to cut from DENR/PCA/OMA
5. Payment fee (1 photocopy of official receipt or transaction receipt)	PCSDS Cashier, LandBank, Pera Padala/Money Remittance Center

CLIENTS STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Pay permit fees at partner Money Remittance Centers/Pera Padala/Landbank, PCSD Main Office-Cashier or Collecting Officer (DMO Calamianes) by showing the Payment Slip *Make sure to secure Official Receipt that will be issued upon payment	1.1 Prepare payment slip	None	15 mins	*District Manager* District Management Office- DMD North/ South/Calamian
	1.2 Receive payment and issues Official Receipts	Special Use Permit PHP 300 Certification of No Pending Case PHP 50 Legal Research Fund PHP 10	1 hour	*Accountant III* PCSDS Main Office- Administrative and Finance Division *District Manager* District Management Office- DMD Calamian
2. Submit required documents to the PCSDS District Management	2.1 Receive, check for completeness and record documents	None	30 minutes	*District Manager* District Management

Office concerned (North, South, Calamian)				Office- DMD North/ South/Calamian
3. Participate in the field evaluation	3.1. Conduct field validation	None	1 day	*District Manager* District Management Office- DMD North/ South/Calamian
	3.2. Prepare evaluation report, Certificate of No Pending Case and Special Use Permit and forward to the Division Head	None	1 day	
	3.3. Recommend for approval the Special Use Permit and forward to OED	None	1 day	*District Manager* District Management Office- DMD North/ South/Calamian *Chief of Operations* PCSDS Main Office-EZMED
	3.4. Approve the Special Use Permit	None	2 days	*Executive Director* PCSDS Main Office-Office of the Executive Director
	3.5. Dry seal, record and release, notify and transmit to concerned DMOs	None	1 day	*Executive Director* PCSDS Main Office-Office of the Executive Director
4. Receive the Special Use Permit and conform with the terms and conditions	4.1 Explain the terms and conditions, record the Permit, release the Special Use Permit	None	30 minutes	*District Manager* District Management Office- DMD North/ South/Calamian
	TOTAL:	PHP 360	6 Days,2 hours, 15 minutes	

Issuance of Special Use Permit is covered under R.A. 9175.

102. Issuance of Transport Permit

This service may be availed by person with registered chainsaw who intends to bring the unit outside of the municipality where it is registered, EXCEPT in the following cases:
a. Authorized Manufacturers for purposes of delivery to authorized purchasers within Palawan;

b. Authorized Dealers in case of transport from Suppliers to the Dealers' place of business or from Dealer's place of business to other areas in Palawan for purposes of delivery to authorized purchasers;
c. Transport to PCSDS Office for purposes of attaching PCSD Metal Seal or for purposes of registration;
d. Transport of spare parts; and
e. Transport of chainsaw unit from other province to Palawan for safekeeping/ repair purposes only; Provided, that such chainsaw unit is registered in the DENR of the province of origin and the corresponding transport permit has been issued by the latter; Provided further, that in case said unit is intended to be used in Palawan, a registration must first be secured from the PCSD.

In cases where the unit will only be temporarily transported out of the municipality of registration, the permit to transport shall cover both the "transport from the municipality of registration to other municipality" AND the "transport back to the municipality of registration".

Office/Division:	District Management Divisions (DMDs)
Classification:	Complex
Type of Transaction:	G2C – Government to Citizen G2B – Government to Business G2G – Government to Government
Who may avail:	• Special Use Permittee with an expired / or near to expire permit (sec 9.3) • Chainsaw owner intends to transport the unit outside the municipality of registration

Checklist OF REQUIREMENTS	**WHERE TO SECURE**
1. Duly accomplished Application Form (1 original)	PCSDS District Management Division
2. Certificate of Registration (1 photocopy)	Chainsaw owner
3. Copy of Special Use Permit (For Special Use Permitee) (1 photocopy)	Requesting party/ proponent/ applicant
4. Payment fee (1 photocopy of official receipt or transaction receipt)	PCSDS Cashier, LandBank, Pera Padala/Money Remittance Center

CLIENTS STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Pay permit fees at partner Money Remittance Centers/Pera Padala/Landbank, PCSD Main Office-Cashier or Collecting Officer (DMO Calamianes) by showing the Payment Slip *Make sure to secure Official Receipt that will be issued upon payment	1.1 Prepare payment slip	None	15 minutes	*District Manager* District Management Office- DMD North/ South/Calamian
	1.2. Receive payment and issue Official Receipts	Transport Permit PHP 100 Certification of No Pending Case PHP 50	1 hour	*Accountant III* PCSDS Main Office- Administrative and Finance Division *District Manager* District Management

		Legal Research Fund PHP 10		Office- DMD Calamian
2. Submit required documents to the PCSDS District Management Office concerned (North, South, Calamian)	2 .1 Receive, check for completeness and record documents	None	30 minutes	*District Manager* District Management Office- DMD North/ South/Calamian
	2.3. Prepare evaluation report, Certificate of No Pending Case and transport Permit and forward to Division Head	None	1 day	*District Manager* District Management Office- DMD North/ South/Calamian
	2.4. Recommend for approval the Transport Permit and forward to OED	None	1 day	*District Manager* District Management Office- DMD North/ South/Calamian *Chief of Operations* PCSDS Main Office-Office of the Executive Director
	2.5. Approve the Transport Permit	None	2 days	*Executive Director* PCSDS Main Office-Office of the Executive Director
	2.6 Dry seal, record and release, notify and transmit to concerned DMOs	None	1 day	*Deputy Executive Director* PCSDS Main Office-Office of the Executive Director
3. Proceed to the PCSD Main Office or concerned District Management Office (North, South, Calamian), fill up Client Satisfaction Form, Receive the Transport Permit and conform with	3. Explain the terms and conditions, record the Transport Permit, releases the Permit	None	30 minutes	*District Manager* District Management Office- DMD North/ South/Calamian

the terms and conditions				
	TOTAL:	PHP 160	5 days , 2 hours, 15 minutes	

Issuance of Transport Permit is covered under R.A. 9175.

103. Issuance of Permit to Manufacture

Any person who is engaged/intends to engage in the business of manufacturing chainsaw units shall secure *Permit to Manufacture* from PCSD. This permit is valid for 2 years, renewable for the same period subject to re-evaluation of permittee's qualification and compliance with the provisions of PCSD Administrative Order No. 7.

Office/Division:	District Management Divisions (DMDs)
Classification:	Complex
Type of Transaction:	G2B – Government to Business
Who may avail:	Manufacturer of chainsaw for business purposes or for sale

Checklist OF REQUIREMENTS	**WHERE TO SECURE**
1. Duly accomplished Application Form (1 original)	PCSDS District Management Division
2. Business operation permit (1 photocopy)	DTI, Bureau of Product Standards, Local Government Unit (Mayor's Permit)
3. Any proof showing that the intended market is not limited within the province of Palawan	Requesting party/ proponent/ applicant
4. Payment fee (1 photocopy of official receipt or transaction receipt)	PCSDS Cashier, LandBank, Pera Padala/Money Remittance Center

CLIENTS STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Pay permit fees at partner Money Remittance Centers/Pera Padala/Landbank, PCSD Main Office-Cashier or Collecting Officer (DMO Calamianes) by showing the Payment Slip *Make sure to	1.1 Prepare payment slip	None	15 minutes	*District Manager* District Management Office- DMD North/ South/Calamian
	1.2 Receive payment and issue Official Receipts	Permit to Manufacture PHP 1,000 Certification of No Pending Case PHP 50	1 hour	*Accountant III* PCSDS Main Office- Administrative and Finance Division *District Manager* District Management

secure Official Receipt that will be issued upon payment		Legal Research Fund PHP 10		Office- DMD Calamian
2. Submit required documents to the PCSDS District Management Office concerned (North, South, Calamian)	2.1 Receive, check for completeness and record documents	None	30 minutes	*District Manager* District Management Office- DMD North/ South/Calamian
	2.2 Prepare evaluation report, Certificate of No Pending Case and Permit to Manufacture and forward to Division Head	None	1 day	*District Manager* District Management Office- DMD North/ South/Calamian
	2.3 Recommend for approval the Permit to Manufacture and forward to OED	None	1 day	*District Manager* District Management Office- DMD North/ South/Calamian *Chief of Operations* PCSDS Main Office-Office of the Executive Director
	2.4 Approve the Permit to Manufacture	None	2 days	*Executive Director* PCSDS Main Office-Office of the Executive Director
	2.5 Dry seal, record and release, notify and transmit to concerned DMOs	None	1 day	*Deputy Executive Director* PCSDS Main Office-Office of the Executive Director
3. Proceed to the PCSD Main Office or concerned District Management Office (North, South, Calamian), fill up Client Satisfaction Form, receive the Permit to Manufacture and	Explain the terms and conditions, record the Permit to Manufacture, releases the Permit	None	30 minutes	*District Manager* District Management Office- DMD North/ South/Calamian

conform with the terms and conditions				
	TOTAL:	PHP 1,060	5 days, 2 hours, 15 minutes	

Issuance of Permit to Manufacture is covered under R.A. 9175.

104. Issuance of Dealership /Distribution Permit

This service may be availed by any person who is engaged/intends to engage in the business of buying and selling chainsaw units. All PCSD authorized dealers of chainsaw units may also engage in "dealing of spare parts". Provided, that such "dealing of spare parts" has been expressly applied for in the application and expressly allowed in the Dealership Permit. The permit is valid for 2 years, renewable for the same period subject to re-evaluation of permittee's qualification and compliance with the provisions of PCSD Administrative Order No. 7.

Office/Division:	District Management Divisions (DMDs)
Classification:	Complex
Type of Transaction:	G2B – Government to Business
Who may avail:	Person who is engaged/intends to engage in the buying and selling chainsaw units and/or their spare parts.

Checklist OF REQUIREMENTS	**WHERE TO SECURE**
6. Duly accomplished Application Form (1 original)	PCSDS District Management Division
7. Business operation permit (1 photocopy)	DTI and Local Government Unit (Mayor's Permit)
8. Payment fee (1 photocopy of official receipt or transaction receipt)	PCSDS Main Office Accounting

CLIENTS STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Pay permit fees at partner Money Remittance Centers/Pera Padala/Landbank, PCSD Main Office-Cashier or Collecting Officer (DMO Calamianes) by showing the Payment Slip *Make sure to secure Official Receipt that will be issued upon payment	1.1 Prepare payment slip	None	15 minutes	*District Manager* District Management Office- DMD North/ South/Calamian
	1.2 Receive payment and issue Official Receipts	Dealership Permit PHP 1,000 Certification of No Pending Case PHP 50	1 hour	*Accountant III* PCSDS Main Office- Administrative and Finance Division *District Manager* District Management

		Legal Research Fund PHP 10		Office- DMD Calamian
2. Submit required documents to the PCSDS District Management Office concerned (North, South, Calamian)	2.1 Receive, check for completeness and record documents	None	30 minutes	*District Manager* District Management Office- DMD North/ South/Calamian
	2.3. Prepare evaluation report, Certificate of No Pending Case and Dealership/Distribution Permit and forward to Division Head	None	1 day	*District Manager* District Management Office- DMD North/ South/Calamian
	2.4. Recommend for approval the Dealership/Distribution Permit and forward to OED	None	1 day	*District Manager* District Management Office- DMD North/ South/Calamian *Chief of Operations* PCSDS Main Office-Office of the Executive Director
	2.5. Approve the Dealership/Distribution Permit	None	2 days	*Executive Director* PCSDS Main Office-Office of the Executive Director
	2.6 Dry seal, record and release, notify and transmit to concerned DMOs	None	1 day	*Deputy Executive Director* PCSDS Main Office-Office of the Executive Director
3. Proceed to the PCSD Main Office or concerned District Management Office (North, South, Calamian), fill up Client Satisfaction	Explain the terms and conditions, record the Dealership/Distribution Permit, release the Permit	None	30 minutes	*District Manager* District Management Office- DMD North/ South/Calamian

Form, Receive the Dealership/ Distribution Permit and conform with the terms and conditions				
TOTAL:		PHP 1,060	5 days, 2 hours, 15 minutes	

Issuance of Dealership /Distribution Permit is covered under R.A. 9175.

105. Issuance of Permit to Operate Service/Repair Shop

The service may be availed by any person who intends to engage in the business of repairing chainsaw units in the province of Palawan. Provided, that only chainsaw units covered by a Certificate of Registration or possessed by authorized Manufacturers and Dealers may be serviced/repaired. This permit has a validity of one (1) year, renewable for the same period subject to re-evaluation of qualification and compliance of the permittee.

Office/Division:	District Management Divisions (DMDs)
Classification:	Complex
Type of Transaction:	G2B – Government to Business
Who may avail:	Person who intends to engage in the business of repairing chainsaw units

Checklist OF REQUIREMENTS	**WHERE TO SECURE**
1. Duly accomplished Application Form (1 original)	PCSDS District Management Division
2. Business operation permit (1 photocopy)	DTI and Local Government Unit (Mayor's Permit)
3. Payment fee (1 photocopy of official receipt or transaction receipt)	PCSDS Main Office Accounting

CLIENTS STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Pay permit fees at partner Money Remittance Centers/Pera Padala/Landbank, PCSD Main Office-Cashier or Collecting Officer (DMO Calamian) by showing the Payment Slip *Make sure to secure Official Receipt that will be issued upon payment	1.1 Prepare payment slip	Non	15 minutes	*District Manager* District Management Office- DMD North/ South/Calamian
	1.2 Receive payment and issue Official Receipts	Permit to Operate Service /Repair Shop PHP 500 Certification of No Pending Case PHP 50	1 hour	*Accountant III* PCSDS Main Office- Administrative and Finance Division *District Manager* District Management

		Legal Research Fund PHP 10		Office- DMD Calamian
2. Submit required documents to the PCSDS District Management Office concerned (North, South, Calamian)	2.1 Receive, check for completeness and record documents	None	30 minutes	*District Manager* District Management Office- DMD North/ South/Calamian
	2.2 Prepare evaluation report, Certificate of No Pending Case and Permit to Operate Service/Repair Shop and forward to Division Head	None	1 day	*District Manager* District Management Office- DMD North/ South/Calamian
	2.3 Recommend for approval the Permit to Operate Service/ Repair Shop and forward to OED	None	1 hour	*District Manager* District Management Office- DMD North/ South/Calamian *Chief of Operations* PCSDS Main Office-Office of the Executive Director
	2.4 Approve the Permit to Operate Service/ Repair Shop	None	2 days	*Executive Director* PCSDS Main Office-Office of the Executive Director
	2.5 Dry seal, record and release, notify and transmit to concerned DMOs	None	1 day	*Deputy Executive Director* PCSDS Main Office-Office of the Executive Director
3. Proceed to the PCSD Main Office or concerned District Management Office (North, South, Calamian), fill up Client Satisfaction Form, Receive the Permit to	3.1 Explain the terms and conditions, record the Permit to Operate Service/Repair Shop, release the Permit	None	30 minutes	*District Manager* District Management Office- DMD North/ South/Calamian

Operate Service/ Repair Shop and conform with the terms and conditions				
	TOTAL:	PHP 560	5 days, 2 hours, 15 minutes	

Issuance of Permit to Operate Service/Repair Shop is covered under R.A. 9175.

106. Re-Issuance of Metal Seal

The service may be availed by any person with registered chainsaw unit where the metal seal maybe replaced due to change, alteration, defacement or detachment/removal of metal seal by accident and without intervention of the registered owner.

Office/Division:	District Management Divisions (DMDs)
Classification:	Complex
Type of Transaction:	G2C – Government to Citizen G2C – Government to Business G2G – Government to Government
Who may avail:	Owner of registered chainsaw

Checklist OF REQUIREMENTS	**WHERE TO SECURE**
1. Letter of Intent	Requesting party/ proponent/ applicant
2. An affidavit (attesting to the fact of any change, alteration, defacement or detachment/removal of the metal seal from the chainsaw unit, the reasons thereof and the fact that the same was without his (registered owner's) intervention)	Attorney at Law
3. Temporary surrender of chainsaw unit	Requesting party/ proponent/ applicant
4. Certificate of Registration (1 original copy)	Requesting party/ proponent/ applicant

CLIENTS STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Submit requirements to the PCSDS District Management Office concerned (North, South, Calamian)	1.1 Receive, check for completeness, accept the chainsaw unit and record documents	None	30 minutes	*District Manager* District Management Office- DMD North/ South/Calamian
	1.2 Prepare report and transmittal for the re-issuance of metal seal and forward to Division Head	None	1 days	*District Manager* District Management Office- DMD North/ South/Calamian
	1.3 Recommend for re-issuance of metal seal and forward to OED	None	1 day	*District Manager* District Management

				Office- DMD North/ South/Calamian *Chief of Operations* PCSDS Main Office-Office of the Executive Director
	1.4 Approves the request and forwards to EZMED for Re-issuance of metal seal	None	2 days	*Executive Director* PCSDS Main Office-Office of the Executive Director
	1.5 Issue metal seal and mark the COR and forward to Central Registry	None	30 minutes	*Deputy Executive Director* PCSDS Main Office-Office of the Executive Director
	1.6 Record and release, notify and transmit to concerned DMOs	None	1 day	*District Manager* District Management Office- DMD North/ South/Calamian
2. Proceed to the PCSD Main Office or concerned District Management Office (North, South, Calamian), fill up Client Satisfaction Form, receive the COR and chainsaw unit	2.1 Attach the metal seal, record the COR, and release both.	None	30 minutes	*District Manager* District Management Office- DMD North/ South/Calamian *Chief of Operations* PCSDS Main Office-Office of the Executive Director
	TOTAL:	None	5 days,1 hour, 30 minutes	

Re-Issuance of Metal Seal is covered under R.A. 9175.

VI. Feedback and Complaints

FEEDBACK AND COMPLAINTS MECHANISM	
How to send feedback	Answer the client feedback form and drop it at the designated dropbox in front of the PCSDS Information Desk. Contact info: (048) 434 4235 or oed@pcsd.gov.ph
How feedbacks are processed	All forms in the feedback box will be collected weekly by the Feedback Management Committee who will record and keep all submitted feedbacks. Feedback requiring answers are forwarded to concerned divisions and they will answer within three (3) days from the receipt of the feedback. The answer of the office is then relayed to the citizen. For inquiries and follow-ups, clients may contact the following telephone number: (048) 434 4235.
How to file a complaint	Answer the customer complaint form and drop it at the designated drop box installed near customer transaction areas. Complaints may also be submitted in a letter form or can be done via telephone. Make sure to provide the following information: - Name of person being complained - Incident - Evidence For inquiries and follow-ups, clients may contact the following telephone number: (048) 434 4235.
How complaints are processed	The Information Desk Officer will immediately refer all negative feedbacks/complaints to Divisions concerned for corrective action. Concerned division chief/s shall investigate and evaluate the received negative client feedbacks/complaints who shall call the attention of his/her staff identified in the complaints and do the corresponding corrective action. If no particular staff is indicated in the feedbacks/complaints, the concerned division chief and staff shall collectively undertake the corresponding corrective action. All complaints and corrective actions shall be submitted to the Head of Agency for review and appropriate action. A designated officer will give the feedback to the client. For inquiries and follow-ups, clients may contact the following telephone number: (048) 434 4235.

Contact Information of ARTA, PCC, CCB	ARTA: complaints@arta.gov.ph 1-ARTA (2782) PCC: 8888 CCB: 0908-881-6565 (SMS)

VII. List of Offices

Office	Address	Contact Information
Main Office	PCSD Building Sports Complex Road, Santa Monica, Puerto Princesa City, Palawan	(048) 434 4235 oed@pcsd.gov.ph
District Management Offices		
• District Management Division-Calamian	Coron LGU Compound, Barangay 2, Coron, Palawan	oed@pcsd.gov.ph
• District Management Division - North	Morning Star Building, Barangay 4, Roxas, Palawan	oed@pcsd.gov.ph
• District Management Division -South	PCSD Building, Poblacion, Quezon, Palawan	oed@pcsd.gov.ph