



**PALAWAN COUNCIL FOR SUSTAINABLE  
DEVELOPMENT**

**CITIZEN'S CHARTER**  
2021 (2ND 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 committed 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. We 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.

<b>Office/Division:</b>	ECAN Monitoring and Evaluation Division (EMED)
<b>Classification:</b>	Complex
<b>Type of Transaction:</b>	G2G – Government to Government G2B – Government to Business G2C – Government to Citizens
<b>Who may avail:</b>	<ul style="list-style-type: none"> <li>- Government agencies, Non-government organizations</li> <li>- Business, private citizens</li> <li>- Academic institutions, researchers</li> <li>- General Public</li> </ul>
<b>Checklist OF REQUIREMENTS</b>	
<b>WHERE TO SECURE</b>	
1. GIS Map Request Form (1 original copy only)	PCSDS Main Office – ECAN Monitoring and Evaluation Division (EMED)/GIS Unit at PCSD Bldg., Sports Complex Rd., Brgy. Sta. Monica, PPC
2. Request letter (1 original copy only) optional	Client to provide this.



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	<i>Chief Administrative Officer</i> PCSDS Main Office – Administrative and Finance Division  <i>Division Chief</i> 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	<i>Division Chief</i> PCSDS Main Office-ECAN Monitoring and Evaluation Division
	1.3 Approve map request	None	2 minutes	<i>Division Chief</i> PCSDS Main Office-ECAN Monitoring and Evaluation Division <i>Planning Director</i> PCSDS Main Office  <i>Executive Director</i> 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 will be issued upon	2.1 Receive payment and issue official receipt	<u>Letter size &amp; A4:</u> Government & undergraduate students- PHP 250  Private-	3 minutes	<i>Accountant III</i> PCSD Main Office- Administrative and Finance Division

payment.		PHP 400  <u>A3 &amp; 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		
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	2.2 Lay outing and printing of maps or saving and exporting map in digital format.	None	6 hours	<i>Division Chief</i> PCSDS Main Office- ECAN Monitoring and Evaluation Division
	<b>TOTAL:</b>	Total cost per printed map ranges from Php 250.00 (for A4 size) to Php 2,000.00 (for A0 size).	2 minutes	<i>Division Chief</i> PCSDS Main Office- ECAN Monitoring and Evaluation Division
			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>

<b>Office/Division:</b>	ECAN Monitoring and Evaluation Division (EMED)
<b>Classification:</b>	Highly Technical
<b>Type of Transaction:</b>	G2G - Government to Government
<b>Who may avail:</b>	- Local government units and officials (i.e. Province, City,

	Municipality, Barangay) <ul style="list-style-type: none"> <li>- Protected Area Management Boards or Management authorities of government-designated, recognized or declared national parks, protected areas, critical habitats, watersheds and similar entities</li> <li>- Other government agencies or Government owned or controlled corporations</li> </ul>			
Checklist OF REQUIREMENTS		WHERE TO SECURE		
1. EnviLab Services Request Form (1 original copy only)		EnviLab Unit-EMED or Front Desk of PCSDS at PCSD Bldg., Sports Complex Road, Brgy. Sta. Monica, Puerto Princesa City.		
2. Request letter (1 original copy only) optional		Client to provide this		
3. Water samples in standardized and EnviLab-approved packaging or container		<p>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:</p> <p>For determination of <b>Oil &amp; Grease</b> 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.</p> <p>For <b>Fecal coliform and Total coliform</b> concentration: sterile glass container with at least 250 milliliters (mL) in volume</p> <p>For all the other parameters: sterile plastic container (to sterilize, wash and rinse with mineral water), with at least 2.7 liters (L) volume.</p>		
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	<i>Chief Administrative Officer</i> PCSDS Main Office – Administrative and Finance Division  <i>Division Chief</i> PCSDS Main Office- ECAN Monitoring and Evaluation Division
	1.2 Inspect and	None	30 minutes	<i>Division Chief</i>



	evaluate water samples as to compliance to laboratory standards and accept and record the same if found compliant and issue payment slip.			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	<p>Per water quality parameter:</p> <p>Temperature – PHP 110</p> <p>Settleable solids PHP 150</p> <p>Salinity and Turbidity - PHP 170</p> <p>Dissolved Oxygen (DO), pH – PHP 220</p> <p>Color –PHP 290</p> <p>Alkalinity, Hardness (total), Nitrogen, nitrite, nitrates, Phosphorous, phosphates – PHP 370</p> <p>Total suspended solids, Total dissolved solids, and Chromium hexavalent – PHP 510</p> <p>Fecal coliform, and Total coliform – PHP 650</p> <p>Biochemical oxygen demand (BOD5),</p>	3 minutes	<i>Accountant III</i> PCSD Main Office- Administrative and Finance Division

		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	<i>Division Chief</i> 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	<i>Division Chief</i> PCSDS Main Office- ECAN Monitoring and Evaluation Division
	<b>TOTAL:</b>	Total cost of analysis per parameter ranges from Php 110.00 (for temperature) to Php 980.00 (for oil & grease, BOD, COD, and cyanide).	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.

<b>Office/Division:</b>	ECAN Monitoring and Evaluation Division (EMED)			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G - Government to Government G2C - Government to Citizen			
<b>Who may avail:</b>	<ul style="list-style-type: none"> <li>- Other government agencies, non-government organizations</li> <li>- Students, researchers</li> <li>- Citizens or general public</li> <li>- Visitors of PCSDS</li> </ul>			
<b>Checklist OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. For Non-Student Clients: Government Issued or Agency Identification Card with photo (1 original copy only)		Client may obtain identification cards from any of the following: GSIS/SSS (UMID Card), DFA (Passport), LTO (Driver's License), PRC, Comelec (Voter's ID), Post Office (Postal ID), employer (agency or company ID), Senior Citizens, PAG-IBIG, PhilHealth, etc.		
2. For Student Clients: School ID/Library card/Enrollment or registration Form (1 original copy only)		Student-client may obtain from the school, college, or university registrar or librarian where they are currently enrolled.		
<b>CLIENTS STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Register in the library visitor/client logbook	1. Provide short briefing on library policy and introduction to Library Information System.	None	5 Minutes	<i>Division Chief</i> 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	<i>Division Chief</i> 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	<i>Division Chief</i> PCSDS Main Office- ECAN Monitoring and Evaluation Division
<b>TOTAL:</b>		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<sup>1</sup> or Class III<sup>2</sup> 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.

<b>Office/Division:</b>	ECAN ZONES MANAGEMENT AND ENFORCEMENT DIVISION (EZMED)			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2G – Government to Government G2C – Government to Citizen			
<b>Who may avail:</b>	Civil Society Organizations (CSOs), People’s Organizations (POs), Municipal or Barangay LGUs			
<b>Checklist OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Request Letter (1 original copy)		Proponent/Applicant/Client		
2. Cave Classification and Assessment Report (1 photocopy)		PCSDS – ECAN Zones Management and Enforcement Division		
<b>CLIENT’S STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
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 /30 Minutes (Waiting time: 20 mins – to include scanning of file, encoding in the system, and forwarding to Central Records)	<i>Chief Administrative Officer</i> PCSD Main Office- Administrative and Finance Division  <i>District Manager</i> District Management Office concerned (North, South, or Calamian)

	1.2 Reply to request based on instruction from the Office of the Executive Director	None	1 Hour/2 Hours (Waiting time: 1 Hour – due to number of communications received by the agency)	<i>Division Chief</i> PCSDS Main Office – EZMED
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/45 Minutes (waiting time: 30 minutes – meeting with other concerned staff)	<i>Division Chief</i> PCSDS Main Office – EZMED
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	<i>Division Chief</i> PCSDS Main Office – EZMED
4. Organize the planning workshop	4.1 Facilitate the planning workshop	None	3 Days/5 Days Travel time: 2 days – including preliminary coordination onsite)	<i>Division Chief</i> PCSDS Main Office – EZMED
	4.2 Prepare the draft cave management plan based on agreed schedule with the LGU	None	13 Days	<i>Division Chief</i> PCSDS Main Office – EZMED
	4.3 Forward the draft plan for comments of technical staff and LGU staff	None	7 Hours and 20 minutes/1 Day, 3 Hours, and 20 Minutes (waiting time: 4 hours – travel time in case the plan cannot be send online)	<i>Division Chief</i> PCSDS Main Office – EZMED  <i>District Manager</i> District Management Office (North, South, Calamian)



	4.4 Finalize the plan	None	2 Days	<i>Division Chief PCSDS Main Office – EZMED</i>
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/2 Hours and 15 Minutes (waiting time – 2 Hours: to include printing of documents and binding)	<i>Executive Director PCSDS Main Office - Office of the Executive Director</i>
	TOTAL:	None	20 days/23 Days, 1 Hour, and 50 Minutes (2 days, 9 hours, 50 mins)	

<sup>1</sup> 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.

<sup>2</sup> 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.

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

Pursuant to RA 9003, the ten-year Ecological updating 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.

<b>Office/Division:</b>	ECAN Policy Research and Planning Division (EPRPD)			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2G – Government to Government			
<b>Who may avail:</b>	<ul style="list-style-type: none"> <li>- All Local Government Units (LGUs); and</li> <li>- All Provincial/City/Municipal Solid Waste Management Boards (P/C/MSWMBs)</li> </ul>			
Checklist OF REQUIREMENTS		WHERE TO SECURE		
1. Request letter (1 copy original)		Office of the Mayor of the LGU requesting for ESWMP approval		
2. Ten-Year Ecological Solid Waste Management Plan (2 original bound hardcopies, 1 softcopy)		MENRO/Solid Waste Management Focal Person of the 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 Management Office concerned (DMO) (North, South, or Calamian) or PCSD Main Office	1.1 Receive letter of request and copies of ESWMP from the LGU	None	10 Minutes	Chief Administrative Officer PCSD Main Office-Administrative and Finance Division
	1.2. Forward the copies of ESWMP to the Front Desk Officer if submitted to the	None	1 day	District Manager District Management Office concerned (DMO) (North,

	DMO.  If not, proceed to step 1.3.			South, or Calamian)
	1.3. Forward to Central Registry	None	15 Minutes	<i>Chief Administrative Officer</i> PCSD Main Office Administrative and Finance Division
	1.4. Transmit the ESWMP to SWM Focal Person	None	30 Minutes	<i>Executive Director</i> PCSDS Main Office - Office of the Executive Director
	1.5. Send copies of the ESWMP to the SWM Review Team by email	None	30 Minutes	<i>Division Chief</i> 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	13 Days	<i>SWM Review Team:</i> <i>Division Chief</i> PCSDS Main Office- ECAN Policy Research and Planning Division (EPRPD)  <i>District Manager</i> <i>District Management Office concerned (DMO) (North, South, or Calamian)</i>
	2.2. Endorse the reviewed and evaluated ESWMP to OED for inclusion in the agenda of PCSD meeting	None	30 Minutes	<i>Division Chief</i> PCSDS Main Office- ECAN Policy Research and Planning Division

				(EPRPD)
	2.3. Invite the LGU to present the ESWMP during the dry-run with Evaluation Team and during the PCSD meeting for approval	None	1 day	<i>Executive Director PCSDS Main Office - Office of the Executive Director</i>
3. Present the ESWMP to the Evaluation Team before the PCSD meeting	3.1. Deliberate the ten-year ESWMP	None	1 day	<i>Division Chief PCSDS Main Office- ECAN Policy Research and Planning Division (EPRPD)</i>
4. Present the ESWMP to the PCSD during its scheduled meeting	4.1. Deliberate and approve the ten- year ESWMP	None	22 Days	<i>PCSD</i>
	4.2. If approved, prepare the PCSD Resolution approving the ESWMP	None	10 Days	<i>Executive Director PCSDS Main Office - Office of the Executive Director</i>
	4.3. Sign the PCSD Resolution approving the ESWMP	None	1 Day	<i>PCSD Chairperson Office of the Chairperson</i>
	If deferred, prepare letter stating reasons for deferment (then, proceed to step 5)			<i>Executive Director PCSDS Main Office - Office of the Executive Director</i>

	4.4. Stamp and sign every page of the approved ESWMP; Scan the approved and stamped ESWMP	None	1 day	<i>Division Chief PCSDS Main Office- ECAN Policy Research and Planning Division (EPRPD)</i>
5. Receive the PCSD Resolution and stamped ESWMP	5.1 Transmit to the LGU concerned the PCSD Resolution of Approval and the stamped approved ESWMP	None	2 days	<i>Executive Director  PCSDS Main Office - Office of the Executive Director</i>
	TOTAL:	None	52 Days, 1 hour and 55 Minutes  *this service is qualified for multi-stage processing	

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.

<b>Office/Division:</b>	ECAN Policy Research and Planning Division (EPRPD)
<b>Classification:</b>	Highly Technical



<b>Type of Transaction:</b>	G2G – Government to Government			
<b>Who may avail:</b>	<ul style="list-style-type: none"> <li>- All Local Government Units (LGUs); and</li> <li>- All local ECAN (Environmentally Critical Areas Network) Boards</li> </ul>			
<b>Checklist OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Letter of Request (1 original copy)		Office of the Mayor of the LGU requesting for ECAN map updating		
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)		Office of the Mayor of the LGU requesting for ECAN map updating		
<b>CLIENTS STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERS ON RESPON SIBLE</b>
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	<i>Chief Administrative Officer PCSD Main Office- Administrative and Finance Division</i>  <i>District Manager District Management Office concerned (North, South, or Calamian)</i>
	1.2 Forward the documents to the Front Desk Officer if submitted to the DMO.	None	1 day	<i>District Manager District Management Office concerned (North, South, or Calamian)</i>

	If not, proceed to step 1.3			
	1.3 Forward the documents to Central Registry	None	30 Minutes	<i>Chief Administrative Officer</i> PCSD Main Office- Administrative and Finance Division
	1.4 Transmit the documents to EPRPD Chief/District Management Offices Chief	None	15 Minutes	<i>Executive Director</i> PCSDS Main Office - Office of the Executive Director
	1.5 Perform initial technical review of the proposed revisions to the map by the review team	None	3 Days	<i>Division Chief</i> PCSDS Main Office- ECAN Policy Research and Planning Division (EPRPD)  <i>District Manager</i> District Management Office concerned (North, South, or Calamian)
2. Organize counterpart technical team and invite stakeholder participants in the community consultation	2.1 Conduct stakeholder consultation workshop to review the proposed revision of the map	None	5 Days	<i>Division Chief</i> PCSDS Main Office- ECAN Policy Research and Planning Division (EPRPD)  <i>District Manager</i> District Management Office concerned (North, South, or Calamian)

	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	<i>Division Chief</i> PCSDS Main Office- ECAN Policy Research and Planning Division (EPRPD)  <i>District Manager</i> District Management Office concerned (North, South, or Calamian)
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/sea truth' the proposed changes in the ECAN Map from the results of stakeholder consultation and technical reviews	None	14 Days	<i>Division Chief</i> PCSDS Main Office- ECAN Policy Research and Planning Division (EPRPD)  <i>District Manager</i> District Management Office concerned (North, South, or Calamian)
	3.2. Process field data and prepare draft updated ECAN Map	None	9 Days	<i>Division Chief</i> PCSDS Main Office- ECAN Policy Research and Planning Division (EPRPD)  <i>District Manager</i> District Management Office concerned (North, South, or Calamian)

4. Organize Technical Conference with PCSDS and LGU	4.1 Conduct Technical Conference between LGU and PCSDS	None	3 days	<i>Division Chief</i> PCSDS Main Office- ECAN Policy Research and Planning Division (EPRPD)  <i>District Manager</i> District Management Office concerned (North, South, or Calamian)
5. Invite stakeholders for the public hearing/ presentation of the ECAN map to the ECAN Board	5. Attend as resource person in 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	3 Days	<i>Division Chief</i> PCSDS Main Office- ECAN Policy Research and Planning Division (EPRPD)  <i>District Manager</i> District Management Office concerned (North, South, or Calamian)
6. ECAN Board to approve the draft ECAN map	6.1 Secure copy of the ECAN Board Resolution approving the map	None	1 day	<i>District Manager</i> District Management Office concerned (North, South, or Calamian)
<b>TOTAL:</b>		None	45 Days and 55 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.

<b>Office/Division:</b>	ECAN Policy Research and Planning Division (EPRPD)			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2G – Government to Government			
<b>Who may avail:</b>	All Local Government Units (LGUs)			
Checklist OF REQUIREMENTS		WHERE TO SECURE		
1. Request and endorsement letter (1 original copy)		Concerned Sangguniang Bayan / Panlungsod		
2. Sangguniang Bayan / Panlungsod (SB/SP) Resolution approving and endorsing the draft ECAN map (1 original copy)		Concerned Sangguniang Bayan / Panlungsod		
3. ECAN Board Resolution adopting and endorsing the draft ECAN Map (1 photocopy)		Concerned ECAN Board		
3. SB/SP-approved ECAN map (1 printed copy, 1 digital format)		Concerned Sangguniang Bayan / Panlungsod		
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	<i>Chief Administrative Officer</i> PCSD Main Office-Administrative and Finance Division  <i>District Manager</i> District Management Office

				concerned (North, South, or Calamian)
	1.2. Forward the documents to the Front Desk Officer if submitted to the DMO.  If not, proceed to step 1.3.	None	1 day	<i>District Manager</i> District Management Office concerned (North, South, or Calamian)
	1.3. Forward the documents to Central Registry	None	30 Minutes	<i>Chief Administrative Officer</i> PCSD Main Office- Administrative and Finance Division
	1.4 Transmit the documents to Secretariat	None	15 Minutes	<i>Executive Director</i> PCSDS Main Office - Office of the Executive Director
	1.5. Include the SB/SP-approved ECAN map in the agenda of the PCSD meeting	None	4 Hours	<i>Executive Director</i> PCSD Main Office- Office of the Executive Director
2. LGU technical staff to present the SB/SP-approved ECAN map during the PCSD meeting	2.1 PCSD to refer to ENR Committee for review	None	1 Day	<i>PCSD Chairperson</i> Office of the Chairperson



	2.2 PCSD ENR Committee to review and endorse for Council approval	None	22 Days*	<i>PCSD ENR Committee Chair</i>
	2.3 PCSD to deliberate and approve the SB/SP approved ECAN map	None	22 Days	<i>PCSD Chairperson Office of the Chairperson</i>
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	3.1 Forward to the LGU concerned the PCSD Resolution approving the ECAN map	None	2 Days	<i>Executive Director PCSD Main Office- Office of the Executive Director</i>
	<b>TOTAL:</b>	None	48 Days, 4 Hours and 55 minutes *this service is qualified for multi-stage processing	

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

\*\* Schedule applies if there is no external intervening factors

## 8. Request for Certified True Copy of Documents

This service refers to the issuance of a copy of a primary/original document that has been certified to prove that such is a true copy of the original document.

<b>Office/Division:</b>	Office of the Executive Director (OED)
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C – Government to Citizen G2B – Government to Business

	G2G – Government to Government			
<b>Who may avail:</b>	All permittees, holders of SEP Clearances and ECAN Zoning Certifications, other authorized person			
<b>Checklist OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Request letter (1 original copy)		Client		
2. Original Copy of Permit /SEP Clearance / ECAN Zoning Certification		Client		
<b>CLIENTS STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit requirements to the District Management Office (DMO) concerned (North, South, Calamian) or PCSD Main Office Front Desk or email at oed@pcsd.gov.ph	1.1 Checks the documentary requirements if complete	None	10 Minutes	<i>Chief Administrative Officer</i> PCSD Main Office- Administrative and Finance Division  <i>District Manager</i> District Management Office concerned (North, South, or Calamian)
	1.2. Forward the documents to the Front Desk Officer if submitted to the DMO.  If not, proceed to step 1.3.	None	1 day	<i>District Manager</i> District Management Office concerned (North, South, or Calamian)
	1.3. Forward the documents to Central Registry	None	30 Minutes	<i>Chief Administrative Officer</i> PCSD Main Office- Administrative and Finance Division





	1.4 Verify the documents	None	15 Minutes	<i>Executive Director</i> PCSDS Main Office - Office of the Executive Director
	1.5 Issues Payment Slip	None	5 Minutes	
	1.6 Process the request	None	10 minutes	
2. Pay the required fees at-partner Money Remittance Centers/ Palawan Pawnshop Pera Padala/Landbank Payment Portal/ GCash, 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 Receive the payment and issue Official Receipt	Fees:  First Page Php 50.00  Succeeding pages Php 10.00	15 Minutes	<i>Accountant III</i> PCSD Main Office- Administrative and Finance Division
3. Proceed to the PCSD Main Office Records Sections or the concerned District Management Office (North, South, Calamian) and receive the certification upon filling-up the Client Feedback Form	3.1 Checks Official Receipt/ Payment proof	None	5 Minutes	<i>Executive Director</i> PCSD Main Office- Office of the Executive Director
	3.2 Signing of the certified copies of the documents	None	5 Minutes	
	3.3 Issue the Certificate to the client	None	5 Minutes	
	<b>TOTAL:</b>	Atleast Php 50.00	1 Day, 40 Minutes	

## 9. 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.

<b>Office/Division:</b>	ECAN ZONES MANAGEMENT AND ENFORCEMENT DIVISION (EZMED)	
<b>Classification:</b>	Highly Technical	
<b>Type of Transaction:</b>	G2C – Government to Citizen G2B – Government to Business G2G – Government to Government	
<b>Who may avail:</b>	All	
	<b>Checklist OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
	1. Letter of Intent/Application (1 original)	Requesting party/ proponent/ applicant
	2. Proof of Payment of Application Fee (1 original Official Receipt)  Gratuitous Permit Fee PHP 100  Certification of No Pending Case PHP 50  Legal Research Fund PHP 10	PCSDS Cashier or Collecting Officer (Main Office)/ Money Remittance Center/ Landbank Electronic Payment Portal/ Gcash/Any other PCSD-Authorized Online Payment Portals
	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	Institution/ entity/ office/ agency concerned

<p>certified true copy)</p> <p>And in the case of protected areas:</p> <p>1.3. clearance from the Protected Area Management Board (PAMB) 1 original or certified true copy)</p> <p>1.4. consent of individuals or associations with valid tenurial or other private rights to the area concerned (1 original or certified true copy)</p> <p>1.5. and/or clearance form other relevant agencies or institutions where the collection shall be made 1 original or certified true copy)</p>	
<p>7. Affidavit of Undertaking (AU) by an individual proponent</p> <p>or</p> <p>Memorandum of Agreement (MOA) between the PCSD and a proponent-institution (1 original)</p>	<p>Requesting party/ proponent/ applicant</p> <p>PCSD and the requesting party/ proponent/ applicant</p>
<p>8. For or a foreign person/entity with/without foreign affiliation or a Filipino citizen affiliated with a foreign institution:</p> <p>In addition to requirements 1 to 6, a <u>Letter of Consent</u> of the Head of local institution identified as the research collaborator/counterpart (1 original)</p>	<p>Head of local institution identified as the research collaborator/counterpart</p>
<p>9. For scientific researches involving conservation breeding or propagation activities and other wildlife conservation projects initiated by non-government institutions:</p> <p>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)</p>	<p>Requesting party/ proponent/ applicant</p>
<p>10. For purposes of thesis and dissertation of students affiliated with local academic institutions:</p>	<p>Requesting party/ proponent/ applicant</p>

Requirements 1, 4, 5 and 6 and approved thesis proposal (1 certified true copy)				
<p>11. For other government initiated or implemented research or scientific projects, regardless of funding:</p> <p>Requirements 1, 3, 5 and the following:</p> <p>1.1. Approved work and financial plan</p> <p>1.2. Grant or other agreement covering the funding for the research</p> <p>1.3. Memorandum of Agreement as may be deemed necessary by the PCSD</p>		<p>Institution/ government agency/ office concerned</p> <p>MOA: PCSD and the requesting party/ proponent</p>		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit requirements to the PCSD Main Office Front Desk	1.1 Receive and check the completeness of the submitted documents	None	5 minutes	<i>Chief Administrative Officer</i> PCSDS Main Office - Administrative and Finance Division
	1.2 Technically Evaluate the submitted documents and prepare report with recommendations	None	7 days	<i>Permitting Section Chief</i> PCSDS Main Office-EZMED
	1.3 Drafting of MOA or execution of Affidavit of Undertaking	None	5 days	
	1.4 Forward the Evaluation Report including MOA/AU to Executive Director	None	30 minutes	
	1.5 Approve and sign the GP and the MOA and notify client	None	2 days	<i>Executive Director</i> PCSDS Main Office – Office of the Executive Director
2. Proceed to the PCSDS Record Section and Receive the approved Gratuitous Permit	2.1 Record and release the Gratuitous Permit	None	10 minutes	<i>Records</i> PCSDS Main Office - Office of the Executive Director



upon filling up the Client Feedback Form				
	<b>TOTAL:</b>		14 days, and 45 minutes	

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

## 10. 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.

<b>Office/Division:</b>	ECAN ZONES MANAGEMENT AND ENFORCEMENT DIVISION (EZMED)			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2C – Government to Citizen G2B – Government to Business G2G – Government to Government			
<b>Who may avail:</b>	All			
<b>Checklist OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Duly accomplished application form (1 original copy)		PCSD Main Office – EZMED		
2. Proof of Payment (1 original)  Certification of No Pending Case PHP50  Legal Research Fee PHP10		PCSDS Cashier or Collecting Officer (Main Office)/ Money Remittance Center/ Landbank Electronic Payment Portal/ Gcash/Any other PCSD- Authorized Online Payment Portals		
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		
<b>CLIENTS STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit accomplished application form together with other documentary	1.1 Receive and check the completeness of the submitted documents	None	5 minutes	Chief Administrative Officer PCSDS Main Office - Administrative and

requirements to PCSD Main Office Front Desk or District Management Office (DMO) concerned (North, South, Calamian)	1.2 Verify from the CITES Management Authority the veracity of the submitted Export permit	None	3 days	Finance Division <i>Permitting Section Chief</i> PCSD Main Office-EZMED  <i>Division Chief</i> PCSD Main Office-EZMED
	1.3 Prepare report with recommendations and forward to the Executive Director	None	1 day	<i>Division Chief</i> PCSD Main Office-EZMED
	1.4 Approve the CITES/Non-CITES Import Permit	None	2 days	<i>Executive Director</i> PCSD Main Office- Officer of the Executive Director
2. Proceed to the PCSD Main Office Records Section and receive the approved CITES/Non-CITES Import Permit upon filling-up the Client Feedback Form	2.1 Record and release CITES/Non-CITES Import Permit	None	5 minutes	<i>Records</i> PCSD Main Office- Officer of the Executive Director
<b>TOTAL:</b>			6 days and 10 minutes	

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

## 11. 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 that 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.

<b>Office/Division:</b>	ECAN ZONES MANAGEMENT AND ENFORCEMENT DIVISION (EZMED)
<b>Classification:</b>	Complex
<b>Type of Transaction:</b>	G2C – Government to Citizen G2B – Government to Business



	G2G – Government to Government	
<b>Who may avail:</b>	All	
	<b>Checklist OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
	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 or Collecting Officer (Main Office)/ Money Remittance Center/ Landbank Electronic Payment Portal/ Gcash/Any other PCSD-Authorized Online Payment Portals
	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- PHP 150				
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)		Any affiliated 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. Submit duly accomplished application form together with other requirements	1.1 Receive and check the completeness of the submitted documents	None	5 minutes	<i>Chief Administrative Officer</i> PCSDS Main Office - Administrative and Finance Division  <i>Permitting Section Chief</i> PCSD Main Office – EZMED
	1.2 Evaluate the submitted documents	None	25 minutes	<i>Permitting Section Chief</i> PCSD Main Office – EZMED
2. Bring wildlife specimens at the PCSD Office Permitting Section for inspection and verification	2.1 Inspect and verify the wildlife specimens	None	1 day	<i>Permitting Section Chief</i> PCSD Main Office – EZMED
	2.2 Prepare report with recommendations	None	1 hour	<i>Permitting Section Chief</i> PCSD Main Office - EZMED
	2.3 Forward the report to EZMED	None	1 days	





	Chief for review and comments			<i>Division Chief PCSD Main Office – EZMED</i>
	2.4 Review, approve and sign CITES/ Non-CITES Export Permit	None	2 days	<i>Executive Director PCSD Main Office- Officer of the Executive Director</i>
3. Proceed to the PCSD Main Office Record Section and receive the approved CITES/ Non-CITES Export Permit upon filling-up the Client Feedback Form	3.1 Record and release the CITES/ Non-CITES Export Permit	None	10 minutes	<i>Records PCSD Main Office- Officer of the Executive Director</i>
	<b>TOTAL:</b>		5 days, 1 hour and 40 minutes	

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

## 12. 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.

<b>Office/Division:</b>	ECAN ZONES MANAGEMENT AND ENFORCEMENT DIVISION (EZMED)		
<b>Classification:</b>	Highly Technical		
<b>Type of Transaction:</b>	G2C G2B G2G		
<b>Who may avail:</b>	All		
<b>Checklist OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>	
<b>For Endemic or Indigenous Species:</b>			
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 photocopy of Official Receipt or Official Receipt Number or Bank Payment Slip)		PCSDS Cashier or Collecting Officer (Main Office)/ Money Remittance Center/ Landbank Electronic Payment Portal/ Gcash/Any other	



<p>Wildlife Clearance PHP 300</p> <p>Certificate of No Pending Case PHP50</p> <p>Legal Research Fund PHP 10</p>	PCSD-Authorized Online Payment Portals
<p>3. Feasibility study and background research (1 certified true copy)</p> <p>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 (1 certified true copy)</p>	Requesting party/ proponent/ applicant
<p>4. Management plan (1 certified true copy)</p>	Requesting party/ proponent/ applicant
<p>5. Public consultation with concerned individuals or entities such as the LGU, IPs, NGOs, POs, members of the academe and other stakeholders.</p> <p>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)</p>	Institution/ entity/ office/ agency concerned
<b>For Exotic Species:</b>	
<p>1. Letter of Application, which must show that the purpose of the project is for population enhancement and recovery of species (1 original)</p>	Requesting party/ proponent/ applicant
<p>2. Proof of Payment (1 photocopy of Official Receipt or Official Receipt Number or Bank Payment Slip)</p> <p>Wildlife Clearance PHP 300</p> <p>Certificate of No Pending Case PHP50</p> <p>Legal Research Fund PHP 10</p>	PCSDS Cashier or Collecting Officer (Main Office)/ Money Remittance Center/ Landbank Electronic Payment Portal/ Gcash/Any other PCSD-Authorized Online Payment Portals
<p>3. Scientific Study and background</p>	Requesting party/ proponent/ applicant

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.				
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. Submit application and requirements to the receiving clerk/front office	1.1 Receive, record and check the completeness of the submitted documents	None	15 minutes	<i>Chief Administrative Officer</i> PCSDS Main Office - Administrative and Finance Division  <i>Permitting Section Chief</i> PCSD Main Office – EZMED
	1.2 Evaluate the submitted documents	None	1 hour	<i>Permitting Section Chief</i> PCSD Main Office – EZMED
	1.3 Conduct field evaluation	None	3 days	<i>Permitting Section Chief</i> PCSD Main Office – EZMED
	1.4 Prepare evaluation (technical) report with recommendations	None	5 hours	<i>Permitting Section Chief</i> PCSD Main Office – EZMED
	1.5 Review and deliberate on the evaluation report and the recommendations	None	10 days	<i>Permitting Section Chief</i> PCSD Main Office – EZMED  <i>Division Chief</i> PCSD Main Office – EZMED
	1.6 Approve and sign Wildlife Clearance	None	2 days	<i>Executive Director</i> PCSDS Main Office – Office of the Executive

				Director
2. Proceed to the PCSD Main Office Records Section and receive approved Wildlife Clearance upon filling-up the Client Feedback Form	2.1 Record and release Wildlife Clearance	None	10 minutes	Records PCSDS Main Office – Office of the Executive Director
<b>TOTAL:</b>			15 days, 6 hours, 25 minutes	

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

### 13. 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

<b>Office or Division:</b>	ECAN Zones Management and Enforcement Division (EZMED)	
<b>Classification:</b>	Highly Technical	
<b>Type of Transaction:</b>	G2C – Government to Citizen G2B – Government to Business G2G – Government to Government	
<b>Who may avail:</b>	All resource users	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
1. Proof of payment of application and filing fee (1 original)  Bioprospecting Undertaking Fee PHP 500	PCSDS Cashier or Collecting Officer (Main Office)/ Money Remittance Center/ Landbank Electronic Payment Portal/ Gcash/Any other PCSD- Authorized Online Payment Portals	
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)	<b>Resource providers</b> 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	<b>Resource user or applicant</b> and,	

Procurement of PIC (1 original or certified true copy)		<b>Resource providers</b> 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 <a href="http://www.pcsd.gov.ph">www.pcsd.gov.ph</a> )		
7. Summary of the agreed terms for benefit-sharing with resource providers (1 original or certified true copy)		<b>Resource user or applicant</b> and, <b>Resource providers</b> 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. Submit the application including all the requirements to the receiving clerk/front desk	1.1 Receive the application, check the completeness of all the submitted requirements, transmit all documents received to the Central Registry	None	30 minutes	<i>Chief Administrative Officer</i> PCSDS Main Office - Administrative and Finance Division  <i>Permitting Section Chief</i> PCSDS Main Office – EZMED
	1.2 Technically Evaluate the application, prepare a draft BU and forward to appropriate signatories for their respective signatures and recommendation for approval	None	10 days	<i>Permitting Section Chief</i> PCSDS Main Office – EZMED
	1.3 Prepare and submit evaluation and recommendation	None	1 day	<i>Permitting Section Chief</i> PCSDS Main Office –

	to the PCSD, including the BU signed by resource-user and providers, for approval			EZMED <i>Division Chief</i> PCSDS Main Office – EZMED
	1.4 Approve and sign the BU	None	5 days	<i>PCSD Chairman</i> PCSDS Main Office
	1.5 Dry-seal, record, release and notify applicant of the approval	None	1 day	<i>Deputy Executive Director</i> PCSDS Main Office – Office of the Executive Director
2. Pay the Bioprospecting Fee and submit proof of posting of performance and rehabilitation bond, in the form of surety bond (25% of project cost) at the PCSDS Cashier	2.1 Receive payment and proof of posting of performance and rehabilitation bond, and issue OR	<ul style="list-style-type: none"> <li>• <i>US\$3,000-9000</i></li> <li>10 % of the assessed amount, for Filipino resource users with no foreign collaborators (<i>90% shall be paid upon entering into agreements or collaborations with commercial investors</i>)</li> <li>3% of the assessed amount, 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</li> </ul>	15 minutes	<i>Accountant III</i> PCSD Main Office- Administrative and Finance Division

		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)		
3. Proceed to the PCSD Main Office-Record Section and receive the approved BU upon filling-up the Client Feedback Form	3.1 Explain the contents of BU Release the approved BU	None	30 minutes	Records PCSDS Main Office – Office of the Executive Director
	<b>TOTAL:</b>	Starts at PHP500 and total amount depends on the assessed value	17 days, 1 hour, 15 minutes	

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

#### 14. 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.

<b>Office or Division:</b>	ECAN Zones Management and Enforcement Division (EZMED)	
<b>Classification:</b>	Highly Technical	
<b>Type of Transaction:</b>	G2C – Government to Citizen G2G – Government to Government	
<b>Who may avail:</b>	All	
	<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
	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	Concerned institution/entity

head/president (1 original)				
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)		Notary Public		
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 to the receiving clerk/front desk.	1.1 Receive the request letter and check the completeness of the requirements submitted	None	10 minutes	<i>Chief Administrative Officer</i> PCSDS Main Office - Administrative and Finance Division  <i>Permitting Section Chief</i> PCSDS Main Office – EZMED
	1.2 Verify and evaluate the submitted documents	None	5 days	<i>Permitting Section Chief</i> PCSDS Main Office – EZMED
	1.3 Prepare and submit evaluation report for recommendation to the Executive Director	None	7 days	<i>Permitting Section Chief</i> PCSDS Main Office – EZMED  <i>Division Chief</i> PCSDS Main Office – EZMED
	1.4 Review the evaluation report and submit to PCSD for approval	None	2 days	<i>Executive Director</i> PCSDS Main Office – Office of the Executive Director
	1.5 Approve the application and facilitate the oath	None	2 days	<i>PCSD Chairman</i> PCSDS Main Office





	taking 1.6 Dry-seal, record, release and notify applicant of the approval	None	1 day	<i>Deputy Executive Director</i> 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) upon filling-up the Client Feedback Form	2.1 Issue the approved Deputation Order and the Identification Card (ID)	None	5 minutes	<i>Permitting Section Chief</i> PCSDS Main Office – EZMED
	<b>TOTAL:</b>	None	17 days, 15 minutes	

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

### **15. 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.

<b>Office/Division:</b>	ECAN ZONES MANAGEMENT AND ENFORCEMENT DIVISION (EZMED)	
<b>Classification:</b>	Simple	
<b>Type of Transaction:</b>	G2C – Government to Citizen G2B – Government to Business entity G2G – Government to Government	
<b>Who may avail:</b>	All	
	<b>Checklist OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
	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



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	<i>Chief Administrative Officer</i> PCSDS Main Office-Administrative and Finance Division
	1.2 Forward to the Office of the Executive Director	None	5 minutes	<i>Deputy Executive Director</i> PCSDS Main Office-Office of the Executive Director
	1.3 Endorse to EZMED-Permitting Section	None	5 minutes	<i>Deputy Executive Director</i> 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	<i>Permitting Chief</i> PCSDS Main Office-EZMED
	1.5 Review the prepared certification	None	5 minutes	<i>Division Chief</i> PCSDS Main Office-EZMED
	1.6 Sign the certification	None	10 minutes	<i>Permitting Chief</i> 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	<i>Permitting Chief</i> PCSDS Main Office-EZMED
	2.2 Receive payment and issue Official Receipt	Certification Fee PHP 50  Legal Research Fund PHP 10	10 minutes	<i>Accountant III</i> 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	3.1 Record and release the signed Certification	None	10 minutes	<i>Records</i> PCSDS Main Office-Office of the Executive
<b>TOTAL:</b>		PHP 60	1 Hour and 10	



		Minutes	
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## 16. 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.

<b>Office/Division:</b>	ECAN ZONES MANAGEMENT AND ENFORCEMENT DIVISION (EZMED)			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2C – Government to Citizen G2B – Government to Business entity G2G – Government to Government			
<b>Who may avail:</b>	All			
<b>Checklist OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
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)		Requesting party/ client		
Affidavit of Undertaking template		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		
<b>CLIENTS STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
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	<i>Chief Administrative Officer</i> 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	<i>Division Chief</i> PCSDS Main Office-EZMED
	1.3 Review the prepared data and the draft letter-reply	None	2 hours	<i>Division Chief</i> PCSDS Main Office-EZMED



	1.4 Approve/sign the letter-reply	None	30 minutes	<i>Executive Director</i> 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	2.1 Record and release the signed letter- reply including the requested data	None	10 minutes	<i>Deputy Executive Director</i> PCSDS Main Office- Office of the Executive Director
<b>TOTAL:</b>		None	3 Days and 6 hours	

### 17. Request for a Written Legal Opinion/Comment/Position Paper

This service pertains to the provision of the requesting party/ client for written legal opinion/comment/position paper on matters relating to PCSD policies and rules.

<b>Office/Division:</b>	OFFICE OF THE EXECUTIVE DIRECTOR (OED)			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2C – Government to Citizen G2B – Government to Business entity G2G – Government to Government			
<b>Who may avail:</b>	All			
<b>Checklist OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Signed written request (1 original)		Requesting party/ client		
Pertinent copy of law/document/policy in question and/or other pertinent documents (1 certified true copy)		Requesting party/ client		
Request form		PCSDS Front Desk Office		
<b>CLIENTS STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit written request and other pertinent documents at the PCSDS Main Office Front Desk	1.1 Receive and record the submitted written request and other documents	None	10 minutes	<i>Chief Administrative Officer</i> PCSD Main Office  <i>Deputy Executive Director</i> PCSDS Main Office-
	1.2 Assess the request/ evaluate the facts and information	None	9 days	<i>Legal Services Section Chief</i> OED/EZMED

	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 written legal opinion/ comment/ position paper and forward to OED			
	1.3 Review the draft legal opinion/ comment/ position paper	None	2 days	<i>Deputy Executive Director</i> PCSDS Main Office- Office of the Executive Director
	1.4 Approve/sign the letter incorporating PCSDS' written legal opinion/ comment/ position	None	2 days	<i>Executive Director</i> 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 written legal opinion/ comment/ position paper	None	10 minutes	<i>Deputy Executive Director</i> PCSDS Main Office- Office of the Executive Director
<b>TOTAL:</b>		None	13 Days, 20 minutes	

## 18. Request for Case Evaluation

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

<b>Office/Division:</b>	OFFICE OF THE EXECUTIVE DIRECTOR (OED)/ ECAN ZONES MANAGEMENT AND ENFORCEMENT DIVISION (EZMED)
<b>Classification:</b>	Highly Technical
<b>Type of</b>	G2C – Government to Citizen

<b>Transaction:</b>	G2B – Government to Business entity G2G – Government to Government			
<b>Who may avail:</b>	All			
<b>Checklist OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Signed written request for case evaluation (1 original)		Requesting party/ client		
2. Other pertinent documents (1 certified true copy, each)		Requesting party/ client		
<b>CLIENTS STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
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	<i>Chief Administrative Officer</i> PCSD Main Office  <i>Deputy Executive Director</i> PCSDS Main Office-
	1.2. Review/ evaluate the documents submitted by the requesting party/ client	None	2 days	<i>Legal Services Section Chief</i> PCSDS Main Office-OED/EZMED
	1.3. Conduct investigation, including interview	None	5 days	<i>Legal Services Section Staff</i> PCSDS Main Office-OED/EZMED
	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 Case Evaluation Report with recommendations/ proposed actions	None	2 days	<i>Legal Services Section Chief</i> PCSDS Main Office-OED/EZMED  <i>Deputy Executive Director</i> PCSDS Main Office-Office of the Executive Director
	1.6. Approve the Case	None	2 days	<i>Executive Director</i>

	Evaluation Report with recommendations/ proposed actions			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	<i>Legal Services Section Chief</i> PCSDS Main Office- OED/EZMED
2. Receive copy of Letter Informing Client of Action on Investigation	2.1 Record and release	None	5 minutes	<i>Deputy Executive Director</i> PCSDS Main Office- Office of the Executive Director
<b>TOTAL:</b>		None	19 Days, 15 Minutes	

## 19. Request for Case build up/Filing of Cases

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.

<b>Office/Division:</b>	ECAN ZONES MANAGEMENT AND ENFORCEMENT DIVISION (EZMED)			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2C – Government to Citizen G2G – Government to Government			
<b>Who may avail:</b>	All			
<b>Checklist OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Signed written request (1 original)		Requesting party/ client/ agency		
Pertinent copies of supporting and/or other necessary documents		Requesting party/ client/ agency		
<b>CLIENTS STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
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	<i>Chief Administrative Officer,</i> PCSDS Main Office
	1.2 Forward to the Office of the Executive Director	None	5 minutes	<i>Deputy Executive Director</i> PCSDS Main Office- Office of the

				Executive Director
	1.3 Endorse to OED/EZMED-Legal Services Section Staff	None	5 minutes	<i>Deputy Executive Director</i> PCSDS Main Office- Office of the Executive Director
	1.4 Consolidate and study all the necessary documents submitted	None	13 days	<i>Legal Services Section Chief</i> PCSDS Main Office- OED/EZMED
	1.5 Draft the necessary complaint and attached documentary evidence	None	4 days, 7 hours	
	1.4 Prepare letter of response regarding the approval/disapproval of the request and forward to OED	None	1 day	<i>Legal Services Section Chief</i> PCSDS Main Office- OED/EZMED
	1.5 Approve and sign response letter with attached complaint and documentary evidence	None	1 day	<i>Executive Director</i> 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	<i>Deputy Executive Director</i> PCSDS Main Office- Office of the Executive Director
<b>TOTAL:</b>		None	19 days, 7 hours, 55 minutes	

## 20. Request for Legal Assistance (inquest)

Concerned citizens and/or agencies may seek assistance of the PCSD-OED/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.

<b>Office/Division:</b>	OFFICE OF THE EXECUTIVE DIRECTOR (OED)/ECAN ZONES MANAGEMENT AND ENFORCEMENT DIVISION (EZMED)
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C – Government to Citizen G2G – Government to Government





<b>Who may avail:</b>	All			
<b>Checklist OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Signed written request (1 original)		Requesting party/ client/ agency		
<b>CLIENTS STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit 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	<i>Chief Administrative Officer,</i> PCSDS Main Office  <i>Deputy Executive Director</i> PCSDS Main Office- Office of the Executive Director
	1.2 Forward to the OED/EZMED Legal Service Section	None	15 minutes	<i>Deputy Executive Director</i> PCSDS Main Office- Office of the Executive Director
	1.3 Collect all the available documentary evidence	None	5 minutes	<i>Legal Services Section Chief</i> PCSDS Main Office- Office of the Executive Director
	1.4 Prepare criminal and/or administrative complaint with necessary documentary evidence	None	10 hours	<i>Legal Services Section Chief</i> PCSDS Main Office- EZMED
	1.5 File the complaint to the Prosecutor's Office	None	1 day	<i>Legal Services Section Chief</i> PCSDS Main Office- EZMED
2. Proceed to the PCSDS Main Office-EZMED and file the documents (Resolution, Information, other pertinent documents)	2.1 Record, Release and notify client	None	25 minutes	<i>Deputy Executive Director</i> PCSDS Main Office- Office of the Executive Director
<b>TOTAL:</b>		None	1 day and 11 hours	



## 21. Request for brochures, booklets, pamphlets, modules, newsletters, posters, videos, photographs and/or IEC materials

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

<b>Office/Division:</b>	ECAN Education and Extension Division (EEED)			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C- Government to Citizen G2B- Business Sector G2G- Government to other Government agency and/or employee			
<b>Who may avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Service request form (1 original)		EEED Frontline Staff, PCSD Main Building- ECAN Education and Extension Division		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit service request form at the PCSD Main Office ECAN Education and Extension Division Frontline Staff	1.1 Receive service request form	None	5 Minutes	<i>Division Chief</i>  PCSD Main Building- ECAN Education and Extension Division
	1.2 Check and collate available brochures, booklets, pamphlets, modules, newsletters, posters, videos and photographs or other Information Education and Communication (IEC) materials.	None	1 hour	



2. Fill out logbook, Client Feedback form and receive materials	2.1 Give logbook and client feedback form to the client	None	15 Minutes	
	2.2. Give brochures, booklets, pamphlets, modules, newsletters, posters, videos and photographs or other Information Education and Communication (IEC) materials requested and receive the filled out Client Feedback form.	None	5 minutes	
<b>TOTAL:</b>		None	1 hour 25 minutes	

## 22. 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.

<b>Office/Division:</b>	ECAN Education and Extension Division (EEED)	
<b>Classification:</b>	Simple	
<b>Type of Transaction:</b>	G2C- Government to Citizens G2B- Government to Business G2G- Government to Government	
<b>Who may avail:</b>	All	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
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 eedpcsd@gmail.com/ eed@pcsd.gov.ph or thru PCSDS Official Facebook page facebook.com/pcsd7611	1.1 Receive request letter	None	5 Minutes	<i>Chief Administrative Officer</i>
	1.2 Prepare reply letter and forward to Division Head	None	45 minutes	PCSDS Main Office - Administrative and Finance Division
	1.3 Review request and reply letter and forward to Executive Director	None	45 minutes	<i>Division Chief</i> PCSD Main Building- ECAN Education and Extension Division
	1.2 Approve request and sign letter of reply	None	2 days	<i>Executive Director</i> PCSD Main Building- Office of the Executive Director
2.Receive notification and/or approval of request via letter or email and fill out the Client Feedback form.	2.1 Record and release reply letter, notify client, and receive the filled out Client Feedback form.	None	1 hour	<i>Deputy Executive Director</i> PCSD Main Building - Office of the Executive Director
<b>TOTAL:</b>		None	2 days, 2 hours 35 minutes	

## 23. 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.

<b>Office/Division:</b>	ECAN Education and Extension Division (EEED)			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C- Government to Citizens G2G- Government to Government			
<b>Who may avail:</b>	Media, Academe and other Researchers			
<b>Checklist OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. For Academe and other Researchers: Request letter (1 Original)		Client		
2. For Media: Request thru text messaging or phone call		Client		
<b>CLIENTS STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
<b>Academe &amp; other Researchers</b>				
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,	1.1 Receive letter of request and forward to the Office of the Executive Director	None	10 minutes	<i>Chief Administrative Officer</i>  PCSDS Main Office - Administrative and Finance Division  <i>Division Chief</i>  PCSD Main Building- ECAN Education and Extension Division
	1.2 Approve request and forward request to concerned Division/person-in-charge	None	2 days	<i>Executive Director</i>  PCSD Main Building- ECAN Education and Extension Division

contact details)				
2. Receive notification of interview schedule through letter or via email and fill out the Client Feedback form.	2.1 Notify client of interview schedule and receive the filled out Client Feedback form.	None	1 hour	<i>Division Chief</i> PCSD Main Building- ECAN Education and Extension Division
	<b>TOTAL:</b>	None	2 days, 1 hour and 10 minutes	
<b>CLIENTS STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
<b>MEDIA</b>				
1. Submit request via call or text messages to Designated PCSDS Spokesperson	1.1 Receive request thru call or text message	None	15 minutes	<i>Division Chief</i> PCSD Main Building- ECAN Education and Extension Division
	1.2 Notify OED of request for approval	None	1 day	
	1.3 Approve request and notify spokesperson or person-in-charge	None	1 day	<i>Executive Director-</i> PCSD Main Building- ECAN Education and Extension Division
2. Receive reply and notification of schedule of interview via email or SMS and fill out the Client Feedback form.	2.1 Schedule the interview and notify client and receive the filled out Client Feedback form.	None	30 minutes	<i>Division Chief</i> PCSD Main Building- ECAN Education and Extension Division
	<b>TOTAL:</b>	None	2 days and 45 minutes	



## 24. 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.

<b>Office/Division:</b>	ECAN Education and Extension Division (EEED)			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C- Government to Citizens G2G- Government to Government			
<b>Who may avail:</b>	Media, Academe and other Researchers, other partners			
<b>Checklist OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Request letter (1 Original)		Client		
<b>CLIENTS STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit letter of request to PCSDS Front Desk Officer or email at oed@pcsd.gov.ph eedpcsd@gmail.com/ eed@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	10 minutes	<i>Chief Administrative Officer</i> PCSDS Main Office-Administrative and Finance Division  <i>Division Chief</i> PCSD Main Building-ECAN Education and Extension Division
	1.2 Review and approve request and forward to Division In-charge	None	2 days	<i>Executive Director</i> PCSD Main Building-ECAN Education and Extension Division
2. Receive notification and/or approval of request via letter or email and fill out the	2.1 Receive approved request and logbook	None	1 hour	<i>Division Chief</i> PCSD Main Building-ECAN Education and Extension

Client Feedback form.	schedule (if approved), notify client and receive the filled-out Client Feedback form.			Division
<b>TOTAL:</b>		None	2 days, 1 hour and 10 minutes	

## 25. 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.

<b>Office/Division:</b>	ECAN Education and Extension Division (EEED)			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C- Government to Citizen G2B- Government to Business G2G- Government to Government			
<b>Who may avail:</b>	All			
<b>Checklist OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Request letter (1 Original)		Client		
<b>CLIENTS STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit request letter to PCSDS Main Officer Front Desk Officer or email at oed@pcsd.gov.ph eedpcsd@gmail.com /eed@pcsd.gov.ph or thru PCSDS Official Facebook page facebook.com/	1.1 Receive request letter and PSDTI Use-Request Form and forward to the Office of the Executive Director	None	30 minutes	<i>Chief Administrative Officer</i> PCSDS Main Office-Administrative and Finance Division  <i>Division Chief</i> PCSD Main Building-ECAN Education





pcsd7611				and Extension Division
Clients should indicate their contact details for immediate feedback.	1.2 Review and approve request and forward to Division In-charge	None	2 days	<i>Executive Director</i> PCSD Main Building- ECAN Education and Extension Division
2. Receive notification and/or approval of request via letter or email and fill out the Client Feedback form.	2.1 Receive approved request and logbook schedule (if approved), notify client, and receive the filled out Client Feedback form.	None	1 hour	<i>Division Chief</i> PCSD Main Building- ECAN Education and Extension Division
<b>TOTAL:</b>		None	2 days, 1 hour and 30 minutes	

## 26. 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.

<b>Office/Division:</b>	ECAN Education and Extension Division (EEED)	
<b>Classification:</b>	Simple	
<b>Type of Transaction:</b>	G2C- Government to Citizens G2B- Business G2G- Government to Government	
<b>Who may avail:</b>	Public, Media, Students, NGA, NGO, LGU	
<b>Checklist OF REQUIREMENTS</b>		<b>WHERE TO SECUR</b>
1. Request letter (1 Original)		Client

CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>1. Submit letter of request to PCSDS Front Desk Officer or thru email at <a href="mailto:oed@pcsd.gov.ph">oed@pcsd.gov.ph</a> <a href="mailto:eedpcsd@gmail.com">eedpcsd@gmail.com/</a> <a href="mailto:eed@pcsd.gov.ph">eed@pcsd.gov.ph</a> or thru PCSDS Official Facebook page <a href="https://facebook.com/pcsd7611">facebook.com/pcsd7611</a></p> <p>Clients should indicate their contact details for immediate feedback.</p>	<p>1.1 Receive letter and forward the Office of the Executive Director</p>	<p>None</p>	<p>15 minutes</p>	<p><i>Chief Administrative Officer</i>            PCSDS Main Office-Administrative and Finance Division   <i>Division Chief</i>            PCSD Main Building-ECAN Education and Extension Division</p>
	<p>1.2 Review and approve request and forward to Division In-charge</p>	<p>None</p>	<p>2 days</p>	<p><i>Executive Director</i>            PCSD Main Building-ECAN Education and Extension Division</p>
	<p>1.3 Receive Approved request and calendar schedule (if approved)</p>	<p>None</p>	<p>15 minutes</p>	<p><i>Division Chief</i>            PCSD Main Building-ECAN Education and Extension Division</p>
<p>2. Receive notification and/or approval of request via letter or email and fill out the Client Feedback form.</p>	<p>2.1 Notify client and receive the filled out Client Feedback form.</p>	<p>None</p>	<p>1 hour</p>	<p><i>Division Chief</i>            PCSD Main Building-ECAN Education and Extension Division</p>
<b>TOTAL:</b>		<p>None</p>	<p>2 days, 1 hour and 30 minutes</p>	

## 27. 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.

<b>Office/Division:</b>	ECAN Education and Extension Division (EEED)			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C- Government to Citizens G2G- Government to Government			
<b>Who may avail:</b>	Academe, NGA, LGU, other concerned stakeholders			
<b>Checklist OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Request letter (1 Original)		Client		
<b>CLIENTS STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit letter of request to PCSDS Front Desk Officer or thru email at <a href="mailto:oed@pcsd.gov.ph">oed@pcsd.gov.ph</a>  <a href="mailto:eeedpcsd@gmail.com">eeedpcsd@gmail.com/</a> <a href="mailto:eeed@pcsd.gov.ph">eeed@pcsd.gov.ph</a> or thru PCSDS Official Facebook page <a href="https://facebook.com/pcsd7611">facebook.com/pcsd7611</a>	1.1 Receive letter and forward to the Office of the Executive Director	None	15 minutes	<i>Division Chief</i> PCSD Main Building- ECAN Education and Extension Division
	1.2 Review and approve request and forward to Division In-charge	None	2 days	<i>Executive Director</i> PCSD Main Building- ECAN Education and Extension Division
	1.3 Receive approved request and logbook schedule (if approved)	None	15 minutes	<i>Division Chief</i> PCSD Main Building- ECAN Education and Extension Division
2. Receive notification and/or approval of request via letter or	2.1 Notify client and receive the filled-out Client	None	1 hour	<i>Division Chief</i> PCSD Main Building-



email and fill out the Client Feedback form.	Feedback form.			ECAN Education and Extension Division
TOTAL:		None	2 days, 1 hour and 30 minutes	

## 28. 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.

<b>Office/Division:</b>	Administrative and Finance Division – Accounting Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen G2B – Government to Business G2G – Government to Government			
<b>Who may avail:</b>	Payors, which may include any of the following: <ul style="list-style-type: none"> <li>- Employees of the government or private sector</li> <li>- Government agencies</li> <li>- Non-government organizations</li> <li>- Academic institutions</li> <li>- Researchers</li> <li>- General public</li> <li>- Project proponents whether applying for permit/clearance or being penalized</li> <li>- Permittees whether applying for permit or being penalized</li> </ul>			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
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)		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit Assessment Slip to Collecting Officer	1.1 Collecting Officer validate	None	1 minute	<i>Chief Administrative Officer</i>

in the Accounting Office Window or at any branch of Palawan Express Pera Padala(PEPP)	Assessment Slip in terms of completeness and accuracy  1.2. Notify the cashier if payment is made at PEPP			PCSD Main Office- Administrative and Finance Division  <i>District Manager</i> District Management Office concerned DMO (North, South, or Calamian)
2. Pay the fee 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	<b>ISSUANCE OF ECAN ZONING CERTIFICATION</b> ECAN Zoning Certification – PHP 200  Printing of map (optional upon request) PHP 250	1 hour	<i>Chief Administrative Officer</i> PCSD Main Office- Administrative and Finance Division
	<b>TOTAL</b>	PHP 200, additional PHP per map printing	<u>1 hour 1 minute</u>	
2. Pay the fee based on assessment slip	2.1 Receive payment  2.2 Issue Official Receipt	<b>ISSUANCE OF SEP CLEARANCE FOR CATEGORY A-D PROJCTS</b> 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	<i>Chief Administrative Officer</i> PCSD Main Office- Administrative and Finance Division
	<b>TOTAL</b>	PHP 5060 (Category A) PHP 2060 (Category B) PHP 3060 (Category D)	<u>11 minutes</u>	
2. Pay the fee based on assessment slip	2.1 Receive payment  2.2 Issue Official Receipt	<b>Request for Issuance of Gratuitous Permit</b>  Gratuitous Permit Fee PHP 100  Certification of No	15 minutes	<i>Chief Administrative Officer</i> PCSD Main Office- Administrative and Finance

		Pending Case PHP 50		Division
		Legal Research Fund PHP 10		
	<b>TOTAL</b>	<b>PHP160</b>	<b>16 minutes</b>	
2. Pay the fee based on assessment slip	2.1 Receive payment  2.2 Issue Official Receipt	<b>Issuance of CITES Import Permit or Non-CITES Certification</b>  Certification of No Pending Case PHP50  Legal Research Fee PHP 10	15 minutes	<i>Chief Administrative Officer</i> PCSD Main Office-Administrative and Finance Division
	<b>TOTAL</b>	<b>PHP60</b>	<b>16 minutes</b>	
2. Pay the fee based on assessment slip	2.1 Receive payment  2.2 Issue Official Receipt	<b>Issuance of CITES Export or Re-Export Permit /Non-CITES Export or Re-Export Certification</b>  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	15 minutes	<i>Chief Administrative Officer</i> PCSD Main Office-Administrative and Finance Division

		<p>I. CITES Species</p> <p>x. Inspection fee: PHP 150</p> <p>xi. Permit Fee: PHP 250</p> <p>xii. Certificate of No Pending Case PHP 50</p> <p>xiii. Legal Research Fee: PHP 10</p> <p>II. Non-CITES Species</p> <p>xiv. Inspection fee: PHP 150</p> <p>xv. Permit Fee: PHP 150</p> <p>xvi. Legal Research Fee: PHP 10</p> <p>xvii. Reissuance fee for CITES Permit: PHP 250 and Legal Research Fee: PHP 10</p> <p>Reissuance fee for Non-CITES PHP 150</p> <p>Legal Research Fund PHP 10</p>		
	<b><u>TOTAL</u></b>	<u>Starts at PHP 150 depending on the type of Permit or Certification</u>	<u>16 minutes</u>	
2. Pay the fee based on assessment slip	<p>2.1 Receive payment</p> <p>2.2 Issue Official Receipt</p>	<p><b>Issuance of Wildlife Clearance</b></p> <p>Wildlife Clearance PHP 300</p> <p>Certificate of No Pending Case PHP50</p> <p>Legal Research Fund PHP 10</p>	15 minutes	<p><i>Chief Administrative Officer</i> PCSD Main Office-Administrative and Finance Division</p>
	<b><u>TOTAL</u></b>	<u>PHP360</u>	<u>16 minutes</u>	
2. Pay the fee based on assessment slip	<p>2.1 Receive payment</p> <p>2.2 Issue</p>	<p><b>Issuance of Certificate of Wildlife Registration</b></p> <p>Certificate of No</p>	5 minutes	<p><i>Chief Administrative Officer</i> PCSD Main</p>



	Official Receipt	<p>Pending Case Php50</p> <p>Legal Research Fund PHP 10</p> <p>PhP 350/head, for threatened terrestrial and aquatic fauna</p> <p>PhP150/species, for threatened flora species</p> <p>PhP 200/head, for exotic fauna w/c are kept in houses/by private individuals</p> <p>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.</p>		Office-Administrative and Finance Division
	<b><u>TOTAL</u></b>	<u>Starts at PHP60 plus total number of heads of wildlife/species</u>	<u>6 minutes</u>	
2. Pay the fee based on assessment slip	<p>2.1 Receive payment</p> <p>2.2 Issue Official Receipt</p>	<p><b>Issuance of Wildlife Special Use Permit for Other Uses</b></p> <p>PhP 300 for all wildlife for shows/exhibition</p> <p>PhP 50 for all wildlife for educational purposes</p> <p>PhP 300 for all wildlife for documentation for commercial purposes</p> <p>Certificate of No Pending Case PHP50</p> <p>Legal Research Fund PHP 10</p>	1 hour	<p><i>Chief Administrative Officer</i></p> <p>PCSD Main Office-Administrative and Finance Division</p>
	<b><u>TOTAL</u></b>	<u>Starts at PHP 110 depending on the type</u>	<u>1 hour and 1 minute</u>	





		<u>of special use for wildlife</u>		
2. Pay the fee based on assessment slip	2.1 Receive payment  2.2 Issue Official Receipt	<p><b>Issuance of Bioprospecting Undertaking (BU)</b></p> <p>Bioprospecting Undertaking Fee PHP 500</p> <p>•US\$3,000-9000</p> <p>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)</p> <p>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</p>	15 minutes	<p><i>Chief Administrative Officer</i> PCSD Main Office-Administrative and Finance Division</p>
	<b><u>TOTAL</u></b>	<b><u>Starts at PHP500</u></b>	<b><u>16 minutes</u></b>	
2. Pay the fee based on assessment slip	2.1 Receive payment  2.2 Issue Official Receipt	<p><b>Issuance of Wildlife Farm Permit</b></p> <p>Permit Fee: Small Scale PHP 2,300</p> <p>Medium Scale PHP 4,240</p>	15 minutes	<p><i>Chief Administrative Officer</i> PCSD Main Office-Administrative and Finance Division</p>

		Large Scale PHP 5,460		
	<b><u>TOTAL</u></b>	PHP2300 (Small Scale) PHP4240 (Medium Scale) PHP5460 (Large Scale)	<u>16 minutes</u>	
2. Pay the fee based on assessment slip	2.1 Receive payment  2.2 Issue Official Receipt	<b>Issuance of Wildlife Special Use Permit</b>  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	<i>Chief Administrative Officer</i> PCSD Main Office-Administrative and Finance Division
	<b><u>TOTAL</u></b>	PHP560 (WSUP for RFF) PHP1060 (WSUP for AO12)	<u>16 minutes</u>	
2. Pay the fee based on assessment slip	2.1 Receive payment  2.2 Issue Official Receipt	<b>Local Transport Permit (LTP)</b>  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	1 hour	<i>Chief Administrative Officer</i> PCSD Main Office-Administrative and Finance Division
	<b><u>TOTAL</u></b>	Starts at PHP260	<u>1 hour and 1 minute</u>	
2. Pay the fee based on assessment slip	2.1 Receive payment  2.2 Issue Official Receipt	<b>Issuance of Wildlife Collector's Permit for Species under AO12</b>  Application Fee: PhP 500 for terrestrial wildlife PhP 500 for Aquatic wildlife  Collection Charges:	15 minutes	<i>Chief Administrative Officer</i> PCSD Main Office-Administrative and Finance Division



		<p>Mammals: 500.00/head;</p> <p>Reptiles: 400.00/head;</p> <p>Birds: 20.00/head;</p> <p>Amphibian: 20.00/head;</p> <p>Butterfly: 70.00/head</p> <p>Orchids: 50.00/pc for common;</p> <p>Wildlings: 50.00/pc</p> <p>Plant and all other derivatives: 25.00/pc/plant/sample;</p> <p>Fauna parts and derivatives not limited to blood and serum samples: 25.00/pc/plant/sample;</p> <p>Certification of No Pending Case PHP 50</p> <p>Legal Research Fund PHP 10</p>		
	<b>TOTAL</b>		<u>16 minutes</u>	
2. Pay the fee based on assessment slip	<p>2.1 Receive payment</p> <p>2.2 Issue Official Receipt</p>	<p><b>Issuance of Wildlife Collector's Permit for Species under AO5</b></p> <p>Permit Fee: PHP 100</p> <p>Certification of No Pending Case PHP 50</p> <p>Legal Research Fund PHP 10</p>	15 minutes	<p><i>Chief Administrative Officer</i> PCSD Main Office-Administrative and Finance Division</p>
	<b>TOTAL</b>	<u>PHP160</u>	<u>16 minutes</u>	



2. Pay the fee based on assessment slip	2.1 Receive payment 2.2 Issue Official Receipt	<b>Issuance of Permit to Purchase</b>  Permit to Purchase PHP 500  Certification of No Pending Case PHP 50  Legal Research Fund PHP 10	1 hour	<i>Chief Administrative Officer</i> PCSD Main Office-Administrative and Finance Division
	<b><u>TOTAL</u></b>	<u>PHP560</u>	<u>1 hour and 1 minute</u>	
2. Pay the fee based on assessment slip	2.1 Receive payment 2.2 Issue Official Receipt	<b>Issuance of Permit to Transfer Certificate of Registration by Donation</b>  Permit to Transfer by Donation PHP 500  Certification of No Pending Case PHP 50  Legal Research Fund PHP 10	1 hour	<i>Chief Administrative Officer</i> PCSD Main Office-Administrative and Finance Division
	<b><u>TOTAL</u></b>	<u>PHP560</u>	<u>1 hour and 1 minute</u>	
2. Pay the fee based on assessment slip	2.1 Receive payment 2.2 Issue Official Receipt	<b>Issuance of Permit to Transfer Certificate of Registration by Succession</b>  Permit to Transfer PHP 500  Certification of No Pending Case 50.00  Legal Research Fund PHP 10	1 hour	<i>Chief Administrative Officer</i> PCSD Main Office-Administrative and Finance Division
	<b><u>TOTAL</u></b>	<u>PHP560</u>	<u>1 hour and 1 minute</u>	
2. Pay the fee based on assessment slip	2.1 Receive payment	<b>Issuance of Chainsaw Registration</b>	1 hour	<i>Chief Administrative Officer</i>



	2.2 Issue Official Receipt	<p>Certificate of Registration          PHP 100 (for New Applications)          PHP 500 (for Renewal)</p> <p>Certification of No Pending Case          PHP 50</p> <p>Legal Research Fund          PHP 10</p>		PCSD Main Office-Administrative and Finance Division
	<b><u>TOTAL</u></b>	PHP160	1 hour and 1 minute	
2. Pay the fee based on assessment slip	2.1 Receive payment  2.2 Issue Official Receipt	<p><b>Issuance of Permit to Sell</b></p> <p>Permit to Sell          PHP 500</p> <p>Certification of No Pending Case          PHP 50</p> <p>Legal Research Fund          PHP 10</p>	1 hour	<i>Chief Administrative Officer</i> PCSD Main Office-Administrative and Finance Division
	<b><u>TOTAL</u></b>	PHP 560	1 hour and 1 minute	
2. Pay the fee based on assessment slip	2.1 Receive payment  2.2 Issue Official Receipt	<p><b>Issuance of Special Use Permit</b></p> <p>Special Use Permit          PHP 300</p> <p>Certification of No Pending Case          PHP 50</p> <p>Legal Research Fund          PHP 10</p>	1 hour	<i>Chief Administrative Officer</i> PCSD Main Office-Administrative and Finance Division
	<b><u>TOTAL</u></b>	PHP 360	1 hour and 1 minute	
2. Pay the fee based on assessment slip	2.1 Receive payment  2.2 Issue Official Receipt	<p><b>Issuance of Transport Permit</b></p> <p>Transport Permit          PHP 100</p> <p>Certification of No</p>	1 hour	<i>Chief Administrative Officer</i> PCSD Main Office-Administrative and Finance



		Pending Case PHP 50		Division
		Legal Research Fund PHP 10		
	<b><u>TOTAL</u></b>	PHP 160	1 hour and 1 minute	
2. Pay the fee based on assessment slip	2.1 Receive payment	<b>Issuance of Permit to Manufacture</b>	1 hour	<i>Chief Administrative Officer</i>
	2.2 Issue Official Receipt	Permit to Manufacture PHP 1,000		PCSD Main Office- Administrative and Finance Division
		Certification of No Pending Case PHP 50		
		Legal Research Fund PHP 10		
	<b><u>TOTAL</u></b>	PHP 1060	1 hour and 1 minute	
2. Pay the fee based on assessment slip	2.1 Receive payment	<b>Issuance of Dealership /Distribution Permit</b>	1 hour	<i>Chief Administrative Officer</i>
	2.2 Issue Official Receipt	Dealership Permit PHP 1,000		PCSD Main Office- Administrative and Finance Division
		Certification of No Pending Case PHP 50		
		Legal Research Fund PHP 10		
	<b><u>TOTAL</u></b>	PHP 1060	1 hour and 1 minute	
2. Pay the fee based on assessment slip	2.1 Receive payment	<b>Issuance of Permit to Operate Service/Repair Shop</b>	1 hour	<i>Chief Administrative Officer</i>
	2.2 Issue Official Receipt	Permit to Operate Service /Repair Shop PHP 500		PCSD Main Office- Administrative and Finance Division
		Certification of No Pending Case PHP 50		
		Legal Research Fund PHP 10		
	<b><u>TOTAL</u></b>	PHP 560	1 hour and 1	



			minute	
2. Pay the fee based on assessment slip	2.1 Receive payment 2.2 Issue Official Receipt	<b>Issuance of Certification as to Wildlife Conservation Status</b>  Certification of No Pending Case PHP 50  Legal Research Fund PHP 10	15 minutes	<i>Chief Administrative Officer</i> PCSD Main Office-Administrative and Finance Division
	<b>TOTAL</b>	<u>PHP 60</u>	<u>16 minutes</u>	
2. Pay the fee based on assessment slip	2.1 Receive payment 2.2 Issue Official Receipt	<b>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</b>  Certification Fee PHP 50  Legal Research Fund PHP 10	15 minutes	<i>Chief Administrative Officer</i> PCSD Main Office-Administrative and Finance Division
	<b>TOTAL</b>	<u>PHP 60</u>	<u>16 minutes</u>	

## 29. 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.

<b>Office/Division:</b>	Administrative and Finance Division – Accounting Office
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C – Government to Citizen G2B – Government to Business G2G – Government to Government

<b>Who may avail:</b>	<ul style="list-style-type: none"> <li>- Employees of PCSDS</li> <li>- Government agencies</li> <li>- Non-government organizations</li> <li>- Supplier of goods and services</li> <li>- Academic institutions</li> <li>- Researchers</li> <li>- General public</li> </ul>
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
<p>COA Documentary Requirements for the specific transaction (COA Circular 2012-001 dated June 14, 2012)</p> <p>Salary and PERA</p> <p>A. Individual Claim</p> <ol style="list-style-type: none"> <li>1. Duly Approved Appointment (1 Original Copy, 1 photocopy)</li> <li>2. Assignment Order, if applicable (1 Original Copy and 1 photocopy)</li> <li>3. Certified True Copy of Oath of Office (1 Original Copy and 1 photocopy)</li> <li>4. Certificate of Assumption (1 Original Copy and 1 photocopy)</li> <li>5. Statement of Assets, Liability and Net worth (1 Original Copy and 1 photocopy)</li> <li>6. Approved DTR (1 Original Copy and 1 photocopy)</li> <li>7. BIR withholding certificates (Forms 1902 and 2305) (1 Original Copy and 1 photocopy)</li> <li>8. Payroll Information on New Employee (1 Original Copy and 1 photocopy)</li> <li>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)</li> <li>10. Certified Box "A" Obligation Request Status (1 Original Copy and 1 photocopy)</li> <li>11. Certified Box "A" Disbursement Voucher (1 Original Copy and 1 photocopy)</li> </ol> <p>B. Transferee</p> <ol style="list-style-type: none"> <li>1. Clearance from money, property and legal accountabilities (1 Original Copy</li> </ol>	<p>2<sup>nd</sup> Floor Human Resource Unit, PCSD Bldg</p> <p>2<sup>nd</sup> Floor Human Resource Unit, PCSD Bldg</p> <p>2<sup>nd</sup> Floor Human Resource Unit, PCSD Bldg</p> <p>2<sup>nd</sup> Floor Human Resource Unit, PCSD Bldg</p> <p>2<sup>nd</sup> Floor Human Resource Unit, PCSD Bldg</p> <p>2<sup>nd</sup> Floor Human Resource Unit, PCSD Bldg</p> <p>2<sup>nd</sup> Floor Human Resource Unit, PCSD Bldg</p> <p>2<sup>nd</sup> Floor Human Resource Unit, PCSD Bldg</p> <p>2<sup>nd</sup> Floor Human Resource Unit, PCSD Bldg</p> <p>BIR Office, Rizal Ave., Puerto Princesa City</p> <p>2<sup>nd</sup> Floor Human Resource Unit, PCSD Bldg</p> <p>Notary Public</p>



<ul style="list-style-type: none"> <li>and 1 photocopy)</li> <li>2. Certified True Copy of pre-audited disbursement of last salary from the previous office (1 Original Copy and 1 photocopy)</li> <li>3. BIR Form 2316(1 Original Copy and 1 photocopy)</li> <li>4. Certificate of Available Leave Credits (1 Original Copy and 1 photocopy)</li> <li>5. Service Records (1 Original Copy and 1 photocopy)</li> <li>6. Certified Box "A" Obligation Request Status (1 Original Copy and 1 photocopy)</li> <li>7. Certified Box "A" Disbursement Voucher (1 Original Copy and 1 photocopy)</li> </ul>	<p>From Division emanating the request</p> <p>From Division emanating the request</p> <p>2nd Floor Human Resource Unit, PCSD Bldg</p> <p>From Accounting of previous office</p>
<p>C. Salary (if deleted from payroll)</p> <ul style="list-style-type: none"> <li>1. Approved DTR (1 Original Copy and 1 photocopy)</li> <li>2. Notice of Assumption (1 Original Copy and 1 photocopy)</li> <li>3. Approved application for leave, clearances and medical certificate (5 days sick leave or more) (1 Original Copy and 1 photocopy)</li> <li>4. Certified Box "A" Obligation Request Status (1 Original Copy and 1 photocopy)</li> <li>5. Certified Box "A" Disbursement Voucher (1 Original Copy and 1 photocopy)</li> </ul>	<p>From Accounting of previous office</p> <p>From HR of previous office</p> <p>From HR of previous office</p> <p>From Division emanating the request</p> <p>From Division emanating the request</p>
<p>D. Salary Differential due to promotion or step increment</p> <ul style="list-style-type: none"> <li>1. CTC of approved appointment for promotion or NOSA for step increment/salary increase (1 Original Copy and 1 photocopy)</li> <li>2. Certificate of assumption (1 Original Copy and 1 photocopy)</li> <li>3. Approved DTR or certification that employee has not incurred leave without pay (1 Original Copy and 1 photocopy)</li> <li>4. Certified Box "A" Obligation Request Status (1 Original Copy and 1 photocopy)</li> </ul>	<p>2nd Floor Human Resource Unit, PCSD Bldg</p> <p>2nd Floor Human Resource Unit, PCSD Bldg</p> <p>2nd Floor Human Resource Unit, PCSD Bldg</p> <p>From Division emanating the request</p> <p>From Division emanating the request</p>

<p>5. Certified Box "A" Disbursement Voucher (1 Original Copy and 1 photocopy)</p> <p>E. Last Salary</p> <ol style="list-style-type: none"> <li>1. Clearance from money, property and legal accountabilities (include written undertakings) (1 Original Copy and 1 photocopy)</li> <li>2. Approved DTR (1 Original Copy and 1 photocopy)</li> <li>3. Certified Box "A" Obligation Request Status (1 Original Copy and 1 photocopy)</li> <li>4. Certified Box "A" Disbursement Voucher (1 Original Copy and 1 photocopy)</li> </ol> <p>F. Salary due to heirs of deceased employee</p> <ol style="list-style-type: none"> <li>1. Same requirements as those for last salary (1 Original Copy and 1 photocopy)</li> <li>2. Additional <ul style="list-style-type: none"> <li>• Death certificate authenticated by PSA (1 Original Copy and 1 photocopy)</li> <li>• Marriage contract authenticated by PSA, if applicable (1 Original Copy and 1 photocopy)</li> <li>• Birth certificate of surviving heirs authenticated by PSA (1 Original Copy and 1 photocopy)</li> <li>• Designation of next of kin (1 Original Copy and 1 photocopy)</li> <li>• Waiver of right of children 18 years old and above (1 Original Copy and 1 photocopy)</li> </ul> </li> <li>3. Certified Box "A" Obligation Request Status (1 Original Copy and 1 photocopy)</li> <li>4. Certified Box "A" Disbursement Voucher (1 Original Copy and 1 photocopy)</li> </ol> <p>G. Claim through ATM Payroll</p> <ol style="list-style-type: none"> <li>1. Salary Payroll (1 Original Copy and 1 photocopy)</li> <li>2. Payroll register (hard and soft copy) (1 Original Copy and 1 photocopy)</li> <li>3. Letter to the bank to credit employees'</li> </ol>	<p>2nd Floor Human Resource Unit, PCSD Bldg</p> <p>2nd Floor Human Resource Unit, PCSD Bldg</p> <p>2nd Floor Human Resource Unit, PCSD Bldg</p> <p>From Division emanating the request</p> <p>From Division emanating the request</p> <p>2nd Floor Human Resource Unit, PCSD Bldg</p> <p>2nd Floor Human Resource Unit, PCSD Bldg</p> <p>From Division emanating the request</p> <p>From Division emanating the request</p> <p>(see where to secure requirements of Last Salary)</p> <p>Philippine Statistic Authority, Malvar Street</p>
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<p>account (1 Original Copy and 1 photocopy)</p> <p>4. Validated deposited slip (1 Original Copy and 1 photocopy)</p> <p>5. Certified Box “A” Obligation Request Status (1 Original Copy and 1 photocopy)</p> <p>6. Certified Box “A” Disbursement Voucher (1 Original Copy and 1 photocopy)</p> <p>H. Maternity Leave</p> <p>1. CTC of approved application for leave (1 Original Copy and 1 photocopy)</p> <p>2. CTC maternity leave clearance (1 Original Copy and 1 photocopy)</p> <p>3. Medical certificate for maternity leave (1 Original Copy and 1 photocopy)</p> <p>4. Additional requirement for unused maternity leave (upon assumption before the expiration of the 60-day maternity leave)</p> <ul style="list-style-type: none"> <li>• Medical certificate that the employee is physically fit to work (1 Original Copy and 1 photocopy)</li> <li>• Certificate of assumption (1 Original Copy and 1 photocopy)</li> <li>• Approved DTR (1 Original Copy and 1 photocopy)</li> </ul> <p>5. Certified Box “A” Obligation Request Status (1 Original Copy and 1 photocopy)</p> <p>6. Certified Box “A” Disbursement Voucher (1 Original Copy and 1 photocopy)</p> <p>I. RATA</p> <p>1. Copy of office order/appointment (1<sup>st</sup> payment) (1 Original Copy and 1 photocopy)</p> <p>2. Certificate of assumption (1<sup>st</sup> payment) (1 Original Copy and 1 photocopy)</p> <p>3. Certification that official/employee did not use government vehicle and is not assigned any government vehicle (1 Original Copy and 1 photocopy)</p> <p>4. Certificate or evidence of service rendered or approved DTR (1 Original</p>	<p>Philippine Statistic Authority, Malvar Street</p> <p>Philippine Statistic Authority, Malvar Street</p> <p>Notary Public</p> <p>Notary Public</p> <p>From Division emanating the request</p> <p>From Division emanating the request</p> <p>2nd Floor Human Resource Unit, PCSD Bldg 2nd Floor Human Resource Unit, PCSD Bldg</p> <p>2nd Floor Human Resource Unit, PCSD Bldg</p> <p>LBP – PPC Branch Rizal Ave.</p> <p>From Division emanating the request</p> <p>From Division emanating the request</p>
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<p>Copy and 1 photocopy)</p> <ol style="list-style-type: none"> <li>5. Certification of actual days rendered by HR (1 Original Copy and 1 photocopy)</li> <li>6. Certified Box "A" Obligation Request Status (1 Original Copy and 1 photocopy)</li> <li>7. Certified Box "A" Disbursement Voucher (1 Original Copy and 1 photocopy)</li> </ol> <p>J. Clothing Allowance</p> <ol style="list-style-type: none"> <li>1. CTC of approved appointment/assumption (new and transferee) (1 Original Copy and 1 photocopy)</li> <li>2. Certificate of non-payment from previous agency (transferee) (1 Original Copy and 1 photocopy)</li> <li>3. Payroll and Register (1 Original Copy and 1 photocopy)</li> <li>4. Letter to Bank to credit employees account (1 Original Copy and 1 photocopy)</li> <li>5. Validated deposit slips (1 Original Copy and 1 photocopy)</li> <li>6. Certified Box "A" Obligation Request Status (1 Original Copy and 1 photocopy)</li> <li>7. Certified Box "A" Disbursement Voucher (1 Original Copy and 1 photocopy)</li> </ol> <p>K. Loyalty Pay</p> <ol style="list-style-type: none"> <li>1. Service Record (1 Original Copy and 1 photocopy)</li> <li>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)</li> <li>3. Certified Box "A" Obligation Request Status (1 Original Copy and 1 photocopy)</li> <li>4. Certified Box "A" Disbursement Voucher (1 Original Copy and 1 photocopy)</li> </ol>	<p>2nd Floor Human Resource Unit, PCSD Bldg</p> <p>2nd Floor Human Resource Unit, PCSD Bldg</p> <p>Certifying Physician</p> <p>Certifying Physician</p> <p>2nd Floor Human Resource Unit, PCSD Bldg</p> <p>2nd Floor Human Resource Unit, PCSD Bldg</p> <p>From Division emanating the request</p> <p>From Division emanating the request</p> <p>2nd Floor Human Resource Unit, PCSD Bldg</p> <p>2nd Floor Human Resource Unit, PCSD Bldg</p> <p>From Division emanating the request</p>
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<p>L. Mid-Year and Year-end Bonus</p> <ol style="list-style-type: none"> <li>1. Payroll and Register (1 Original Copy and 1 photocopy)</li> <li>2. Letter to Bank to credit employees account (1 Original Copy and 1 photocopy)</li> <li>3. Validated deposit slips (1 Original Copy and 1 photocopy)</li> <li>4. Certified Box "A" Obligation Request Status (1 Original Copy and 1 photocopy)</li> <li>5. Certified Box "A" Disbursement Voucher (1 Original Copy and 1 photocopy)</li> </ol>	<p>2nd Floor Human Resource Unit, PCSD Bldg</p> <p>2nd Floor Human Resource Unit, PCSD Bldg</p> <p>From Division emanating the request</p>
<p>M. Terminal Leave</p> <ol style="list-style-type: none"> <li>1. Office clearance (1 Original Copy and 1 photocopy)</li> <li>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)</li> <li>3. Approved leave application (1 Original Copy and 1 photocopy)</li> <li>4. Complete service record (1 Original Copy and 1 photocopy)</li> <li>5. SALN (1 Original Copy and 1 photocopy)</li> <li>6. Certified photocopy of appointment/NOSA (1 Original Copy and 1 photocopy)</li> <li>7. Computation of Terminal Leave signed/certified by Accountant (1 Original Copy and 1 photocopy)</li> <li>8. Applicant authority (in affidavit form) to deduct all financial obligations with office (1 Original Copy and 1 photocopy)</li> <li>9. Affidavit of applicant that there is no pending criminal investigation or prosecution against him/her (RA 3019) (1 Original Copy and 1 photocopy)</li> <li>10. Resignation letter duly accepted by Head of Agency for resignation (1 Original Copy and 1 photocopy)</li> <li>11. In case of death of claimant</li> </ol>	<p>From Division emanating the request</p> <p>2nd Floor Human Resource Unit, PCSD Bldg</p> <p>Accounting from previous office</p> <p>2nd Floor Human Resource Unit, PCSD Bldg</p> <p>2nd Floor Human Resource Unit, PCSD Bldg</p> <p>LBP PPC Branch Rizal Ave</p> <p>From Division emanating the request</p> <p>From Division emanating the request</p> <p>2nd Floor Human Resource Unit, PCSD Bldg</p>

<ul style="list-style-type: none"> <li>• Death certificate authenticated by PSA (1 Original Copy and 1 photocopy)</li> <li>• Marriage contract authenticated by PSA (1 Original Copy and 1 photocopy)</li> <li>• Birth certificate of all surviving legal heirs authenticated by PSA (1 Original Copy and 1 photocopy)</li> <li>• Designation of next of kin (1 Original Copy and 1 photocopy)</li> <li>• Waiver of rights of children 18 years old and above (1 Original Copy and 1 photocopy)</li> </ul> <p>12. Certified Box "A" Obligation Request Status (1 Original Copy and 1 photocopy)</p> <p>13. Certified Box "A" Disbursement Voucher (1 Original Copy and 1 photocopy)</p> <p>N. Monetization</p> <ol style="list-style-type: none"> <li>1. Approved leave application (10 days) with leave credit balance certified by the HR Officer (1 Original Copy and 1 photocopy)</li> <li>2. Request for leave covering more than ten days duly approved by Head of Agency (1 Original Copy and 1 photocopy)</li> <li>3. 50% or more <ul style="list-style-type: none"> <li>• Clinical abstract/medical procedures to be undertaken in case of health, medical and hospital needs (1 Original Copy and 1 photocopy)</li> <li>• Barangay certification in case of need for financial assistance brought about by calamities (1 Original Copy and 1 photocopy)</li> </ul> </li> <li>4. Certified Box "A" Obligation Request Status (1 Original Copy and 1 photocopy)</li> <li>5. Certified Box "A" Disbursement Voucher (1 Original Copy and 1 photocopy)</li> </ol>	<p>2nd Floor Human Resource Unit, PCSD Bldg</p> <p>From Division emanating the request</p> <p>From Division emanating the request</p> <p>2nd Floor Human Resource Unit, PCSD Bldg</p> <p>2nd Floor Human Resource Unit, PCSD Bldg</p> <p>LBP PPC Branch Rizal Ave.</p> <p>From Division emanating the request</p> <p>From Division emanating the request</p> <p>2nd Floor Human Resource Unit, PCSD Bldg</p> <p>2nd Floor Human Resource Unit, PCSD Bldg</p>
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<p>O. Collective Negotiation Agreement</p> <ol style="list-style-type: none"> <li>1. Resolution signed by both parties incorporating the guidelines/criteria for granting of incentive (1 Original Copy and 1 photocopy)</li> <li>2. Comparative statement of DBM approved level of operating expenses and actual operating expense (1 Original Copy and 1 photocopy)</li> <li>3. Copy of agreement (1 Original Copy and 1 photocopy)</li> <li>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)</li> <li>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)</li> <li>6. Certified Box "A" Obligation Request Status (1 Original Copy and 1 photocopy)</li> <li>7. Certified Box "A" Disbursement Voucher (1 Original Copy and 1 photocopy)</li> </ol>	<p>2nd Floor Human Resource Unit, PCSD Bldg</p> <p>2nd Floor Human Resource Unit, PCSD Bldg</p> <p>2nd Floor Human Resource Unit, PCSD Bldg</p> <p>2nd Floor Human Resource Unit, PCSD Bldg</p> <p>2nd Floor Human Resource Unit, PCSD Bldg</p> <p>2nd Floor Human Resource Unit, PCSD Bldg</p> <p>2nd Floor Human Resource Unit, PCSD Bldg</p>
<p>Local Daily Travel Expense (DTE)</p> <p>A. Cash Advance</p> <ol style="list-style-type: none"> <li>1. Approved Travel Order (1 Original Copy and 1 photocopy)</li> <li>2. Approved Itinerary of Travel (1 Original Copy and 1 photocopy)</li> <li>3. Invitation and Program for Seminar, Meeting and Workshops (1 Original Copy and 1 photocopy)</li> <li>4. Previous cash advance is liquidated (1 Original Copy and 1 photocopy)</li> <li>5. Certified Box "A" Obligation Request Status (1 Original Copy and 1 photocopy)</li> <li>6. Certified Box "A" Disbursement Voucher (1 Original Copy and 1</li> </ol>	<p>Philippine Statistic Authority, Malvar Street</p> <p>Philippine Statistic Authority, Malvar Street</p> <p>Philippine Statistic Authority, Malvar Street</p>

<p>photocopy)</p> <p>B. Payment/Reimbursement/Liquidation</p> <ol style="list-style-type: none"> <li>1. Approved Travel Order by Head of Agency (1 Original Copy and 1 photocopy)</li> <li>2. Approved Itinerary of Travel (1 Original Copy and 1 photocopy)</li> <li>3. Invitation for Seminar, Meetings and Workshops (1 Original Copy and 1 photocopy)</li> <li>4. Boarding pass, billing and tickets (plane, boat or bus) (1 Original Copy and 1 photocopy)</li> <li>5. Official receipt (OR) for tickets (1 Original Copy and 1 photocopy)</li> <li>6. Certificate of Appearance (1 Original Copy and 1 photocopy)</li> <li>7. Certificate of Travel Completed (1 Original Copy and 1 photocopy)</li> <li>8. Reimbursement/Liquidation Report (1 Original Copy and 1 photocopy)</li> <li>9. Hotel bill and OR for claim of accommodation (1 Original Copy and 1 photocopy)</li> <li>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)</li> <li>11. Reimbursement Expense Receipt (1 Original Copy and 1 photocopy)</li> <li>12. Certification of below Php 300.00 for expenses not requiring receipt (1 Original Copy and 1 photocopy)</li> <li>13. Back to Office Report (1 Original Copy and 1 photocopy)</li> <li>14. Approved DTR (1 Original Copy and 1 photocopy)</li> <li>15. Revised Approved TO and IT for change in schedule (1 Original Copy and 1 photocopy)</li> <li>16. Certified Box "A" Obligation Request Status (1 Original Copy and 1 photocopy)</li> <li>17. Certified Box "A" Disbursement Voucher (1 Original Copy and 1 photocopy)</li> </ol>	<p>Notary Public</p> <p>Notary Public</p> <p>From Division emanating the request</p> <p>From Division emanating the request</p> <p>2nd Floor Human Resource Unit, PCSD Bldg</p> <p>2nd Floor Human Resource Unit, PCSD Bldg</p> <p>Certifying Physician</p> <p>Residence's Barangay Hall</p> <p>From Division emanating the request</p> <p>From Division emanating the request</p>
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Foreign Daily Travel Expense (DTE)	
A. Cash Advance	
1. Approved Authority to Travel by Secretary or PCSD Chairperson (1 Original Copy and 1 photocopy)	PCSDS Employees Association
2. Approved Itinerary of Travel (1 Original Copy and 1 photocopy)	
3. UNDP Index (1 Original Copy and 1 photocopy)	2 <sup>nd</sup> Floor Administrative and Finance Division
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)	PCSDS Employees Association
7. Certified Box "A" Obligation Request Status (1 Original Copy and 1 photocopy)	4 <sup>th</sup> Floor Office of Executive Director
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)	3 <sup>rd</sup> Floor ECAN Planning, Research and Policy Division
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)	From Division emanating the request
8. Reimbursement/Liquidation Report (1 Original Copy and 1 photocopy)	From Division emanating the request
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)	From staff emanating the request
11. Reimbursement Expense Receipt (1	

<p>Original Copy and 1 photocopy)</p> <p>12. Certification of below Php 300.00 for expenses not requiring receipt (1 Original Copy and 1 photocopy)</p> <p>13. Narrative Report/Report on Participation (1 Original Copy and 1 photocopy)</p> <p>14. Approved DTR (1 Original Copy and 1 photocopy)</p> <p>15. Revised Approved TO and IT for change in schedule (1 Original Copy and 1 photocopy)</p> <p>16. UNDP Index (1 Original Copy and 1 photocopy)</p> <p>17. Foreign Exchange Rate (1 Original Copy and 1 photocopy)</p> <p>18. Certified Box "A" Obligation Request Status (1 Original Copy and 1 photocopy)</p> <p>19. Certified Box "A" Disbursement Voucher (1 Original Copy and 1 photocopy)</p>	<p>From staff emanating the request</p> <p>From Secretariat of Seminar, Meeting and Workshop to be attended</p> <p>2<sup>nd</sup> Floor Accounting Unit PCSDS Bldg.</p> <p>From Division emanating the request</p> <p>From Division emanating the request</p> <p>From staff emanating the request</p>
<p>Utility Expense</p> <p>1. Statement of account/billing (1 Original Copy and 1 photocopy)</p> <p>2. Invoice/Official Receipt or machine validated statement of account/bill (reimbursement) (1 Original Copy and 1 photocopy)</p> <p>3. Certified Box "A" Obligation Request Status (1 Original Copy and 1 photocopy)</p> <p>4. Certified Box "A" Disbursement Voucher (1 Original Copy and 1 photocopy)</p>	<p>From staff emanating the request</p> <p>From Secretariat of Seminar, Meeting and Workshop to be attended</p>
<p>Fuel, Oil and Lubricants</p> <p>1. Statement of account/billing (1 Original Copy and 1 photocopy)</p> <p>2. Invoice/Official Receipt or machine validated statement of account/bill (reimbursement) (1 Original Copy and 1 photocopy)</p> <p>3. Approved Trip Tickets (1 Original Copy and 1 photocopy)</p> <p>4. Travel Order (1 Original Copy and 1 photocopy)</p> <p>5. Certified Monthly Consumption Report (1 Original Copy and 1 photocopy)</p> <p>6. Certified Box "A" Obligation Request Status (1 Original Copy and 1 photocopy)</p> <p>7. Certified Box "A" Disbursement Voucher (1</p>	<p>From Transportation Office used as mode of transportation</p> <p>From Transportation Office used as mode of transportation</p> <p>From Secretariat or Office of attended seminar, meeting, workshop and other offices per purpose of travel</p> <p>From staff emanating the request</p> <p>From staff emanating the request</p>

<p>Original Copy and 1 photocopy)</p> <p>Telephone/Internet/Communication Expenses</p> <ol style="list-style-type: none"> <li>1. Statement of account/billing (1 Original Copy and 1 photocopy)</li> <li>2. Invoice/Official Receipt or machine validated statement of account/bill (reimbursement) (1 Original Copy and 1 photocopy)</li> <li>3. Authorization from Head of Agency for claim of communication allowance/expense (1 Original Copy and 1 photocopy)</li> <li>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)</li> <li>5. Certified Box "A" Obligation Request Status (1 Original Copy and 1 photocopy)</li> <li>6. Certified Box "A" Disbursement Voucher (1 Original Copy and 1 photocopy)</li> </ol>	<p>From Office of the hotel or accommodated place</p> <p>4<sup>th</sup> floor Office of the Executive Director</p> <p>From staff emanating the request</p> <p>From staff emanating the request</p>
<p>Petty Cash Set-Up</p> <ol style="list-style-type: none"> <li>1. Bonding of Accountable Officer (1 Original Copy and 1 photocopy)</li> <li>2. Approved request for petty cash (1 Original Copy and 1 photocopy)</li> <li>3. Estimate of routinely expenses to be incurred (1 Original Copy and 1 photocopy)</li> <li>4. Certified Box "A" Obligation Request Status (1 Original Copy and 1 photocopy)</li> <li>5. Certified Box "A" Disbursement Voucher (1 Original Copy and 1 photocopy)</li> </ol>	<p>From staff emanating the request</p> <p>2nd Floor Human Resource Unit, PCSD Bldg</p> <p>From staff emanating the request</p> <p>From Division emanating the request</p>
<p>Cultural and Athletic Services</p> <ol style="list-style-type: none"> <li>1. Budget estimates approved by Head of Agency (1 Original Copy and 1 photocopy)</li> <li>2. Same requirements under procurement depending on the nature of expense and mode of procurement adopted (1 Original Copy and 1 photocopy)</li> <li>3. Certified Box "A" Obligation Request Status (1 Original Copy and 1 photocopy)</li> <li>4. Certified Box "A" Disbursement Voucher (1 Original Copy and 1 photocopy)</li> </ol>	<p>From Division emanating the request</p> <p>From Division emanating the request</p> <p>Office of the Chairman, Provincial Capitol, Rizal Ave.</p>
<p>Human Resource and Development Training Program</p> <ol style="list-style-type: none"> <li>1. Budget estimates approved by Head of Agency (1 Original Copy and 1 photocopy)</li> <li>2. Schedule of training approved by the Head of Agency (1 Original Copy and 1 photocopy)</li> <li>3. Same requirements under procurement</li> </ol>	<p>From staff emanating the request</p> <p>Online at UNDP site</p>

<p>depending on the nature of expense and mode of procurement adopted (1 Original Copy and 1 photocopy)</p> <ol style="list-style-type: none"> <li>4. Certified Box "A" Obligation Request Status (1 Original Copy and 1 photocopy)</li> <li>5. Certified Box "A" Disbursement Voucher (1 Original Copy and 1 photocopy)</li> </ol>	<p>Online or national public newspaper</p> <p>From Secretariat of Seminar, Meeting and Workshop to be attended</p>
<p>Extraordinary and Miscellaneous Expense</p> <ol style="list-style-type: none"> <li>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)</li> <li>2. Other supporting documents as are necessary depending on the nature of expense charged (1 Original Copy and 1 photocopy)</li> <li>3. Certified Box "A" Obligation Request Status (1 Original Copy and 1 photocopy)</li> <li>4. Certified Box "A" Disbursement Voucher (1 Original Copy and 1 photocopy)</li> </ol>	<p>2nd Floor Accounting Unit PCSDS Bldg.</p> <p>From Division emanating the request</p> <p>From Division emanating the request</p>
<p>Vehicle Insurance (GSIS)/Registration (LTO)</p> <ol style="list-style-type: none"> <li>1. Statement of account/billing (1 Original Copy and 1 photocopy)</li> <li>2. Invoice/Official Receipt or machine validated statement of account/bill (reimbursement) (1 Original Copy and 1 photocopy)</li> <li>3. Certified Box "A" Obligation Request Status (1 Original Copy and 1 photocopy)</li> <li>4. Certified Box "A" Disbursement Voucher (1 Original Copy and 1 photocopy)</li> </ol>	<p>Office of the Chairman, Provincial Capitol, Rizal Ave.</p> <p>From staff emanating the request</p>
<p>Fidelity Bond Premiums</p> <ol style="list-style-type: none"> <li>1. Special Order (1 Original Copy and 1 photocopy)</li> <li>2. Filled-up Bureau of Treasury Application Form (1 Original Copy and 1 photocopy)</li> <li>3. Certified Box "A" Obligation Request Status (1 Original Copy and 1 photocopy)</li> <li>4. Certified Box "A" Disbursement Voucher (1 Original Copy and 1 photocopy)</li> </ol>	<p>From Secretariat of Seminar, Meeting and Workshop to be attended</p> <p>From Transportation Office used as mode of transportation</p> <p>From Transportation Office used as mode of transportation</p> <p>From Secretariat or Office of attended seminar, meeting, workshop and other offices per purpose of travel</p> <p>From staff emanating the request</p> <p>From staff emanating the request</p>

	<p>From Office of the hotel or accommodated place</p> <p>4th floor Office of the Executive Director</p> <p>From staff emanating the request</p> <p>From staff emanating the request</p> <p>From staff emanating the request</p> <p>2nd Floor Human Resource Unit, PCSD Bldg From staff emanating the request</p> <p>Online at UNDP site</p> <p>Online or national public newspaper</p> <p>From Division emanating the request</p> <p>From Division emanating the request</p> <p>From Office of the Utility Service Provider</p> <p>From Office of the Utility Service Provider</p>
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	<p>From Division emanating the request</p> <p>From Division emanating the request</p> <p>From Office of the Gasoline Provider</p> <p>From Office of the Gasoline Provider</p> <p>From Division emanating the request</p> <p>From Division emanating the request</p> <p>2<sup>nd</sup> Floor Procurement Unit, PCSDS Bldg.</p> <p>From Division emanating the request</p> <p>From Division emanating the request</p> <p>From Office of the Service Provider</p> <p>From Office of the Service Provider</p> <p>4<sup>th</sup> Floor Office of the Executive Director, PCSDS Bldg.</p> <p>4<sup>th</sup> Floor Office of the Executive Director, PCSDS Bldg.</p> <p>From Division emanating the request</p>
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	<p>From Division emanating the request</p> <p>2<sup>nd</sup> Floor Cashier, PCSDS Bldg. 4<sup>th</sup> Floor Office of the Executive Director, PCSDS Bldg.</p> <p>From Division emanating the request</p> <p>From Division emanating the request</p> <p>From Division emanating the request</p> <p>From Division emanating the request</p> <p>See procurement for reference</p> <p>From Division emanating the request</p> <p>From Division emanating the request</p> <p>From Division emanating the request</p> <p>From Division emanating the request</p> <p>See procurement for reference</p>
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	<p>From Division emanating the request</p> <p>From Division emanating the request</p> <p>4<sup>th</sup> Floor Office of the Executive Director, PCSDS Bldg.</p> <p>4<sup>th</sup> Floor Office of the Executive Director, PCSDS Bldg.</p> <p>From Division emanating the request</p> <p>From Division emanating the request</p> <p>From Office of the Service Provider</p> <p>From Office of the Service Provider</p> <p>From Division emanating the request</p> <p>From Division emanating the request</p> <p>2<sup>nd</sup> floor HR Unit, PCSDS Bldg.</p>
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		2 <sup>nd</sup> floor Cashier, PCSDS Bldg.		
		From Division emanating the request		
		From Division emanating the request		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEE S TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
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	30 Minutes	<i>Chief Administrative Officer</i> PCSD Main Office - Administrative and Finance Division
	1.3 Obligate the transactions	None	30 Minutes	<i>Chief Administrative Officer</i> PCSD Main Office - Administrative and Finance Division
	1.4 Certify the Disbursement Voucher	None	30 Minutes	<i>Chief Administrative Officer</i> 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	<i>Chief Administrative Officer</i> PCSD Main Office - Administrative and Finance Division
	1.6 Filing Clerk to transmit approved Voucher to Cashier	None	15 Minutes	<i>Chief Administrative Officer</i>

				PCSD Main Office - Administrative and Finance Division
	1.7 Process Approved Voucher	None	15 Minutes	<i>Chief Administrative Officer</i> PCSD Main Office - Administrative and Finance Division
	1.8 Inform client of successful Advice to Debit Account (ADA)/Check	None	5 Minutes	<i>Chief Administrative Officer</i> 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	<i>Chief Administrative Officer</i> PCSD Main Office - Administrative and Finance Division
<b>TOTAL:</b>		None	1 Day, 2 Hours, 10 Minutes	

### 30. 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.

<b>Office/Division:</b>	Administrative and Finance Division – Accounting Office	
<b>Classification:</b>	Complex	
<b>Type of Transaction:</b>	G2P – Government to Citizen G2B – Government to Business G2G – Government to Government	
<b>Who may avail:</b>	<ul style="list-style-type: none"> <li>- Employees of PCSDS</li> <li>- Government agencies</li> <li>- Non-government organizations</li> <li>- Supplier of goods and services</li> <li>- Academic institutions</li> <li>- Researchers</li> <li>- General public</li> </ul>	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
COA Documentary Requirements for the specific transaction (COA Circular 2012-001 dated June 14, 2012)		
Field Operating Activity		
A. Cash advance		
1. Copy of Fidelity Bond (1 Original Copy and 1 photocopy)	2 <sup>nd</sup> Floor Cashier, PCSDS Bldg.	
2. Approved request for cash advance (1 Original Copy and 1 photocopy)	From staff emanating the request	
3. Approved estimated expenses to be incurred per nature of expenses (1 Original Copy and 1 photocopy)	From staff emanating the request	
4. Previous cash advance is liquidated (1 Original Copy and 1 photocopy)	2 <sup>nd</sup> Floor Accounting, PCSDS Bldg.	
5. Certified Box “A” Obligation Request Status (1 Original Copy and 1 photocopy)	From Division emanating the request	
6. Certified Box “A” Disbursement Voucher (1 Original Copy and 1 photocopy)	From Division emanating the request	
B. Reimbursement/Liquidation		
1. Approved estimated expenses to be incurred per nature of expenses (1 Original Copy and 1 photocopy)	From Division emanating the request	
2. Local Daily Travel Expense (DTE)	From staff emanating the request	
2.1. Approved Travel Order by Head of Agency (1 Original Copy and 1 photocopy)	From staff emanating the request	
2.2. Approved Itinerary of Travel (1 Original Copy and 1 photocopy)	From staff emanating the request	
2.3. Invitation for Seminar,	From Secretariat/Office of the seminar,	

<p>Meetings and Workshops (1 Original Copy and 1 photocopy)</p> <p>2.4. Boarding pass and tickets (plane, boat or bus) (1 Original Copy and 1 photocopy)</p> <p>2.5. Official receipt (OR) for tickets (1 Original Copy and 1 photocopy)</p> <p>2.6. Certificate of Appearance and Certificate of Travel Completed (1 Original Copy and 1 photocopy)</p> <p>2.7. Reimbursement/Liquidation Report (1 Original Copy and 1 photocopy)</p> <p>2.8. Hotel bill and OR for claim of accommodation (1 Original Copy and 1 photocopy)</p> <p>2.9. 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)</p> <p>2.10. Reimbursement Expense Receipt (1 Original Copy and 1 photocopy)</p> <p>2.11. Certification of below Php 300.00 for expenses not requiring receipt (1 Original Copy and 1 photocopy)</p> <p>2.12. Back to Office Report (1 Original Copy and 1 photocopy)</p> <p>2.13. Approved DTR (1 Original Copy and 1 photocopy)</p> <p>2.14. Revised Approved TO and IT for change in schedule (1 Original Copy and 1 photocopy)</p> <p>2.15. Report of Disbursement (for liquidation purpose) (1 Original Copy and 1 photocopy)</p> <p>2.16. Certified Box "A" Obligation Request Status (1 Original Copy and 1</p>	<p>meetings and workshop attended</p> <p>From Office of the Transportation Company</p> <p>From Office of the Transportation Company</p> <p>From the Secretariat/Office of the attended activity per travel order</p> <p>From staff emanating the request</p> <p>From Hotel/Office of the accommodated place</p> <p>4<sup>th</sup> Floor Office of the Executive Director, PCSDS Bldg.</p> <p>From staff emanating the request</p> <p>From staff emanating the request</p> <p>From staff emanating the request</p> <p>2<sup>nd</sup> Floor HR Unit, PCSDS Bldg.</p> <p>From staff emanating the request</p> <p>From staff emanating the request</p> <p>From Division emanating the request</p>
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<p>photocopy) 2.17. Certified Box "A" Disbursement Voucher (1 Original Copy and 1 photocopy)</p>	<p>From Division emanating the request</p>
<p>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)</p>	<p>From Office of the service provider From Office of the service provider From Division emanating the request From Division emanating the request</p>
<p>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)</p>	<p>From Office of the gasoline provider From Office of the gasoline provider From Division emanating the request From Division emanating the request From Division emanating the request 2<sup>nd</sup> Floor Procurement Unit, PCSDS Bldg. From Division emanating the request</p>
<p>Petty Cash Replenishment 1. Petty cash voucher (1 Original Copy and 1 photocopy) 2. Billing/Statement of account (1 Original Copy and 1 photocopy) 3. Invoice/Official Receipt or machine validated statement of account/bill (1 Original Copy and 1 photocopy) 4. Requisition and Issue Slip (supplies and materials) (1 Original Copy and 1 photocopy) 5. Certification of below Php 300.00 for expenses not requiring receipt (1 Original Copy and 1 photocopy)</p>	<p>From Division emanating the request From Petty Cash Custodian From supplier/service provider From supplier/service provider 2<sup>nd</sup> Floor Procurement Unit, PCSDS Bldg.</p>

6. Such other documents necessary based on expense incurred (1 Original Copy and 1 photocopy)	From Petty Cash Custodian
7. Certified Box "A" Obligation Request Status (1 Original Copy and 1 photocopy)	From Petty Cash Custodian
8. Certified Box "A" Disbursement Voucher (1 Original Copy and 1 photocopy)	From Division emanating the request
<b>Fund Transfers</b>	
1. Copy of notarized MOA/Trust agreement (1 Original Copy and 1 photocopy)	From Division emanating the request
2. Copy of approved program of work (infrastructure project) (1 Original Copy and 1 photocopy)	From Division emanating the request
3. Approved project expenditures or estimated expenses indicating the project objective and expected output (for other projects) (1 Original Copy and 1 photocopy)	From Division emanating the request From Division emanating the request
4. Certification by the Accountant that funds previously transferred to Implementing Agency (IA) has been liquidated, post audited and accounted for in the books (1 Original Copy and 1 photocopy)	2 <sup>nd</sup> Floor Accounting, PCSDS Bldg.
5. Copy of Official Receipt issued by the IA (1 Original Copy and 1 photocopy)	
6. Certified Box "A" Obligation Request Status (1 Original Copy and 1 photocopy)	From Implementing Unit/Agency
7. Certified Box "A" Disbursement Voucher (1 Original Copy and 1 photocopy)	From Division emanating the request
<b>Job Order Services/Individual Contract of Service</b>	
1. Copy of notarized contract (1 Original Copy and 1 photocopy)	From Division emanating the request
2. Approved DTR/pass slip (1 Original Copy and 1 photocopy)	2 <sup>nd</sup> Floor HR Unit, PCSDS Bldg.
3. Certified Accomplishment Report (1 Original Copy and 1 photocopy)	2 <sup>nd</sup> Floor HR Unit, PCSDS Bldg.
4. Copy of BIR Tax Identification Number annually registered (1 Original Copy and 1 photocopy)	From JO/ICS
5. Payroll (1 Original Copy and 1 photocopy)	From JO/ICS
6. Certified Box "A" Obligation Request Status (1 Original Copy and 1 photocopy)	2 <sup>nd</sup> Floor HR Unit, PCSDS Bldg.
7. Certified Box "A" Disbursement Voucher (1 Original Copy and 1 photocopy)	From Division emanating the request From Division emanating the request

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Obligation Request Status, Disbursement Voucher, and COA Documentary Requirements at 2 <sup>nd</sup> Floor Accounting, PCSDS Bldg.	1.1 Review submitted documents	None	1 Day	<i>Chief Administrative Officer</i> PCSD Main Office - Administrative and Finance Division
	1.2 If documents are complete, record voucher in Online Voucher Tracking and Logbook			
	1.3 Obligate the transactions	None	1 Day	<i>Chief Administrative Officer</i> PCSD Main Office - Administrative and Finance Division
	1.4 Certify the Disbursement Voucher	None	1 Day	<i>Chief Administrative Officer</i> 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	<i>Chief Administrative Officer</i> Office of Executive Director
	1.6 Filing Clerk to transmit Approved Voucher to Cashier	None	15 Minutes	<i>Chief Administrative Officer</i> Administrative and Finance Division
	1.7 Process Approved Voucher	None	15 Minutes	<i>Chief Administrative Officer</i> 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 at 2 <sup>nd</sup> Floor Accounting, PCSDS Bldg.	2.0 File original and duplicate paid disbursement voucher (DV)	None	5 Minutes	Chief Administrative Officer PCSD Main Office - Administrative and Finance Division
<b>TOTAL:</b>		None	4 Days, 40 Minutes	

### 31. 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.

<b>Office/Division:</b>	Administrative and Finance Division – Accounting Office	
<b>Classification:</b>	Highly Technical	
<b>Type of Transaction:</b>	G2C – Government to Citizen G2B – Government to Business G2G – Government to Government	
<b>Who may avail:</b>	<ul style="list-style-type: none"> <li>- Employees of PCSDS</li> <li>- Government agencies</li> <li>- Non-government organizations</li> <li>- Supplier of goods and services</li> <li>- Academic institutions</li> <li>- Researchers</li> <li>- General public</li> </ul>	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
COA Documentary Requirements for the specific transaction (COA Circular 2012-001 dated June 14, 2012)		



<p>Procurement Through Public Bidding</p> <p>A. Infrastructure</p> <ol style="list-style-type: none"> <li>1. Bids and Award Committee Process and Requirements (see BAC Citizen Charter) (1 Original Copy and 1 photocopy)</li> <li>2. Letter request from contractors for advance/progress/final payment or for substitution in case of release of retention money (1 Original Copy and 1 photocopy)</li> <li>3. Common to progress/final payments <ul style="list-style-type: none"> <li>• Statement of work accomplished/progress billing (1 Original Copy and 1 photocopy)</li> <li>• Inspection report by the agency authorized engineer (1 Original Copy and 1 photocopy)</li> <li>• Result of test analysis, if applicable (1 Original Copy and 1 photocopy)</li> <li>• Statement of time elapsed (1 Original Copy and 1 photocopy)</li> <li>• Monthly certificate of payment (1 Original Copy and 1 photocopy)</li> <li>• Contractor's affidavit on payment of laborers and materials (1 Original Copy and 1 photocopy)</li> <li>• Pictures, before, during and after construction of items of work especially the embedded items (1 Original Copy and 1 photocopy)</li> <li>• Photocopy of vouchers of all previous payments (1 Original Copy and 1 photocopy)</li> <li>• Certificate of completion (1 Original Copy and 1 photocopy)</li> <li>• As built plans (1 Original Copy and 1 photocopy)</li> <li>• Warranty Security (1 Original Copy and 1 photocopy)</li> <li>• 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 (1 Original Copy and 1 photocopy)</li> </ul> </li> </ol>	<p>Bids and Award Committee</p> <p>Contractors</p> <p>Contractors</p> <p>Inspection and Evaluation Committee, AFD 2<sup>nd</sup> Floor PCSDS Bldg.</p> <p>Technical Working Group/Experts</p> <p>Contractors</p> <p>2<sup>nd</sup> Floor Accounting, PCSDS Bldg.</p> <p>Contractors</p> <p>Inspection and Evaluation Committee, AFD 2<sup>nd</sup> Floor PCSDS Bldg.</p> <p>2<sup>nd</sup> Floor Accounting, PCSDS Bldg.</p>
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<p>4. Advance payments</p> <ul style="list-style-type: none"> <li>• Letter request from contractors for payment of amount not exceeding 15% of the total contract price (1 Original Copy and 1 photocopy)</li> <li>• Irrevocable standby letter of credit/security bond/bank guarantee (1 Original Copy and 1 photocopy)</li> <li>• Such other documents peculiar to the contract and/or to the mode of procurement and considered necessary in audit review and technical evaluation thereof (1 Original Copy and 1 photocopy)</li> </ul>	<p>Inspection and Acceptance, AFD 2<sup>nd</sup> Floor PCSDS Bldg.</p> <p>AFD, 2nd Floor PCSDS Bldg.</p> <p>Contractors</p> <p>AFD, 2nd Floor PCSDS Bldg.</p>
<p>5. Variation order/change order/extra work order</p> <ul style="list-style-type: none"> <li>• Copy of approved change order/extra work order (1 Original Copy and 1 photocopy)</li> <li>• Copy of approved original plans (1 Original Copy and 1 photocopy)</li> <li>• Copy of agency report establishing the necessity/justification (1 Original Copy and 1 photocopy)</li> </ul>	<p>Contractors</p> <p>Contractors</p>
<ul style="list-style-type: none"> <li>• Copy of approved/revised PERT/CPM network diagram (1 Original Copy and 1 photocopy)</li> <li>• Copy of approved detailed breakdown of contract cost for variation order (1 Original Copy and 1 photocopy)</li> <li>• Copy of COA technical evaluation report for the original contract (1 Original Copy and 1 photocopy)</li> </ul>	<p>Contractors</p> <p>Contractors</p>
<ul style="list-style-type: none"> <li>• Previously reviewed variation order or copy of COA technical evaluation report for previously approved variation order (1 Original Copy and 1 photocopy)</li> <li>• Additional performance security in the prescribed form and amount if variation order exceeds 10 percent of the original contract cost (1 Original Copy and 1 photocopy)</li> </ul>	<p>Contractors/AFD, 2<sup>nd</sup> Floor PCSDS Bldg.</p>
<ul style="list-style-type: none"> <li>• Such other documents peculiar to the contract and/or to the mode of procurement and considered necessary in audit review and technical evaluation</li> </ul>	<p>Contractors/AFD, 2nd Floor PCSDS Bldg.</p>

<p>thereof (1 Original Copy and 1 photocopy)</p> <p>6. Release of Retention Money</p> <ul style="list-style-type: none"> <li>• Any security in the form of cash, bank guarantee, irrevocable standby letter of credit from a commercial bank, GSIS, surety bond callable on demand (1 Original Copy and 1 photocopy)</li> <li>• Certification from the end user that the project is completed and inspected (1 Original Copy and 1 photocopy)</li> </ul> <p>7. Certified Box “A” Obligation Request Status (1 Original Copy and 1 photocopy)</p> <p>8. Certified Box “A” Disbursement Voucher (1 Original Copy and 1 photocopy)</p> <p><b>B. Consulting Services</b></p> <p>1. Bids and Award Committee Process and Requirements (see BAC Citizen Charter) (1 Original Copy and 1 photocopy)</p> <p>2. Letter request for payment from the consultant (1 Original Copy and 1 photocopy)</p> <p>3. Approved consultancy progress/final reports and/or output required under contract (1 Original Copy and 1 photocopy)</p> <p>4. Progress/final billing (1 Original Copy and 1 photocopy)</p> <p>5. Contract of infrastructure projects subject of project management consultancy services (1 Original Copy and 1 photocopy)</p> <p>6. Certified Box “A” Obligation Request Status (1 Original Copy and 1 photocopy)</p> <p>7. Certified Box “A” Disbursement Voucher (1 Original Copy and 1 photocopy)</p> <p><b>C. Goods</b></p> <p><b>C1. Supplies and Materials/Equipment/Motor Vehicles</b></p> <p>1. Bids and Award Committee Process and Requirements (see BAC Citizen Charter) (1 Original Copy and 1 photocopy)</p> <p>2. Original copy of dealers/suppliers’ invoices showing the quantity,</p>	<p>AFD, 2nd Floor PCSDS Bldg.</p> <p>AFD, 2nd Floor PCSDS Bldg.</p> <p>AFD, 2nd Floor PCSDS Bldg.</p> <p>Residence Auditor, COA</p> <p>Residence Auditor, COA</p> <p>Contractors</p> <p>Contractors</p> <p>Contractors</p>
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	<p>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 (1 Original Copy and 1 photocopy)</p> <p>3. Result of test analysis, if applicable (1 Original Copy and 1 photocopy)</p> <p>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 (1 Original Copy and 1 photocopy)</p> <p>5. Inspection and Acceptance Report (1 Original Copy and 1 photocopy)</p> <p>6. Property Acknowledgment Report (for equipment) (1 Original Copy and 1 photocopy)</p> <p>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 (1 Original Copy and 1 photocopy)</p> <p>8. Purchase Request duly approved by proper authorities (1 Original Copy and 1 photocopy)</p> <p>9. Authority to Purchase from DBM (in case of motor vehicles) (1 Original Copy and 1 photocopy)</p> <p>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 (1 Original Copy and 1 photocopy)</p> <p>11. Certified Box "A" Obligation Request Status (1 Original Copy and 1 photocopy)</p> <p>12. Certified Box "A" Disbursement Voucher (1 Original Copy and 1</p>	<p>Inspection and Acceptance Report/AFD 2<sup>nd</sup> Floor PCSDS Bldg.</p> <p>From Division emanating the request</p> <p>From Division emanating the request</p> <p>Bids and Award Committee</p> <p>Consultant</p> <p>4<sup>th</sup> Floor Office of the Executive Director, PCSDS Bldg.</p> <p>Consultant</p> <p>AFD, 2<sup>nd</sup> Floor PCSDS Bldg.</p> <p>From Division emanating the request</p> <p>From Division emanating the request</p>
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<p style="text-align: center;">photocopy)</p> <p><b>C2. General Support Services</b></p> <ol style="list-style-type: none"> <li>1. Bids and Award Committee Process and Requirements (see BAC Citizen Charter) (1 Original Copy and 1 photocopy)</li> <li>2. Accomplishment Report (1 Original Copy and 1 photocopy)</li> <li>3. Request for payment (1 Original Copy and 1 photocopy)</li> <li>4. Contractor's bill (1 Original Copy and 1 photocopy)</li> <li>5. Certificate of Acceptance (1 Original Copy and 1 photocopy)</li> <li>6. Record of attendance/service (1 Original Copy and 1 photocopy)</li> <li>7. Proof of remittance to concerned government agency and/or GOCCs (1 Original Copy and 1 photocopy)</li> <li>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 (1 Original Copy and 1 photocopy)</li> <li>9. Certified Box "A" Obligation Request Status (1 Original Copy and 1 photocopy)</li> <li>10. Certified Box "A" Disbursement Voucher (1 Original Copy and 1 photocopy)</li> </ol> <p><b>C3. Rental Contracts</b></p> <ol style="list-style-type: none"> <li>1. Bids and Award Committee Process and Requirements (see BAC Citizen Charter) (1 Original Copy and 1 photocopy)</li> <li>2. List of prevailing comparable property within vicinity (1 Original Copy and 1 photocopy)</li> <li>3. Vicinity map (1 Original Copy and 1 photocopy)</li> <li>4. Request for payment (1 Original Copy and 1 photocopy)</li> <li>5. Bill/invoices (1 Original Copy and 1 photocopy)</li> </ol>	<p>Bids and Awards Committee</p> <p>Supplier</p> <p>Technical Working Group/Experts</p> <p>Supplier</p> <p>Procurement Unit, 2<sup>nd</sup> Floor PCSDS Bldg.</p> <p>Property, 2<sup>nd</sup> Floor PCSDS Bldg.</p> <p>Supplier</p>
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<ol style="list-style-type: none"> <li>6. Certificate of occupancy (space/building) (1 Original Copy and 1 photocopy)</li> <li>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 (1 Original Copy and 1 photocopy)</li> <li>8. Certified Box "A" Obligation Request Status (1 Original Copy and 1 photocopy)</li> <li>9. Certified Box "A" Disbursement Voucher (1 Original Copy and 1 photocopy)</li> </ol>	<p>From Division emanating the request</p>
<p>C4. Repair and Maintenance</p> <ol style="list-style-type: none"> <li>1. Bids and Award Committee Process and Requirements (see BAC Citizen Charter) (1 Original Copy and 1 photocopy)</li> <li>2. Post inspection report (1 Original Copy and 1 photocopy)</li> <li>3. Warranty certificate (1 Original Copy and 1 photocopy)</li> <li>4. Request for payment (1 Original Copy and 1 photocopy)</li> <li>5. Bill/invoices (1 Original Copy and 1 photocopy)</li> <li>6. Certificate of acceptance (1 Original Copy and 1 photocopy)</li> <li>7. Pre repair inspection reports (1 Original Copy and 1 photocopy)</li> <li>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 (1 Original Copy and 1 photocopy)</li> <li>9. Certified Box "A" Obligation Request Status (1 Original Copy and 1 photocopy)</li> <li>10. Certified Box "A" Disbursement Voucher (1 Original Copy and 1 photocopy)</li> </ol>	<p>From Division emanating the request</p> <p>Bids and Awards Committee</p> <p>From Division emanating the request</p> <p>From Division emanating the request</p> <p>Bids and Awards Committee</p>
<p>C5. Advertising/Printing Expense</p>	<p>From Service Provider</p>

<ol style="list-style-type: none"> <li>1. Bids and Award Committee Process and Requirements (see BAC Citizen Charter) (1 Original Copy and 1 photocopy)</li> <li>2. Billing/Statement of Account (1 Original Copy and 1 photocopy)</li> <li>3. Inspection and Acceptance Report (1 Original Copy and 1 photocopy)</li> <li>4. Copy of newspaper clippings evidencing publication and/or CD in case of TV/Radio commercial (1 Original Copy and 1 photocopy)</li> <li>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 (1 Original Copy and 1 photocopy)</li> <li>6. Certified Box "A" Obligation Request Status (1 Original Copy and 1 photocopy)</li> <li>7. Certified Box "A" Disbursement Voucher (1 Original Copy and 1 photocopy)</li> </ol> <p>C6. Catering Service</p> <ol style="list-style-type: none"> <li>1. Bids and Award Committee Process and Requirements (see BAC Citizen Charter) (1 Original Copy and 1 photocopy)</li> <li>2. Billing/Statement of Account (1 Original Copy and 1 photocopy)</li> <li>3. Attendance Sheet (1 Original Copy and 1 photocopy)</li> <li>4. Coordinator's Report (1 Original Copy and 1 photocopy)</li> <li>5. Contract of Service (1 Original Copy and 1 photocopy)</li> <li>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 (1 Original Copy and 1 photocopy)</li> <li>7. Certified Box "A" Obligation Request Status (1 Original Copy and 1 photocopy)</li> <li>8. Certified Box "A" Disbursement Voucher (1 Original Copy and 1 photocopy)</li> </ol>	<p>From Service Provider</p> <p>From Division emanating the request</p> <p>From Service Provider</p> <p>From Service Provider</p> <p>Bids and Awards Committee</p> <p>From Division emanating the request</p> <p>From Division emanating the request</p> <p>Bids and Awards Committee</p> <p>From Division emanating the request</p>
<p>Procurement Through Alternative Modes</p>	

1. Bids and Award Committee Process and Requirements (see BAC Citizen Charter) (1 Original Copy and 1 photocopy)	Service Provider
2. Approved Procurement Plan (1 Original Copy and 1 photocopy)	Service Provider
3. Purchase Request (1 Original Copy and 1 photocopy)	Service Provider
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 (1 Original Copy and 1 photocopy)	Service Provider
5. Inspection and Acceptance Report (1 Original Copy and 1 photocopy)	Bids and Awards Committee
6. Approval of HOPE or authorized representative on the use of the alternative methods of procurement as recommended by BAC (1 Original Copy and 1 photocopy)	From Division emanating the request
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 (1 Original Copy and 1 photocopy)	From Division emanating the request
8. Sworn affidavit of the bidder that it is not related to the HOPE by consanguinity or affinity up to the third civil degree (1 Original Copy and 1 photocopy)	Bids and Awards Committee
Additional Requirements:	AFD, 2 <sup>nd</sup> floor PCSDS Bldg.
9. In case of 2 failed biddings	Service Provider
<ul style="list-style-type: none"> <li>Agency's offer for negotiations with selected supplier, contractors or consultants (1 Original Copy and 1 photocopy)</li> </ul>	Service Provider
<ul style="list-style-type: none"> <li>Certification of BAC on the failure of competitive bidding for the second time (1 Original Copy and 1 photocopy)</li> </ul>	Service Provider
<ul style="list-style-type: none"> <li>Evidence invitation of observers in all stages of the negotiation (1 Original Copy and 1 photocopy)</li> </ul>	Service Provider
<ul style="list-style-type: none"> <li>Eligibility documents in case of</li> </ul>	Service Provider



<p>infrastructure projects (1 Original Copy and 1 photocopy)</p> <p>10. In emergency cases</p> <ul style="list-style-type: none"> <li>• Justification as to necessity of purchase (1 Original Copy and 1 photocopy)</li> </ul> <p>11. In case of take over contracts</p> <ul style="list-style-type: none"> <li>• Copy of terminated contract (1 Original Copy and 1 photocopy)</li> <li>• Reason for termination (1 Original Copy and 1 photocopy)</li> <li>• 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 (1 Original Copy and 1 photocopy)</li> <li>• Approval by the Head of the Procuring Entity to negotiate contracts for projects under exceptional cases (1 Original Copy and 1 photocopy)</li> </ul> <p>12. In case of Small Value Procurement</p> <ul style="list-style-type: none"> <li>• Letter/invitation to submit proposal (1 Original Copy and 1 photocopy)</li> </ul> <p>13. Adjacent or contiguous projects</p> <ul style="list-style-type: none"> <li>• Original contract and any document indicating that the same resulted from competitive bidding (1 Original Copy and 1 photocopy)</li> <li>• Scope of work which should be related or similar to the scope of work of the original contract (1 Original Copy and 1 photocopy)</li> <li>• Latest accomplishment report of the original contract showing that there was no negative slippage/delay (1 Original Copy and 1 photocopy)</li> </ul> <p>14. Such other documents peculiar to the contract and/or to the mode of</p>	<p>AFD, 2<sup>nd</sup> floor PCSDS Bldg.</p> <p>Bids and Awards Committee</p> <p>From Division emanating the request</p> <p>From Division emanating the request</p> <p>Bids and Awards Committee</p> <p>Service Provider</p> <p>AFD, 2<sup>nd</sup> floor PCSDS Bldg.</p> <p>Service Provider</p> <p>Bids and Awards Committee</p> <p>From Division emanating the</p>
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<p>procurement and considered necessary in audit review and technical evaluation thereof (1 Original Copy and 1 photocopy)</p> <p>15. Certified Box "A" Obligation Request Status (1 Original Copy and 1 photocopy)</p> <p>16. Certified Box "A" Disbursement Voucher (1 Original Copy and 1 photocopy)</p>	<p>request</p> <p>From Division emanating the request</p> <p>Bids and Awards Committee</p> <p>Service Provider</p> <p>From Division emanating the request</p> <p>From Division emanating the request</p> <p>Service Provider</p> <p>Bids and Awards Committee</p> <p>From Division emanating the request</p> <p>From Division emanating the request</p> <p>Bids and Awards Committee</p> <p>From Division emanating the</p>
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	<p>request</p> <p>From Division emanating the request</p> <p>Supplier</p> <p>AFD, 2<sup>nd</sup> Floor PCSDS Bldg.</p> <p>4<sup>th</sup> Floor, OED, PCSDS Bldg</p> <p>Bids and Awards Committee</p> <p>Bidder</p> <p>Bids and Awards Committee</p>
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Bids and Awards Committee

Bids and Awards Committee

Bids and Awards Committee

From Division emanating the request

Bids and Awards Committee

Bids and Awards Committee

Bids and Awards Committee

	<p>Bids and Awards Committee</p> <p>Bids and Awards Committee</p> <p>Bidder</p> <p>Bidder</p> <p>Bids and Awards Committee</p> <p>From Division emanating the request</p>
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		From Division emanating the request		
CLIENT STEPS	AGENCY ACTION	FEE S TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Obligation Request Status, Disbursement Voucher and COA Documentary Requirements	1.1 Review submitted documents	None	4 Days	Chief Administrative Officer PCSD Main Office - Administrative and Finance Division
	1.2 If documents are complete, record voucher in Online Voucher Tracking and Logbook			
	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 Debit Account (ADA)/Check	None	5 Minutes	
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
<b>TOTAL:</b>		None	18 Days, 25 Minutes	



## 32. 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.

<b>Office/Division:</b>	Bids and Awards Committee (BAC), BAC Secretariat, and Administrative and Finance Divisions (AFD)			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	Government to Government			
<b>Who may avail:</b>	External suppliers/service providers			
<b>Checklist OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
None			None	
<b>CLIENTS STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Sign the MOA.	1.1 Enter into a Memorandum of Agreement (MOA) with the Servicing Agency	None	1 day	<i>Head of the Procuring Entity (HOPE)</i> PCSDS Main Office - Office of the Executive Director (OED)
	1.2 Implement the MOA	None	1 day	<i>Chief Administrative Officer</i> 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	<i>End-User Division Head</i> 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)	None	1 day	<i>Head of Inspection and Acceptance Committee</i> PCSDS Main Office

	Confirm compliance of procured items to specifications/TOR			
	3.1. Submit complete copies of procurement documents and Disbursement Voucher and Obligation Request to Accounting unit for payment processing	None	3 days	<i>Property and Supply Unit</i> 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	<i>Property Custodian</i> PCSDS Main Office - AFD
	3.3 Evaluate supplier performance/service.  Prepare Certificate of Performance Evaluation (CPE) Form and recommend the same to the HOPE	None	1 day	<i>End User Division Chief</i> PCSDS Main Office - AFD  <i>Chief Administrative Officer</i> PCSDS Main Office - AFD
	3.4 Sign and approve CPE	None	2 days	<i>HOPE</i> 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	<i>Chief Administrative Officer</i> PCSDS Main Office - AFD
5. Receive Payment at the Accounting Office at the PCSD Main Office.	5.0 Process payment			
<b>TOTAL:</b>		None	12 days	

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



### 33. 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

<b>Office/Division:</b>	Bids and Awards Committee (BAC), BAC Secretariat, and Administrative and Finance Divisions (AFD)			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2C - Government to Citizen G2G - Government to Government G2B - Government to Business			
<b>Who may avail:</b>	External suppliers/service providers			
<b>Checklist OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
Philippine Contractors Accreditation Board (PCAB) License (1 photocopy)			Contractor	
Net Financial Contracting Capacity (NFCC) (1 copy)			Contractor	
<b>CLIENTS STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Negotiate with the Bid and Awards Committee during BAC meetings at the PCSD Main Building	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	None	7 days	<i>PCSDS-BAC Chairperson</i> PCSDS Main Office

	other terms and conditions of the contract)			
	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	7 days	<i>PCSDS-BAC Chairperson</i> <i>PCSDS Main Office</i>  <i>HOPE</i> <i>PCSDS Main Office - Office of the Executive Director (OED)</i>
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	<i>HOPE</i> <i>PCSDS Main Office - Office of the Executive Director (OED)</i>  <i>Head of BAC Secretariat</i> <i>PCSDS Main Office</i>
	2.2 Prepare the contract in favor of the Contractor or Consultant	None	10 minutes	<i>Head of BAC Secretariat</i> <i>PCSDS Main Office</i>
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	<i>HOPE</i> <i>PCSDS Main Office - Office of the Executive Director (OED)</i>
4. Submit Performance Security to the BAC Secretariat at the PCSD Main Office	4.0 Accept and verify Performance Security submitted	None	1 day	<i>Head of BAC Secretariat</i> <i>PCSDS Main Office</i>
5. Sign the Notice to Proceed (NTP) and receive one copy of NTP through the BAC Secretariat at the PCSD Main Office	5.0 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	<i>HOPE</i> <i>PCSDS Main Office - Office of the Executive Director (OED)</i>  <i>Head of BAC</i>

				<i>Secretariat PCSDS Main Office</i>
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	<i>End-User Division Head PCSDS Main Office</i>
	6.2 Prepare the Purchase Order (PO) in favor of the Contractor or Consultant	None	10 minutes	<i>Head of BAC Secretariat PCSDS Main Office</i>
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	<i>HOPE PCSDS Main Office - Office of the Executive Director (OED)</i>  <i>Head of BAC Secretariat PCSDS Main Office</i>
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	<i>Chief Administrative Officer PCSDS Main Office – AFD</i>
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	<i>Head of Inspection and Acceptance Committee PCSDS Main Office</i>
	9.2 Submit complete copies of procurement documents and Disbursement Voucher and Obligation Request to Accounting unit for payment processing	None	3 days	<i>Property and Supply Unit PCSDS Main Office – AFD</i>
	9.3 Attach property Number and enter details to Report of Physical Counts of Property Plants and Equipment	None	2 days	<i>Property and Supply Unit PCSDS Main Office – AFD</i>
	9.4 Prepare Property Acknowledgment Receipt (PAR) and issue procured item to End-User and record/input to Property	None	1 day	<i>Property Custodian PCSDS Main Office – AFD</i>

	Inventory			
	9.5 Evaluate contractor/supplier/consultant performance/service.  Prepare Certificate of Performance Evaluation (CPE) Form and recommend the same to the HOPE	None	1 day	<i>End User Division Chief</i> PCSDS Main Office  <i>Chief Administrative Officer</i> 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	<i>HOPE</i> 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	<i>Accountant III</i> PCSDS Main Office – AFD
<b>TOTAL:</b>		<b>None</b>	32 days and 20 minutes	

Negotiation on Procurement of Consulting Services, and Infrastructure

Negotiated Procurement: Adjacent or Contiguous is qualified for multi-stage processing.

### **34. Submission of Quotation for Procurement of Goods - 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.

<b>Office/Division:</b>	Bids and Awards Committee (BAC), BAC Secretariat, and Administrative and Finance Divisions (AFD)			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2C - Government to Client G2G - Government to Government G2B - Government to Business			
<b>Who may avail:</b>	External suppliers/service providers			
<b>Checklist OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
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	
<b>CLIENTS STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
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	7 days	<i>PCSDS-BAC Chairperson PCSDS Main Office</i>
	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	7 days	<i>PCSDS-BAC Chairperson PCSDS Main Office  Head of BAC Secretariat PCSDS Main Office</i>

				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	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	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 Supplier	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	<i>HOPE</i> PCSDS Main Office - Office of the Executive Director (OED)  <i>Head of BAC Secretariat</i> 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	<i>Head of Inspection and Acceptance Committee</i> 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	<i>Property &amp; Supply Unit Head</i> 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	<i>Property and Supply Unit</i> 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	<i>Property Custodian</i> PCSDS Main Office - AFD
	7.5 Evaluate bidders performance/service.  Prepare Certificate of Performance Evaluation (CPE) Form and recommend the	None	1 day	<i>End User Division Chief</i> PCSDS Main Office - AFD  <i>Chief Administrative</i>

	same to the HOPE			<i>Officer</i> 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	<i>HOPE</i> 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	<i>Accountant III</i> PCSDS Main Office - AFD
<b>TOTAL</b>		None	30 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.

### 35. 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.

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





	G2G - Government to Government G2B - Government to Business			
<b>Who may avail:</b>	External suppliers/service providers			
<b>Checklist OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
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			
<b>CLIENTS STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
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	<i>PCSDS-BAC Chairperson</i> PCSDS Main Office
	1.2 Recommend to the HoPE through a Resolution award the contract to the Supplier, Contractor or Consultant.	None	1 day	<i>PCSDS-BAC Chairperson</i> PCSDS Main Office  <i>Head of BAC Secretariat</i> PCSDS Main Office
2. Sign the Notice of Award (NOA) and Receive one copy of NOA through the BAC Secretariat at the PCSD Main Office	2.1 Award the contract to the Supplier, Contractor or Consultant immediately upon confirmation and ascertainment of such capability to address the emergency.  Issue and sign the Notice of Award (NOA), otherwise HOPE may disapprove BAC recommendation.	None	1 day	<i>HOPE</i> PCSDS Main Office - Office of the Executive Director (OED)  <i>Head of BAC Secretariat</i> PCSDS Main Office
	2.2 Prepare the contract in favor of the Supplier, Contractor or Consultant	None	10 minutes	<i>Head of BAC Secretariat</i> PCSDS Main Office
3. Sign and	3.1 Approve and sign the	None	1 day	<i>HOPE</i>

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.	Contract of Agreement (COA)			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	<i>Head of BAC Secretariat</i>
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	<i>HOPE</i> PCSDS Main Office - Office of the Executive Director (OED)  <i>Head of BAC Secretariat</i> 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	<i>End-User</i> PCSDS Main Office
	5.2 Prepare the Purchase Order (PO) in favor of the Contractor or Consultant	None	10 minutes	<i>Head of BAC Secretariat</i> PCSDS Main Office
6. Sign the Purchase Order (PO) and receive one copy of PO through the BAC Secretariat at the PCSD Main Office	6.1 Issue and sign the Purchase Order (PO)	None	1 day	<i>HOPE</i> PCSDS Main Office - Office of the Executive Director (OED)  <i>Head of BAC Secretariat</i> PCSDS Main Office
7. Issue Delivery Receipt/Progress Billing/Statement of Account/Billing Statement/Delivery Invoice	7.1 Inspect project progress and/or final construction.  Prepare inspection acceptance report (IAR)  Confirm compliance of procured items to specifications/TOR	None	1 day	<i>Head of Inspection and Acceptance Committee</i> PCSDS Main Office
	7.2 Submit complete copies of procurement documents and Disbursement Voucher and	None	3 days	<i>Property and Supply Unit</i> PCSDS Main



	Obligation Request to Accounting unit for payment processing			Office - AFD
	7.3 Attach property Number and enter details to Report of Physical Counts of Property Plants and Equipment	None	2 days	<i>Property and Supply Unit</i> 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	<i>Property Custodian</i> 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	<i>Accountant III</i> PCSDS Main Office - AFD
<b>TOTAL</b>		None	15 days and 30 minutes	

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

### **36. 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.

<b>Office/Division:</b>	Bids and Awards Committee (BAC), BAC Secretariat, and Administrative and Finance Divisions (AFD)			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2C - Government to Citizen G2G - Government to Government G2B - Government to Business			
<b>Who may avail:</b>	External suppliers/service providers			
<b>Checklist OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
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	
<b>CLIENTS STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
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.	1.1 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	<i>Head of BAC Secretariat PCSDS Main Office</i>
	1.2 Assign and stamp PR number, date received and update Procurement database (PMR)	None	20 minutes	<i>Head of BAC Secretariat PCSDS Main Office</i>
	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	<i>Head of BAC Secretariat PCSDS Main Office</i>
	1.4 Sign PR	None	1 day	<i>Head of the Procuring Entity (HOPE) PCSDS Main</i>

				Office - Office of the Executive Director (OED)
<p>2. Identify prospective consultant based on the provided Terms of Reference</p> <p>Submit the name, contact information and mailing address of the said prospective consultant</p>	<p>2.1 Prepare and draft the letter of invitation to the identified consultant</p> <p>Submit the same to the BAC Chairperson for signature</p>	None	15 minutes	<i>Head of BAC Secretariat</i> PCSDS Main Office
	2.2 Send letter of invitation to prospective consultant	None	1 day	<i>Chief Administrative Officer</i> PCSDS Main Office – AFD
	<p>2.3 Undertake negotiation with the individual consultant based on the Terms of Reference prepared by the End-User.</p> <p>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.</p>	None	7 days	<i>PCSDS-BAC Chairperson</i> PCSDS Main Office
	<p>2.4 Recommend to the HoPE the award of contract</p> <p>Prepare BAC Resolution recommending award and have it signed by the BAC members and HOPE</p>	None	7 day	<i>PCSDS-BAC Chairperson</i> PCSDS Main Office  <i>Head of BAC Secretariat</i> PCSDS Main Office
	2.5 Issue and sign the Notice of Award (NOA), otherwise HOPE may disapprove BAC recommendation.	None	1 day	<i>HOPE</i> PCSDS Main Office - Office of the Executive Director (OED)
	2.6 Prepare the contract in favor of the Consultant	None	10 minutes	<i>Head of BAC Secretariat</i> PCSDS Main Office
	2.7 Approve and sign the Contract of Agreement (COA)	None	1 day	<i>HOPE</i> PCSDS Main

				Office - Office of the Executive Director (OED)
	2.8 Prepare the NTP in favor of the Consultant	None	10 minutes	<i>Head of BAC Secretariat</i> 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	<i>HOPE</i> PCSDS Main Office - Office of the Executive Director (OED)  <i>Head of BAC Secretariat</i> PCSDS Main Office
	2.10 Ensure that the service provided is in accordance with the specifications stated in the TOR	None	1 day	<i>End-User Division Head</i> 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	<i>Head of Inspection and Acceptance Committee</i> 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	<i>Property and Supply Unit</i> 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	<i>Accountant III</i> PCSDS Main Office - AFD
<b>TOTAL:</b>		None	30 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.

### 37. 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.

<b>Office/Division:</b>	Bids and Awards Committee (BAC), BAC Secretariat, and Administrative and Finance Divisions (AFD)			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2C - Government to Citizen G2G - Government to Government G2B - Government to Business			
<b>Who may avail:</b>	External suppliers/service providers			
<b>Checklist OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
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	
<b>CLIENTS STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Drop Quotation Envelope (containing duly filled up PQF and required eligibility	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

documents) in the bid box located at the front desk, PCSD Main Office.	1.2 Evaluate the Quotations submitted.	None	1 day	<i>PCSDS-BAC Chairperson PCSDS Main Office</i>
	1.3 Prepare Abstract of Quotation (AOQ) and have it signed by the BAC Members who were present during the evaluation	None	1 day	<i>Head of BAC Secretariat PCSDS Main Office</i>
	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	<i>PCSDS-BAC Chairperson PCSDS Main Office  Head of BAC Secretariat PCSDS Main Office</i>
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	<i>HOPE PCSDS Main Office - Office of the Executive Director (OED)  Head of BAC Secretariat PCSDS Main Office</i>
	2.2 Prepare the contract in favor of the Lessor	None	10 minutes	<i>Head of BAC Secretariat PCSDS Main Office</i>
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	<i>HOPE PCSDS Main Office - Office of the Executive Director (OED)</i>
	3.2 Prepare the NTP in favor of the Lessor	None	10 minutes	<i>Head of BAC Secretariat PCSDS Main Office</i>
4. Sign the Notice to Proceed (NTP) and receive one	4. Sign the Notice to Proceed (NTP) together with a copy of the approved COA within	None	1 day	<i>HOPE PCSDS Main Office - Office of</i>



copy of NTP through the BAC Secretariat at the PCSD Main Office	three CD from the date of the approval			the Executive Director (OED)  <i>Head of BAC Secretariat</i> 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	<i>End-User Division Head</i> PCSDS Main Office
	5.2 Prepare the Purchase Order (PO) in favor of the Lessor	None	10 minutes	<i>Head of BAC Secretariat</i> 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	<i>HOPE</i> PCSDS Main Office - Office of the Executive Director (OED)  <i>Head of BAC Secretariat</i> 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	<i>Head of Inspection and Acceptance Committee</i> 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	<i>Property and Supply Unit</i> 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	<i>Accountant III</i> PCSDS Main Office - AFD

<b>TOTAL:</b>	None	13 days and 40minutes	
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Submission of Quotation for Procurement of Goods Negotiated Procurement - Lease of Real Property and Venue is qualified for multi-stage processing.

### **38. 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 consultants<sup>53</sup> 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.

<b>Office/Division:</b>	Bids and Awards Committee (BAC), BAC Secretariat, and Administrative and Finance Divisions (AFD)	
<b>Classification:</b>	Highly Technical	
<b>Type of Transaction:</b>	G2C - Government to Citizen G2G - Government to Government G2B - Government to Business	
<b>Who may avail:</b>	External suppliers/service providers	
<b>Checklist OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
<b>First Envelope:</b>		
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
<b>Second Envelope:</b>	
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	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	None	20 minutes	Head of BAC Secretariat PCSDS Main Office

PCSD Main Building	PhilGEPS website, PCSDS website and any conspicuous place within the premises of the PCSDS			
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	<i>Head of BAC Secretariat</i> 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	<i>PCSDS-BAC Chairperson</i> PCSDS Main Office
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	<i>Head of BAC Secretariat</i> 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	<i>TWG/ Head of BAC Secretariat</i> 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 SCRIB/HRRB or SRRB	None	12 days	<i>TWG/ Head of BAC Secretariat</i> 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	<i>Head of BAC Secretariat</i> PCSDS Main Office
	6.4 Recommend to the HoPE the award of contract  Prepare BAC Resolution	None	1 day	<i>PCSDS-BAC Chairperson</i> PCSDS Main Office

	recommending award and have it signed by the BAC members and HOPE			<i>Head of BAC Secretariat PCSDS Main Office</i>
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	<i>HOPE PCSDS Main Office - Office of the Executive Director (OED)</i>  <i>Head of BAC Secretariat PCSDS Main Office</i>
8. Submit Performance Security to the BAC Secretariat at the PCSD Main Office	8.1 Receive and evaluate submitted Performance Security	None	1 day	<i>Head of BAC Secretariat PCSDS Main Office</i>
	8.2 Prepare the contract in favor of the winning bidder	None	10 minutes	<i>Head of BAC Secretariat PCSDS Main Office</i>
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	<i>HOPE PCSDS Main Office - Office of the Executive Director (OED)</i>
	9.2 Prepare the NTP in favor of the winning bidder	None	10 minutes	<i>Head of BAC Secretariat PCSDS Main Office</i>
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	<i>HOPE PCSDS Main Office - Office of the Executive Director (OED)</i>  <i>Head of BAC Secretariat PCSDS Main Office</i>
11. Perform the service required at	11.1 Ensure that the service provided is in accordance with	None	1 day	<i>End-User Division Head</i>

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	<i>Head of BAC Secretariat</i> 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	<i>HOPE</i> PCSDS Main Office - Office of the Executive Director (OED)  <i>Head of BAC Secretariat</i> 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	<i>Chief Administrative Officer</i> PCSDS Main Office-AFD
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	<i>Head of Inspection and Acceptance Committee</i> 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	<i>Chief Administrative Officer</i> 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	<i>Chief Administrative Officer</i> 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	<i>Chief Administrative Officer</i> PCSDS Main Office - AFD
	14.5 Evaluate bidders performance/service.	None	1 day	<i>End User Division Chief</i>



	Prepare Certificate of Performance Evaluation (CPE) Form and recommend the same to the HOPE			PCSDS Main Office - AFD  <i>Chief Administrative Officer</i> 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	<i>HOPE</i> PCSDS Main Office - Office of the Executive Director (OED)
16. Issue Official Receipt of Delivered items/service and Receive Payment at the Accounting Office at the PCSD Main Office.	16. Receive Official Receipt and Process payment	None	1 day	<i>Accountant III</i> PCSDS Main Office - AFD
<b>TOTAL:</b>		None	44 days and 1 hour and 30 minutes	

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

### **39. 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.

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

	G2G - Government to Government G2B - Government to Business			
<b>Who may avail:</b>	External suppliers/service providers			
<b>Checklist OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
<b>First Envelope:</b>				
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	
<b>Second Envelope:</b>				
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	
<b>CLIENTS STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>





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	<i>PCSDS-BAC Chairperson</i> 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	<i>Head of BAC Secretariat</i> 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	<i>Head of BAC Secretariat</i> 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	<i>Head of BAC Secretariat</i> 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	<i>PCSDS-BAC Chairperson</i> 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.	None	1 day	<i>Head of BAC Secretariat</i> PCSDS Main Office

	b. Inform the LCB or SCB/HRB or SRB of post qualification.			
6. Submit Post-Qualification documents to the BAC Secretariat at the PCSD Main Building	6.1 Receive Post-Qualification documents	None	10 minutes	<i>TWG/ Head of BAC Secretariat PCSDS Main Office</i>
	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	<i>TWG/ Head of BAC Secretariat PCSDS Main Office</i>
	6.3 Prepare Abstract of Bid (AOB) and have it signed by the BAC Members who were present during the evaluation	None	1 day	<i>Head of BAC Secretariat PCSDS Main Office</i>
	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	<i>PCSDS-BAC Chairperson PCSDS Main Office  Head of BAC Secretariat PCSDS Main Office</i>
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	<i>HOPE PCSDS Main Office - Office of the Executive Director (OED)  Head of BAC Secretariat PCSDS Main Office</i>
8. Submit Performance Security to the BAC Secretariat at the PCSD Main Office	8.1 Receive and evaluate submitted Performance Security	None	1 day	<i>Head of BAC Secretariat PCSDS Main Office</i>
	8.2 Prepare the contract in favor of the winning bidder	None	10 minutes	<i>Head of BAC Secretariat PCSDS Main</i>

				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	<i>HOPE</i> PCSDS Main Office - Office of the Executive Director (OED)
	9.2 Prepare the NTP in favor of the winning bidder.	None	10 minutes	<i>Head of BAC Secretariat</i> 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	<i>HOPE</i> PCSDS Main Office - Office of the Executive Director (OED)
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	<i>End-User Division Head</i> PCSDS Main Office
	11.2 Prepare the Purchase Order (PO) in favor of the Lessor	None	10 minutes	<i>Head of BAC Secretariat</i> 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	<i>HOPE</i> PCSDS Main Office - Office of the Executive Director (OED)  <i>Head of BAC Secretariat</i> 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	<i>Chief Administrative Officer</i> PCSDS Main Office-AFD
14. Issue Delivery Receipt/Progress Billing/Statement	14.1 Inspect delivery of goods and Prepare inspection acceptance report (IAR)	None	1 day	<i>Head of Inspection and Acceptance</i>



of Account/Billing Statement/Delivery Invoice	Confirm compliance of procured items to specifications/TOR			<i>Committee</i>
	14.2. Submit complete copies of procurement documents and Disbursement Voucher and Obligation Request to Accounting unit for payment processing	None	3 days	<i>Chief Administrative Officer PCSDS Main Office - AFD</i>
	14.3 Attach property Number and enter details to Report of Physical Counts of Property Plants and Equipment, if applicable	None	2 days	<i>Chief Administrative Officer PCSDS Main Office - AFD</i>
	14.4 Prepare Property Acknowledgment Receipt (PAR) and issue procured item to End-User and record/input to Property Inventory	None	1 day	<i>Chief Administrative Officer PCSDS Main Office - AFD</i>
	14.5 Evaluate bidders performance/service.  14.6 Prepare Certificate of Performance Evaluation (CPE) Form and recommend the same to the HOPE	None	1 day	<i>End User Division Chief PCSDS Main Office - AFD  Chief Administrative Officer PCSDS Main Office - AFD</i>
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	<i>HOPE PCSDS Main Office - Office of the Executive Director (OED)</i>
16. Issue Official Receipt of Delivered items/service	16.Receive Official Receipt	None	1 day	<i>Accountant III PCSDS Main Office - AFD</i>
17. Receive Payment at the Accounting Office at the PCSD Main Office.	17. Process payment			
<b>TOTAL:</b>		None	44 days and 1 hour and 30 minutes	



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

#### 40. 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.

<b>Office/Division:</b>	Bids and Awards Committee (BAC), BAC Secretariat, and Administrative and Finance Divisions (AFD)			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2C - Government to Citizen G2G - Government to Government G2B - Government to Business			
<b>Who may avail:</b>	External suppliers/service providers			
<b>Checklist OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
None			None	
<b>CLIENTS STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Sign the NOA and Receive one copy of NOA through the BAC Secretariat at the	1.1 Issue and sign the Notice of Award (NOA), otherwise HOPE may disapprove BAC recommendation.	None	1 day	<i>HOPE</i> PCSDS Main Office - Office of the Executive Director (OED)

PCSD Main Office				<i>Head of BAC Secretariat PCSDS Main Office</i>
	1.2 Prepare the contract in favor of the Supplier	None	10 minutes	<i>Head of BAC Secretariat PCSDS Main Office</i>
2. Sign and receive 3 copies of COA through the BAC Secretariat at the PCSD Main Office	2.1 Approve and sign the Contract of Agreement (COA)	None	1 day	<i>HOPE PCSDS Main Office - Office of the Executive Director (OED)</i>
Notarize the COA.  Return notarized COA to the BAC Secretariat at the PCSD Main Office.	2.2 Prepare the NTP in favor of the winning bidder	None	10 minutes	<i>Head of BAC Secretariat PCSDS Main Office</i>
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	<i>HOPE PCSDS Main Office - Office of the Executive Director (OED)</i>  <i>Head of BAC Secretariat PCSDS Main Office</i>
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	<i>End-User Division Head PCSDS Main Office</i>
	4.2 Prepare the Purchase Order (PO) in favor of the Lessor	None	10 minutes	<i>Head of BAC Secretariat PCSDS Main Office</i>
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	<i>HOPE PCSDS Main Office - Office of the Executive Director (OED)</i>  <i>Head of BAC Secretariat PCSDS Main</i>

				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	<i>Head of Inspection and Acceptance Committee</i> 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	<i>Property and Supply Unit</i> 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	<i>Property and Supply Unit</i> PCSDS Main Office – AFD
	6.4. 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	<i>Property Custodian</i> PCSDS Main Office - AFD
7. Issue Official Receipt of Delivered items/service and receive payment	7.1. Receive Official Receipt and process payment	None	1 day	<i>Accountant III</i> PCSDS Main Office – AFD
<b>TOTAL:</b>		None	13 days and 30 minutes	

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

#### **41. Procurement of Infrastructure, Goods and 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.

<b>Office/Division:</b>	Bids and Awards Committee (BAC), BAC Secretariat, and Administrative and Finance Divisions (AFD)			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2C - Government to Citizen G2G - Government to Government G2B - Government to Business			
<b>Who may avail:</b>	External suppliers/service providers			
<b>Checklist OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
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	
<b>CLIENTS STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
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	7 days	<i>PCSDS-BAC Chairperson PCSDS Main Office - AFD</i>
	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	7 days	<i>PCSDS-BAC Chairperson PCSDS Main Office - AFD  Head of BAC Secretariat PCSDS Main</i>



				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	<i>HOPE</i> PCSDS Main Office - Office of the Executive Director (OED)  <i>Head of BAC Secretariat</i> PCSDS Main Office - AFD
	2.2 Prepare the contract in favor of the supplier	None	10 minutes	<i>Head of BAC Secretariat</i> 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 Secretariat at the PCSD Main Office.	3.1 Approve and sign the Contract of Agreement (COA)	None	1 day	<i>Head of BAC Secretariat</i> PCSDS Main Office
	3.2 Prepare the NTP in favor of the winning bidder	None	10 minutes	<i>Head of BAC Secretariat</i> 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	<i>HOPE</i> PCSDS Main Office - Office of the Executive Director (OED)  <i>Head of BAC Secretariat</i> 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	<i>End-User Division Head</i> PCSDS Main Office
	5.2 Prepare the Purchase Order (PO) in favor of the Lessor	None	10 minutes	<i>Head of BAC Secretariat</i> PCSDS Main Office
6. Sign the Purchase Order (PO) and receive	6. Issue and sign the Purchase Order (PO)	None	1 day	<i>HOPE</i> PCSDS Main Office - Office of



one copy of PO through the BAC Secretariat at the PCSD Main Office				the Executive Director (OED)  <i>Head of BAC Secretariat</i> 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	<i>Head of Inspection and Acceptance Committee</i> 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	<i>Property and Supply Unit</i> 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	<i>Accountant III</i> PCSDS Main Office – AFD
<b>TOTAL:</b>		None	24 days and 30 minutes	

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

## **42. 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).

<b>Office/Division:</b>	Bids and Awards Committee (BAC), BAC Secretariat, and Administrative and Finance Divisions (AFD)			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2C - Government to Citizen G2G - Government to Government G2B - Government to Business			
<b>Who may avail:</b>	External suppliers/service providers			
<b>Checklist OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
Business/Mayor's Permit (1 photocopy)			Supplier, Consultant or Contractor	
PHILGEPS Registration Number (1 copy)			Supplier, Consultant or Contractor	
<b>CLIENTS STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
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	<i>HOPE</i> PCSDS Main Office - Office of the Executive Director (OED)  <i>Head of BAC Secretariat</i> PCSDS Main Office
	1.2 Prepare the contract in favor of the Supplier/Contractor/Consultant	None	10 minutes	<i>Head of BAC Secretariat</i> 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	<i>HOPE</i> PCSDS Main Office - Office of the Executive Director (OED)
	2.2 Prepare the NTP in favor of the Supplier/Contractor/Consultant	None	10 minutes	<i>Head of BAC Secretariat</i> 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	<i>HOPE</i> PCSDS Main Office - Office of the Executive Director (OED)  <i>Head of BAC</i>

				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 Supplier/Contractor/Consultant	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.  Confirm compliance of procured items to specifications.	None	1 day	Head of Inspection and 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 Supplier/Contractor/Consultant 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
<b>TOTAL:</b>		None	14 days, and 30 minutes	

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

### 43. 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).

<b>Office/Division:</b>	Bids and Awards Committee (BAC), BAC Secretariat, and Administrative and Finance Divisions (AFD)
<b>Classification:</b>	Highly Technical
<b>Type of Transaction:</b>	G2C - Government to Citizen G2G - Government to Government G2B - Government to Business
<b>Who may avail:</b>	External suppliers/service providers
<b>Checklist OF REQUIREMENTS</b>	
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	<i>HOPE</i> PCSDS Main Office - Office of the Executive Director (OED)  <i>Head of BAC Secretariat</i> PCSDS Main Office
	1.2 Prepare the contract in favor of the Supplier	None	10 minutes	<i>Head of BAC Secretariat</i> PCSDS Main Office
2. Sign and receive 3 copies of COA through the BAC Secretariat at the PCSD Main Office	2.1 Approve and sign the Contract of Agreement (COA)	None	1 day	<i>HOPE</i> PCSDS Main Office - Office of the Executive Director (OED)
Notarize the COA.  Return notarized COA to the BAC Secretariat at the PCSD Main Office.	2.2 Prepare the NTP in favor of the winning Supplier	None	10 minutes	<i>Head of BAC Secretariat</i> 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	<i>HOPE</i> PCSDS Main Office - Office of the Executive Director (OED)  <i>Head of BAC Secretariat</i> 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	<i>End-User Division Head</i> PCSDS Main Office
	4.2 Prepare the Purchase Order (PO) in favor of the Supplier	None	10 minutes	<i>Head of BAC Secretariat</i> PCSDS Main Office
5. Sign the Purchase Order	5. Issue and sign the Purchase Order (PO)	None	1 day	<i>HOPE</i> PCSDS Main

(PO) and receive one copy of PO through the BAC Secretariat at the PCSD Main Office				Office - Office of the Executive Director (OED)  <i>Head of BAC Secretariat</i> 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	<i>Head of Inspection and Acceptance Committee</i> 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	<i>Property and Supply Unit</i> 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	<i>Property and Supply Unit</i> 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	<i>Property Custodian</i> 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	<i>End User Division Chief</i> PCSDS Main Office - AFD  <i>Chief Administrative Officer</i> PCSDS Main Office - AFD
	6.6 Sign and approve CPE	None	2 days	<i>HOPE</i> PCSDS Main Office - Office of the Executive Director (OED)
7. Issue Official Receipt of	7. Receive Official Receipt and Process payment	None	1 day	<i>Accountant III</i> PCSDS Main



Delivered items/service and Receive Payment at the Accounting Office at the PCSD Main Office.				Office - AFD
<b>TOTAL:</b>		None	16 days and 30 minutes	

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.

#### 44. 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).

<b>Office/Division:</b>	Bids and Awards Committee (BAC), BAC Secretariat, and Administrative and Finance Divisions (AFD)
<b>Classification:</b>	Highly Technical
<b>Type of Transaction:</b>	G2C - Government to Citizen G2G - Government to Government G2B - Government to Business
<b>Who may avail:</b>	External suppliers/service providers
<b>Checklist OF REQUIREMENTS</b>	
<b>WHERE TO SECURE</b>	
Mayor's/ Business Permit (1 photocopy)	Supplier, Consultant, Contractor
Professional License /Curriculum Vitae (Consulting Services) (1 photocopy)	Consultant
PhilGEPS Registration Number (1 photocopy)	Supplier, Consultant, Contractor
Philippine Contractors Accreditation Board (PCAB) License (1 photocopy)	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





<b>CLIENTS STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Attend the Pre-bid Conference	1.1 Conduct Pre-bid conference (at the discretion of the BAC).	None	1 day	<i>PCSDS-BAC Chairperson PCSDS Main Office</i>
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	<i>Head of BAC Secretariat PCSDS Main Office</i>
	2.3 Conduct Evaluation of Quotations.	None	1 day	<i>PCSDS-BAC Chairperson PCSDS Main Office</i>
	2.4 Prepare Abstract of Bid (AOB) and have it signed by the BAC Members who were present during the evaluation	None	1 day	<i>Head of BAC Secretariat PCSDS Main Office</i>
	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	<i>PCSDS-BAC Chairperson PCSDS Main Office  Head of BAC Secretariat PCSDS Main Office</i>
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	<i>Head of the Procuring Entity (HOPE) PCSDS Main Office - Office of the Executive Director (OED)  Head of BAC Secretariat PCSDS Main Office</i>
	3.2 Prepare the contract in favor of the winning bidder	None	10 minutes	<i>Head of BAC Secretariat PCSDS Main Office</i>
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	<i>Head of the Procuring Entity (HOPE) PCSDS Main Office - Office of the Executive</i>

				Director (OED)
	4.2 Prepare the NTP in favor of the winning bidder	None	10 minutes	<i>Head of BAC Secretariat PCSDS Main Office</i>
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	<i>Head of the Procuring Entity (HOPE) PCSDS Main Office - Office of the Executive Director (OED)</i>  <i>Head of BAC Secretariat PCSDS Main Office</i>
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	<i>End-User Division Head PCSDS Main Office</i>
	6.2 Prepare the Purchase Order (PO) in favor of the Lessor	None	10 minutes	<i>Head of BAC Secretariat PCSDS Main Office</i>
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	<i>HOPE PCSDS Main Office - Office of the Executive Director (OED)</i>  <i>Head of BAC Secretariat PCSDS Main Office</i>
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)	None	1 day	<i>Head of Inspection and Acceptance Committee PCSDS Main Office</i>
	Confirm compliance of procured items to specifications/TOR			
	8.2 Submit complete copies of procurement documents and Disbursement Voucher and	None	3 days	<i>Property and Supply Unit PCSDS Main</i>



	Obligation Request to Accounting unit for payment processing			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	<i>Property and Supply Unit</i> 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	<i>Property Custodian</i> PCSDS Main Office - AFD
	8.5 Evaluate bidders performance/service. 8.6 Prepare Certificate of Performance Evaluation (CPE) Form and recommend the same to the HOPE	None	1 day	<i>End User Division Chief</i> PCSDS Main Office - AFD  <i>Chief Administrative Officer</i> 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	<i>HOPE</i> 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	<i>Accountant III</i> PCSDS Main Office - AFD
<b>TOTAL:</b>		None	20 days and 40 minutes	

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

## 45. 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.

<b>Office/Division:</b>	Bids and Awards Committee (BAC), BAC Secretariat, and Administrative and Finance Divisions (AFD)			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2C - Government to Citizen G2G - Government to Government G2B - Government to Business			
<b>Who may avail:</b>	External suppliers/service providers			
<b>Checklist OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
Business/Mayor's Permit			Supplier, Consultant or Contractor	
Professional License /Curriculum Vitae (Consulting Services) (1 photocopy)			Consultant	
PhilGEPS Registration Number (1 copy)			Supplier, Consultant or Contractor	
Philippine Contractors Accreditation Board (PCAB) License (1 photocopy)			Contractor	
Net Financial Contracting Capacity (NFCC) (1 copy)			Supplier, Consultant or Contractor	
<b>CLIENTS STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
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	None	12 day	<i>PCSDS-BAC Chairperson PCSDS Main Office</i>

	<p>under the foregoing exceptional cases shall be subject to prior approval by the HOPE concerned, within their respective limits of approving authority)</p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• If the negotiation fails another time, the process is repeated until all the bidders from the previous bidding have been considered.</li> <li>• 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.</li> </ul>			
<p>1.2 Recommend to the HoPE the award of contract</p> <p>Prepare BAC</p>		<p>None</p>	<p>1 day</p>	<p><i>PCSDS-BAC Chairperson PCSDS Main Office</i></p>

	Resolution recommending award and have it signed by the BAC members and HOPE			
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	<p><i>HOPE</i> PCSDS Main Office - Office of the Executive Director (OED)</p> <p><i>Head of BAC Secretariat</i> PCSDS Main Office</p>
3. Submit Performance Security to the BAC Secretariat at the PCSD Main Office	3.1 Receive and evaluate submitted Performance Security	None	1 day	<i>Head of BAC Secretariat</i> PCSDS Main Office
	3.2 Prepare the contract in favor of the next lowest calculated/highest rated bidder	None	10 minutes	<i>Head of BAC Secretariat</i> 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	<i>HOPE</i> PCSDS Main Office - Office of the Executive Director (OED)
Notarize the COA.  Return notarized COA to the BAC Secretariat at the PCSD Main Office.	4.2 Prepare the NTP in favor of the winning bidder	None	10 minutes	<i>Head of BAC Secretariat</i> PCSDS Main Office
5. Sign the Notice to Proceed (NTP) and receive one copy of NTP through the BAC Secretariat at	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	<p><i>HOPE</i> PCSDS Main Office - Office of the Executive Director (OED)</p> <p><i>Head of BAC</i></p>

the PCSD Main Office				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	None	2 days	Property and Supply Unit PCSDS Main



	Physical Counts of Property Plants and Equipment, if applicable			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	<i>Property Custodian</i> 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	<i>End User Division Chief</i> PCSDS Main Office - AFD  <i>Chief Administrative Officer</i> 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	<i>HOPE</i> 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	<i>Accountant III</i> PCSDS Main Office - AFD
<b>TOTAL:</b>		None	31 days and 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.



## 46. 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.

<b>Office/Division:</b>	Bids and Awards Committee (BAC), BAC Secretariat, and Administrative and Finance Divisions (AFD)	
<b>Classification:</b>	Complex	
<b>Type of Transaction:</b>	G2C - Government to Citizen G2G - Government to Government G2B - Government to Business	
<b>Who may avail:</b>	External suppliers/service providers	
<b>Checklist OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
<b>First Envelope:</b>		
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		
<b>Second Envelope:</b>				
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		
Price Quotation 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		
<b>CLIENTS STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Negotiate with the Bid and Awards Committee during BAC meetings at the PCSD Main Building	1. 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	7 day	<i>PCSDS-BAC Chairperson</i> PCSDS Main Office
2. Submit Best Offer/ Price Quotation during the scheduled BAC Meeting at the PCSD Main Office	2.1 Receive submitted price quotation and eligibility requirement  Conduct evaluation of the best offer/proposal and the corresponding eligibility documents.	None	1 day	<i>Head of BAC Secretariat</i> PCSDS Main Office
	2.2 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	<i>PCSDS-BAC Chairperson</i> PCSDS Main Office
3. Sign the NOA and Receive one copy of NOA	3.1. Issue and sign the Notice of Award (NOA), otherwise HOPE may disapprove BAC	None	1 day	<i>HOPE</i> PCSDS Main Office - Office



through the BAC Secretariat at the PCSD Main Office	recommendation.			of the Executive Director (OED)  <i>Head of BAC Secretariat</i> PCSDS Main Office
4. Submit Performance Security to the BAC Secretariat at the PCSD Main Office	4.1 Receive and evaluate submitted Performance Security	None	1 day	<i>Head of BAC Secretariat</i> PCSDS Main Office
	4.2 Prepare contract in favor of the winning bidder.	None	1 day	<i>Head of BAC Secretariat</i> PCSDS Main Office
5. 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.	5.1 Approve and sign the Contract	None	1 day	<i>HOPE</i> PCSDS Main Office - Office of the Executive Director (OED)
	5.2 Prepare the NTP in favor of the winning bidder	None	10 minutes	<i>Head of BAC Secretariat</i> PCSDS Main Office
6. Sign the Notice to Proceed (NTP) and receive one copy of NTP through the BAC Secretariat at the PCSD Main Office	6.1 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	<i>HOPE</i> PCSDS Main Office - Office of the Executive Director (OED)
7. Perform the service required at the venue specified in the TOR and within the scheduled timeframe.	7.1 Ensure that the service provided is in accordance with the specifications stated in the TOR	None	1 day	<i>End-User Division Head</i> PCSDS Main Office
	7.2 Prepare the Purchase Order (PO) in favor of the Lessor	None	10 minutes	<i>Head of BAC Secretariat</i> PCSDS Main Office
8. Sign the Purchase Order (PO) and receive one copy of PO through the BAC Secretariat at the PCSD Main Office	8.1 Issue and sign the Purchase Order (PO)	None	1 day	<i>HOPE</i> PCSDS Main Office - Office of the Executive Director (OED)

				<i>Head of BAC Secretariat PCSDS Main Office</i>
9. Submit warranty security to the Property and Supply Unit at the PCSD Main Office.	9.1. Accept and verify Warranty Security submitted	None	1 day	<i>Chief Administrative Officer PCSDS Main Office</i>
10. Issue Delivery Receipt/Progress Billing/Statement of Account/Billing Statement/Delivery Invoice	10.1 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	<i>Head of Inspection and Acceptance Committee PCSDS Main Office</i>
	10.2 Submit complete copies of procurement documents and Disbursement Voucher and Obligation Request to Accounting unit for payment processing	None	3 days	<i>Property and Supply Unit PCSDS Main Office – AFD</i>
	10.3 Attach property Number and enter details to Report of goods, Physical Counts of Property Plants and Equipment, if applicable	None	2 days	<i>Property and Supply Unit PCSDS Main Office – AFD</i>
	10.4 Prepare Property Acknowledgment Receipt (PAR) and issue procured item to End-User and record/input to Property Inventory	None	1 day	<i>Property Custodian PCSDS Main Office – AFD</i>
	10.5 Evaluate bidders performance/service.  Prepare Certificate of Performance Evaluation (CPE) Form and recommend the same to the HOPE	None	1 day	<i>End User Division Chief PCSDS Main Office - AFD</i>  <i>Chief Administrative Officer PCSDS Main Office – AFD</i>
	11. Receive Certificate of	11. Sign and approve CPE	None	2 days



Performance Evaluation from the Property and Supply Unit at the PCSD Main Office				Office - Office of the Executive Director (OED)
12. Issue Official Receipt of Delivered items/service & Receive Payment at the Accounting Office at the PCSD Main Office.	12.1 Receive Official Receipt & process payment	None	1 day	<i>Accountant III</i> PCSDS Main Office – AFD
<b>TOTAL:</b>		None	28 days, 20 minutes	

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



## **Internal Services**

## 47. 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.

<b>Office/Division:</b>	ECAN Monitoring and Evaluation Division (EMED)			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G -Government to Government			
<b>Who may avail:</b>	Employees of PCSDS			
<b>Checklist OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Office ID (1 original copy)		The client shall present his/her office ID issued by the HR Unit of the Finance & Admin Division or the Office of the Executive Director, PCSDS		
<b>CLIENTS STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Register in the library visitor/client logbook.	1.0 Provide short briefing on library policy and introduction to Library Information System.	None	5 Minutes	<i>Division Chief</i> 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	<i>Division Chief</i> PCSDS Main Office- ECAN Monitoring and Evaluation Division
3. Browse the library materials. Inquire from the Library staff additional information or seek assistance. Return	3.0 Respond to client query or provide additional assistance.	None	<i>(The browsing and researching time depends on the client, but the library opens from 8:00AM to</i>	<i>Division Chief</i> PCSDS Main Office- ECAN Monitoring and Evaluation Division

library materials in their respective shelves.			5:00PM from Monday to Friday.)	
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
<b>TOTAL:</b>		None	17 minutes	

#### 48. 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.

<b>Office/Division:</b>	ECAN Monitoring and Evaluation Division (EMED)	
<b>Classification:</b>	Complex	
<b>Type of Transaction:</b>	G2G – Government to Government	
<b>Who may avail:</b>	Employees of PCSDS	
<b>Checklist OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
Filled-up GIS Map Request Form (1 original copy only)		GIS Unit or Front Desk of PCSDS, PCSD Bldg., Sports Complex Rd., Brgy. Sta. Monica, Puerto Princesa City





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	<i>Division Chief</i> PCSDS Main Office- ECAN Monitoring and Evaluation Division
	1.2 Approve map request	None	2 minutes	<i>Division Chief</i> PCSDS Main Office- ECAN Monitoring and Evaluation Division  <i>Planning Director</i> PCSDS Main Office  <i>Executive Director</i> 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)	<i>Division Chief</i> 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	<i>Division Chief</i> PCSDS Main Office- ECAN Monitoring and Evaluation Division
<b>TOTAL:</b>		None	6 hours, 9 minutes	



## 49. 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

<b>Office/Division:</b>	ECAN Monitoring and Evaluation Division (EMED)	
<b>Classification:</b>	Highly Technical	
<b>Type of Transaction:</b>	G2G – Government to Government	
<b>Who may avail:</b>	Divisions and operating units of PCSDS	
<b>Checklist OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
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	<i>Division Chief</i> 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	<i>Division Chief</i> PCSDS Main Office- ECAN Monitoring and Evaluation Division
	1.3 Process Travel Order			<i>Division Chief</i> 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; otherwise, give specific directions on what and where to obtain the samples.	2. Obtain water samples from the site	None	1-2 days	<i>Division Chief</i> PCSDS Main Office- ECAN Monitoring and Evaluation Division  <i>Requisitioner</i>
	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	<i>Division Chief</i> PCSDS Main Office- ECAN Monitoring and Evaluation Division

			highly complex analysis such as fecal coliform, FC and biochemical oxygen demand, BOD)	
3. Receive laboratory test results, accomplish the Client Feedback Form	4. Release laboratory test report	None	5 minutes	<i>Division Chief</i> PCSDS Main Office- ECAN Monitoring and Evaluation Division
<b>TOTAL:</b>		None	9 days, 4 hours, 41 minutes	

## 50. 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.

<b>Office/Division:</b>	ECAN Education and Extension Division (EEED)			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C- Government to Citizen G2G- Government to Government			
<b>Who may avail:</b>	PCSD Staff			
<b>Checklist OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
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		
<b>CLIENTS STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Fill up the service request form	1.1 Receive and forward the request to the EEED Division Head	None	10 minutes	<i>Division Chief</i> PCSDS Main Office- ECAN Education and Extension Division
	1.2 Review request and approve request	None	1 day	<i>Division Chief</i> PCSDS Main Office- ECAN Education and Extension Division
2. Sign in the Client logbook at the EEED	2.1 Give approved request slip to	None	10 minutes	<i>Division Chief</i> PCSDS Main Office-



receiving area and received approved request	client (duplicate received copy)			ECAN Education and Extension Division
	2.2 Process request	None	4 Hours	<i>Division Chief</i> PCSDS Main Office- ECAN Education and Extension Division
3. Receive notification that request has been uploaded to PCSD official social media site/s and fill out the Client Feedback form.	3.1. Notify client that request has been processed and receive the filled-out Client Feedback form.	None	10 minutes	<i>Division Chief</i> PCSDS Main Office- ECAN Education and Extension Division
	<b>TOTAL:</b>	None	1 days, 4 Hours and 30 minutes	

## 51. Request for Layout, Graphic Designs (Print, Visual)

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

<b>Office/Division:</b>	ECAN Education and Extension Division (EEED)			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2G- Government to Government			
<b>Who may avail:</b>	PCSD Staff			
<b>Checklist OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Service Request Form (1 original)		EEED receiving desk- PCSD Main Building- ECAN Education and Extension Division		
2. Approved creative brief for layout/graphic design (1 signed printed copy and 1 electronic copy)		Client		
<b>CLIENTS STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>

1. Fill out 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	<i>Division Chief</i> PCSDS Main Office- ECAN Education and Extension Division
	1.2 Review and approve request and forward to Person-in-charge	None	1 day	<i>Division Chief</i> 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	<i>Division Chief</i> PCSDS Main Office- ECAN Education and Extension Division
	2.2 Process request	None	15 days	<i>Division Chief</i> PCSDS Main Office- ECAN Education and Extension Division
3. Receive draft layout/graphic designs and sign at the logbook for received requests and fill out the Client Feedback form.	3.1 Notify Client of finished material	None	1 hour	<i>Division Chief</i> PCSDS Main Office- ECAN Education and Extension Division
	3.2 Give material/s to client draft layout/graphic design and receive the filled-out Client Feedback form.	None	10 minutes	<i>Division Chief</i> PCSDS Main Office- ECAN Education and Extension Division
<b>TOTAL:</b>		None	16 days, 1 hour and 25 minutes	

## 52. 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.

<b>Office/Division:</b>	ECAN Education and Extension Division (EEED)			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G- Government to Government			
<b>Who may avail:</b>	PCSD Staff			
<b>Checklist OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
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		
<b>CLIENTS STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
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	<i>Division Chief</i> PCSDS Main Office- ECAN Education and Extension Division
	1.2 Review request and approve request	None	10 minutes	<i>Division Chief</i> 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	<i>Division Chief</i> PCSDS Main Office- ECAN Education and Extension Division
	2.2 Process request	None	2 days	<i>Division Chief</i> PCSDS Main Office- ECAN Education and Extension Division
3. Receive draft layout/graphic designs and sign at the logbook for received requests and fill out the Client Feedback form.	3.1 Notify client	None	15 minutes	<i>Division Chief</i> PCSDS Main Office- ECAN Education and Extension Division
	3.2 Give produced material and receive the filled out Client Feedback form.	None	10 minutes	<i>Division Chief</i> PCSDS Main Office- ECAN Education and Extension Division
<b>TOTAL:</b>		None	2 days, 50minutes	

### 53. 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.

<b>Office/Division:</b>	Office of the Executive Director (OED)			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2C – Government to Citizen G2B – Government to Business G2G – Government to Government			
<b>Who may avail:</b>	All			
<b>Checklist OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Signed intra-office memo (1 original)		Requesting party/ client		
2. Other pertinent documents (1 certified true copy)		Requesting party/ client		
<b>CLIENTS STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit written request and other pertinent documents	1.1 Receive and record the submitted written request and other documents	None	10 minutes	<i>Chief Administrative Officer</i> 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	<i>Legal Services Section Chief</i> PCSDS Main Office- Office of the Executive Director/ECAN Zones Management and Enforcement Division
	1.3 Review the draft legal opinion/ comment/ position paper	None	2 days	<i>Deputy Executive Director</i> PCSDS Main Office - Office of the Executive Director
	1.4 Approve/sign the letter incorporating PCSDS' legal	None	2 days	<i>Executive Director</i> PCSDS Main Office - Office of the Executive



	opinion/ comment/ position			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	<i>Deputy Executive Director</i> PCSDS Main Office - Office of the Executive Director/Records Section
<b>TOTAL:</b>		None	12 Days, 35 minutes	

## 54. 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.

<b>Office/Division:</b>	ECAN Zones Management and Enforcement Division (EZMED)			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2C – Government to Citizen G2B – Government to Business G2G – Government to Government			
<b>Who may avail:</b>	All			
<b>Checklist OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Memo re Request for Investigation (1 original-internal)		Requesting party/ client		
2. Other pertinent documents (1 certified true copy, each)		Requesting party/ client		
<b>CLIENTS STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
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	<i>Chief Administrative Officer</i> PCSDS Main Office- Administrative and Finance Division  <i>Division Chief</i> PCSDS Main Office- EZMED
	1.2 Review/ evaluate the documents submitted by the requesting party/ client	None	2 days	
	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	<i>Division Chief</i> PCSDS Main Office- EZMED  <i>Deputy Executive Director</i> PCSDS Main Office- Office of the Executive Director
	1.6 Approve the recommendations/ proposed actions	None	2 days	<i>Executive Director</i> 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	<i>Division Chief</i> PCSDS Main Office- EZMED
2. Receive copy of Letter Informing Client of Action on Investigation	2.0 Record and release	None	5 minutes	<i>Deputy Executive Director</i> PCSDS Main Office- Office of the Executive Director
<b>TOTAL:</b>		None	23 days, 15 minutes	

Request for Investigation qualified for multi-stage processing.

## 55. 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.

<b>Office/Division:</b>	Administrative and Finance Division – Accounting Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen G2G – Government to Government			
<b>Who may avail:</b>	PCSD staff			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Assessment slip (1 Original)		Accounting Unit		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit Assessment Slip to Collecting Officer	1.1 Collecting Officer validate Assessment Slip	None	5 minutes	<i>Chief Administrative Officer</i>



in the Accounting Office Window	in terms of completeness and accuracy			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	<b>Refund per COA Audit Observation</b> Amount based on Notices issued by COA/Accounting	15 minutes	<i>Chief Administrative Officer</i> PCSD Main Office-Administrative and Finance Division
<b>TOTAL:</b>		Amount based on Notices issued by COA/Accounting	20 minutes	

## 56. 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 that are not included in the approved L&D Plan. 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”.

<b>Office/Division:</b>	Personnel Development Committee			
	Secretariat: Human Resource Management and Development (HRMD) Unit, Administrative and Finance Division (AFD)			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2G – Government to Government			
<b>Who may avail:</b>	PCSD Staff (Permanent and Contract of Service Workers)			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Nomination form (1 original)		AFD Lobby or HRMD Unit, PCSDS Bldg. Sports Complex Road, Puerto Princesa City.		
Letter of invitation (if available) (1 original or photocopy)		Learning and Development Service Provider/Organizer		
Notice of training (original or photocopy)		Official website of the training organizer		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
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 in the PDC meeting agenda	None	3 Minutes	<i>PDC Chairperson</i> PDC
	1.2 Schedule PDC deliberation	None	5 Days	<i>PDC Chairperson</i> PDC
	1.3 Meet to deliberate and discuss L & D applications	None	2 Hours	<i>PDC Chairperson</i> PDC
	1.4 Prepare Assessment Evaluation Summary for signature of PDC members and for approval	None	1 Hour	<i>PDC Chairperson</i> PDC



	of the Executive Director			
2. Receive the certification from PDC Secretariat	2. Disseminate the result of the PDC Assessment to approved attendees	None	30 Minutes	<i>PDC Chairperson</i> PDC
<b>TOTAL:</b>		None	5 Days, 3 Hours, and 33 Minutes	

## 57. 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.

<b>Office/Division:</b>	Human Resource Management and Development (HRMD) Unit, Administrative and Finance Division (AFD)			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G – Government to Government G2C – Government to Citizen			
<b>Who may avail:</b>	PCSD Staff (Permanent and Contract of Service Workers), Resigned/Separated Staff, Retired personnel			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Accomplished HR Requisition Slip Form (1 original)		AFD Lobby or HRMD Unit, PCSDS Bldg. Sports Complex Road, Puerto Princesa City		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Send/Submit the Accomplished HR Requisition Slip Form	1.1 Check and receive the Accomplished HR	None	3 Minutes	<i>HRM Officer</i> PCSD Main Office-Administrative and



	Requisition Slip Form			Finance Division
	1.2 Prepare and print the certification	None	10 Minutes	<i>HRM Officer</i> PCSD Main Office-Administrative and Finance Division
	1.2 Sign the certificate	None	5 Minutes	<i>Chief Administrative Officer</i> PCSD Main Office-Administrative and Finance Division
2. Receive the requested documents	2. Release and record the requested documents	None	5 Minutes	<i>HRM Officer</i> PCSD Main Office-Administrative and Finance Division
<b>TOTAL:</b>		None	23 Minutes	

## 58. 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.

<b>Office/Division:</b>	Human Resource Merit Promotion and Selection Board (HRMPSB)  Secretariat: Human Resource Management and Development (HRMD) Unit, Administrative and Finance Division (AFD)	
<b>Classification:</b>	Highly Technical	
<b>Type of Transaction:</b>	G2G- Government to Government G2C- Government to Citizen	
<b>Who may avail:</b>	All interested applicants	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
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)		PDS and Work Experience Sheet can be downloaded at <a href="http://www.csc.gov.ph">www.csc.gov.ph</a>



or scanned/photocopy)				
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		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
<p>1. Submit the requirements prescribed in CS Form No. 9 to PCSDS Front Desk Officer or through email at <a href="mailto:oed@pcsd.gov.ph">oed@pcsd.gov.ph</a></p> <p>(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.)</p>	<p>1.1 Check and receive the documents</p> <p>(Note: Applications with incomplete documents shall not be entertained.)</p>	None	10 Minutes	<p><i>Chief Administrative Officer</i> PCSD Main Office-Administrative and Finance Division</p>
	<p>1.2 Forward the application to the Central Registry for the appointing authority's notation</p>	None	10 Minutes	<p><i>Chief Administrative Officer</i> PCSD Main Office-Administrative and Finance Division</p> <p><i>Executive Director</i> PCSD Main Office-Office of the Executive Director</p>
	<p>1.3 Check and receive the applications</p> <p>1.4 Prepare the applicant's folder and profile</p> <p>1.5 Conduct initial assessment if the applicant is qualified</p>	None	10 Days, 2 Hours	<p><i>HRM Officer</i> PCSD Main Office-Administrative and Finance Division</p>

	<p>based on the minimum requirements set by the CSC</p> <p>1.6 Disseminate evaluation forms to applicants' immediate supervisors (if internal applicant)</p>			
	1.7 Administer Written Examination to qualified applicants	None	1 Day	<i>HRM Officer</i> PCSD Main Office-Administrative and Finance Division
	<p>1.8 Evaluate the written examinations</p> <p>1.9 Deliberate on the qualifications of applicants</p>	None	1 Day	<i>HRMPSB Chairperson</i> HRMPSB PCSD Main Office-Administrative and Finance Division
	1. 10 Prepare/Fill up the assessment sheet	None	3 Hours	<i>HRM Officer</i> PCSD Main Office-Administrative and Finance Division
	<p>1.11 Sign on the shortlisted assessment sheet</p> <p>1.12 Forward to the Central Registry for the Appointing Authority/ Executive Director's approval/appointment</p>	None	1 Hour	<i>HRMPSB Chairperson</i> HRMPSB PCSD Main Office-Administrative and Finance Division
2. Receive notice of acceptance or letter of regret	2.1 Release of Notice of acceptance or letter of regret	None	1 Day	<i>HRMPSB secretariat</i> PCSD Main Office-Administrative and Finance Division
<b>TOTAL:</b>		None	13 Days, 5 Hours and 20 Minutes	



## 59. 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.

<b>Office/Division:</b>	Human Resource Management and Development (HRMD) Unit, Administrative and Finance Division (AFD)			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2G – Government to Government			
<b>Who may avail:</b>	PCSDS Permanent Staff			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Grievance Letter (1 original)		HRMD Unit		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
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	<i>Immediate Supervisor of the complainant/ grievant</i>
If in case, the object of the grievance is his/her immediate supervisor, the staff may bring the		None	3 Days	<i>Next Higher Supervisor</i>

grievance to the 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	<i>Next Higher Supervisor/ Division Head</i>
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 response letter from the next higher supervisor/division head	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	<i>Grievance Committee Chairperson Grievance Committee</i>
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	<i>Executive Director PCSD Main Office - Office of the Executive Director</i>
4. If still not satisfied with the result/ decision from the Grievance Committee, the staff may appeal to the	4.1 Conduct an investigation and/or hearing  Make a decision within 10 working	None	15 Days	<i>Executive Director PCSD Main Office - Office of the Executive</i>



<p>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</p>	<p>days upon the receipt of the grievance.</p> <p>(Note: The result of the investigation and/or hearing should be reflected in writing or a response letter.)</p>			<p>Director</p>
<p>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 response letter from the Grievance Committee</p>	<p>4.2 Include the grievance to the monthly PCSD meeting agenda</p> <p>Conduct an investigation and/or hearing to solve the grievance</p> <p>Announce the results of the investigation and make the decision in the next PCSD meeting.</p> <p>Send response letter containing results from the investigation and/or hearing to the grievant staff.</p>	<p>None</p>	<p>44 Days</p>	<p><i>Executive Director</i> PCSD Main Office - Office of the Executive Director</p> <p><i>PCSD Chairperson</i> PCSD</p> <p><i>PCSD Chairperson</i> PCSD</p> <p><i>PCSD Chairperson</i> PCSD</p>
<p>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</p>				



the PCSD.				
	<b>TOTAL:</b>	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.

## 60. 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.



<b>Office/Division:</b>	Human Resource Management and Development (HRMD) Unit, Administrative and Finance Division (AFD)			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G- Government to Government			
<b>Who may avail:</b>	PCSD Staff			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Accomplished and signed Leave Form (1 original)		AFD Lobby or HRMD Unit, PCSDS Bldg. Sports Complex Road, Puerto Princesa City		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. For filing vacation, sick, LWOP, special, mandatory, paternity, and study leaves:  Fill up and sign the Leave Form and submit to the HRM Officer	1.1 Check the completeness of the form.	None	5 Minutes	<i>HRM Officer</i> PCSD Main Office-Administrative and Finance Division
	1.2 Certify the remaining leave credits available as of the date of filing	None	5 Minutes	<i>Chief Administrative Officer</i> 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	<i>HRM Officer</i> PCSD Main Office-Administrative and Finance Division
<b>TOTAL:</b>		None	15 Minutes	

## 61. 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.



<b>Office/Division:</b>	Human Resource Management and Development (HRMD) Unit, Administrative and Finance Division (AFD)			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G- Government to Government			
<b>Who may avail:</b>	PCSD Staff			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Accomplished and signed application forms (2 original copies)		HRMD Unit		
Letter of justification (2 original copies)		Proponent/client		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
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	<i>HRM Officer</i> Administrative and Finance Division
	1.2 Check the completeness of the form	None	5 Minutes	<i>HRM Officer</i> Administrative and Finance Division
	1.3 Certify the remaining leave credits available as of the date of filing	None	15 Minutes	<i>Chief Administrative Officer</i> 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	<i>Chief Administrative Officer</i> 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	<i>Chief Administrative Officer</i> 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	<i>HRM Officer</i> Administrative and Finance Division
<b>TOTAL:</b>		None	1 Hour, 15 Minutes	



## 62. 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.

<b>Office/Division:</b>	Administrative and Finance Division – Information Technology (IT) Unit			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G – Government to Government			
<b>Who may avail:</b>	All PCSD officials and employees			
<b>Checklist OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Job Request Form (1 Original)		IT Unit, 2 <sup>ND</sup> Floor, PCSDS Central Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
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	<i>IT Unit Head</i> 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	None	2 days	<i>IT Unit Head</i> PCSD Main Office - Administrative and Finance Division



	action.)			
<b>TOTAL:</b>		None	2 days, 8 minutes	

### 63. 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.

<b>Office/Division:</b>	Administrative and Finance Division – Information Technology (IT) Unit			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G – Government to Government			
<b>Who may avail:</b>	All PCSD officials and employees			
<b>Checklist OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Job Request Form (1 Original)		IT Unit, 2 <sup>ND</sup> Floor, PCSDS Central Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
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	<i>IT Unit Head</i> PCSD Main Office - Administrative and Finance Division
	1.2 Install the hardware or software	None	1 day	<i>IT Unit Head</i> PCSD Main Office - Administrative and Finance Division
<b>TOTAL:</b>		None	1 day, 8 Minutes	

### 64. 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.

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



Checklist OF REQUIREMENTS		WHERE TO SECURE		
Job Request Form (1 Original)		IT Unit, 2 <sup>ND</sup> 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	<i>IT Unit Head</i> PCSD Main Office - Administrative and Finance Division
	1.2 Proceed with the backup process of the files to the server	None	1 day	<i>IT Unit Head</i> PCSD Main Office - Administrative and Finance Division
<b>TOTAL:</b>		None	1 day, 8 Minutes	

## 65. Website Posting

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

<b>Office/Division:</b>	Administrative and Finance Division – Information Technology (IT) Unit
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2G – Government to Government
<b>Who may avail:</b>	All PCSD officials and employees
Checklist OF REQUIREMENTS	WHERE TO SECURE
Job Request Form (1 Original)	IT Unit, 2 <sup>ND</sup> Floor, PCSDS Central Office
Clearance form signed by Designated Data Privacy Officer and 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 Designated Data Privacy Officer and 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	<i>IT Unit Head</i> PSD Main Office - Administrative and Finance Division
<b>TOTAL:</b>		None	15 Minutes	

## 66. Issuance of Supplies

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

<b>Office/Division:</b>	Administrative and Finance Division – Property and Supply Unit			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G – Government to Government			
<b>Who may avail:</b>	All PCSD officials and employees			
<b>Checklist OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
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) and sign the form	1. Check inventory and availability of stocks	None	5 Minutes	<i>Chief Administrative Officer</i> PCSD Main Office Admin and Finance Division
2. Submit RIS to Supply Officer or assigned staff	2. Receive the approved RIS and prepare the item/s	None	10 Minutes	<i>Chief Administrative Officer</i> PCSD Main Office - Administrative and Finance Division
3. Receive the item requested and sign the RIS form	3.1 Issue/release the item requested and sign the RIS form	None	5 Minutes	<i>Chief Administrative Officer</i> PCSD Main Office - Administrative and Finance Division
4.	3.2 File the RIS	None	5 Minute	<i>Chief Administrative Officer</i> PCSD Main Office -



				Administrative and Finance Division
<b>TOTAL:</b>		None	20 Minutes	

## 67. Issuance of Property and Equipment

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

<b>Office/Division:</b>	Administrative and Finance Division – Property and Supply Unit			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G – Government to Government			
<b>Who may avail:</b>	All PCSD officials and employees			
<b>Checklist OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Property Acknowledgement Receipt (PAR) (3 original copies)		Property & Supply Office		
2. Inventory Custodian Slip (ICS) (for property and equipment with cost below Php15,000) (3 original copies)		Property & Supply Office		
<b>CLIENTS STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1.	1. Prepare the 3 copies of Acknowledgement Receipt  *PAR, for items above 15,000.00 pesos and *ICS (for items below 15,000 pesos)	None	15 Minutes	<i>Chief Administrative Officer</i> PCSD Main Office - Administrative and Finance Division
2. Receive the property/equipment and sign the acknowledgement receipt (PAR/ICS)	2.1. Release/issue the property and sign the acknowledgement receipt (PAR/ICS)	None	10 Minutes	<i>Chief Administrative Officer</i> PCSD Main Office - Administrative and Finance Division
	2.2  File the acknowledgement receipt (PAR/ICS) and update the records	None	5 Minutes	<i>Chief Administrative Officer</i> PCSD Main Office - Administrative and Finance Division
<b>TOTAL:</b>			30 Minutes	

## 68. Turn-In of Property and Equipment

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

<b>Office/Division:</b>	Administrative and Finance Division – Property and Supply Unit			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G – Government to Government			
<b>Who may avail:</b>	All PCSD officials and employees			
<b>Checklist OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Turn-in Slip (TIS) 2 original copies		Property & Supply Office		
<b>CLIENTS STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Prepare Turn-in Slip (TIS)	1. Check/verify the item on the record	None	10 Minutes	<i>Chief Administrative Officer</i> PCSD Main Office - Administrative and Finance Division
2. Surrender the items to the Property and Supply Unit *if ICT Equipment, secure a report from IT unit for the current condition of the unit to be returned	2.1 Check and receive the property	None	30 Minutes	<i>Chief Administrative Officer</i> PCSD Main Office - Administrative and Finance Division
	2.2 File the TIS and update the records	None	5 Minutes	<i>Chief Administrative Officer</i> PCSD Main Office - Administrative and Finance Division
<b>TOTAL:</b>		None	45 Minutes	

## 69. Request for Fuel of Motor Vehicles

This service pertains to requisition for fuel of the Motor Vehicles

<b>Office/Division:</b>	Administrative and Finance Division – Property and Supply Unit		
<b>Classification:</b>	Simple		
<b>Type of Transaction:</b>	G2G – Government to Government		
<b>Who may avail:</b>	All PCSD officials and employees		
<b>Checklist OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>	
Requisition and Issue Slip (RIS) for Petroleum Fuel, Oil, and		Property & Supply Office	



Lubricant (POL) Products (1 Original)				
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. Prepare Trip Ticket Form and RIS	1.1 Record information	None	10 Minutes	<i>Chief Administrative Officer</i> PCSD Main Office - Administrative and Finance Division
	1.2 Approval of Division Head concerned	None		Division Head Concerned
2. Withdrawal of Fuel and Lubricants		None	25 Minutes	<i>Chief Administrative Officer</i> PCSD Main Office - Administrative and Finance Division
<b>TOTAL:</b>		None	35 Minutes	

## 70. Request for Motor Vehicle and Driver Service

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

<b>Office/Division:</b>	Administrative and Finance Division – General Services Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G – Government to Government			
<b>Who may avail:</b>	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
. Fill-up the Vehicle Request Form	1.1 Receive the Vehicle Request Form	None	5 Minutes	<i>Chief Administrative Officer</i> PCSD Main Office - Administrative and Finance Division
	1.2 Check availability of vehicle and driver	None	20 Minutes	<i>Chief Administrative Officer</i> PCSD Main Office - Administrative and Finance Division
	1.3 Dispatch the			PCSD Main Office - Administrative and Finance Division

	vehicle and the driver			
<b>TOTAL:</b>		None	25 Minutes	

## 71. Request for Service of Messenger

This service pertains to requisition of messenger service

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

## 72. 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.



<b>Office/Division:</b>	Bids and Awards Committee (BAC), BAC Secretariat, and Administrative and Finance Divisions (AFD)			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2G – Government to Government			
<b>Who may avail:</b>	End-Users (respective PCSDS Divisions)			
<b>Checklist OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
<ul style="list-style-type: none"> <li>• Purchase Request (PR) (3 signed original copies)</li> </ul>			End-Users	
<ul style="list-style-type: none"> <li>• Approved Annual Procurement Plan (subject item in highlight) (1 copy)</li> </ul>			End-Users	
<ul style="list-style-type: none"> <li>• Approved Project Procurement Management Plan (subject item in highlight) (1copy)</li> </ul>			End-Users	
<ul style="list-style-type: none"> <li>• Attachments: (3 copies)               <ol style="list-style-type: none"> <li>1. Specifications</li> <li>2. Form of Bid, Price Form, and List of Goods or Bill of Quantities</li> </ol> </li> </ul>			End-Users	
<b>CLIENTS STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
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	<i>Head of BAC Secretariat</i> 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	<i>Head of BAC Secretariat</i> 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	<i>PCSDS-BAC Chairperson</i> 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	<i>Head of the Procuring Entity (HOPE)</i> PCSDS Main Office - Office of the Executive Director (OED)
	1.5. Implement the MOA	None	1 day	<i>Chief Administrative Officer</i> PCSDS Main Office - AFD
	1.6. Ensure that the service provided is in accordance with the specifications stated in the TOR	None	1 day	<i>End-User Division Head</i> 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	<i>Head of Inspection and Acceptance Committee</i> 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	<i>Property and Supply Unit</i> 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	<i>End User Division Chief</i> PCSDS Main Office - AFD  <i>Chief Administrative Officer</i> PCSDS Main Office - AFD
	3.2 Sign and approve CPE	None	2 days	<i>HOPE</i> 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
<b>TOTAL:</b>		None	44 days, 20 minutes	

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

### 73. 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

<b>Office/Division:</b>	Bids and Awards Committee (BAC), BAC Secretariat, and Administrative and Finance Divisions (AFD)	
<b>Classification:</b>	Highly Technical	
<b>Type of Transaction:</b>	Government to Government	
<b>Who may avail:</b>	End-Users (respective PCSDS Divisions)	
<b>Checklist OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
<ul style="list-style-type: none"> <li>• Purchase Request (PR) (3 signed original copies) (the Original Infrastructure or Consulting Contract is</li> </ul>		End-Users

resulting from a Competitive Bidding)				
<ul style="list-style-type: none"> <li>Approved Annual Procurement Plan (subject item in highlight) (1 copy)</li> </ul>		End-Users		
<ul style="list-style-type: none"> <li>Approved Project Procurement Management Plan (subject item in highlight) (1 copy)</li> </ul>		End-Users		
<ul style="list-style-type: none"> <li>Attachments: (3 copies)           <ul style="list-style-type: none"> <li>A. Infrastructure               <ul style="list-style-type: none"> <li>3. Scope of work</li> <li>4. Plans/Drawings and Technical Specifications;                   <ul style="list-style-type: none"> <li>2.1. Detailed engineering investigations</li> <li>2.2. Surveys and</li> <li>2.3. Designs;</li> </ul> </li> <li>3. For acquisition of right-of-way site or location:                   <ul style="list-style-type: none"> <li>3.1. Authority or permit to enter is issued by the property owner; or</li> <li>3.2. Notarized deed of sale; or</li> <li>3.3. Deed of donation is executed in favor of the government; or</li> <li>3.4. Writ of possession issued by a court of competent jurisdiction</li> </ul> </li> </ul> </li> </ul> </li> </ul>		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	<i>PCSDS-BAC Chairperson PCSDS Main Office</i>
	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	<i>PCSDS-BAC Chairperson PCSDS Main Office  Head of BAC Secretariat PCSDS Main Office  HOPE PCSDS Main Office - Office of the Executive</i>

				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)

				<i>Head of BAC Secretariat</i> PCSDS Main Office
	1.11. Accept and verify Warranty Security submitted	None	1 day	<i>Chief Administrative Officer</i> 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	<i>Head of Inspection and Acceptance Committee</i> 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	<i>Property and Supply Unit</i> PCSDS Main Office – AFD
	b. Attach property Number and enter details to Report of Physical Counts of Property Plants and Equipment	None	2 days	<i>Property and Supply Unit</i> 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	<i>End User Division Chief</i> PCSDS Main Office - AFD  <i>Chief Administrative Officer</i> PCSDS Main Office – AFD
	b. Sign and approve CPE	None	2 days	<i>HOPE</i> PCSDS Main Office - Office of the Executive Director (OED)
	c. Receive Official Receipt	None	1 day	<i>Accountant III</i> 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
<b>TOTAL</b>		None	49 day, 20 minutes	

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

## 74. 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.

<b>Office/Division:</b>	Bids and Awards Committee (BAC), BAC Secretariat, and Administrative and Finance Divisions (AFD)	
<b>Classification:</b>	Highly Technical	
<b>Type of Transaction:</b>	Government to Government	
<b>Who may avail:</b>	End-Users (respective PCSDS Divisions)	
<b>Checklist OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
• 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		End-Users

(subject item in highlight) (1 copy)				
<ul style="list-style-type: none"> <li>• Attachments: (3 copies)</li> <li>2. Goods:             <ol style="list-style-type: none"> <li>1. Specifications</li> <li>2. Scope of work;</li> <li>3. Form of Bid, Price Form, and List of Goods or Bill of Quantities;</li> </ol> </li> </ul>		End-Users		
<ul style="list-style-type: none"> <li>• Market Survey (optional in the absence of Certificate of Exclusive Distributorship)</li> </ul>		End User		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>1. Submit copies of PR to the BAC Secretariat at the PCSD Main Office with the attachments listed above, as applicable</p> <p>Conduct a survey of the industry and determine the supply source;</p> <p>Justify as to the need and to the necessity to procure through the Direct Contracting method</p> <p>Prove that there is no suitable substitute in the market that can be obtained at more</p>	<p>1.2. Receive PR with applicable attachments from End-Users.</p> <p>Initially review the accuracy of documents submitted and verify completeness of documents as to statutory/regulatory requirements.</p>	None	10 Minutes	<i>Head of BAC Secretariat PCSDS Main Office</i>

advantageous terms to the government.				
	<p>3.4. Assign and stamp PR number, date received and update Procurement database (PMR)</p> <p>Include PR in next scheduled BAC Meeting</p>	None	20 minutes	<p><i>Head of BAC Secretariat</i> PCSDS Main Office</p>
	<p>3.5. Evaluate PR with attachments and verify mode of procurement in relation to the approved Annual Procurement Plan (APP)</p> <p>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.</p>	None	5 days	<p><i>PCSDS-BAC Chairperson</i> PCSDS Main Office</p>
	4. Sign PR	None	1 day	<p><i>Head of the Procuring Entity (HOPE)</i> PCSDS Main Office - Office of the Executive Director (OED)</p>
	1.5. Prepare RFQ or pro-forma invoice together with the terms and conditions of sale,	None	1 days	<p><i>Head of BAC Secretariat</i> PCSDS Main Office</p>
	1.6. Send RFQ or pro-forma invoice to the identified direct supplier.	None	1 days	<p><i>Chief Administrative Officer</i> PCSDS Main Office - AFD</p>
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	None	1 day	<p><i>PCSDS-BAC Chairperson</i> PCSDS Main Office</p>

	technically, legally and financially 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	<i>PCSDS-BAC Chairperson</i> PCSDS Main Office  <i>Head of BAC Secretariat</i> PCSDS Main Office  <i>HOPE</i> 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	<i>HOPE</i> PCSDS Main Office - Office of the Executive Director (OED)  <i>Head of BAC Secretariat</i> PCSDS Main Office
	1.10. Prepare the contract in favor of the Supplier, Contractor or Consultant	None	10 minutes	<i>Head of BAC Secretariat</i> PCSDS Main Office
	1.11. Approve and sign the Contract of Agreement (COA)	None	1 day	<i>HOPE</i> 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	<i>Head of BAC Secretariat</i> PCSDS Main Office
	1.13. Sign the Notice to	None	1 day	<i>HOPE</i>



	Proceed (NTP) 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)  <i>Head of BAC Secretariat</i> PCSDS Main Office
	1.14. Ensure that the service provided is in accordance with the specifications stated in the TOR	None	1 day	<i>End-User Division Head</i> PCSDS Main Office
	1.15. Prepare the Purchase Order (PO) in favor of the Contractor or Consultant	None	10 minutes	<i>Head of BAC Secretariat</i> PCSDS Main Office
	1.16. Issue and sign the Purchase Order (PO)	None	1 day	<i>HOPE</i> PCSDS Main Office - Office of the Executive Director (OED)  <i>Head of BAC Secretariat</i> 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	<i>Head of Inspection and Acceptance Committee</i> 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	<i>Property &amp; Supply Unit Head</i> PCSDS Main Office - AFD
	3.2. Attach property Number and enter details to Report	None	2 days	<i>Property and Supply Unit</i>



	of Physical Counts of Property Plants and Equipment			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	<i>Property Custodian</i> 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	<i>End User Division Chief</i> PCSDS Main Office - AFD  <i>Chief Administrative Officer</i> PCSDS Main Office - AFD
	5.2. Sign and approve CPE	None	2 days	<i>HOPE</i> PCSDS Main Office - Office of the Executive Director (OED)
	5.3. Receive Official Receipt	None	1 day	<i>Accountant III</i> PCSDS Main Office - AFD
	5.4. Process payment			
<b>TOTAL</b>			<b>26 days and 1 hour</b>	

## 75. 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

<b>Office/Division:</b>	Bids and Awards Committee (BAC), BAC Secretariat, and Administrative and Finance Divisions (AFD)
<b>Classification:</b>	Simple



<b>Type of Transaction:</b>		Government to Business			
<b>Who may avail:</b>		End-Users (respective PCSDS Divisions)			
<b>Checklist OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>		
<b>Airline Tickets</b>			Delegated End-user/AFD		
- Ticket request form (1 original)			Delegated End-user/AFD		
<b>CLIENTS STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>	
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: <ul style="list-style-type: none"> <li>a. flight availability a the time of booking;</li> <li>b. travel days;</li> <li>c. preferred time of arrival/departure of the traveling staff;</li> <li>d. stopovers;</li> <li>e. routes;</li> <li>f. additional visa requirements;</li> <li>g. promotional fares;</li> <li>h. comparison of air ticket prices among commercial airlines; and</li> <li>i. other reasonable considerations as determined by the end-user</li> </ul>	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	3.1 Receive documents,	None	1 day	Accountant III	



Reimbursement Request, Obligation Request, Disbursement Request, Travel Order (if out of town)	determine and review the completeness and forward to Accounting for processing			PCSD Main Building - AFD
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
<b>TOTAL</b>			<b>4 days</b>	

## 76. 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.

<b>Office/Division:</b>	Bids and Awards Committee (BAC), BAC Secretariat, and Administrative and Finance Divisions (AFD)			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	Government to Government			
<b>Who may avail:</b>	End-Users (respective PCSDS Divisions)			
<b>Checklist OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
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	
<b>CLIENTS STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Directly purchase POL products and/or	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



airline tickets and secure Official Receipt				
2. Prepare Reimbursement Request, Obligation Request, Disbursement Request, Travel Order (if out of town) and Trip Ticket	3.1 Receive documents, determine and review the completeness and forward to Accounting for processing	None	1 day	Accountant III PCSD Main Building – AFD
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
<b>TOTAL</b>			<b>3 days</b>	

## 77. 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.

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

Checklist OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> <li>• Purchase Request (PR) (3 signed original copies)</li> </ul>		End-Users		
<ul style="list-style-type: none"> <li>• Approved Annual Procurement Plan (subject item in highlight) (1 copy)</li> </ul>		End-Users		
<ul style="list-style-type: none"> <li>• Approved Project Procurement Management Plan (subject item in highlight) (1 copy)</li> </ul>		End-Users		
<ul style="list-style-type: none"> <li>• Attachments: (3 copies)               <ol style="list-style-type: none"> <li>3. Goods:                   <ol style="list-style-type: none"> <li>1. Specifications</li> <li>2. Scope of work;</li> <li>3. Form of Bid, Price Form, and List of Goods or Bill of Quantities;</li> </ol> </li> <li>4. Consulting:                   <ol style="list-style-type: none"> <li>1. Terms of Reference (Objectives, Methodology)</li> <li>2. Scope of work</li> <li>3. Checklist of Criteria Qualifications</li> <li>4. Timeline</li> </ol> </li> <li>5. Infrastructure:                   <ol style="list-style-type: none"> <li>1. Scope of work</li> <li>2. Plans/Drawings and Technical Specifications;                       <ol style="list-style-type: none"> <li>5.2.1. Detailed engineering investigations</li> <li>5.2.2. Surveys and</li> <li>5.2.3. Designs;</li> </ol> </li> <li>3. For acquisition of right-of-way site or location:                       <ol style="list-style-type: none"> <li>5.3.1. Authority or permit to enter is issued by the property owner; or</li> <li>5.3.2. Notarized deed of sale; or</li> <li>5.3.3. Deed of donation is executed in favor of the government; or</li> <li>5.3.4. Writ of possession issued by a court of competent jurisdiction</li> </ol> </li> </ol> </li> <li>6. Mixed Procurement                   <ol style="list-style-type: none"> <li>1. Combination of Goods, Consulting or Infrastructure</li> </ol> </li> </ol> </li> </ul>		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	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	<i>Head of BAC Secretariat PCSDS Main Office</i>

accompanied by appropriate supporting documents identifying the emergency sought to be addressed				
	1.2 Assign and stamp PR number, date received and update Procurement database (PMR)  Include PR in next scheduled BAC Meeting	None	20 minutes	<i>Head of BAC Secretariat</i> 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	<i>PCSDS-BAC Chairperson</i> PCSDS Main Office
	1.4. Sign PR	None	1 day	<i>Head of the Procuring Entity (HOPE)</i> 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	<i>PCSDS-BAC Chairperson</i> PCSDS Main Office
	2.2. Recommend to the HoPE through a Resolution award	None	1 day	<i>PCSDS-BAC Chairperson</i>

	the contract to the Supplier, Contractor or Consultant.			PCSDS Main Office <i>Head of BAC Secretariat</i> 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.  Issue and sign the Notice of Award (NOA), otherwise HOPE may disapprove BAC recommendation.	None	1 day	<i>HOPE</i> <i>Head of BAC Secretariat</i> PCSDS Main Office
	2.4. Prepare the contract in favor of the Supplier, Contractor or Consultant	None	10 minutes	<i>Head of BAC Secretariat</i> PCSDS Main Office
	2.5. Approve and sign the Contract of Agreement (COA)	None	1 day	<i>HOPE</i> 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	<i>Head of BAC Secretariat</i>
	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	<i>HOPE</i> PCSDS Main Office - Office of the Executive Director (OED)  <i>Head of BAC Secretariat</i> PCSDS Main Office
	2.8. Ensure that the service provided is in accordance with the specifications stated in the TOR	None	1 day	<i>End-User</i> PCSDS Main Office
	2.9. Prepare the Purchase Order (PO) in favor of the Contractor or Consultant	None	10 minutes	<i>Head of BAC Secretariat</i> PCSDS Main Office



	2.10. Issue and sign the Purchase Order (PO)	None	1 day	<i>HOPE</i> PCSDS Main Office - Office of the Executive Director (OED)  <i>Head of BAC Secretariat</i> PCSDS Main Office
	2.11. Inspect project progress and/or final construction.  Prepare inspection acceptance report (IAR)  Confirm compliance of procured items to specifications/TOR	None	1 day	<i>Head of Inspection and Acceptance Committee</i> 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	<i>Property and Supply Unit</i> 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	<i>Property and Supply Unit</i> 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	<i>Property Custodian</i> PCSDS Main Office - AFD
	4.2. Receive Official Receipt	None	1 day	<i>Accountant III</i> PCSDS Main Office - AFD
	4.3. Process payment			
<b>TOTAL</b>			<b>21 days and 1 hour</b>	



## 78. 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.

<b>Office/Division:</b>	Bids and Awards Committee (BAC), BAC Secretariat, and Administrative and Finance Divisions (AFD)			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	Government to Government			
<b>Who may avail:</b>	End-Users (respective PCSDS Divisions)			
<b>Checklist OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
• 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) <ol style="list-style-type: none"> <li>2. Terms of Reference (Objectives, Methodology)</li> <li>3. Scope of work</li> <li>4. Checklist of Criteria Qualifications</li> <li>5. Timeline</li> </ol>			End-Users	
<b>CLIENTS STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit copies of PR to the BAC Secretariat at the PCSD Main Office with the attachments listed above, as applicable	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	<i>Head of BAC Secretariat</i> PCSDS Main Office

with justification that the engagement of the individual in accordance with the conditions set forth in the RIRR.				
	<p>1.4. Assign and stamp PR number, date received and update Procurement database (PMR)</p> <p>Include PR in next scheduled BAC Meeting</p>	None	20 minutes	<p><i>Head of BAC Secretariat</i> PCSDS Main Office</p>
	<p>1.5. Evaluate PR with attachments and verify mode of procurement in relation to the approved Annual Procurement Plan (APP)</p> <p>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.</p>	None	5 days	<p><i>PCSDS-BAC Chairperson</i> PCSDS Main Office</p>
	<p>1.6. Sign PR</p>	None	1 day	<p><i>Head of the Procuring Entity (HOPE)</i> PCSDS Main Office - Office of the Executive Director (OED)</p>
<p>2. Identify prospective consultant based on the provided Terms of Reference</p> <p>Submit the</p>	<p>2.1. Prepare and draft the letter of invitation to the identified consultant</p> <p>Submit the same to the BAC Chairperson for signature</p>	None	15 minutes	<p><i>Head of BAC Secretariat</i> PCSDS Main Office</p>

name, contact information and mailing address of the said prospective consultant				
	2.2. Send letter of invitation to prospective consultant	None	1 day	<i>Chief Administrative Officer PCSDS Main Office - AFD</i>
	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 Terms of Reference is validated.	None	1 day	<i>PCSDS-BAC Chairperson PCSDS Main Office</i>
	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	<i>PCSDS-BAC Chairperson PCSDS Main Office  Head of BAC Secretariat PCSDS Main Office</i>
	2.5. Issue and sign the Notice of Award (NOA), otherwise HOPE may disapprove BAC recommendation.	None	1 day	<i>HOPE PCSDS Main Office - Office of the Executive Director (OED)</i>
	2.6. Prepare the contract in favor of the Consultant	None	10 minutes	<i>Head of BAC Secretariat PCSDS Main Office</i>
	2.7. Approve and sign the Contract of Agreement	None	1 day	<i>HOPE PCSDS Main</i>

	(COA)			Office - Office of the Executive Director (OED)
	2.8. Prepare the NTP in favor of the Consultant	None	10 minutes	<i>Head of BAC Secretariat</i> 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	<i>HOPE</i> PCSDS Main Office - Office of the Executive Director (OED)  <i>Head of BAC Secretariat</i> PCSDS Main Office
	2.10. Ensure that the service provided is in accordance with the specifications stated in the TOR	None	1 day	<i>End-User Division Head</i> 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	<i>Head of Inspection and Acceptance Committee</i> 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	<i>Property and Supply Unit</i> PCSDS Main Office - AFD
	3.2. Receive Official Receipt / Acknowledgement Receipt	None	1 day	<i>Accountant III</i> PCSDS Main Office - AFD
	3.3. Process payment			
<b>TOTAL 18 days, 1 hour and 5 minutes</b>				

## 79. 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.

<b>Office/Division:</b>	Bids and Awards Committee (BAC), BAC Secretariat, and Administrative and Finance Divisions (AFD)	
<b>Classification:</b>	Highly Technical	
<b>Type of Transaction:</b>	Government to Government	
<b>Who may avail:</b>	End-Users (respective PCSDS Divisions)	
<b>Checklist OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
• 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)		End-Users
6. Specifications		
7. Scope of work;		
8. Form of Bid, Price Form, and List of Goods or Bill of Quantities;		



<b>CLIENTS STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
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	<i>Head of BAC Secretariat</i> 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	<i>Head of BAC Secretariat</i> PCSDS Main Office
	3.7. 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	<i>PCSDS-BAC Chairperson</i> PCSDS Main Office
	1.4. Sign PR	None	1 day	<i>Head of the Procuring Entity (HOPE)</i> PCSDS Main Office - Office of the Executive Director (OED)
	1.5. Prepare/draft RFQ and PQF	None	1 day	<i>Head of BAC Secretariat</i> PCSDS Main Office
	1.6. Invite at least three (3)	None	1 day	<i>Head of BAC</i>

	<p>prospective Lessors to submit sealed price quotations on a specified date, submitted</p> <p>Send RFQ to at least three (3) venues within the vicinity of the selected location.</p>			<p>Secretariat PCSDS Main Office</p>
	<p>1.14. Collect sealed Quotation Envelope (containing duly filled up PQF and required eligibility documents) from the bid box.</p>	None	10 minutes	<p>Head of BAC Secretariat PCSDS Main Office</p>
	<p>1.7. Evaluate the Quotations submitted.</p>	None	1 day	<p>PCSDS-BAC Chairperson PCSDS Main Office</p>
	<p>1.8. Prepare Abstract of Quotation (AOQ) and have it signed by the BAC Members who were present during the evaluation</p>	None	1 day	<p>Head of BAC Secretariat PCSDS Main Office</p>
	<p>1.9. Recommend to the HoPE the award of contract</p> <p>Prepare BAC Resolution recommending award and have it signed by the BAC members and HOPE</p>	None	1 day	<p>PCSDS-BAC Chairperson PCSDS Main Office</p> <p>Head of BAC Secretariat PCSDS Main Office</p>
	<p>1.10. Issue and sign the Notice of Award (NOA), otherwise HOPE may disapprove BAC recommendation.</p>	None	1 day	<p>HOPE PCSDS Main Office - Office of the Executive Director (OED)</p> <p>Head of BAC Secretariat PCSDS Main Office</p>
	<p>1.11. Prepare the contract in favor of the Lessor</p>	None	10 minutes	<p>Head of BAC Secretariat PCSDS Main Office</p>
	<p>1.12. Approve and sign the Contract of Agreement (COA)</p>	None	1 day	<p>HOPE PCSDS Main Office - Office of the Executive</p>





				Director (OED)
	1.13. Prepare the NTP in favor of the Lessor	None	10 minutes	<i>Head of BAC Secretariat</i> 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	<i>HOPE</i> PCSDS Main Office - Office of the Executive Director (OED)  <i>Head of BAC Secretariat</i> PCSDS Main Office
	1.15. Ensure that the service provided is in accordance with the specifications stated in the TOR	None	1 day	<i>End-User Division Head</i> PCSDS Main Office
	1.16. Prepare the Purchase Order (PO) in favor of the Lessor	None	10 minutes	<i>Head of BAC Secretariat</i> PCSDS Main Office
	1.17. Issue and sign the Purchase Order (PO)	None	1 day	<i>HOPE</i> PCSDS Main Office - Office of the Executive Director (OED)  <i>Head of BAC Secretariat</i> 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	<i>Head of Inspection and Acceptance Committee</i> PCSDS Main Office
2. Prepare Disbursement Voucher (DV) and Obligation (OR) Request and submit to Property and	2.1. Submit complete copies of procurement documents and Disbursement Voucher and Obligation Request to Accounting unit for payment processing	None	3 days	<i>Property and Supply Unit</i> PCSDS Main Office - AFD

Supply Unit				
	2.2. Receive Official Receipt / Acknowledgement Receipt	None	1 day	Accountant III PCSDS Main Office - AFD
	2.3. Process payment			
<b>TOTAL</b>			<b>21 days, 1 hour and 10 minutes</b>	

## 80. 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 consultants<sup>53</sup> 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.

<b>Office/Division:</b>	Bids and Awards Committee (BAC), BAC Secretariat, and Administrative and Finance Divisions (AFD)	
<b>Classification:</b>	Complex	
<b>Type of Transaction:</b>	Government to Government	
<b>Who may avail:</b>	End-Users (respective PCSDS Divisions)	
<b>Checklist OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
• 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:		End-Users

<ol style="list-style-type: none"> <li>1. Specifications</li> <li>2. Scope of work;</li> <li>3. Form of Bid, Price Form, and List of Goods or Bill of Quantities;</li> </ol> <p>8. Consulting:</p> <ol style="list-style-type: none"> <li>1. Terms of Reference (Objectives, Methodology)</li> <li>2. Scope of work</li> <li>3. Checklist of Criteria Qualifications</li> <li>4. Timeline</li> </ol>				
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<ol style="list-style-type: none"> <li>1. Submit copies of PR to the BAC Secretariat at the PCSD Main Office with the attachments listed above, as applicable</li> </ol>	<ol style="list-style-type: none"> <li>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.</li> </ol>	None	10 Minutes	<i>Head of BAC Secretariat PCSDS Main Office</i>
	<ol style="list-style-type: none"> <li>3.8. Assign and stamp PR number, date received and update Procurement database (PMR)  Include PR in next scheduled BAC Meeting</li> </ol>	None	20 minutes	<i>Head of BAC Secretariat PCSDS Main Office</i>
	<ol style="list-style-type: none"> <li>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.</li> </ol>	None	5 days	<i>PCSDS-BAC Chairperson PCSDS Main Office</i>
	<ol style="list-style-type: none"> <li>1.4. Sign PR</li> </ol>	None	1 day	<i>Head of the</i>

				<i>Procuring Entity (HOPE)</i> 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	<i>PCSDS-BAC Chairperson</i>
	1.5. Prepare a list of pre-selected suppliers or consultants which shall be those appearing in a list 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: <ol style="list-style-type: none"> <li>a. Technical specifications/terms of reference of the project, and</li> <li>b. Specific criteria used by the procuring entity for the evaluation of the preselected suppliers or consultants</li> </ol>	None	1 day	<i>TWG/Head, BAC Secretariat</i> PCSDS Main Office
	1.6. Approve the pre-selected list and transmits the pre-	None	1 day	<i>PCSDS-BAC Chairperson</i>



	<p>selected list to the GPPB in compliance with Section 49.2 of the IRR of RA 9184 with a certification stating:</p> <ol style="list-style-type: none"> <li>a. Justifying the recourse to Limited Source Bidding;</li> <li>b. Verifying the compliance with the criteria previously set;</li> <li>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</li> <li>d. suppliers or consultants participating in the bidding.</li> </ol>			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	<i>GPPB-TSO</i>
	1.6. Prepare/draft Bidding Documents.	None	5 days	<p><i>End-User</i> PCSDS Main Office</p> <p><i>Head of BAC Secretariat</i> <i>Head of Technical Working Group (TWG) if created</i> PCSDS Main Office</p> <p><i>PCSDS-BAC Chairperson</i> PCSDS Main Office</p>
	1.8. Post the procurement opportunity in the PhilGEPS website, agency website and conspicuous place within the premises of the agency upon receipt of said acknowledgment letter.	None	7 days	<i>BAC Secretariat in coordination with IT unit</i> 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	None	1 day	Head of BAC Secretariat PCSDS Main Office

	SCB/HRB or SRB of post qualification.			
	2.7. Receive Post-Qualification documents.	None	10 minutes	<i>TWG/ Head of BAC Secretariat PCSDS Main Office</i>
	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	<i>TWG/ Head of BAC Secretariat PCSDS Main Office</i>
	2.9. Prepare Abstract of Bid (AOB) and have it signed by the BAC Members who were present during the evaluation	None	1 day	<i>Head of BAC Secretariat PCSDS Main Office</i>
	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	<i>PCSDS-BAC Chairperson PCSDS Main Office</i>  <i>Head of BAC Secretariat PCSDS Main Office</i>
	2.11. Issue and sign the Notice of Award (NOA), otherwise HOPE may disapprove BAC recommendation.	None	1 day	<i>HOPE PCSDS Main Office - Office of the Executive Director (OED)</i>  <i>Head of BAC Secretariat PCSDS Main Office</i>
	2.12. Receive and evaluate submitted Performance Security	None	1 day	<i>Head of BAC Secretariat PCSDS Main Office</i>
	2.13. Prepare the contract in favor of the winning bidder	None	10 minutes	<i>Head of BAC Secretariat PCSDS Main Office</i>
	2.14. Approve and sign the Contract of Agreement	None	1 day	<i>HOPE PCSDS Main</i>

	(COA)			Office - Office of the Executive Director (OED)
	2.15. Prepare the NTP in favor of the winning bidder	None	10 minutes	<i>Head of BAC Secretariat</i> 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	<i>HOPE</i> PCSDS Main Office - Office of the Executive Director (OED)  <i>Head of BAC Secretariat</i> PCSDS Main Office
	2.17. Ensure that the service provided is in accordance with the specifications stated in the TOR	None	1 day	<i>End-User Division Head</i> PCSDS Main Office
	2.18. Prepare the Purchase Order (PO) in favor of the Lessor	None	10 minutes	<i>Head of BAC Secretariat</i> PCSDS Main Office
	2.19. Issue and sign the Purchase Order (PO)	None	1 day	<i>HOPE</i> PCSDS Main Office - Office of the Executive Director (OED)  <i>Head of BAC Secretariat</i> PCSDS Main Office
	2.20. Accept and verify Warranty Security submitted	None	1 day	<i>Chief Administrative Officer</i> PCSDS Main Office-AFD
	2.21. Inspect goods, services or project progress and/or final construction.  Prepare inspection acceptance report (IAR)	None	1 day	<i>Head of Inspection and Acceptance Committee</i> PCSDS Main Office



	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	<i>Property and Supply Unit PCSDS Main Office - AFD</i>
	3.2. Attach property Number and enter details to Report of Physical Counts of Property Plants and Equipment, if applicable	None	2 days	<i>Property and Supply Unit PCSDS Main Office - AFD</i>
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	<i>Property Custodian PCSDS Main Office - AFD</i>
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	<i>End User Division Chief PCSDS Main Office - AFD  Chief Administrative Officer PCSDS Main Office - AFD</i>
	5.2. Sign and approve CPE	None	2 days	<i>HOPE PCSDS Main Office - Office of the Executive Director (OED)</i>
	5.3. Receive Official Receipt	None	1 day	<i>Accountant III PCSDS Main Office - AFD</i>
	5.4. Process payment			
<b>TOTAL</b>			<b>72 days and 2 hours</b>	

## 81. 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.

<b>Office/Division:</b>	Bids and Awards Committee (BAC), BAC Secretariat, and Administrative and Finance Divisions (AFD)	
<b>Classification:</b>	Highly Technical	
<b>Type of Transaction:</b>	Government to Government	
<b>Who may avail:</b>	End-Users (respective PCSDS Divisions)	
	<b>Checklist OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
	<ul style="list-style-type: none"> <li>• Purchase Request (PR) (3 signed original copies)</li> </ul>	End-Users
	<ul style="list-style-type: none"> <li>• Approved Annual Procurement Plan (subject item in highlight) (1 copy)</li> </ul>	End-Users
	<ul style="list-style-type: none"> <li>• Approved Project Procurement Management Plan (subject item in highlight) (1 copy)</li> </ul>	End-Users
	<ul style="list-style-type: none"> <li>• Attachments: (3 copies)               <ul style="list-style-type: none"> <li>9. Goods:                   <ol style="list-style-type: none"> <li>1. Specifications</li> <li>2. Scope of work;</li> <li>3. Form of Bid, Price Form, and List of Goods or Bill of Quantities;</li> </ol> </li> <li>10. Consulting:                   <ol style="list-style-type: none"> <li>1. Terms of Reference (Objectives, Methodology)</li> <li>2. Scope of work</li> <li>3. Checklist of Criteria Qualifications</li> <li>4. Timeline</li> </ol> </li> <li>11. Infrastructure:                   <ol style="list-style-type: none"> <li>1. Scope of work</li> <li>2. Plans/Drawings and Technical Specifications;                       <ol style="list-style-type: none"> <li>11.2.1. Detailed engineering investigations</li> <li>11.2.2. Surveys and</li> <li>11.2.3. Designs;</li> </ol> </li> <li>3. For acquisition of right-of-way site or location:                       <ol style="list-style-type: none"> <li>11.3.1. Authority or permit to enter is issued by the property owner; or</li> <li>11.3.2. Notarized deed of sale; or</li> </ol> </li> </ol> </li> </ul> </li> </ul>	End-Users

<p>11.3.3. Deed of donation is executed in favor of the government; or</p> <p>11.3.4. Writ of possession issued by a court of competent jurisdiction</p>				
<p>12. Mixed Procurement</p> <p>1. Combination of Goods, Consulting or Infrastructure</p>				
<b>CLIENTS STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
<p>1. Submit copies of PR to the BAC Secretariat with the attachments listed above, as applicable</p>	<p>1.1 Receive PR with applicable attachments from End-Users.</p> <p>Initially review the accuracy of documents submitted and verify completeness of documents as to statutory/regulatory requirements.</p>	None	10 Minutes	<i>Head of BAC Secretariat</i> PCSDS Main Office
	<p>1.2 Assign and stamp PR number, date received and update Procurement database (PMR)</p> <p>Include PR in next scheduled BAC Meeting</p>	None	20 minutes	<i>Head of BAC Secretariat</i> PCSDS Main Office
	<p>1.3 Evaluate PR with attachments and verify mode of procurement in relation to the approved Annual Procurement Plan (APP)</p> <p>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.</p>	None	5 days	<i>PCSDS-BAC Chairperson</i> PCSDS Main Office
	<p>1.4 Sign PR</p>	None	1 day	<i>Head of the Procuring Entity (HOPE)</i> PCSDS Main Office - Office of the Executive Director (OED)
	<p>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</p>	None	5 days	<i>PCSDS-BAC Chairperson</i> PCSDS Main Office

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			
1.6 Prepare/draft Bidding Documents.	None	5 days	<i>End-User</i> PCSDS Main Office  <i>Head of BAC Secretariat</i> <i>Head of Technical Working Group (TWG) if created</i> 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	<i>BAC Secretariat in coordination with IT unit</i> PCSDS Main Office
1.8 Draft Notice of Invitation to Observers and forward to BAC Chairperson for signature	None	20 minutes	<i>Head of BAC Secretariat</i> PCSDS Main Office
1.9 Sign Notice of Invitation	None	1 day	<i>PCSDS-BAC Chairperson</i> PCSDS Main Office
1.10 Send Notice of Invitation to Observers pursuant to Sec. 13 of the 2016 RIRR.	None	1 day	<i>Chief Administrative Officer</i> PCSDS Main Office
1.11 Evaluate submitted eligibility documents (short listing / eligibility check for consulting services)	None	1 day	<i>PCSDS-BAC Chairperson</i> PCSDS Main Office
1.12. Notify shortlisted consultants (for consulting services)	None	1 day	<i>Head of BAC Secretariat</i> 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	<i>PCSDS-BAC Chairperson PCSDS Main Office</i>
	2.2 Draft Supplemental bid, if any BAC Chairperson for signature	None	20 minutes	<i>Head of BAC Secretariat PCSDS Main Office</i>
	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	<i>Head of BAC Secretariat PCSDS Main Office</i>
	2.4 Collect sealed Bid Envelope from the bid box.	None	10 minutes	<i>Head of BAC Secretariat PCSDS Main Office</i>
	2.5 Conduct Bid Opening/Bid evaluation.	None	1 day	<i>PCSDS-BAC Chairperson PCSDS Main Office</i>
	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	<i>Head of BAC Secretariat PCSDS Main Office</i>
	2.7 Receive Post-Qualification documents	None	10 minutes	<i>TWG/ Head of BAC Secretariat PCSDS Main Office</i>
	2.8 a. Conduct Post Qualification. b. Prepare Post-Qualification Report (PQR) recommending to the BAC the declaration of the LCRB or SCR/HRB or SRRB	None	12 days	<i>TWG/ Head of BAC Secretariat PCSDS Main Office</i>

2.9 Prepare Abstract of Bid (AOB) and have it signed by the BAC Members who were present during the evaluation	None	1 day	<i>Head of BAC Secretariat PCSDS Main Office</i>
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	<i>PCSDS-BAC Chairperson PCSDS Main Office  Head of BAC Secretariat PCSDS Main Office</i>
2.11 Issue and sign the Notice of Award (NOA), otherwise HOPE may disapprove BAC recommendation.	None	1 day	<i>HOPE PCSDS Main Office - Office of the Executive Director (OED)  Head of BAC Secretariat PCSDS Main Office</i>
2.12 Receive and evaluate submitted Performance Security	None	1 day	<i>Head of BAC Secretariat PCSDS Main Office</i>
2.13 Prepare the contract in favor of the winning bidder	None	10 minutes	<i>Head of BAC Secretariat PCSDS Main Office</i>
2.14 Approve and sign the Contract of Agreement (COA)	None	1 day	<i>HOPE PCSDS Main Office - Office of the Executive Director (OED)</i>
2.15 Prepare the NTP in favor of the winning bidder.	None	10 minutes	<i>Head of BAC Secretariat PCSDS Main Office</i>
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	<i>HOPE PCSDS Main Office - Office of the Executive Director (OED)</i>
2.17 Ensure that the service	None	1 day	<i>End-User</i>



	provided is in accordance with the specifications stated in the TOR			<i>Division Head PCSDS Main Office</i>
	2.18 Prepare the Purchase Order (PO) in favor of the Lessor	None	10 minutes	<i>Head of BAC Secretariat PCSDS Main Office</i>
	2.19 Issue and sign the Purchase Order (PO)	None	1 day	<i>HOPE PCSDS Main Office - Office of the Executive Director (OED)</i>  <i>Head of BAC Secretariat PCSDS Main Office</i>
	2.20 Accept and verify Warranty Security submitted	None	1 day	<i>Chief Administrative Officer PCSDS Main Office-AFD</i>
	2.21 Inspect delivery of goods and Prepare inspection acceptance report (IAR)  Confirm compliance of procured items to specifications/TOR	None	1 day	<i>Head of Inspection and Acceptance Committee</i>
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	<i>Property and Supply Unit PCSDS Main Office - AFD</i>
	3.2. Attach property Number and enter details to Report of Physical Counts of Property Plants and Equipment, if applicable	None	2 days	<i>Property and Supply Unit PCSDS Main Office - AFD</i>
4. Receive PAR	Prepare Property Acknowledgment Receipt (PAR) and issue procured item to End-User and record/input to Property Inventory	None	1 day	<i>Property Custodian PCSDS Main Office - AFD</i>
5. Evaluate bidders performance / service.	Evaluate bidders performance/service.  Prepare Certificate of	None	1 day	<i>End User Division Chief PCSDS Main Office - AFD</i>

	Performance Evaluation (CPE) Form and recommend the same to the HOPE			<i>Chief Administrative Officer</i> PCSDS Main Office - AFD
	Sign and approve CPE	None	2 days	<i>HOPE</i> PCSDS Main Office - Office of the Executive Director (OED)
	Receive Official Receipt	None	1 day	<i>Accountant III</i> PCSDS Main Office - AFD
	Process payment			
<b>TOTAL</b>			<b>71 days, 2 hours and 30 minutes</b>	

## 82. 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.





<b>Office/Division:</b>	Bids and Awards Committee (BAC), BAC Secretariat, and Administrative and Finance Divisions (AFD)			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	Government to Government			
<b>Who may avail:</b>	End-Users (respective PCSDS Divisions)			
<b>Checklist OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
<ul style="list-style-type: none"> <li>• Purchase Request (PR) (3 signed original copies)</li> </ul>			End-Users	
<ul style="list-style-type: none"> <li>• Approved Annual Procurement Plan (subject item in highlight) (1 copy)</li> </ul>			End-Users	
<ul style="list-style-type: none"> <li>• Approved Project Procurement Management Plan (subject item in highlight) (1 copy)</li> </ul>			End-Users	
<ul style="list-style-type: none"> <li>• Attachments: (3 copies) <ul style="list-style-type: none"> <li>2. Specifications</li> <li>3. Scope of work;</li> <li>4. Form of Bid, Price Form, and List of Goods or Bill of Quantities;</li> </ul> </li> </ul>			End-Users	
<b>CLIENTS STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit copies of PR to the BAC Secretariat with the attachments listed above  Determine the need to replenish the goods earlier procured through competitive bidding.1.	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	<i>Head of BAC Secretariat PCSDS Main Office</i>
	1.2 . Assign and stamp PR number, date received and update Procurement database (PMR)  Include PR in next scheduled BAC Meeting	None	20 minutes	<i>Head of BAC Secretariat PCSDS Main Office</i>
	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	<i>PCSDS-BAC Chairperson PCSDS Main Office</i>
	1.4. Sign PR	None	1 day	<i>Head of the</i>

				<i>Procuring Entity (HOPE)</i>
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		<i>PCSDS BAC Chairperson PCSDS Main Office  Head of BAC Secretariat PCSDS Main Office</i>
1.6 Issue and sign the Notice of Award (NOA), otherwise HOPE may disapprove BAC recommendation.	None	1 day		<i>HOPE PCSDS Main Office - Office of the Executive Director (OED)  Head of BAC Secretariat PCSDS Main Office</i>
1.7 Prepare the contract in favor of the winning bidder	None	10 minutes		<i>Head of BAC Secretariat PCSDS Main Office</i>
1.8 Approve and sign the Contract of Agreement (COA)	None	1 day		<i>HOPE PCSDS Main Office - Office of the Executive Director (OED)</i>
1.9 Prepare the NTP in favor of the winning bidder	None	10 minutes		<i>Head of BAC Secretariat PCSDS Main Office</i>
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		<i>HOPE PCSDS Main Office - Office of the Executive Director (OED)  Head of BAC Secretariat PCSDS Main Office</i>
1.11 Ensure that the service provided is in accordance with the specifications stated in the	None	1 day		<i>End-User Division Head PCSDS Main</i>

	TOR			Office
	1.12 Prepare the Purchase Order (PO) in favor of the Lessor	None	10 minutes	<i>Head of BAC Secretariat</i> PCSDS Main Office
	1.13 Issue and sign the Purchase Order (PO)	None	1 day	<i>HOPE</i> PCSDS Main Office - Office of the Executive Director (OED)  <i>Head of BAC Secretariat</i> 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	<i>Head of Inspection and Acceptance Committee</i> 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	<i>Property and Supply Unit</i> 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	<i>Property and Supply Unit</i> 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	<i>Property Custodian</i> PCSDS Main Office – AFD
	2.5. Receive Official Receipt	None	1 day	<i>Accountant III</i> PCSDS Main Office - AFD
	2.6. Process payment			
	<b>TOTAL</b>	None	<b>20 days and 1 hour</b>	

### 83. 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.

<b>Office/Division:</b>	Bids and Awards Committee (BAC), BAC Secretariat, and Administrative and Finance Divisions (AFD)			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2G - Government to Government			
<b>Who may avail:</b>	End-Users (respective PCSDS Divisions)			
<b>Checklist OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
• 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) <ul style="list-style-type: none"> <li>5. Terms of Reference (Objectives, Methodology)</li> <li>6. Scope of work</li> <li>7. Checklist of Criteria Qualifications</li> <li>8. Timeline</li> </ul>			End-Users	
<b>CLIENTS STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit	1.2 Receive PR with applicable	None	10 Minutes	Head of BAC

copies of PR to the BAC Secretariat with the attachments listed above, as applicable	attachments from End-Users.  Initially review the accuracy of documents submitted and verify completeness of documents as to statutory/regulatory requirements.			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 the appropriate revision and/or amendment or cancellation.	None	5 days	PCSDS-BAC Chairperson PCSDS Main Office - AFD
	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	None	1 day	PCSDS-BAC Chairperson

	supplier, contractor or consultant based on the Technical Specifications, Scope of Work or Terms of Reference prepared by the End-User.			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	None	1 day	End-User



	provided is in accordance with the specifications stated in the TOR			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. 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 Process payment			
<b>TOTAL</b>			<b>18 days and 1 hour and 25 minutes</b>	

#### **84. 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).

<b>Office/Division:</b>	Bids and Awards Committee (BAC), BAC Secretariat, and Administrative and Finance Divisions (AFD)			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	Government to Government			
<b>Who may avail:</b>	End-Users (respective PCSDS Divisions)			
<b>Checklist OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
• 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: 13. Goods: 1. Specifications 2. Scope of work; 3. Form of Bid, Price Form, and List of Goods or Bill of Quantities;			End-Users	
<b>CLIENTS STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
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	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	<i>Head of BAC Secretariat PCSDS Main Office</i>
	2. Assign and stamp PR number, date received and update Procurement database (PMR)  Include PR in next scheduled BAC Meeting	None	20 minutes	<i>Head of BAC Secretariat PCSDS Main Office</i>
	3. Evaluate PR with	None	5 days	<i>PCSDS-BAC</i>





necessity	<p>attachments and verify mode of procurement in relation to the approved Annual Procurement Plan (APP)</p> <p>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.</p>			<p><i>Chairperson</i> PCSDS Main Office</p>
	4. Sign PR	None	1 day	<p><i>Head of the Procuring Entity (HOPE)</i></p>
	5. Prepare RFQ indicating the specifications, quantity, ABC, and other terms and conditions of the contract.	None	1 day	<p><i>Head of BAC Secretariat</i> PCSDS Main Office</p>
	6. Send RFQ directly to the supplier of known technical, legal and financial qualifications.	None	3 days	<p><i>Chief Administrative Officer</i> PCSDS Main Office - AFD</p>
	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	<p><i>PCSD-BAC Chairperson</i> PCSDS Main Office</p>
	8. Recommend to the HoPE the award of contract	None	1 day	<p><i>PCSDS-BAC Chairperson</i> PCSDS Main Office</p>
	<p>Prepare BAC Resolution recommending award and have it signed by the BAC members and HOPE</p>			
	9. Issue and sign the Notice of Award (NOA), otherwise HOPE may disapprove BAC recommendation.	None	1 day	<p><i>HOPE</i> PCSDS Main Office - Office of the Executive</p>

				Director (OED)  <i>Head of BAC Secretariat PCSDS Main Office</i>
	10. Prepare the contract in favor of the bidder	None	10 minutes	<i>Head of BAC Secretariat PCSDS Main Office</i>
	11. Approve and sign the Contract of Agreement (COA)	None	1 day	<i>HOPE PCSDS Main Office - Office of the Executive Director (OED)</i>
	12. Prepare the NTP in favor of the bidder	None	10 minutes	<i>Head of BAC Secretariat PCSDS Main Office</i>
	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	<i>HOPE PCSDS Main Office - Office of the Executive Director (OED)</i>  <i>Head of BAC Secretariat PCSDS Main Office</i>
	14. Ensure that the service provided is in accordance with the specifications stated in the TOR	None	1 day	<i>End-User Division Head PCSDS Main Office</i>
	15. Prepare the Purchase Order (PO) in favor of the bidder	None	10 minutes	<i>Head of BAC Secretariat PCSDS Main Office</i>
	16. Issue and sign the Purchase Order (PO)	None	1 day	<i>HOPE PCSDS Main Office - Office of the Executive Director (OED)</i>  <i>Head of BAC Secretariat PCSDS Main Office</i>
	17. Inspect goods.	None	1 day	<i>Head of Inspection and</i>



	Confirm compliance of procured items to specifications.			<i>Acceptance Committee</i> 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	<i>Property and Supply Unit</i> 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	<i>Property Custodian</i> 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	<i>End User Division Chief</i> PCSDS Main Office - AFD  <i>Chief Administrative Officer</i> PCSDS Main Office - AFD
	4.2. Sign and approve CPE	None	2 days	<i>HOPE</i> PCSDS Main Office - Office of the Executive Director (OED)
	4.3. Receive Official Receipt	None	1 day	<i>Accountant III</i> PCSDS Main Office - AFD
	4.4. Process payment			
<b>TOTAL</b>			<b>26 days and 1 hour</b>	

### **85. 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).

<b>Office/Division:</b>	Bids and Awards Committee (BAC), BAC Secretariat, and Administrative and Finance Divisions (AFD)			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	Government to Government			
<b>Who may avail:</b>	End-Users (respective PCSDS Divisions)			
<b>Checklist OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
• 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	
<b>CLIENTS STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
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	<i>Head of BAC Secretariat</i> PCSDS Main Office
	1.2 Assign and stamp PR number, date received and update Procurement database (PMR)	None	20 minutes	<i>Head of BAC Secretariat</i> PCSDS Main Office

	Include PR in next scheduled BAC Meeting			
	<p>1.3 Evaluate PR with attachments and verify mode of procurement in relation to the approved Annual Procurement Plan (APP)</p> <p>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.</p>	None	5 days	<p><i>PCSDS-BAC Chairperson</i> PCSDS Main Office</p>
	1.4 Sign PR	None	1 day	<p><i>Head of the Procuring Entity (HOPE)</i> PCSDS Main Office - Office of the Executive Director (OED)</p>
	<p>1.5 Prepare of RFQ indicating the specifications, quantity, ABC, and other terms and conditions of the contract.</p> <p>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.</p>	None	1 day	<p><i>Head of BAC Secretariat</i> PCSDS Main Office</p>
	<p>1.6 Send RFQs to at least three (3) suppliers of known qualifications, and at least three (3) price quotations must be obtained.</p> <p>This, notwithstanding, those who responded through any of the required postings shall be allowed to participate.</p>	None	1 day	<p><i>Chief Administrative Officer</i> PCSDS Main Office</p>
	1.7 Prepare Abstract of Quotations (AOQ) setting forth the names of those who	None	1 day	<p><i>Head of BAC Secretariat</i> PCSDS Main</p>

	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			Office
	1.8 Validate the technical, legal and financial capability of the supplier to supply and deliver the goods	None	1 day	<i>PCSD-BAC Chairperson PCSDS Main Office</i>
	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	<i>PCSD-BAC Chairperson PCSDS Main Office  Head, BAC Secretariat PCSDS Main Office</i>
	1.10 Issue and sign the Notice of Award (NOA), otherwise HOPE may disapprove BAC recommendation.	None	1 day	<i>HOPE PCSDS Main Office - Office of the Executive Director (OED)  Head of BAC Secretariat PCSDS Main Office</i>
	1.11 Prepare the contract in favor of the bidder	None	10 minutes	<i>Head of BAC Secretariat PCSDS Main Office</i>
	1.12 Approve and sign the Contract of Agreement (COA)	None	1 day	<i>HOPE PCSDS Main Office - Office of the Executive Director (OED)</i>
	1.13 Prepare the NTP in favor of the winning bidder	None	10 minutes	<i>Head of BAC Secretariat PCSDS Main Office</i>
	1.14 Sign the Notice to Proceed (NTP) together with a copy of the approved COA within three CD from the date	None	1 day	<i>HOPE PCSDS Main Office - Office of the Executive</i>

	of the approval			Director (OED)  <i>Head of BAC Secretariat PCSDS Main Office</i>
	1.15 Ensure that the service provided is in accordance with the specifications stated in the TOR	None	1 day	<i>End-User Division Head PCSDS Main Office</i>
	1.16 Prepare the Purchase Order (PO) in favor of the Lessor	None	10 minutes	<i>Head of BAC Secretariat PCSDS Main Office</i>
	1.17 Issue and sign the Purchase Order (PO)	None	1 day	<i>HOPE PCSDS Main Office - Office of the Executive Director (OED)</i>  <i>Head of BAC Secretariat PCSDS Main Office</i>
	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	<i>Head of Inspection and Acceptance Committee PCSDS Main Office</i>
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	<i>Property and Supply Unit PCSDS Main Office – AFD</i>
	2.2. Attach property Number and enter details to Report of Physical Counts of Property Plants and Equipment, if applicable	None	2 days	<i>Property and Supply Unit PCSDS Main Office - AFD</i>
3. Receive PAR	3.1. Prepare Property Acknowledgment Receipt (PAR) and issue procured item to End-User and	None	1 day	<i>Property Custodian PCSDS Main Office - AFD</i>

	record/input to Property Inventory			
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	<i>End User Division Chief</i> PCSDS Main Office - AFD  <i>Chief Administrative Officer</i> PCSDS Main Office - AFD
	4.2. Sign and approve CPE	None	2 days	<i>HOPE</i> PCSDS Main Office - Office of the Executive Director (OED)
	4.3. Receive Official Receipt	None	1 day	<i>Accountant III</i> PCSDS Main Office - AFD
	4.4. Process payment			
<b>TOTAL</b>			<b>27 days and 1 hour</b>	

## 86. 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).

<b>Office/Division:</b>	Bids and Awards Committee (BAC), BAC Secretariat, and Administrative and Finance Divisions (AFD)
<b>Classification:</b>	Highly Technical
<b>Type of Transaction:</b>	Government to Government
<b>Who may avail:</b>	End-Users (respective PCSDS Divisions)
<b>Checklist OF REQUIREMENTS</b>	
<b>WHERE TO SECURE</b>	
• 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	End-Users



(subject item in highlight) (1 copy)				
<ul style="list-style-type: none"> <li>• Attachments: (3 copies)</li> <li>15. Goods:             <ol style="list-style-type: none"> <li>1. Specifications</li> <li>2. Scope of work;</li> <li>3. Form of Bid, Price Form, and List of Goods or Bill of Quantities;</li> </ol> </li> <li>16. Consulting:             <ol style="list-style-type: none"> <li>1. Terms of Reference (Objectives, Methodology)</li> <li>2. Scope of work</li> <li>3. Checklist of Criteria Qualifications</li> <li>4. Timeline</li> </ol> </li> </ul>		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	<i>Head of BAC Secretariat</i> 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	<i>Head of BAC Secretariat</i> 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	<i>PCSDS-BAC Chairperson</i> PCSDS Main Office
	1.4. Sign PR	None	1 day	<i>Head of the Procuring Entity (HOPE)</i> 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. Attend the Pre-bid Conference	2.1 Conduct Pre-bid conference (at the discretion of the BAC).	None	1 day	PCSDS-BAC Chairperson 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)  <i>Head of BAC Secretariat PCSDS Main Office</i>
	2.7 Prepare the contract in favor of the winning bidder	None	10 minutes	<i>Head of BAC Secretariat PCSDS Main Office</i>
	2.8 Approve and sign the Contract of Agreement (COA)	None	1 day	<i>Head of the Procuring Entity (HOPE) PCSDS Main Office - Office of the Executive Director (OED)</i>
	2.9 Prepare the NTP in favor of the winning bidder	None	10 minutes	<i>Head of BAC Secretariat PCSDS Main Office</i>
	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	<i>Head of the Procuring Entity (HOPE) PCSDS Main Office - Office of the Executive Director (OED)</i>  <i>Head of BAC Secretariat PCSDS Main Office</i>
	2.11 Ensure that the service provided is in accordance with the specifications stated in the TOR	None	1 day	<i>End-User Division Head PCSDS Main Office</i>
	2.12 Prepare the Purchase Order (PO) in favor of the Lessor	None	10 minutes	<i>Head of BAC Secretariat PCSDS Main Office</i>
	2.13 Issue and sign the Purchase Order (PO)	None	1 day	<i>HOPE PCSDS Main Office - Office of the Executive Director (OED)</i>  <i>Head of BAC Secretariat</i>

				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	<i>Head of Inspection and Acceptance Committee</i> 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	<i>Property and Supply Unit</i> 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	<i>Property and Supply Unit</i> 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	<i>Property Custodian</i> 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	<i>End User Division Chief</i> PCSDS Main Office - AFD  <i>Chief Administrative Officer</i> PCSDS Main Office - AFD
	5.2 Sign and approve CPE	None	2 days	<i>HOPE</i> PCSDS Main Office - Office of the Executive Director (OED)
	5.3 Receive Official Receipt	None	1 day	<i>Accountant III</i> PCSDS Main Office - AFD
	5.4 Process payment			
<b>TOTAL</b>			<b>30 days, 2 hours and 10 minutes</b>	

## 87. 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.

<b>Office/Division:</b>	Bids and Awards Committee (BAC), BAC Secretariat, and Administrative and Finance Divisions (AFD)	
<b>Classification:</b>	Highly Technical	
<b>Type of Transaction:</b>	Government to Government	
<b>Who may avail:</b>	End-Users (respective PCSDS Divisions)	
<b>Checklist OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
<ul style="list-style-type: none"> <li>• 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)</li> </ul>		Head, BAC Secretariat
<ul style="list-style-type: none"> <li>• Approved Annual Procurement Plan (subject item in highlight) (1 copy: use copy of file)</li> </ul>		Head, BAC Secretariat
<ul style="list-style-type: none"> <li>• Approved Project Procurement Management Plan (subject item in highlight) (1 copy: use copy of file)</li> </ul>		Head, BAC Secretariat
<ul style="list-style-type: none"> <li>• Attachments: (3 copies: use copies of file)           <ul style="list-style-type: none"> <li>17. Goods:               <ol style="list-style-type: none"> <li>1. Specifications</li> <li>2. Scope of work;</li> <li>3. Form of Bid, Price Form, and List of Goods or Bill of Quantities;</li> </ol> </li> <li>18. Consulting:               <ol style="list-style-type: none"> <li>1. Terms of Reference (Objectives, Methodology)</li> <li>2. Scope of work</li> <li>3. Checklist of Criteria Qualifications</li> <li>4. Timeline</li> </ol> </li> <li>19. Infrastructure:               <ol style="list-style-type: none"> <li>1. Scope of work</li> <li>2. Plans/Drawings and Technical Specifications;                   <ul style="list-style-type: none"> <li>19.2.1. Detailed engineering investigations</li> </ul> </li> </ol> </li> </ul> </li> </ul>		Head, BAC Secretariat

<p>19.2.2. Surveys and 19.2.3. Designs;</p> <p>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</p> <p>20. Mixed Procurement 1. Combination of Goods, Consulting or Infrastructure</p>	
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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	<i>Head of BAC Secretariat PCSDS Main Office</i>
	2. Sign Notice	None	1 day	<i>PCSDS-BAC Chairperson PCSDS Main Office</i>
	3. Send Notice to second lowest calculated/highest rated bidder	None	1 day	<i>Chief Administrative Officer PCSDS Main Office-AFD</i>
	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	None	1 day	<i>PCSDS-BAC Chairperson PCSDS Main Office</i>



CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	<p>authority)</p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• If the negotiation fails another time, the process is repeated until all the bidders from the previous bidding have been considered.</li> <li>• 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.</li> </ul>			
	<p>5. Recommend to the HoPE the award of contract</p> <p>Prepare BAC Resolution recommending award and have it signed by the BAC members and HOPE</p>	None	1 day	<p><i>PCSDS-BAC Chairperson PCSDS Main Office</i></p>



CLIENTS STEPS	AGENCY ACTION	FEEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	6. Issue and sign the Notice of Award (NOA), otherwise HOPE may disapprove BAC recommendation.	None	1 day	<i>HOPE</i> PCSDS Main Office - Office of the Executive Director (OED)  <i>Head of BAC Secretariat</i> PCSDS Main Office
	7. Receive and evaluate submitted Performance Security	None	1 day	<i>Head of BAC Secretariat</i> PCSDS Main Office
	8. Prepare the contract in favor of the next lowest calculated/highest rated bidder	None	10 minutes	<i>Head of BAC Secretariat</i> PCSDS Main Office
	9. Approve and sign the Contract of Agreement (COA)	None	1 day	<i>HOPE</i> PCSDS Main Office - Office of the Executive Director (OED)
	10. Prepare the NTP in favor of the winning bidder	None	10 minutes	<i>Head of BAC Secretariat</i> 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	<i>HOPE</i> PCSDS Main Office - Office of the Executive Director (OED)  <i>Head of BAC Secretariat</i> PCSDS Main Office
	12. Ensure that the service provided is in accordance with the specifications stated in the TOR	None	1 day	<i>End-User Division Head</i> PCSDS Main Office
	13. Prepare the Purchase Order (PO) in favor of the Lessor	None	10 minutes	<i>Head of BAC Secretariat</i> PCSDS Main Office





PCSD

CLIENTS STEPS	AGENCY ACTION	FEEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	14. Issue and sign the Purchase Order (PO)	None	1 day	<i>HOPE</i> PCSDS Main Office - Office of the Executive Director (OED)  <i>Head of BAC Secretariat</i> PCSDS Main Office
	15. Accept and verify Warranty Security submitted	None	1 day	<i>Chief Administrative Officer</i> PCSDS Main Office - AFD
	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	<i>Head of Inspection and Acceptance Committee</i> 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	<i>Property and Supply Unit</i> 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	<i>Property and Supply Unit</i> 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	None	1 day	<i>Property Custodian</i> PCSDS Main Office – AFD

CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Property Inventory			
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	<i>End User</i> Division Chief PCSDS Main Office - AFD  <i>Chief Administrative Officer</i> PCSDS Main Office – AFD
	3.2. Sign and approve CPE	None	2 days	<i>HOPE</i> PCSDS Main Office - Office of the Executive Director (OED)
	3.3. Receive Official Receipt	None	1 day	<i>Accountant III</i> PCSDS Main Office – AFD
	3.4. Process payment			
<b>TOTAL</b>			<b>22 days, 1 hour and 30 minutes</b>	

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

## 88. 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.



<b>Office/Division:</b>	Bids and Awards Committee (BAC), BAC Secretariat, and Administrative and Finance Divisions (AFD)			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	Government to Government			
<b>Who may avail:</b>	End-Users (respective PCSDS Divisions)			
<b>Checklist OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
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	
<ul style="list-style-type: none"> <li>• Attachments: (3 copies)               <ul style="list-style-type: none"> <li>21. Goods:                   <ol style="list-style-type: none"> <li>1. Specifications</li> <li>2. Scope of work;</li> <li>3. Form of Bid, Price Form, and List of Goods or Bill of Quantities;</li> </ol> </li> <li>22. Consulting:                   <ol style="list-style-type: none"> <li>1. Terms of Reference (Objectives, Methodology)</li> <li>2. Scope of work</li> <li>3. Checklist of Criteria Qualifications</li> <li>4. Timeline</li> </ol> </li> <li>23. Infrastructure:                   <ol style="list-style-type: none"> <li>1. Scope of work</li> <li>2. Plans/Drawings and Technical Specifications;                       <ul style="list-style-type: none"> <li>23.2.1. Detailed engineering investigations</li> <li>23.2.2. Surveys and</li> <li>23.2.3. Designs;</li> </ul> </li> <li>3. For acquisition of right-of-way site or location:                       <ul style="list-style-type: none"> <li>23.3.1. Authority or permit to enter is issued by the property owner; or</li> <li>23.3.2. Notarized deed of sale; or</li> <li>23.3.3. Deed of donation is executed in favor of the government; or</li> <li>23.3.4. Writ of possession issued by a court of competent jurisdiction</li> </ul> </li> </ol> </li> <li>24. Mixed Procurement Combination of Goods, Consulting or Infrastructure</li> </ul> </li> </ul>			End-Users	
<b>CLIENTS STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit copies of PR to the BAC Secretariat with the attachments	1. Conduct mandatory review of the terms, conditions, specifications, and cost estimates.	None	1 day	PCSDS-BAC Chairperson PCSDS Main Office  End-User

listed above, as applicable				PCSDS Main Office  <i>TWG/ Head of BAC Secretariat</i> PCSDS Main Office
	2. Identify at least three (3) suppliers, contractors or consultants who may participate in the procurement project including those previously disqualified.  Send company names and contact information of the same to BAC Secretariat.	None	1 day	<i>End-User</i> PCSDS Main Office
	3. Draft Invitation to Bid/Request for Expression of Interest and forward to BAC Chairperson for signature	None	20 minutes	<i>Head of BAC Secretariat</i> PCSDS Main Office
	4. Sign Invitation to Bid/Request for Expression of Interest	None	1 day	<i>PCSDS-BAC Chairperson</i> PCSDS Main Office
	5. Send Invitation to Bid/Request for Expression of Interest	None	1 day	<i>Chief Administrative Officer</i> 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	<i>Head of BAC Secretariat</i> 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	<i>PCSDS-BAC Chairperson</i> PCSDS Main Office
	8. Receive submitted price quotation and eligibility requirement	None	1 day	<i>Head of BAC Secretariat</i> PCSDS Main



	Conduct evaluation of the best offer/proposal and the corresponding eligibility documents.			Office
	9. Conduct post-qualification.  Prepare Post-Qualification Report.	None	1 day	<i>TWG/Head of BAC Secretariat PCSDS Main Office</i>
	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	<i>PCSDS-BAC Chairperson PCSDS Main Office</i>
	11. Issue and sign the Notice of Award (NOA), otherwise HOPE may disapprove BAC recommendation.	None	1 day	<i>HOPE PCSDS Main Office - Office of the Executive Director (OED)  Head of BAC Secretariat PCSDS Main Office</i>
	12. Receive and evaluate submitted Performance Security	None	1 day	<i>Head of BAC Secretariat PCSDS Main Office</i>
	13. Prepare contract in favor of the winning bidder.	None	1 day	<i>Head of BAC Secretariat PCSDS Main Office</i>
	14. Approve and sign the Contract	None	1 day	<i>HOPE PCSDS Main Office - Office of the Executive Director (OED)</i>
	15. Prepare the NTP in favor of the winning bidder	None	10 minutes	<i>Head of BAC Secretariat PCSDS Main Office</i>
	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	<i>HOPE PCSDS Main Office - Office of the Executive Director (OED)</i>
	17. Ensure that the service	None	1 day	<i>End-User</i>

	provided is in accordance with the specifications stated in the TOR			<i>Division Head PCSDS Main Office</i>
	18. Prepare the Purchase Order (PO) in favor of the Lessor	None	10 minutes	<i>Head of BAC Secretariat PCSDS Main Office</i>
	19. Issue and sign the Purchase Order (PO)	None	1 day	<i>HOPE PCSDS Main Office - Office of the Executive Director (OED)  Head of BAC Secretariat PCSDS Main Office</i>
	20. Accept and verify Warranty Security submitted	None	1 day	<i>Chief Administrative Officer PCSDS Main Office</i>
	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	<i>Head of Inspection and Acceptance Committee PCSDS Main Office</i>
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	<i>Property and Supply Unit PCSDS Main Office - AFD</i>
	2.2 Attach property Number and enter details to Report of goods, Physical Counts of Property Plants and Equipment, if applicable	None	2 days	<i>Property and Supply Unit PCSDS Main Office - AFD</i>
3. Receive PAR	3. Prepare Property Acknowledgment Receipt (PAR) and issue procured item to End-	None	1 day	<i>Property Custodian PCSDS Main Office - AFD</i>



	User and record/input to Property Inventory			
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	<i>End User Division Chief PCSDS Main Office - AFD</i>  <i>Chief Administrative Officer PCSDS Main Office - AFD</i>
	4.2 Sign and approve CPE	None	2 days	<i>HOPE PCSDS Main Office - Office of the Executive Director (OED)</i>
	4.3 Receive Official Receipt	None	1 day	<i>Accountant III PCSDS Main Office - AFD</i>
	4.4 Process payment			
	<b>TOTAL</b>		<b>28 days and 40 minutes</b>	

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



# **District Management Divisions**

## **External Services**



## 89. 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 Certification 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 exempted (Category C) or otherwise required to secure SEP Clearance from.

The 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 are reclassified as Category C pursuant to PCSD Res. 20-717.

<b>Office/Division:</b>	District Management Office (DMO) North, South, Calamian		
<b>Name of Service</b>	ECAN Zoning Certification		
<b>Classification:</b>	Complex		
<b>Type of Transaction:</b>	G2G - Government to Government G2C - Government to Citizen G2B - Government to Business		
<b>Who may avail:</b>	All stakeholders who intend to undertake project within the province of Palawan		
<b>Checklist OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>	
<p>1. Application form (1 original)</p> <p>If the client is not personally applying for a notarized Special Power of Attorney authorizing the representative to apply for and process the EZC and/or SEP Clearance in behalf of the client is needed.</p> <p>If the client is a Corporation / Cooperative, a Board Resolution/Secretary's Certificate authorizing the representative to apply for and process the EZC and/or SEP Clearance on behalf of the Corporation/Cooperative is needed.</p> <p>If the client is a Corporation/Cooperative, a copy of their Securities and Exchange Commission Registration/Certificate or Cooperative Development Authority Registration/Certification, AND a copy of their Articles of Incorporation/Cooperation are needed.</p>		<p>Front Desk Officer (PCSDS Main Office, District Management Offices – North, South, Calamian)</p> <p>PCSDS website</p> <p>Client</p>	

<p>2. Location map with scale of 1:50,000 and technical description that: (1 copy)</p> <ul style="list-style-type: none"> <li>• Specifies only the area to be developed, not the entire property;</li> <li>• Uses the Latitude and Longitude format or</li> <li>• Provides at least one coordinate in Latitude and Longitude if the Technical Description uses the Distance and Bearing Format</li> </ul>	<p>Client</p>
<p>3. Land title In Case the applicant is not the registered owner in the title, any of the ff (1 photocopy)</p> <ul style="list-style-type: none"> <li>• Deed of Absolute Sale</li> <li>• Deed of Conditional Sale where the applicant-buyer has beneficial use over the property</li> <li>• Deed of Donation</li> <li>• Contract of Lease where the Lessee is authorized to engage in the activity applied for</li> <li>• Affidavit by the registered owner authorizing the applicant to use the property for the activity applied for</li> <li>• Extrajudicial Settlement of Estate or Affidavit of Consent of All Heirs</li> <li>• Memorandum of Agreement with IPs for CADT areas</li> </ul> <p>OR any tenurial instrument such as:</p> <ul style="list-style-type: none"> <li>• DENR Certification/Verification of Land Status for purposes of applying for Tenurial Instrument stating that applicant is the only claimant</li> <li>• FLAg/FLAgT, PLTP, SPLTP, CBFMA, IFMA, SIFMA and other related tenurial instruments for the specific project</li> </ul>	<p>Client/DENR-CENRO/Office of the Register of Deeds</p>
<p>4. Project proposal/description (1 original)</p> <ul style="list-style-type: none"> <li>• Type of Development</li> <li>• Project Location</li> <li>• Total Project Area</li> <li>• Facilities</li> <li>• Floor Area per Unit/facility</li> <li>• Breakdown of Project Cost</li> </ul>	<p>Client</p>



5. Proof of payment of ECAN Zoning Certification Fee in the amount of PHP 200.00 (1 photocopy)		PCSDS Cashier or Collecting Officer (Main Office)/ Money Remittance Center/ Landbank Electronic Payment Portal/ Gcash/Any other PCSD-Authorized Online Payment Portals		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit application and supporting documents to the concerned PCSDS-DMD 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	<i>District Manager</i> 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	<i>District Manager</i> District Management Office (North, South, Calamian)
	1.3 Conduct field validation in case of fault in the technical description provided	None	3 days	<i>District Manager</i> District Management Office (North, South, Calamian)
	1.4 Review the documents and recommend approval/disapproval	None	10 minutes	<i>District Manager</i> District Management Office (North, South, Calamian)
	1.5 Final Review	None	3 days	<i>Director for Operations</i> Main Office – Office of the Executive Director
	1.6 Sign ECAN Zoning Certification	None	10 minutes	<i>Executive Director</i> PCSD Main Office – Office of the Executive Director
2. Proceed to the PCSDS Main Office, fill-up the Client Feedback Form and receive the ECAN Zoning Certification	2.1 Record and release ECAN Zoning Certification	None	10 minutes	<i>Records</i> PCSD Main Office – Office of the Executive Director
<b>TOTAL:</b>			6 days, 1 hour,	

		40 minutes	
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Issuance of ECAN Zoning Certification is covered under PCSD Admin. Order No. 06, as amended.

## 90. Issuance of SEP Clearance for Category A, B, and 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 with corresponding level of authority in the approval of the clearance, to wit:

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.

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	Exempted in securing SEP Clearance
D	Project located outside of environmentally critical areas that are pollutive and/or extractive	Executive Director

<b>Office/Division:</b>	District Management Office (DMO) North, South, Calamian	
<b>Classification:</b>	Highly technical	
<b>Type of Transaction:</b>	G2G - Government to Government G2C - Government to Citizen G2B – Government to Business	
<b>Who may avail:</b>	All stakeholders which intends to undertake project within the province of Palawan	
<b>Checklist OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
<b>Category “A”</b>		
1. ECAN Zoning Certification (1 original) with attachments from application of ECAN Zoning Certification	Client	
2. Project Environmental Assessment	Client	

Report (PEAR) (1 original)	
3. Copy of Resolution of Endorsement from Community/Bgy endorsement (mandatory) 1 original or certified copy of the original And from any two of the following: <ul style="list-style-type: none"> <li>• Sangguniang Bayan endorsement (1 original or certified copy of the original)</li> <li>• Sangguniang Panlalawigan endorsement (if outside municipal waters (1 original or certified copy of the original)</li> </ul>	Barangay Council Sangguniang Bayan Sangguniang Panlalawigan
4. ECAN Board Endorsement with evaluation report and project terms and conditions (1 original)	Concerned Municipal ECAN Board
1. Proof of payment of SEP Clearance Fee in the amount of PHP 5,000.00 (1 photocopy)	PCSDS Cashier or Collecting Officer (Main Office)/ Money Remittance Center/ Landbank Electronic Payment Portal/ Gcash/Any other PCSD- Authorized Online Payment Portals
<b>Category “B”</b>	
1. ECAN Zoning Certification (1 original) with attachments from application of ECAN Zoning Certification	Client
2. Copy of Resolution of Endorsement from Community/Bgy endorsement (mandatory) 1 original or certified copy of the original And from any two of the following: <ul style="list-style-type: none"> <li>• Sangguniang Bayan endorsement (1 original or certified copy of the original)</li> <li>• Sangguniang Panlalawigan endorsement (if outside municipal waters (1 original or certified copy of the original)</li> </ul>	Barangay Council Sangguniang Bayan Sangguniang Panlalawigan
3. ECAN Board Endorsement with evaluation report and project terms and conditions (1 original)	Concerned Municipal ECAN Board
4. Proof of payment of SEP Clearance Fee in the amount of PHP 2,000.00 (1 photocopy)	PCSDS Cashier or Collecting Officer (Main Office)/ Money Remittance Center/ Landbank Electronic Payment Portal/ Gcash/Any other PCSD- Authorized Online Payment Portals
<b>Categories “D”</b>	
1. . ECAN Zoning Certification (1 original) with attachments from application of ECAN Zoning Certification	Client
2. Project Environmental Assessment report (PEAR) (1 original)	Client

3. Copy of Resolution of Endorsement from Community/Bgy endorsement (mandatory) 1 original or certified copy of the original And from any two of the following: <ul style="list-style-type: none"> <li>• Sangguniang Bayan endorsement (1 original or certified copy of the original)</li> <li>• Sangguniang Panlalawigan endorsement (if outside municipal waters (1 original or certified copy of the original)</li> </ul>	Barangay Council Sangguniang Bayan Sangguniang Panlalawigan
4. ECAN Board Endorsement with evaluation report and project terms and conditions (1 original)	Concerned Municipal ECAN Board
5. Proof of payment of SEP Clearance Fee in the amount of PHP 3,000.00 (1 photocopy)	PCSDS Cashier or Collecting Officer (Main Office)/ Money Remittance Center/ Landbank Electronic Payment Portal/ Gcash/Any other PCSD- Authorized Online Payment Portals

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	<i>District Manager</i> District Management Office (North, South, Calamian)
	1.2 Evaluate the project and prepare an evaluation report	None	7 days	<i>Chief Administrative Officer</i> PCSDS Main Office- Administrative and Finance Division
	1.3 Submit evaluation report to PCSDS Operations Director	None	5 days	
	1.4 Approve Category B and D Project Applications	None	1 day	<i>Executive Director</i> PCSDS Main Office - Office of the Executive Director
	1.5 Approve Category A Project Applications	None	5 days	<i>PCSD Chairman</i> PCSDS Main Office
	1.6 Prepare the SEP Clearance	None	30 minutes	<i>Deputy Executive Director</i> PCSDS Main Office - Office of the Executive



				Director
	1.7 Inform the proponent regarding the approval of the application	None	30 mins	<i>District Manager</i> District Management Office (North, South, Calamian)
2. Pay fees at partner Money Remittance Centers/ Landbank Payment Portal/ Gcash/ Any other PCSD- Authorized Online Payment Portals, 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. Receive Payment and issue receipt	Certification of No Pending Case PHP 50  Legal Research Fund PHP 10	10 mins	<i>Accountant III</i> PCSD Main Office- Administrative and Finance Division
3. Proceed to the PCSD Main Office Records Sections and Receive SEP Clearance and conform with the terms and conditions	3.1 Explain the terms and conditions of the SEP Clearance	None	30 mins	<i>Records</i> PCSDS Main Office - Office of the Executive Director
	3.2 Record the date, time and person claiming and release the same	None	1 Day	
	<b>TOTAL:</b>	PHP 60.00	19 days, 2 hours and 40 minutes	

Issuance of SEP Clearance for Category A, B, & D Projects is covered under PCSD Admin. Order 06, as amended in relation to RA 7611.

## 91. 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.

<b>Office or Division:</b>	District Management Offices (DMD) North, South, Calamian	
<b>Classification:</b>	Complex	
<b>Type of Transaction:</b>	G2C – Government to Citizen G2B – Government to Business G2G – Government to Government	
<b>Who may avail:</b>	All individuals with legal sources of wildlife	
	<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
	1. Duly accomplished application form (1 original)	PCSDS Main office and District Management Offices – North, South, Calamian  PCSDS Website
	2. List and Photograph/picture of Wildlife intended to be registered (1 original)	Client
	3. If there is a need for an enclosure, the size and design of the enclosure, which must allow the wildlife involved to exercise basic behavior such as flying (for birds), climbing (for bearcats and monkeys), swimming (for dungons or duyons and turtles), etc. If there is no need	Client



for an enclosure and the wildlife is tied, description or picture of materials used to tie the same, which must not be harmful to the wildlife (1 original copy)				
4. Proof of financial capability (1 certified copy) -certificate of employment and compensation -bank statement)		Employer  Bank/ Accountant		
5. Accomplished assessment form as proof of technical capability (1 original copy)		PCSDS Main office and District Management Offices – North, South, Calamian  PCSDS Website		
6. Documents showing legal source (1 certified copy)		Concerned institution/s, individual/s or entity/ies  Client		
7. <b>For museums and herbaria</b> , only list of specimens being kept (1 certified copy of the list)		Client		
8. <b>For other government and private agencies/institutions</b> , list of species including their corresponding number (1 certified copy of the list)		Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Pay fees at partner Money Remittance Centers/ Landbank Payment Portal/ Gcash/ Any other PCSD-Authorized Online Payment Portals, PCSD 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	15 minutes	<i>District Manager</i> District Management Office (North, South, Calamian)
	1.2 Issue Official receipt or O.R. #	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	5 minutes	<i>Accountant III</i> PCSD Main Office- Administrative and Finance Division

		<p>PHP 200/head, for exotic fauna w/c are kept in houses/by private individuals</p> <p>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.</p>		
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	<i>District Manager</i> 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	<i>District Manager</i> 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	<i>District Manager</i> District Management Office (North, South, Calamian)



	2.4 Approve the application	None	2 days	<i>Executive Director</i> PCSDS Main Office – Office of the Executive Director
	2.5 Dry-seal, record, release and notify applicant of the approval	None	1 day	<i>Deputy Executive Director</i> 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	<i>District Manager</i> District Management Office (North, South, Calamian)  <i>Deputy Executive Director</i> PCSDS Main Office – Office of the Executive Director
	3.2 Attach tag to wildlife if applicable	None	15 mins	<i>Division Chief</i> District Management Office (North, South, Calamian)
	<b>TOTAL:</b>	Threatened fauna- Php 410/head  Threatened flora – Php 210/head  Exotic Fauna – Php 260/head  Exotic Flora – Php 210	6 days, 1 hour, 10 minutes	

Issuance of Certificate of Wildlife Registration is covered under PCSD Admin. Order No. 12 in relation to R.A. 9147.

## 92. 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.

<b>Office or Division:</b>	District Management Offices – North, South and Calamian	
<b>Classification:</b>	Complex	
<b>Type of Transaction:</b>	G2C – Government to Citizen G2B – Government to Business G2G – Government to Government	
<b>Who may avail:</b>	All	
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>	
<b>For Shows and Exhibitions:</b>		
1. Duly accomplished application form with recent 2x2 photo of the applicant (1 original)	PCSDS Main office and District Management Offices – North, South, Calamian  PCSDS Website	
2. Copy of SEC/CDA/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)	PCSDS Cashier or Collecting Officer (Main Office)/ Money Remittance Center/ Landbank Electronic Payment Portal/ Gcash/Any other PCSD- Authorized Online Payment Portals	
<b>For Educational Purposes e.g. Trainings and Conventions:</b>		
1. Letter of intent by the applicant with a photocopy of any valid ID, with his photograph and specimen signature (1 original)	Client	
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)	Client	



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)	Client			
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 Executive Director			
7. Proof of Payment (copy of Official Receipt/Payment Slip/Official Receipt Number) (1 photocopy)	PCSDS Cashier or Collecting Officer (Main Office)/ Money Remittance Center/ Landbank Electronic Payment Portal/ Gcash/Any other PCSD- Authorized Online Payment Portals			
<b>For Documentation for Commercial Purposes:</b>				
1. Duly accomplished application form with recent 2x2 photo (1 original)	PCSDS Main office and District Management Offices – North, South, Calamian DMO  PCSDS Website			
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)	Client			
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;			
5. Proof of Payment (copy of Official Receipt/Payment Slip/Official Receipt Number) (1 photocopy)	PCSDS Cashier or Collecting Officer (Main Office)/ Money Remittance Center/ Landbank Electronic Payment Portal/ Gcash/Any other PCSD- Authorized Online Payment Portals			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit application together with the corresponding requirements to the	1.1 Receive the application and requirements, and check for completeness	None	30 minutes	<i>District Manager</i>  District Management Office-DMD

front desk officer at the PCSDS Main Office, District Management Office (North, South, Calamian)				North/South/Calamian
	1.2 Draft evaluation report, draft certificate of no pending case and prepare permit and submit for review and recommendation	None	1 day	<i>District Manager</i> District Management Office-DMD North/South/Calamian
	1.3 Review and Submit final evaluation report, including Certificate of No Pending Case, for approval	None	1 day	<i>District Manager</i> District Management Office-DMD North/South/Calamian
	1.4 Approve the application	None	2 days	<i>Executive Director</i> PCSDS Main Office – Office of the Executive Director
	1.5 Dry seal, record and release, notify and transmit to concerned DMOs	None	2 days	<i>Deputy Executive Director</i> PCSDS Main Office – Office of the Executive Director
2. 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.	2.1 Explain terms and conditions, record and Issue/ release the approved and signed WSUP	None	45 mins	<i>District Manager</i>  District Management Office-DMD North/South/Calamian  <i>Deputy Executive Director</i> PCSDS Main Office – Office of the



				Executive Director
<b>TOTAL:</b>			6 days, 1 hour and 15 minutes	

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

### 93. 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.

<b>Office/Division:</b>	PCSDS District Management Office (North, South, Calamian)		
<b>Classification:</b>	Highly Technical		
<b>Type of Transaction:</b>	G2C – Government to Client G2B – Government to Business G2G- Government to Government		
<b>Who may avail:</b>	All		
<b>Checklist OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>	
1. Duly accomplished application form with two (2) recent 2"x2" photo of applicant (1 Original Copy)		PCSDS Main office and District Management Offices – North, South, Calamian  PCSDS Website	
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	
4. Proof of scientific expertise (list and qualifications of human resources) and photocopy of any valid ID with photo and signature of the Sole Proprietor or the President/Manager of the cooperative or small and medium enterprise (1 original)		Client	
5. Business and Financial Plan showing financial capability to go into breeding (1 copy)			
6. Management and Breeding Plan (1 original)			
7. Proposed facility design (1 copy)			
8. Certified copy of Land Title or Lease		Concerned Government Agency	

Contract for the facility (1 copy)				
9. Clearances from the affected communities (1 copy): Free and Prior Informed Consent (FPIC), and/or prior clearance of the concerned Local Government Units, and in case of protected areas, clearance from the Protected Area Management Board, consent of individuals or associations with valid tenurial or other private rights to the area concerned, and/or clearance from other relevant agencies or institutions		Concerned Government/Non-Government Agency/NCIP/IPs/PAMB		
10. Environmental impact study and/or bio-ecology study of the proposed commercial breeding operations (1 copy)		Client		
11. Original copy of permit (for application for renewal of permit) (1 copy)		Client		
12. Proof of Payment of the following Fees (1 copy): <u>Small Scale Farming</u> Application Fee of Php 500.00 Inspection Fee of Php 540.00 Permit Fee of 1,200.00 Certification of No Pending Case Php50 Legal Research Fund Php 10.00  <u>Medium Scale Farming</u> Application Fee of Php 500.00 Inspection Fee of Php 1,680.00 Permit Fee of Php 2,000.00 Certification of No Pending Case Php50 Legal Research Fund Php10.00  <u>Large Scale Farming</u> Application Fee of Php 500.00 Inspection Fee of Php 2,400.00 Permit Fee of Php 2,500.00 Certification of No Pending Case Php50 Legal Research Fund Php10.00		PCSDS Cashier or Collecting Officer (Main Office)/ Money Remittance Center/ Landbank Electronic Payment Portal/ Gcash/Any other PCSD-Authorized Online Payment Portals		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit application together with the corresponding requirements to the front desk officer at the PCSDS Main Office, District	1.0 Receive and check the documents for completeness and accuracy	None	3 Days	Chief Administrative Officer PCSD Main Office- Administrative and Finance Division



Management Office (North, South, Calamian)				
2. Participate in the conduct of field validation	2.1 Conduct field validation, prepare the evaluation report and forward to Division Chief	None	3 days	<i>District Manager</i> District Management Office- DMD North/ South/Calamian
	2.2 Deliberates and approves the permit and Sign and Issue Permit	None	10 Days	<i>PCSD Chairman</i> PCSD Main Office
	2.3 Dry seal, record and release, notify and transmit to concerned DMDs	None	2 Days	<i>Deputy Executive Director</i> PCSD 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 WFP	4.1 Records and Releases Permits direct to or thru DMO' applicants	None	1 Day	<i>Deputy Executive Director</i> PCSD Main Office – Office of the Executive Director
				<i>District Manager</i> District Management Office-DMD North/South/ Calamian
<b>TOTAL:</b>			19 Days excluding transmittal and travel time	

Issuance of Wildlife Farm Permit is covered under PCSD Admin. Order 12 in relation to R.A. 9147.

## 94. 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.

<b>Office/Division:</b>	PCSDS District Management Division (DMD) North, South, Calamian	
<b>Classification:</b>	Complex	
<b>Type of Transaction:</b>	G2C – Government to Citizen G2B – Government to Business	
<b>Who may avail:</b>	All	
<b>Checklist OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
<b>Species under PCSD Administrative Order No. 5 (RFF)</b>		
1. 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	
2. Brief Description of the Project to include: <ul style="list-style-type: none"> <li>• Type and purpose of project</li> <li>• Target Monthly volume to be traded</li> <li>• Project Cost</li> <li>• Location/areas (sitio, barangay, municipality) of operation, location map of area of operation indicating the name of adjacent water bodies and landmarks</li> <li>• Project Operation which shall include <ul style="list-style-type: none"> <li>(i) Type of RFF to be traded</li> <li>(ii) Names and addresses of accredited catchers as source of reef-fishes to be traded</li> <li>(iii) Trading facilities such as aquarium and holding tanks (for traders of live fishes)</li> <li>(iv) Market destinations/outlets, including transshipment points</li> <li>(v) Mode of transport to be used</li> </ul> </li> </ul>	Client	
3. Original copy of Written commitment (1 original)	Form from PCSD District Management Office	
4. ECAN Board Endorsement (1 copy)	Municipal ECAN Board	
5. In case of caging, Water Lease Agreement or Other equivalent permit from LGU (PCSD Reso 19-688 p.4)	Concerned LGU	
6. Proof of payment -Official receipt (1 photocopy)	PCSDS Cashier or Collecting Officer (Main Office)/ Money Remittance Center/ Landbank Electronic Payment Portal/ Gcash	
7. Certificate of No Pending Case	PCSDS to issue automatically	



<b>Species under PCSD Administrative Order No. 12</b>				
1. 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		
2. 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		
3. Clearances from the affected communities: Free and Prior Informed 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)		IP Community, LGU, PAMB, BFARMC/MFARMC		
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) 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		PCSDS Cashier or Collecting Officer (Main Office)/ Money Remittance Center/ Landbank Electronic Payment Portal/ Gcash/Any other PCSD-Authorized Online Payment Portals		
6. Certificate of No Pending Case		PCSDS to issue Automatically		
<b>CLIENTS STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Log-in at <a href="http://www.pcsdbrain.com">www.pcsdbrain.com</a> and register/sign-in. Go to the dashboard and apply here: click WILDLIFE SPECIAL USE	1.1 Check the completeness of the submitted application. If found appropriate and complete, receive the application. For	None	30 minutes	<i>District Manager</i> District Management Office- DMD North/ South/Calamian

PERMIT (RFF/AO5) or WILDLIFE SPECIAL USE PERMIT (AO12) and open application form and complete required fields, upload requirements and submit application	deficient submissions, reject application and inform client of deficiency/lacking information/ requirement			
2. Participate in the field validation	2.1 Process the application and Conduct validation	None	1 day	<i>District Manager</i> District Management Office- DMD North/ South/Calamian
	2.2 Prepare evaluation report	None	1 day	<i>District Manager</i> District Management Office- DMD North/ South/Calamian
	2.3 Review and recommend for approval of ED	None	1 day	<i>District Manager</i> District Management Office- DMD North/ South/Calamian
3. Check status of application. If approved, fill up feedback form to print approved WSUP and conform with the terms and conditions.	3.1 Approve WSUP	None	2 days	<i>Executive Director</i> PCSDS Main Office – Office of the Executive Director
<b>TOTAL:</b>			5 days, 30 minutes	

Issuance of Wildlife Special Use Permit is covered under PCSD Admin. Order 12 and PCSD Admin Order 05 in relation to R.A. 9147.

## 95. 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

<b>Office/Division:</b>	PCSDS District Management Office	
<b>Classification:</b>	Simple	
<b>Type of Transaction:</b>	G2C – Government to Client G2B – Government to Business	
<b>Who may avail:</b>	All	
<b>Checklist OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
<b>For Species under PCSD Administrative Order No. 5 (RFF)</b>		
1. Inspection/verification of Wildlife by the concerned PCSDS Personnel using the Inspection Report Form (1 original)	Main Office and District Management Office - North, South, Calamian	
2. 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	
3. FIQS-Final Certification (in areas where required) (1 copy)	BFAR	
4. Auxiliary invoice (1 copy)	Municipal Treasurer	
5. Proof of payment of fees and charges (1 photocopy)	PCSDS Cashier or Collecting Officer (Main Office)/ Money Remittance Center/ Landbank Electronic Payment Portal/ Gcash/Any other PCSD-Authorized Online Payment Portals	
<b>For Species under PCSD Administrative Order No. 12</b>		
1. Inspection/verification of Wildlife by the concerned PCSDS Personnel using the Inspection Report Form (1 original)	Main Office and District Management Office - North, South, Calamian	
2. Documents supporting the legal possession or acquisition of wildlife involved (1 copy)	Client	
3. For terrestrial wildlife: -phytosanitary certificate (for plants) (1 photocopy); -veterinary quarantine certificate (for animals) (1 photocopy)	Bureau of Plant Industry of Department of Agriculture Bureau of Animal Industry of Department of Agriculture	
For aquatic wildlife, health/veterinary certificate (1 photocopy)	Bureau of Fisheries and Aquatic Resources of DA	
4. Proof of Payment of Fees	PCSDS Cashier or Collecting Officer (Main Office)/ Money Remittance Center/ Landbank Electronic	



		Payment Portal/ Gcash/Any other PCSD- Authorized Online Payment Portals		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Log-in at www.pcsdbrain.com and register/sign-in. Go to the dashboard and apply here: click LOCAL TRANSPORT PERMIT (RFF/AO5) or LOCAL TRANSPORT PERMIT (AO12) and open application form and complete required fields and upload requirements and submit application	1.1 Check the completeness of the submitted application. If found appropriate and complete, receive the application. For deficient submissions, reject application and inform client of deficiency/lacking information/ requirement	None	15 minutes	<i>District Manager</i> District Management Office- DMD North/ South/Calamian
	1.2 Conducts inspection for verification	None	1 day	<i>District Manager</i> District Management Office- DMD North/ South/Calamian
	1.3 Process Application	None	1 hour	<i>District Manager</i> District Management Office- DMD North/ South/Calamian
	1.4 Review and recommend application for approval.	None	1 hour	<i>District Manager</i> District Management Office- DMD North/ South/Calamian
2. Check status of application. If approved, fill up feedback form to print approved LTP and conform with the terms and conditions.	2.1. Approve LTP	None	3 hours	<i>Executive Director</i> PCSD Main Office – Office of the Executive Director



	<b>TOTAL:</b>		1 day, 5 hours, 40 minutes	
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Issuance of Local Transport Permit is covered under PCSD Admin. Orders No. 5 and 12 in relation to R.A. 9147.

\*Total fees to be paid depends on the quantity of species to be transported.

## 96. 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.

<b>Office or Division:</b>	District Management Offices – North, South, Calamian			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2C – Government to Citizen G2B – Government to Business G2G – Government to Government			
<b>Who may avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Proof of payment (1 photocopy)		PCSDS Cashier or Collecting Officer (Main Office)/ Money Remittance Center/ Landbank Electronic Payment Portal/ Gcash/Any other PCSD-Authorized Online Payment Portals		
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 copy)		Client		
4. Clearances from the affected communities (1 original copy): -Free and Prior Informed Consent (FPIC); -and/or prior clearance		IP group concerned  LGU concerned/ PAMB concerned/ individuals or association		
5. Names, addresses and photocopies of any valid ID with photo and signature of authorized collectors/trappers (1 copy)		Client		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>



1. Log-in at www.pcsdbrain.com and register/sign-in. Go to the dashboard and apply here: click WILDLIFE COLLECTOR'S PERMIT (AO12) and open application form and complete required fields and upload requirements and submit application	1.1 Check the completeness of the submitted application. If found appropriate and complete, receive the application. For deficient submissions, reject application and inform client of deficiency/lacking information/ requirement	None	30 minutes	<i>District Manager</i> District Management Office- DMD North/ South/ Calamian
	1.2 Prepare and submit evaluation report for review and recommendation	None	1 day	
	1.3 Review the evaluation report and recommend for approval	None	1 day	
2. Check status of application fill up feedback form to print approved WCP and conform with the terms and conditions.	2.1 Approve the application	None	2 days	<i>Executive Director</i> PCSD Main Office-Office of the Executive Director
<b>TOTAL:</b>			4 days and 30 minutes	

Issuance of Wildlife Collectors Permit is covered under PCSD Admin. Order No. 12 in relation to R.A. 9147.

\*Total fees to be paid depends on the quantity of species to be collected.



## 97. 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.

The 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.

<b>Office or Division:</b>	District Management Offices – North, South, Calamian			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	All citizens of interest			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Certification that the Applicant is a registered fisherman (1 original)		BFARMC/CFARMC/MFARMC		
2. Proof of payment (1 photocopy)		PCSDS Cashier or Collecting Officer (Main Office)/ Money Remittance Center/ Landbank Electronic Payment Portal/ Gcash/Any other PCSD-Authorized Online Payment Portals		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Log-in at <a href="http://www.pcsdbrain.com">www.pcsdbrain.com</a> and register/sign-in. Go to the dashboard and apply here: click WILDLIFE COLLECTOR'S PERMIT (AO5) and open application form and complete required fields and upload requirements	1.1. Check the completeness of the submitted application. If found appropriate and complete, receive the application. For deficient submissions, the application shall be rejected and inform the proponent of the deficiency/lacking information/ requirement	None	30 minutes	<i>District Manager</i> District Management Office – DMD North/South/ Calamian
	1.2 Process	None	1 day	<i>District</i>



and submit application	application and submit evaluation report			<i>Manager</i> District Management Office – DMD North/South/Calamian
	1.3 Review and recommend for approval	None	1 day	<i>District Manager</i> District Management Office – DMD North/South/Calamian
2. Check status of application fill up feedback form to print approved WCP and conform with the terms and conditions	2.1 Approve the WCP application	None	2 days	<i>Executive Director</i> PCSDS Main Office-Office of the Executive Director
<b>TOTAL:</b>			4 days and 30 minutes	

Issuance of Wildlife Collector's Permit for Species under PCSD Admin. Order 12 in relation to R.A. 9147.

## 98. 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.

<b>Office/Division:</b>	District Management Divisions (DMDs)
<b>Classification:</b>	Complex
<b>Type of Transaction:</b>	G2C – Government to Citizen G2B – Government to Business G2G – Government to Government
<b>Who may avail:</b>	<ul style="list-style-type: none"> <li>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;</li> </ul>

	<ul style="list-style-type: none"> <li>• Orchard or Fruit Tree Farmer</li> <li>• Industrial Tree Farmer</li> <li>• Licensed Wood Processors i.e. Furniture makers, lumber dealers</li> <li>• 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</li> <li>• Other persons/entities that can show satisfactory proof that the possession and/or use of chainsaws is for a legal purpose</li> </ul>
Checklist OF REQUIREMENTS	WHERE TO SECURE
The requirements for Permit to Purchase differ from one category to another, which are hereunder enumerated as follows:	
<ul style="list-style-type: none"> <li>• <b>Holder/s of Production Sharing Agreement, Co-Production Sharing Agreement, PLTP, SPLTP, CBFMA, IFMA, SIFMA, PCA issued permits, and other similar tenurial instruments</b></li> </ul>	
1. Duly accomplished application form (1 original)	PCSD Main Office, District Management Divisions – North, South, Calamian  PCSDS Website
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)	Client/ DENR-CENRO/ Philippine Coconut Authority
3. Proof of payment of Permit Fee in the amount of PHP 560.00 (1 photocopy of official receipt or transaction receipt)  -Permit to Purchase PHP 500.00 -Certification of No Pending Case PHP 50.00 -Legal Research Fund PHP 10.00	PCSDS Cashier or Collecting Officer (Main Office)/ Money Remittance Center/ Landbank Electronic Payment Portal/ Gcash/Any other PCSD-Authorized Online Payment Portals
4. Certification of No Pending Case	PCSDS to Issue Automatically
<ul style="list-style-type: none"> <li>• <b>Orchard or Fruit Tree Farmer</b></li> </ul>	
1. Duly accomplished application form (1 original)	PCSD Main Office, District Management Division – North, South, Calamian  PCSDS Website
2. Certificate of tree plantation ownership, or similar tenurial instrument (1 photocopy)	Municipal Agriculture Office or tax declaration from Municipal Assessor's Office
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 (e.g. Tax Declaration with Bgy. Certification of Actual Occupancy) (1 photocopy)	Client



<p>5. Proof of Payment of Permit fee amounting to Php 560.00 (1 photocopy of official receipt or transaction receipt)</p> <p>-Permit to Purchase PHP 500.00</p> <p>-Certification of No Pending Case PHP 50.00</p> <p>-Legal Research Fund PHP 10.00</p>	<p>PCSDS Cashier or Collecting Officer (Main Office)/ Money Remittance Center/ Landbank Electronic Payment Portal/ Gcash/Any other PCSD-Authorized Online Payment Portals</p>
<p>6. Certification of No Pending Case</p>	<p>PCSDS to Issue Automatically</p>
<p><b>• Industrial Tree Farmer</b></p>	
<p>1. Duly accomplished application form (1 original)</p>	<p>PCSD Main Office and District Management Division – North, South, Calamian</p> <p>PCSDS Website</p>
<p>2. Copy of Certificate of tree plantation or similar instrument or Tax Declaration (1 photocopy)</p>	<p>DENR-CENRO/ Municipal Assessor's Office</p>
<p>3. Certification that applicant is an industrial tree farmer (1 original)</p>	<p>Concerned Barangay</p>
<p>4. Copy of Original Certificate of title/transfer certificate of title or other documents that can prove ownership or legitimate possession of land (e.g. Tax Declaration with Bgy. Certification of Actual Occupancy/DENR Certification stating client is only claimant) (1 photocopy)</p>	<p>Client</p>
<p>5. Proof of Payment of Permit fee amounting to Php 560.00 (1 photocopy of official receipt or transaction receipt)</p> <p>-Permit to Purchase PHP 500.00</p> <p>-Certification of No Pending Case PHP 50.00</p> <p>-Legal Research Fund PHP 10.00</p>	<p>PCSDS Cashier or Collecting Officer (Main Office)/ Money Remittance Center/ Landbank Electronic Payment Portal/ Gcash/Any other PCSD-Authorized Online Payment Portals</p>
<p>6. Certification of No Pending Case</p>	<p>PCSDS to Issue Automatically</p>
<p><b>• Licensed Wood Processors</b></p>	
<p>1. Duly accomplished application form (1 original)</p>	<p>PCSD Main Office and District Management Division – North, South, Calamian</p> <p>PCSDS Website</p>
<p>2. Copy of Permit to Operate as wood processor</p>	<p>DENR</p>
<p>3. Copy of Wood Processing Establishment Permit or similar business permits</p>	<p>Local Government Unit concerned</p>
<p>4. Notarized Certification of legal source of raw materials and proof of compliance with</p>	<p>Client</p>



E.O.23 (proof of sustainable use of legally cut logs for a period of at least 5 years)	
5. Proof of Payment of Permit fee amounting to Php 560.00 (1 photocopy of official receipt or transaction receipt)  -Permit to Purchase PHP 500.00 -Certification of No Pending Case PHP 50.00 -Legal Research Fund PHP 10.00	PCSDS Cashier or Collecting Officer (Main Office)/ Money Remittance Center/ Landbank Electronic Payment Portal/ Gcash/Any other PCSD-Authorized Online Payment Portals
6. Certification of No Pending Case	PCSDS to Issue Automatically
<b>• 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</b>	
1. Duly accomplished application form (1 original)	PCSD Main Office and District Management Division – North, South, Calamian  PCSDS Website
2. Certification that chainsaw is owned/possessed by the office and used for legal purpose (specify) (1 original)	Concerned Office (e.g. Municipal Disaster Risk Reduction Management Office/ DPWH/ Protected Area Management Office)
3. Proof of Payment of Permit fee amounting to Php 560.00 (1 photocopy of official receipt or transaction receipt)  -Permit to Purchase PHP 500.00 -Certification of No Pending Case PHP 50.00 -Legal Research Fund PHP 10.00	PCSDS Cashier or Collecting Officer (Main Office)/ Money Remittance Center/ Landbank Electronic Payment Portal/ Gcash/Any other PCSD-Authorized Online Payment Portals
4. Certification of No Pending Case	PCSDS to Issue Automatically
<b>• Other persons/entities that can show satisfactory proof that the possession and/or use of chainsaws is for a legal purpose</b>	
1. Duly accomplished application form (1 original)	PCSDS District Management Division – North, South, Calamian  PCSDS Website
2. Affidavit that the chainsaw will be used for personal and for a legal purpose;	Notary Public
3. Other legal documents showing the legality of purpose and permanent character of the use of chainsaw unit/s applied for	Applicant/ DENR-CENRO/ Municipal Agriculture Office/ PCA
4. Proof of Payment of Permit fee amounting to Php 560.00 (1 photocopy of official receipt or transaction receipt)	PCSDS Cashier or Collecting Officer (Main Office)/ Money Remittance Center/ Landbank Electronic Payment Portal/ Gcash/Any other PCSD-Authorized Online Payment Portals

-Permit to Purchase PHP 500.00 -Certification of No Pending Case PHP 50.00 -Legal Research Fund PHP 10.00				
5. Certification of No Pending Case		PCSDS to Issue Automatically		
CLIENTS STEPS	AGENCY ACTION	FEE TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit required documents to the PCSDS District Management Office concerned (North, South, Calamian)	1.1 Receive, check for completeness and record documents with tracking number	None	15 minutes	<i>District Manager</i> District Management Office- DMD North/ South/Calamian
2. Participate in the field validation	2.1. Conduct field validation	None	1 day	<i>District Manager</i> District Management Office- DMD North/ South/Calamian
	2.2 Prepare evaluation report, Certificate of No Pending Case and Permit to Purchase and Forward the documents to Division Head	None	1 day	<i>District Manager</i> District Management Office- DMD North/ South/Calamian
	2.3 Recommend for the approval of Permit to Purchase	None	3 hours	<i>District Manager</i> District Management Office- DMD North/ South/Calamian
	2.4 Forward the documents to OED	None	1 day	<i>District Manager</i> District Management Office- DMD North/ South/Calamian
	2.5 Approve the Permit to Purchase	None	2 days	<i>Executive Director</i> PCSDS Main Office- Office of the Executive Director
	2.6 Dry seal, record and release, notify and transmit to concerned DMOs	None	1 day	<i>Deputy Executive Director</i> 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	3.1 Explain the terms and conditions, record the PP, release the PP	None	30 minutes	<i>Records</i> PCSD Main Office – Office of the Executive Director  <i>District Manager</i>



Client Satisfaction Form, conform with the terms and conditions and receive the Permit to Purchase				District Management Office-DMD North/South/ Calamian
<b>TOTAL:</b>			6 days, 3 hours and 45 minutes	

Issuance of Permit to Purchase is covered under PCSD Admin. Order 7 in relation to R.A. 9175.

## 99. 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.

<b>Office/Division:</b>	District Management Divisions (DMDs)			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2C – Government to Citizen G2G – Government to Government			
<b>Who may avail:</b>	Qualified person to whom a chainsaw unit is to be donated			
<b>Checklist OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Duly accomplished Application Form (1 original copy)		PCSD Main Office and District Management Division – North, South, Calamian  PCSDS Website		
2. Same qualification requirements with the Permit to Purchase (See Service No. 96)		Applicant/Proponent		
3. Certificate of Registration of the Donor (1 original copy)		Original chainsaw owner		
4. Proof of Payment of fees amounting to Php 560.00 (1 photocopy of official receipt or transaction receipt)  -Permit to Transfer by Donation PHP 500.00 -Certification of No Pending Case PHP 50.00 -Legal Research Fund PHP 10.00		PCSDS Cashier or Collecting Officer (Main Office)/ Money Remittance Center/ Landbank Electronic Payment Portal/ Gcash/Any other PCSD-Authorized Online Payment Portals		
5. Certification of No Pending Case		PCSDS to Issue Automatically		
<b>CLIENTS STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit required documents to the PCSDS District Management	1.1 Receive, check for completeness and records documents	None	30 minutes	<i>District Manager</i> District Management Office- DMD North/ South/Calamian

Office concerned (North, South, Calamian)				
2. Participate in the field evaluation	2.1 Conduct field validation	None	1 day	<i>District Manager</i> District Management Office- DMD North/ South/Calamian
	2.2 Prepare evaluation report, Certificate of No Pending Case and Permit to Transfer by Donation and submit to Division Head	None	1 day	
	2.3 Recommend for approval the Permit to Transfer by Donation and	None	3 hours	
	2.4 Forward the documents to OED	None	1 day	
	2.5 Approve the Permit to Transfer by Donation	None	2 days	<i>Executive Director</i> PCSDS Main Office- Office of the Executive Director
	2.6 Dry seal, record and release, notify and transmit to concerned DMOs	None	1 day	<i>Deputy Executive Director</i> 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 the Permit to Transfer by Donation.	3.1 Explain the terms and conditions, records the Permit to Transfer by Donation, release the Permit	None	30 minutes	<i>Records</i> PCSD Main Office – Office of the Executive Director  <i>District Manager</i> District Management Office- DMD North/ South/Calamian
<b>TOTAL:</b>			6 days and 4 hours	

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





## 100. 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

<b>Office/Division:</b>	District Management Divisions (DMDs)			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	An heir to the decedent who is qualified to own/possess a chainsaw			
<b>Checklist OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Duly accomplished Application Form (1 original)		PCSD Main Office and District Management Division – North, South, Calamian  PCSDS Website		
2. Same qualification requirements with the Permit to Purchase (See Service No. 96)		Requesting party/ proponent/ applicant		
3. Proof of death of the registered owner or the decedent, such as Death Certificate (1 photocopy)		Municipal civil registry		
4. Certificate of Registration of the Decedent (1 original)		Original chainsaw owner		
5. Stencil of Engine Serial Number (1 original)		PCSDS District Management Division – North, South, Calamian		
6. Proof of succession by the applicant, such as extrajudicial settlement or its equivalent (1 photocopy)		Notary Public		
7. Proof of Payment of Permit fee amounting to Php 560.00 (1 photocopy of official receipt or transaction receipt)		PCSDS Cashier or Collecting Officer (Main Office)/ Money Remittance Center/ Landbank Electronic Payment Portal/ Gcash/Any other PCSD-Authorized Online Payment Portals		
<b>CLIENTS STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit required documents to the PCSDS District Management Office concerned (North, South, Calamian)	1.1 Receive, check for completeness and record documents	None	30 minutes	<i>District Manager</i> District Management Office- DMD North/ South/Calamian
2. Participate in the field validation	2.1 Conduct field validation	None	1 day	<i>District Manager</i> District Management Office- DMD North/ South/Calamian
	2.2 Prepare evaluation		1 day	

	report, Certificate of No Pending Case and Permit to Transfer Certificate of Registration by Succession and forward to Division Head			
	2.3 Recommend for approval the Permit to Transfer Certificate of Registration and	None	3 hours	<i>Division Chief</i> District Management Office (North, South, Calamian)
	2.4 forward the documents to OED	None	1 day	<i>Division Chief</i> District Management Office (North, South, Calamian)
	2.5 Approve the Permit to Transfer Certificate of Registration	None	2 days	<i>Executive Director</i> PCSDS Main Office-Office of the Executive Director
	2.6 Dry seal, record and release, notify and transmit to concerned DMOs	None	2 days	<i>Deputy Executive Director</i> 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 the Permit to Transfer Certificate of Registration	3.1 Explain the terms and conditions, record the Permit to Transfer Certificate of Registration by Succession, release the Permit		30 minutes	<i>Records</i> PCSD Main Office – Office of the Executive Director <i>District Manager</i> District Management Office- DMD North/South/Calamian
<b>TOTAL:</b>			7 days and 4 hours	

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



## 101. 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.

<b>Office/Division:</b>	District Management Divisions (DMDs)	
<b>Classification:</b>	Complex	
<b>Type of Transaction:</b>	G2C – Government to Citizen G2B – Government to Business G2G – Government to Government	
<b>Who may avail:</b>	<ul style="list-style-type: none"> <li>• Those who have secured Permit to Purchase and bought the chainsaw from authorized /registered dealer or from registered chainsaw owner (New)</li> <li>• Those who still have the qualification to possess/renew the Certificate of Registration</li> <li>• Receiver of donated chainsaw</li> <li>• Heir to the decedent by succession</li> </ul>	
<b>Checklist OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
<b>New Application</b>		
<ul style="list-style-type: none"> <li>• <b>For Purchase</b></li> </ul>		
1. Permit to Purchase (1 original)	Requesting party/ proponent/ applicant/ PCSDS District Management Division – North, South, Calamian  PCSDS Website	
2. 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	
3. Permit to Sell and Certificate of Registration, if bought from registered-owner (1 original)	Client	
4. Stencil of serial number (1 original)	PCSDS District Management Division – North, South, Calamian	

5. Proof of Payment of fees amounting to Php 160.00 (1 photocopy of official receipt or transaction receipt)  -Permit Fee: PHP 100.00 (for new applications) - Certification of No Pending Case PHP 50.00 - Legal Research Fund PHP 10.00	PCSDS Cashier or Collecting Officer (Main Office)/ Money Remittance Center/ Landbank Electronic Payment Portal/ Gcash/Any other PCSD- Authorized Online Payment Portals
6. Certificate of No Pending Case	PCSDS to Issue Automatically
<b>• For Donation</b>	
1. Permit to Transfer by Donation (1 original)	Client
2. Deed of Donation (1 copy)	Notary Public
3. Stencil of serial number (1 original)	PCSDS District Management Division – North, South, Calamian
4. Proof of Payment of Permit fee amounting to Php 160.00 (1 photocopy of official receipt or transaction receipt)	PCSDS Cashier or Collecting Officer (Main Office)/ Money Remittance Center/ Landbank Electronic Payment Portal/ Gcash/Any other PCSD- Authorized Online Payment Portals
5. Certificate of No Pending Case	PCSDS to Issue Automatically
<b>• For Succession</b>	
1. Permit to Transfer Certificate of Registration by succession (1 original)	Client
2. Stencil of serial number (1 original)	PCSDS District Management Division – North, South, Calamian
3. Proof of Payment of Permit fee amounting to Php 560.00 (1 photocopy of official receipt or transaction receipt)	PCSDS Cashier or Collecting Officer (Main Office)/ Money Remittance Center/ Landbank Electronic Payment Portal/ Gcash/Any other PCSD- Authorized Online Payment Portals
4. Certificate of No Pending Case	PCSDS to Issue Automatically
<b>Renewal. The requirements for renewal differ from one category to another, which are hereunder enumerated as follows:</b>	
<b>• Holder/s of Production Sharing Agreement, Co-Production Sharing Agreement, PLTP, SPLTP, CBFMA, IFMA, SIFMA, PCA issued permits, and other similar tenurial instruments</b>	
1. Copy of the Certificate of Registration (1 original)	Client
2. Tenurial instrument in the name of the applicant (1 photocopy)	Client/ DENR-CENRO/ Philippine Coconut Authority
3. Stencil of serial number	PCSDS District Management Division – North, South, Calamian
4. Proof of Payment of Renewal fee amounting to Php 560.00 (1 photocopy of official receipt or transaction receipt)	PCSDS Cashier or Collecting Officer (Main Office)/ Money Remittance Center/ Landbank Electronic Payment Portal/ Gcash/Any other PCSD-Authorized Online Payment Portals
5. Certificate of No Pending Case	PCSDS to Issue Automatically
<b>• Orchard or Fruit Tree Farmer</b>	

1. Certificate of Registration (1 original)	Client
2. Certificate of tree plantation ownership, or similar tenurial instrument (1 photocopy)	Municipal Agriculture Office
3. Certification from Barangay Captain concerned that applicant is an orchard or tree farmer (1 original copy)	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 (e.g. Tax Declaration with Bgy. Certification of Actual Occupancy) (1 photocopy)	Requesting party/ proponent/ applicant / Office of the Registry of Deeds
5. Stencil of serial number	PCSDS District Management Division – North, South, Calamian
6. Proof of Payment of Permit fee amounting to Php 560.00 (1 photocopy of official receipt or transaction receipt)	PCSDS Cashier or Collecting Officer (Main Office)/ Money Remittance Center/ Landbank Electronic Payment Portal/ Gcash/Any other PCSD-Authorized Online Payment Portals
7. Certificate of No Pending Case	PCSDS to Issue Automatically
<ul style="list-style-type: none"> <li>• <b>Industrial Tree Farmer</b></li> </ul>	
1. Copy of the Certificate of Registration (1 original)	Client
2. Certificate of tree plantation or similar instrument or Tax Declaration (1 Photocopy)	DENR-CENRO/ Municipal Assessor's Office
3. Certification from Barangay Captain that applicant is an industrial tree farmer	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 (e.g. Tax Declaration with Bgy. Certification of Actual Occupancy) (1 photocopy)	Requesting party/ proponent/ applicant / Office of the Registry of Deeds
5. Stencil of serial number	PCSDS District Management Division – North, South, Calamian
6. Proof of Payment of Permit fee amounting to Php 560.00 (1 photocopy of official receipt or transaction receipt)	PCSDS Cashier or Collecting Officer (Main Office)/ Money Remittance Center/ Landbank Electronic Payment Portal/ Gcash/Any other PCSD-Authorized Online Payment Portals
7. Certificate of No Pending Case	PCSDS to Issue Automatically
<ul style="list-style-type: none"> <li>• <b>Licensed Wood Processors</b></li> </ul>	
1. Copy of the Certificate of Registration	Client

(1 original)	
2. Copy of Permit to Operate as wood processor	DENR
3. Copy of Wood Processing Establishment Permit or similar business permits	Local Government Unit concerned
4. Notarized Certification of legal source of raw materials and proof of compliance with E.O.23 (proof of sustainable use of legally cut logs for a period of at least 5 years)	DENR
5. Stencil of serial number	PCSDS District Management Division – North, South, Calamian
6. Proof of Payment of Permit fee amounting to Php 560.00 (1 photocopy of official receipt or transaction receipt)	PCSDS Cashier or Collecting Officer (Main Office)/ Money Remittance Center/ Landbank Electronic Payment Portal/ Gcash/Any other PCSD-Authorized Online Payment Portals
7. Certificate of No Pending Case	PCSDS to Issue Automatically
<b>• 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</b>	
1. Certificate of Registration (1 original)	Client
2. 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
3. Stencil of serial number	PCSDS District Management Division – North, South, Calamian
4. Proof of Payment of Renewal fee amounting to (1 photocopy of official receipt or transaction receipt)	PCSDS Cashier or Collecting Officer (Main Office)/ Money Remittance Center/ Landbank Electronic Payment Portal/ GCash/Any other PCSD-Authorized Online Payment Portals
5. Certificate of No Pending Case	PCSDS to Issue Automatically
<b>Other persons/entities that can show satisfactory proof that the possession and/or use of chainsaws is for a legal purpose</b>	
1. Original Copy of the Certificate of Registration	Client
2. Affidavit that the chainsaw will be used for personal and for a legal purpose	Notary Public
3. Other legal documents showing the legality of purpose and permanent character of the use of chainsaw unit/s applied for	Applicant/ DENR-CENRO/ Municipal Agriculture Office/ PCA
4. Stencil of engine serial number	PCSDS District Management Division – North, South, Calamian
5. Renewal fee (1 photocopy of official receipt or transaction receipt)	PCSDS Cashier or Collecting Officer (Main Office)/ Money Remittance Center/ Landbank Electronic Payment Portal/ GCash/Any other PCSD-



		Authorized Online Payment Portals		
6. Certificate of No Pending Case		PCSDS to Issue Automatically		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Log-in at www.pcsdbrain.com and register/sign-in. Go to the dashboard and apply here: click Chainsaw Registration. Open application form, complete required fields and upload requirements and submit application	1.1 Check the completeness of the submitted application. If found appropriate and complete, receive the application. For deficient submissions, reject application and inform client of deficiency/lacking information/ requirement	None	30 minutes	<i>District Manager</i> District Management Office- DMD North/ South/ Calamian
	1.2 Prepare and submit evaluation report for review and recommendation (for New Application only)	None	1 day	
	1.3 Review the evaluation report and recommend for approval (for New Application only)	None	1 day	
2. Participate in the field evaluation (for renewal only)	2.1. Conduct field validation (for renewal only)	None	1 day	<i>District Manager</i> District Management Office- DMD North/ South/Calamian
	2.2. Prepare evaluation report (for renewal only)	None	1 day	
	2.3. Review and recommend for approval the Certificate of Registration	None	1 day	
3. Check status of application online. If approved, fill up feedback form to	3.1 Approve the application	None	2 days	<i>Executive Director</i> PCSD Main Office-Office



print approved COR and conform with the terms and conditions.				of the Executive Director
<b>TOTAL:</b>			5 days and 30 minutes	

Issuance of Certificate of Registration is covered under PCSD Admin. Order 7 in relation to R.A. 9175.

## 102. 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.

<b>Office/Division:</b>	District Management Divisions (DMDs)			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2C – Government to Citizen G2B – Government to Business			
<b>Who may avail:</b>	Chainsaw owner with valid PCSD Certificate of Registration			
<b>Checklist OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Duly accomplished Application Form (1 original)		PCSD Main Office District Management Division – North, South, Calamian  PCSDS Website		
2. Certificate of Registration (1 original)		Client		
3. Payment fee (1 photocopy of official receipt or transaction receipt) - Permit to Sell PHP 100  - Certification of No Pending Case PHP 50  - Legal Research Fund PHP 10		PCSDS Cashier or Collecting Officer (Main Office)/ Money Remittance Center/ Landbank Electronic Payment Portal/ Gcash/Any other PCSD-Authorized Online Payment Portals		
<b>CLIENTS STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit required documents to the PCSDS District Management Office concerned (North, South, Calamian)	1.1 Receive, check for completeness and record documents	None	30 minutes	<i>District Manager</i> District Management Office- DMD North/South/Calamian
	1.2. Prepare evaluation report,	None	1 day	<i>District Manager</i> District





	Certificate of No Pending Case and Permit to Sell and forward to Division Head			Management Office- DMD North/ South/Calamian
	1.3. Recommend for approval	None	3 hours	
	1.4 Forward the documents to OED	None	1 day	
	1.5. Approve the Permit to Sell	None	2 days	<i>Executive Director</i> PCSDS Main Office-Office of the Executive Director
	1.6. Dry seal, record and release, notify and transmit to concerned DMOs	None	1 day	<i>Deputy Executive Director</i> PCSDS Main Office-Office of the Executive Director
2. 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	2.1 Explain the terms and conditions, record the Permit to Sell, release the Permit	None	30 minutes	<i>Records</i> PCSDS Main Office-Office of the Executive Director  <i>District Manager</i> District Management Office- DMD North/ South/Calamian
<b>TOTAL:</b>			5 days and 4 hours	

Issuance of Permit to Sell is covered under PCSD Admin. Order 7 in relation to R.A. 9175.

### 103. 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.



<b>Office/Division:</b>	District Management Divisions (DMDs)			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2C – Government to Citizen G2B – Government to Business G2G – Government to Government			
<b>Who may avail:</b>	<ul style="list-style-type: none"> <li>• Person who does not have chainsaw but has valid purpose for the use of chainsaw</li> <li>• Registered chainsaw owner who has valid purpose for the use of the chainsaw not specified in the Certificate of Registration</li> </ul>			
<b>Checklist OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Certificate of Registration of the chainsaw being applied for Special Use Permit (1 photocopy)		Client		
2. 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)		Client/ Notary Public		
3. Proof that the use applied for is valid and legal (1 photocopy)		Permit to cut from DENR/PCA/OMA		
4. Payment fee (1 photocopy of official receipt or transaction receipt) - Special Use Permit PHP 300  - Certification of No Pending Case PHP 50  - Legal Research Fund PHP 10		PCSDS Cashier or Collecting Officer (Main Office)/ Money Remittance Center/ Landbank Electronic Payment Portal/ Gcash/Any other PCSD-Authorized Online Payment Portals		
<b>CLIENTS STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Log-in at <a href="http://www.pcsdbrain.com">www.pcsdbrain.com</a> and register/sign-in. Go to the dashboard and apply here: click Chainsaw Special Use Permit. Open application form, complete required fields and upload requirements and submit application	1.1 Check the completeness of the submitted application. If found appropriate and complete, receive the application. For deficient submissions, reject application and inform client of deficiency/lacking information/ requirement	None	30 minutes	<i>District Manager</i> District Management Office- DMD North/ South/ Calamian



2. Participate in the field evaluation (for renewal only)	2.1. Conduct field validation	None	1 day	<i>District Manager</i> District Management Office- DMD North/South/Calamian
	2.2. Prepare evaluation report	None	1 day	
	2.3. Review and recommend for approval the Special Use Permit	None	1 day	
3. Check status of application online. If approved, fill up feedback form to print approved SUP and conform with the terms and conditions.	3.1 Approve the application	None	2 days	<i>Executive Director</i> PCSD Main Office- Office of the Executive Director
<b>TOTAL:</b>			5 Days and 45 minutes	

Issuance of Special Use Permit is covered under PCSD Admin. Order 7 in relation to R.A. 9175.

## 104. 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".

<b>Office/Division:</b>	District Management Divisions (DMDs)
<b>Classification:</b>	Complex
<b>Type of Transaction:</b>	G2C – Government to Citizen G2B – Government to Business G2G – Government to Government

<b>Who may avail:</b>	<ul style="list-style-type: none"> <li>• Special Use Permittee with an expired / or near to expire permit (Sec 9.3 of PCSD Admin Order No. 7)</li> <li>• Chainsaw owner who intends to transport the unit outside the municipality of registration</li> </ul>			
<b>Checklist OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Duly accomplished Application Form (1 original)	PCSD Main Office and District Management Division - North, South, Calamian  PCSDS Website			
2. Certificate of Registration (1 photocopy)	Chainsaw owner			
3. Copy of Special Use Permit (For Special Use Permittee) (1 photocopy)	Requesting party/ proponent/ applicant / PCSDS District Management Division - North, South, Calamian			
4. Payment fee (1 photocopy of official receipt or transaction receipt)	PCSDS Cashier or Collecting Officer (Main Office)/ Money Remittance Center/ Landbank Electronic Payment Portal/ Gcash/Any other PCSD-Authorized Online Payment Portals			
<b>CLIENTS STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit required documents to the PCSDS District Management Office concerned (North, South, Calamian)	1 .1 Receive, check for completeness and record documents	None	30 minutes	<i>District Manager</i> District Management Office- DMD North/ South/Calamian
	1.3. Prepare evaluation report, Certificate of No Pending Case and transport Permit and forward to Division Head	None	1 day	<i>District Manager</i> District Management Office- DMD North/ South/Calamian
	1.4. Recommend for approval the Transport Permit	None	3 hours	<i>District Manager</i> District Management Office- DMD North/ South/Calamian
	1.5 Forward the documents to OED	None	1 day	<i>District Manager</i> District Management Office- DMD North/ South/Calamian
	1.6. Approve the Transport Permit	None	2 days	<i>Executive Director</i> PCSDS Main Office-Office of the Executive Director
	1.7 Dry seal, record and release, notify and transmit to concerned DMOs	None	1 day	<i>Deputy Executive Director</i> PCSDS Main Office-Office of the



				Executive Director
2. 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 the terms and conditions	2.1 Explain the terms and conditions, record the Transport Permit, releases the Permit	None	30 minutes	<i>Records</i> PCSDS Main Office-Office of the Executive Director  <i>District Manager</i> District Management Office- DMD North/South/Calamian
<b>TOTAL:</b>			5 days and 4 hours	

Issuance of Transport Permit is covered under PCSD Admin. Order 7 in relation to R.A. 9175.

## 105. 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.

<b>Office/Division:</b>	District Management Divisions (DMDs)
<b>Classification:</b>	Complex
<b>Type of Transaction:</b>	G2B – Government to Business
<b>Who may avail:</b>	Person who is engaged/intends to engage in the buying and selling chainsaw units and/or their spare parts.
<b>Checklist OF REQUIREMENTS</b>	
1. Duly accomplished Application Form (1 original)	PCSD Main Office and District Management Division - North, South, Calamian  PCSDS Website
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) - Dealership Permit PHP 1,000  - Certification of No Pending Case PHP 50	PCSDS Cashier or Collecting Officer (Main Office)/ Money Remittance Center/ Landbank Electronic Payment Portal/ Gcash/Any other PCSD-Authorized Online Payment Portals

- Legal Research Fund PHP 10				
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit required documents to the PCSDS District Management Office concerned (North, South, Calamian)	1.1 Receive, check for completeness and record documents	None	30 minutes	<i>District Manager</i> District Management Office- DMD North/ South/Calamian
	1.2 Prepare evaluation report, Certificate of No Pending Case and Dealership/Distribution Permit and forward to Division Head	None	1 day	
	1.3 Recommend for approval the Dealership/Distribution Permit	None	3 hours	
	1.4 Forward the documents to OED	None	1 day	<i>Executive Director</i> PCSDS Main Office-Office of the Executive Director
	1.5 Approve the Dealership/Distribution Permit	None	2 days	
	1.6 Dry seal, record and release, notify and transmit to concerned DMOs	None	1 day	
2. Proceed to the PCSD Main Office or concerned District Management Office (North, South, Calamian), fill up Client Satisfaction Form, Receive the Dealership/ Distribution Permit and conform with the terms and conditions	2.1 Explain the terms and conditions, record the Dealership/Distribution Permit, release the Permit	None	30 minutes	<i>Records</i> PCSDS Main Office-Office of the Executive Director
				<i>District Manager</i> District Management Office- DMD North/ South/Calamian
<b>TOTAL:</b>			5 days and 4 hours	

Issuance of Dealership /Distribution Permit is covered under PCSD Admin. Order No. 7 in relation to R.A. 9175.

## 106. 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/repared. 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.

<b>Office/Division:</b>	District Management Divisions (DMDs)			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2B – Government to Business			
<b>Who may avail:</b>	Person who intends to engage in the business of repairing chainsaw units			
<b>Checklist OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Duly accomplished Application Form (1 original)		PCSD Main Office and District Management Division - North, South, Calamian  PCSDS Website		
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)  -Permit to Operate Service /Repair Shop PHP 500 -Certification of No Pending Case PHP 50 -Legal Research Fund PHP 10		PCSDS Cashier or Collecting Officer (Main Office)/ Money Remittance Center/ Landbank Electronic Payment Portal/ Gcash/Any other PCSD-Authorized Online Payment Portals		
<b>CLIENTS STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit required documents to the PCSDS District Management Office concerned (North, South, Calamian)	1.1 Receive, check for completeness and record documents	None	30 minutes	<i>District Manager</i> District Management Office- DMD North/ South/Calamian
	1.2 Prepare evaluation report, Certificate of No Pending Case and Permit to Operate Service/Repair Shop and forward to Division Head	None	1 day	
	1.3 Recommend for approval the Permit to Operate Service/ Repair Shop	None	3 hours	
	1.4 Forward the documents to OED	None	1 day	
	1.5 Approve the Permit to Operate Service/	None	2 days	<i>Executive Director</i> PCSDS Main



	Repair Shop			Office-Office of the Executive Director
	1.6 Dry seal, record and release, notify and transmit to concerned DMOs	None	1 day	<i>Deputy Executive Director</i> PCSDS Main Office-Office of the Executive Director
2. Proceed to the PCSD Main Office or concerned District Management Office (North, South, Calamian), fill up Client Satisfaction Form, Receive the Permit to Operate Service/Repair Shop and conform with the terms and conditions	2.1 Explain the terms and conditions, record the Permit to Operate Service/Repair Shop, release the Permit	None	30 minutes	<i>Records</i> PCSDS Main Office-Office of the Executive Director  <i>District Manager</i> District Management Office- DMD North/South/Calamian
<b>TOTAL:</b>			5 days and 4 hours	

Issuance of Permit to Operate Service/Repair Shop is covered under PCSD Admin. Order No. 7 in relation to R.A. 9175.

## 107. 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.

<b>Office/Division:</b>	District Management Divisions (DMDs)	
<b>Classification:</b>	Complex	
<b>Type of Transaction:</b>	G2C – Government to Citizen G2C – Government to Business G2G – Government to Government	
<b>Who may avail:</b>	Owner of registered chainsaw	
<b>Checklist OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
1. Letter of Intent	Client	
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	Notary Public	



the fact that the same was without his (registered owner's) intervention)				
3. Temporary surrender of chainsaw unit		Client		
4. Certificate of Registration (1 original copy)		Client		
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	<i>District Manager</i> 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	
	1.3 Recommend for re-issuance of metal seal	None	3 hours	
	1.4 Forward to OED	None	1 day	
	1.5 Approves the request and forwards to EZMED for Re-issuance of metal seal	None	2 days	<i>Executive Director</i> PCSDS Main Office-Office of the Executive Director
	1.6 Issue metal seal and mark the COR and forward to Central Registry	None	30 minutes	<i>Division Chief</i> PCSDS Main Office-ECAN Zones Management and Enforcement Division
	1.6 Record and release, notify and transmit to concerned DMOs	None	1 day	<i>District Manager</i> 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	<i>District Manager</i> District Management Office- DMD North/South/Calamian
<b>TOTAL:</b>		None	5 days, 4	



		hours, 30 minutes	
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Re-Issuance of Metal Seal is covered under PCSD Admin. Order 7 in relation to R.A. 9175.

## VI. Feedback and Complaints

<b>FEEDBACK AND COMPLAINTS MECHANISM</b>	
How to send feedback	<p>Answer the client feedback form and drop it at the designated dropbox in front of the PCSDS Information Desk.</p> <p>Contact info: (048) 434 4235 or oed@pcsd.gov.ph</p>
How feedbacks are processed	<p>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.</p> <p>The answer of the office is then relayed to the citizen.</p> <p>For inquiries and follow-ups, clients may contact the following telephone number: (048) 434 4235.</p>
How to file a complaint	<p>Answer the customer complaint form and drop it at the designated drop box installed near customer transaction areas.</p> <p>Complaints may also be submitted in a letter form or can be done via telephone. Make sure to provide the following information:</p> <ul style="list-style-type: none"> <li>- Name of person being complained</li> <li>- Incident</li> <li>- Evidence</li> </ul> <p>For inquiries and follow-ups, clients may contact the following telephone number: (048) 434 4235.</p>
How complaints are processed	<p>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.</p> <p>If no particular staff is indicated in the feedbacks/complaints, the concerned division chief and staff shall collectively undertake the</p>

	<p>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.</p> <p>For inquiries and follow-ups, clients may contact the following telephone number: (048) 434 4235.</p>
<p>Contact Information of ARTA, PCC, CCB</p>	<p>ARTA: <a href="mailto:complaints@arta.gov.ph">complaints@arta.gov.ph</a>  1-ARTA (2782)  PCC: 8888  CCB: 0908-881-6565 (SMS)</p>



## 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 <ul style="list-style-type: none"> <li data-bbox="188 533 539 607">• District Management Division-Calamian</li> <li data-bbox="188 680 539 754">• District Management Division - North</li> <li data-bbox="188 792 539 866">• District Management Division -South</li> </ul>	PCSD Building, Coron LGU Compound, Barangay 2, Coron, Palawan  Municipal Compound, Barangay 2, Roxas, Palawan  PCSD Building, Alfonso XIII, Quezon, Palawan & PCSD Main Office	oed@pcsd.gov.ph  oed@pcsd.gov.ph  oed@pcsd.gov.ph