

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.

Office/Division:	ECAN Monitoring and Evaluation Division (EMED)			
Classification:	Complex			
Type of	G2G – Governme	ent to Government		
Transaction:	G2B – Governme	ent to Business		
	G2C – Governme	ent to Citizens		
Who may avail:	- Governme	nt agencies, Non-government organizations		
	- Business,	private citizens		
	- Academic	institutions, researchers		
	- General P	ublic		
Checklist OF REC	QUIREMENTS	WHERE TO SECURE		
1. GIS Map Request F	Form (1 original	PCSDS Main Office – ECAN Monitoring and		
copy only)		Evaluation Division (EMED)/GIS Unit at PCSD Bldg.,		
		Sports Complex Rd., Brgy. Sta. Monica, PPC		
2. Request letter (1 or	iginal copy only)	Client to provide this.		
optional				



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CLIENTS STEPS	AGENCY		PROCESSING	
	ACTION	PAID	TIME	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.	ACTION1.1. Receiverequest form (andsubmit copy toCentral Registryfor recording) androute advancecopy to EMED-GIS.1.2 Receiverequest letterfrom Front Deskor CentralRegistry ordirectly from therequisitioner or inthe absence ofthe above,receive theaccomplished orfilled-up GIS Maprequest form andsubmit forapproval, whileobtaining moredetails from therequisitioner,agreeing on thecontents of the	None	2 minutes 5 minutes	RESPONSIBLEChief Administrative OfficerPCSDS Main Office – Administrative and Finance DivisionDivision Chief PCSDS Main Office- ECAN Monitoring and Evaluation DivisionDivision Chief PCSDS Main Office- ECAN Monitoring and Evaluation Division
	requested. 1.3 Approve map request	None	2 minutes	Division Chief PCSDS Main Office- ECAN Monitoring and Evaluation Division Planning Director PCSDS Main Office Executive Director PCSDS Main Office - Office of the Executive Director
2. Pay the required fees at the PCSDS Cashier – Window 2 by showing the payment slip. *Make sure to secure Official Receipt that will be issued upon	2.1 Receive payment and issue official receipt	Letter size & <u>A4:</u> Government & undergraduate students- PHP 250 Private-	3 minutes	Accountant III PCSD Main Office- Administrative and Finance Division



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payment.		PHP 400		
		A3 & Tabloid size: Government or undergraduate students- PHP 500		
		Private- PHP800		
		A0, A1, A2. Poster: Government or undergraduate students- PHP 1,500 Private- PHP 2,000		
	2.2 Lay outing and printing of maps or saving and exporting map in digital format.	None	6 hours	Division Chief PCSDS Main Office- ECAN Monitoring and Evaluation Division
3. Return to the PCSD Main Office GIS Unit and claim the requested map, sign the receipt form or logbook, and accomplish the Client Feedback Form at the GIS Unit	3.0 Record and release the requested map.	None	2 minutes	Division Chief PCSDS Main Office- ECAN Monitoring and Evaluation Division
	TOTAL:	Total cost per printed map ranges from Php 250.00 (for A4 size) to Php 2,000.00 (for A0 size).	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 physicalchemical, and microbiological analyses of ground water, surface water, sea water, drinking water, wastewater influent and effluent.

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

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

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

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

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

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

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

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



				PCSD
 Municipality, Barangay) Protected Area Management Boards or Management authorities of government-designated, recognized or declared national parks, protected areas, critical habitats, watersheds and similar entities Other government agencies or Government owned or controlled corporations 				
Checklist OF R	EQUIREMENTS		WHERE TO SECUR	F
1. EnviLab Services		Envil ab Uni	t-EMED or Front Desk c	
original copy only)		PCSD Bldg.	Sports Complex Road, rto Princesa City.	
2. Request letter (1 c optional	<u> </u>	Client to pro		
3. Water samples in			ttles may be obtained fr	
EnviLab-approved pa	ackaging or contain	other hand, t sampling co approval by	rrangement or coordinat the client may also prov ntainer however, it must the EnviLab staff since t ould satisfy the laborato	ide their own have prior the type of
	For determination of Oil & Grease concentration: samples should be put in a sterilized wide-mouth glass container with at least 1 liter (L) in volume and must be covered with aluminum foil.			
		concentratio	bliform and Total colifonn: sterile glass containe s (mL) in volume	
		(to sterilize,	her parameters: sterile wash and rinse with mir iters (L) volume.	
CLIENTS STEPS	AGENCY	FEES TO BE	PROCESSING TIME	
1. Submit request	ACTION 1.1. Receive	PAID None	3 Minutes	RESPONSIBLE Chief
letter to the PCSDS Main Office front desk or fill-up Request for Analysis Form at the PCSDS Main Office-ECAN Monitoring and	request form and record in logbook.			Administrative Officer PCSDS Main Office – Administrative and Finance Division
Evaluation Division; turn over the water samples and receive payment slip.				Division Chief PCSDS Main Office- ECAN Monitoring and Evaluation Division
	1.2 Inspect and	None	30 minutes	Division Chief



				PCSD
	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.	receipt	Per water quality parameter: Temperature – PHP 110 Settleable solids PHP 150 Salinity and Turbidity - PHP 170 Dissolved Oxygen (DO), pH – PHP 220 Color –PHP 290 Alkalinity, Hardness (total), Nitrogen, nitrite, nitrates, Phosphorous, phosphates – PHP 370 Total suspended solids, Total dissolved solids, and Chromium hexavalent – PHP 510 Fecal coliform, and Total coliform – PHP 650 Biochemical oxygen demand (BOD5),	3 minutes	Accountant III PCSD Main Office- Administrative and Finance Division



	•			PCSD
		Chemical oxygen demand (COD), Cyanide, and Oil & Grease – PHP 980		
	2.2 Analyze the samples, record results, prepare laboratory reports and forward the approve reports	None	7 days	Division Chief PCSDS Main Office- ECAN Monitoring and Evaluation Division
3. Return to the ECAN Monitoring and Evaluation Division on prescribed date, fill- up the Client Feedback Form and receive the laboratory test results.	3. Release laboratory test report	None	5 minutes	Division Chief PCSDS Main Office- ECAN Monitoring and Evaluation Division
	TOTAL:	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.

Dffice/Division: ECAN Monitoring and Evaluation Division (EMED)				
Classification:	Simple			
Type of	G2G - Government to	o Government		
Transaction:	G2C - Government to	o Citizen		
Who may avail:	- Other governn	nent agencies,	non-governmen	t organizations
	- Students, rese		0	C
	- Citizens or ger	neral public		
	- Visitors of PC	SDS		
Checklist OF R	EQUIREMENTS		WHERE TO SE	CURE
1. For Non-Student C	lients: Government	Client may obt	ain identification	cards from any of
Issued or Agency Ide	ntification Card with	the following: C	GSIS/SSS (UMII	D Card), DFA
photo (1 original copy		(Passport), LT	O (Driver's Licer	nse), PRC, Comelec
			ost Office (Posta	
				or Citizens, PAG-
		BIG , PhilHealt	h, etc.	
2. For Student Clients	: School ID/Library	Student-client	may obtain from	the school, college,
card/Enrollment or reg	gistration Form (1	or university re	gistrar or libraria	an where they are
original copy only)		currently enroll	ed.	-
CLIENTS STEPS	AGENCY ACTION	FEES TO BE	PROCESSING	PERSON
		PAID	TIME	RESPONSIBLE
1. Register in the	1. Provide short	None	5 Minutes	Division Chief
library visitor/client	briefing on library			PCSDS Main
logbook	policy and			Office- ECAN
	introduction to			Monitoring and
	Library Information			Evaluation Division
	System.			
2. Inform the librarian	2. Assist the	None	5 minutes	Division Chief
of the data or	visitor/client and			PCSDS Main
information needs,	Respond to client			Office- ECAN
Browse library	query or provide			Monitoring and
materials and Return	additional			Evaluation Division
library materials in	assistance when			
their respective	needed.			
shelves.				
4. Sign out from the	4. Assist client in	None	2 minutes	Division Chief
visitor logbook;	logging out of the			PCSDS Main
accomplish Client	logbook. Retrieve			Office- ECAN
Feedback Form	Client Feedback			Monitoring and
	Form.			Evaluation Division
	TOTAL:	None	12 minutes	



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

Pursuant to Republic Act 9072 or the Caves Act and PCSD Administrative Order 8: Implementing PCSD Resolution No. 03-217, Adopting and Revising the DENR Rules and Regulations of the National Caves and Cave Resources Management and Protection Act as Applicable in the Province of Palawan, PCSDS through its ECAN Policy Research and Planning Division (EPRPD) and ECAN Zones Management and Enforcement Division (EZMED) provides technical assistance in the preparation of the Cave Management Plans. This is usually done for caves which are previously assessed, classified, and mapped. Only caves classified as Class II¹ or Class III² are subject to the preparation of the management plan. A five-year management plan is prepared in coordination with different stakeholders in the area with assistance from experts from the academe and caving group.

Office/Division:	ECAN ZONES MANAGEMENT AND ENFORCEMENT DIVISION (EZMED)				
Classification:	Highly Technical	Highly Technical			
Type of Transaction:	G2G – Governme	nt to			
	Government G2C	_			
	Government to Ci	tizen			
Who may avail:	Civil Society Orga (POs), Municipal (ganizations	
Checklist OF R	EQUIREMENTS		WHERE TO SE	CURE	
1. Request Letter (1 or	iginal copy)	Proponent/A	oplicant/Client		
2. Cave Classification	and	PCSDS – EC	AN Zones Manag	gement and	
Assessment Report (1	photocopy)	Enforcement	Division		
CLIENT'S STEPS	AGENCY	FEES TO	PROCESSING	PERSON	
	ACTION	BE PAID	TIME	RESPONSIBLE	
1. Submit letter with	1. Receive the	None	10 Minutes	Chief	
complete set of	letter and		/30 Minutes	Administrative	
requirements to the	forward to the		(Waiting time:		
District Management	Office of the		20 mins – to	PCSD Main	
Office concerned	Executive		include	Office-	
(North, South, or	Director and		scanning of	Administrative	
Calamian) or PCSD	EPRPD		file, encoding	and Finance	
Main Office Front			in the system,	Division	
Desk			and	D () () ()	
			forwarding to	District Manager	
			Central	District	
			Records)	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 – due to number of communicatio ns received by the agency)	PCSD Division Chief 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)	Division Chief 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	 Inform other partners on the schedule; Prepare logistic requirements needed in the planning workshop 	None	7 Hours	Division Chief 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)	Division Chief PCSDS Main Office – EZMED
	4.2 Prepare the draft cave management plan based on agreed schedule with the LGU	None	13 Days	Division Chief 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)	Division Chief PCSDS Main Office – EZMED District Manager District Management Office (North, South, Calamian)



				PUSD
	4.4 Finalize the plan	None	2 Days	Division Chief PCSDS Main Office – EZMED
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)	Executive Director PCSDS Main Office - Office of the Executive Director
	TOTAL:	None	20 days/23 Days, 1 Hour, and 50 Minutes (2 days, 9 hours, 50 mins)	

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

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



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.

Office/Division:	ECAN Policy Resea	rch and Plan	ning Division (EF	PRPD)
Classification:	Highly Technical			
Type of Transaction:	G2G – Government to Government			
Who may avail:	 All Local Government Units (LGUs); and All Provincial/City/Municipal Solid Waste Management Boards (P/C/MSWMBs) 			
Checklist OF RE	QUIREMENTS		WHERE TO SI	ECURE
1. Request letter (1 co	py original)	Office of the ESWMP ap		SU requesting for
2. Ten-Year Ecologica Management Plan (2 c hardcopies, 1 softcopy	original bound	MENRO/Solid Waste Management Focal Person of the LGU requesting for ESWMF approval		
CLIENT'S STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBL E
1. Submit complete set of requirements to District Management Office concerned (DMO) (North, South, or Calamian) or	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
PCSD Main Office	1.2. Forward the	None	1 day	District Manager



				PCSD
	DMO.			South, or Calamian)
	If not, proceed to step 1.3.			
	1.3. Forward to Central Registry	None	15 Minutes	Chief Administrative Officer PCSD Main Office Administrative and Finance Division
	1.4. Transmit the ESWMP to SWM Focal Person	None	30 Minutes	Executive Director PCSDS Main Office - Office of the Executive Director
	1.5. Send copies of the ESWMP to the SWM Review Team by email	None	30 Minutes	Division Chief PCSDS Main Office- ECAN Policy Research and Planning Division (EPRPD)
2. Present the ESWMP to SWM Review Team	2.1. Review and evaluate the submitted ESWMP based on PCSD Resolution No. 18- 656 Complete and recommended plans will proceed to step 2.2. Plans lacking necessary requirements will be returned to LGU.	None	13 Days	SWM Review Team: Division Chief PCSDS Main Office- ECAN Policy Research and Planning Division (EPRPD) District Manager District Management Office concerned (DMO) (North, South, or
	2.2. Endorse the reviewed and evaluated ESWMP to OED for inclusion in the agenda of PCSD meeting	None	30 Minutes	Calamian) Division Chief PCSDS Main Office- ECAN Policy Research and Planning Division



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



				FC3D
	4.4. Stamp and sign every page of the approved ESWMP; Scan the approved and stamped ESWMP	None	1 day	Division Chief PCSDS Main Office- ECAN Policy Research and Planning Division (EPRPD)
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	Executive Director PCSDS Main Office - Office of the Executive Director
	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.

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



Type of Transaction:	G2G – Government to	Governme	ent	FCSD	
Who may avail:	 All Local Government Units (LGUs); and All local ECAN (Environmentally Critical Areas Network) Boards 				
Checklist OF R	EQUIREMENTS		WHERE TO	SECURE	
1. Letter of Request (1	original copy)		the Mayor of the N map updating	LGU requesting	
2. Supporting docume necessary to update th area based on new an in consultation with the sectors in the province	ne ECAN zones of the d relevant information, e LGU and concerned	Office of the Mayor of the requesting for ECAN map			
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERS ON RESPON SIBLE	
1. Submit complete set of requirements to the District Management Office concerned (North, South, or Calamian) or PCSD Main Office	1.1 Receive documents from the LGU	None	10 Minutes	Chief Administrative Officer PCSD Main Office- Administrative and Finance Division District Manager District Management Office concerned (North, South, or Calamian)	
	1.2 Forward the documents to the Front Desk Officer if submitted to the DMO.	None	1 day	District Manager District Management Office concerned (North, South, or Calamian)	



	1			PCSD
	If not, proceed to step 1.3			
	1.3 Forward the documents to Central Registry	None	30 Minutes	Chief Administrative Officer PCSD Main Office- Administrative and Finance Division
	1.4 Transmit the documents to EPRPD Chief/District Management Offices Chief	None	15 Minutes	Executive Director 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	Division Chief 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	Division Chief PCSDS Main Office- ECAN Policy Research and Planning Division (EPRPD)
				<i>District Manager</i> District Management Office concerned (North, South, or Calamian)



				FC3D
	2.2. Carry out technical review of the proposed changes in the ECAN Map using workshop outputs and other relevant georeferenced data	None	6 Days	Division Chief PCSDS Main Office- ECAN Policy Research and Planning Division (EPRPD) District Manager District Management Office concerned (North, South, or
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	Calamian) Division Chief PCSDS Main Office- ECAN Policy Research and Planning Division (EPRPD) District Manager District Management Office concerned (North, South, or Calamian)
	3.2. Process field data and prepare draft updated ECAN Map	None	9 Days	Division Chief PCSDS Main Office- ECAN Policy Research and Planning Division (EPRPD) District Manager District Management Office concerned (North, South, or Calamian)



				PCSD
4. Organize Technical Conference with PCSDS and LGU	4.1 Conduct Technical Conference between LGU and PCSDS	None	3 days	Division Chief PCSDS Main Office- ECAN Policy Research and Planning Division (EPRPD)
				District Manager 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	Division Chief PCSDS Main Office- ECAN Policy Research and Planning Division (EPRPD) District Manager 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)
Request for ECAN Map	TOTAL:	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.

Office/Division:	ECAN Policy Research and Planning Division (EPRPD)			
Classification:	Highly Technical			
Type of Transaction:	G2G – Governm	ent to Gove	rnment	
Who may avail:	All Local Govern	ment Units	(LGUs)	
Checklist OF RE	QUIREMENTS	WHERE TO SECURE		
1. Request and endors original copy)	ement letter (1	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 EC printed copy, 1 digital for	• •	Concerned Sangguniang Bayan / Panlungsod		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBL E
1. Submit requirements to the District Management Office (DMO) concerned (North, South, Calamian) or PCSD Main Office Front Desk	1.1 Receive documents from the LGU	None	10 Minutes	Chief Administrative Officer PCSD Main Office- Administrative and Finance Division <i>District Manager</i> District Management Office



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



	1			FC3D
	2.2 PCSD ENR Committee to review and endorse for Council approval	None	22 Days*	PCSD ENR Committee Chair
	2.3 PCSD to deliberate and approve the SB/SP approved ECAN map	None	22 Days	PCSD Chairperson Office of the Chairperson
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	Executive Director PCSD Main Office- Office of the Executive Director
* The DOOD meets and	TOTAL:	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.

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



	G2G – Government to Government			
Who may avail:	All permittees, holders of SEP Clearances and ECAN Zoning Certifications, other authorized person			
Checklist OF RE	QUIREMENTS		WHERE TO SEC	CURE
1. Request letter (1 orig	jinal copy)	Client		
2. Original Copy of Permit /SEP Clearance / ECAN Zoning Certification		Client		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBL E
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	Chief Administrative Officer 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	District Manager District Management Office concerned (North, South, or Calamian)
	1.3. Forward the documents to Central Registry	None	30 Minutes	Chief Administrative Officer PCSD Main Office- Administrative and Finance Division



		1		PCSD
	1.4 Verify the documents	None	15 Minutes	Executive Director PCSDS
	1.5 Issues Payment Slip	None	5 Minutes	Main Office - Office of the Executive Director
	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	2.1 Receive the payment and issue Official Receipt	Fees: First Page Php 50.00 Succeeding pages Php 10.00	15 Minutes	Accountant III PCSD Main Office- Administrative and Finance Division
Receipt that will be issued upon payment				
3. Proceed to the PCSD Main Office Records Sections or the concerned District Management Office	3.1 Checks Official Receipt/ Payment proof	None	5 Minutes	Executive Director PCSD Main Office- Office of the Executive
(North, South, Calamian) and receive the certification upon filling-up the Client Feedback Form	3.2 Signing of the certified copies of the documents	None	5 Minutes	Director
	3.3 Issue the Certificate to the client	None	5 Minutes	
	TOTAL:	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.

Office/Division:	ECAN ZONES MANAGEMENT AND ENFORCEMENT DIVISION			
	(EZMED)			
Classification:	Highly Technical			
Type of	G2C – Government to			
Transaction:	G2B – Government to			
	G2G – Government to	Government		
Who may avail:	All			
	REQUIREMENTS	WHERE TO SECURE		
	Application (1 original)	Requesting party/ proponent/ applicant		
	nt of Application Fee (1	PCSDS Cashier or Collecting Officer (Main Office)/		
original Official Red	ceipt)	Money Remittance Center/ Landbank Electronic		
		Payment Portal/ Gcash/Any other PCSD-Authorized		
Gratuitous Permit I	Fee PHP 100	Online Payment Portals		
Certification of No	Pending Case			
PHP 50				
Legal Research Fu	und			
PHP 10				
	/Resume (1 original)	Requesting party/ proponent/ applicant		
4. Research/Project proposal (1 original)		Requesting party/ proponent/ applicant		
5. Endorsement let	tter (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		Institution/ entity/ office/ agency concerned		
necessary:	d Delan lafa sur d			
	d Prior Informed			
	t (FPIC) of Indigenous			
	s (IP) (1 original or			
	true copy)			
	prior clearance of the			
	ed Local Government			
Units (L	GU) 1 original or			



		PCSD
	certified true copy)	
And in the	case of protected areas:	
1.3.	clearance from the Protected Area Management Board (PAMB) 1 original or certified true copy)	
1.4.	consent of individuals or associations with valid tenurial or other private rights to the area concerned (1 original or certified true copy)	
1.5.	and/or clearance form other relevant agencies or institutions where the collection shall be made 1 original or certified true copy)	
7. Affidavit	of Undertaking (AU) by an	Requesting party/ proponent/ applicant
individual		
or		
	dum of Agreement (MOA) ne PCSD and a proponent- (1 original)	PCSD and the requesting party/ proponent/ applicant
8. For or a	foreign person/entity ut foreign affiliation or a Filipino	Head of local institution identified as the research collaborator/counterpart
	liated with a foreign institution:	·
	ition to requirements 1 to 6, a <u>of Consent</u> of the Head of local	
	ion identified as the research prator/counterpart (1 original)	
9. For scie conservati activities a	ntific researches involving on breeding or propagation nd other wildlife conservation itiated by non-government	Requesting party/ proponent/ applicant
Habita Manag Plan fo of cap	ition to requirements 1 to 7, a t Rehabilitation, Protection and gement or reintroduction and restocking tive/propagated individuals (1 ed true copy)	
dissertatio	rposes of thesis and n of students affiliated with emic institutions:	Requesting party/ proponent/ applicant



				PUSD
Requirements 1, 4, 5 and 6 and approved thesis proposal (1 certified				
true copy) 11. For other government initiated or		Institution/ government agency/ office concerned		
implemented resea			<u>.</u>	,
projects, regardles	s of funding:	MOA: PCSI	D and the requesti	ng party/ proponent
Requirements following:	1, 3, 5 and the			
1.1. Approve plan	ed work and financial			
	other agreement the funding for the			
1.3. Memora	ndum of Agreement be deemed necessary			
by the P				
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit	1.1 Receive and	None	5 minutes	Chief Administrative
requirements to	check the			Officer
the PCSD Main	completeness of the			PCSDS Main Office -
Office Front Desk	submitted documents			Administrative and Finance Division
	1.2 Technically Evaluate the submitted documents and prepare report with recommendations	None	7 days	Permitting Section Chief 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	Executive Director 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			
	TOTAL:	14 days, and 45 minutes	
		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.

Office/Division:	ECAN ZONES MANAGEMENT AND ENFORCEMENT DIVISION (EZMED)			
Classification:	Complex			
Type of	G2C – Government to Citizen			
Transaction:	G2B – Government to Business			
	G2G – Government to (Government		
Who may avail:	All	-		
Checklist OF	REQUIREMENTS		HERE TO SEC	URE
1. Duly accomplish	ned application form (1	PCSD Main Offic	e – EZMED	
original copy)				
2. Proof of Payme	nt (1 original)			ficer (Main Office)/
		Money Remittan		
Certification of No	Pending Case	Payment Portal/		
PHP50		Authorized Onlin	e Payment Port	als
Legal Research Fe	ee			
PHP10				
3. CITES/Non-CIT		Institution/ entity/ office/ agency concerned		
Permit/Certification	0			
	(1 certified true copy)	-		
	ildlife, phytosanitary	Concerned gove	rnment office of	the country of
certificate (for plan		origin		
•	ate (for animals) - (1			
certified true copy)				
		Concerned government office of the country of		
	e, health/veterinary	origin		
	ertificate (1 certified true copy)		DDOOFOONIO	DEDGON
CLIENTS STEPS	AGENCY ACTION		PROCESSING	
		PAID	TIME	RESPONSIBLE
1. Submit	1.1 Receive and check	None	5 minutes	Chief
accomplished	the completeness of			Administrative
application form	the submitted			Officer
together with	documents			PCSDS Main
other				Office -
documentary				Administrative and



				PCSD
requirements to				Finance Division
PCSD Main Office Front Desk or District Management Office (DMO)	Authority the veracity of the submitted Export permit	None	3 days	Permitting Section Chief PCSD Main Office-EZMED
concerned (North, South, Calamian)		None	1 day	Division Chief PCSD Main
	1.3 Prepare report with recommendations and forward to the Executive Director	None	1 day	Office-EZMED
	1.4 Approve the CITES/Non-CITES Import Permit	None	2 days	Executive Director 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	Records PCSD Main Office- Officer of the Executive Director
	TOTAL:		6 days and 10	
	S Import Pormit or Non C		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.

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



G2G – Government t	o Government
Who may avail: All	
Checklist OF REQUIREMENTS	WHERE TO SECURE
1. Duly accomplished application form (1 original)	PCSD Main Office-EZMED
2. Proof of Payment (1 copy of Official Receipt or Official Receipt Number or Bank Payment Slip)	PCSDS Cashier 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			
		Institution/ entity/ office/ agency concerned			
5. Bank export dec	claration, if for ses (1 certified true	Any affiliated Bank			
6. Local Transport applicable (1 certif	ied true copy)	Institution/ entity/ offi	ce/ agency conc	erned	
or Veterinary C	ildlife: certificate (for plants) Quarantine Certificate 1 certified true copy);	Department of Agricu Department of Agricu		-	
For aquatic wil health/veterina by the Fish He certified true c	ary certificate issued alth Section (1	Department of Agricu	ulture-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	Chief Administrative Officer PCSDS Main Office - Administrative and Finance Division Permitting Section Chief PCSD Main Office – EZMED	
	1.2 Evaluate the submitted documents	None	25 minutes	Permitting Section Chief 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	Permitting Section Chief PCSD Main Office – EZMED	
	2.2 Prepare report with recommendations	None	1 hour	Permitting Section Chief PCSD Main	
	2.3 Forward the report to EZMED	None	1 days	Office - EZMED	



			FC3D
Chief for review and comments			<i>Division Chief</i> PCSD Main Office – EZMED
2.4 Review, approve and sign CITES/ Non-CITES Export Permit	None	2 days	Executive Director PCSD Main Office- Officer of the Executive Director
3.1 Record and release the CITES/ Non-CITES Export Permit	None	10 minutes	Records PCSD Main Office- Officer of the Executive Director
TOTAL:		5 days, 1 hour and 40 minutes	
	comments 2.4 Review, approve and sign CITES/ Non-CITES Export Permit 3.1 Record and release the CITES/ Non-CITES Export Permit	comments 2.4 Review, approve and sign CITES/ None and sign CITES Export Permit 3.1 Record and release the CITES/ Non-CITES Export None Permit Permit None	commentsNone2 days2.4 Review, approve and sign CITES/ Non-CITES Export PermitNone2 days3.1 Record and release the CITES/ Non-CITES Export PermitNone10 minutes3.1 Record and release the CITES/ Non-CITES Export PermitNone10 minutes5 days, 1 hour5 days, 1 hour

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.

Office/Division:	ECAN ZONES MANA	ECAN ZONES MANAGEMENT AND ENFORCEMENT DIVISION		
	(EZMED)			
Classification:	Highly Technical			
Type of	G2C			
Transaction:	G2B			
	G2G			
Who may avail:	All			
Checklist OF R	OF REQUIREMENTS WHERE TO SECURE			
For Endemic or Indig	genous Species:			
1. Letter of Application	n, which must show	Requesting party/ proponent/ applicant		
that the purpose of the	e project is for			
population enhancem	ent and recovery of			
species (1 original)				
2. Proof of Payment (1 photocopy of Official		PCSDS Cashier or Collecting Officer (Main		
		Office)/ Money Remittance Center/ Landbank		
Payment Slip)	-	Electronic Payment Portal/ Gcash/Any other		



	PCSD-Authorized Online Payment Portals
Wildlife Clearance	
PHP 300	
Certificate of No Pending Case	
PHP50	
Legal Research Fund	
PHP 10	
3. Feasibility study and background	Requesting party/ proponent/ applicant
	requesting party proponent applicant
research (1 certified true copy)	
Opieratific Otrada /Department of second subtraction	
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)	
4. Management plan (1 certified true copy)	Requesting party/ proponent/ applicant
5. Public consultation with concerned	Institution/ entity/ office/ agency concerned
individuals or entities such as the LGU, IPs,	
NGOs, POs, members of the academe and	
other stakeholders.	
Proof(s) of public consultation conducted,	
such as notice(s), minutes of the meeting,	
resolutions, endorsements, attendance,	
publication etc, shall be submitted in	
support hereof (1 certified true copy)	
For Exotic Species:	
1. Letter of Application, which must show	Requesting party/ proponent/ applicant
that the purpose of the project is for	······································
population enhancement and recovery of	
species (1 original)	
	PCSDS Cashier or Collecting Officer (Main
	•
Receipt or Official Receipt Number or Bank	Office)/ Money Remittance Center/ Landbank
Payment Slip)	Electronic Payment Portal/ Gcash/Any other
	PCSD-Authorized Online Payment Portals
Wildlife Clearance	
PHP 300	
Certificate of No Pending Case	
PHP50	
Legal Research Fund	
PHP 10	
3. Scientific Study and background	Requesting party/ proponent/ applicant



		1		PCSD
research (1 certified t	rue 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	g party/ propone	nt/ applicant
5. Prior Informed Con		From local	stakeholders (L	GU, IPs)
Proof(s) of public con				
such as notice(s), mir				
resolutions, endorsen				
publication etc, shall I				
support hereof (1 cert			DDOOFOOINO	DEDGON
CLIENTS STEPS	AGENCY ACTION	BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit application	1 1 Receive record	None	15 minutes	Chief Administrative
and requirements to	and check the	None		Officer
the receiving	completeness of the			PCSDS Main Office -
clerk/front office	submitted documents			Administrative and
				Finance Division
				Permitting Section
				Chief
				PCSD Main Office –
				EZMED
	1.2 Evaluate the	None	1 hour	Permitting Section
	submitted documents			Chief
				PCSD Main Office – EZMED
	1.3 Conduct field	None	3 days	Permitting Section
	evaluation	NULLE	5 uays	Chief
				PCSD Main Office –
				EZMED
	1.4 Prepare	None	5 hours	Permitting Section
	evaluation (technical)			Chief
	report with			PCSD Main Office –
	recommendations			EZMED
	1.5 Review and	None	10 days	Permitting Section
	deliberate on the			Chief
	evaluation report and the recommendations			PCSD Main Office – EZMED
				Division Chief
				PCSD Main Office –
				EZMED
	1.6 Approve and sign	None	2 days	Executive Director
	Wildlife Clearance			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	2.1 Record and release Wildlife Clearance	None	10 minutes	<i>Records</i> PCSDS Main Office – Office of the Executive Director
Form				
	TOTAL:		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

Office or Division:	ECAN Zones Management and Enforcement Division (EZMED)		
Classification:	Highly Technical		
Type of	G2C – Government to Citizen		
Transaction:	G2B – Governme	nt to Business	
	G2G – Governme	nt to Government	
Who may avail:	All resource users	6	
CHECKLIST OF RE	QUIREMENTS	WHERE TO SECURE	
1. Proof of payment of filing fee (1 original)	application and	PCSDS Cashier or Collecting Officer (Main Office)/ Money Remittance Center/ Landbank Electronic Payment Portal/ Gcash/Any other PCSD-	
Bioprospecting Undert PHP 500	aking Fee	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 Pr	oposal	Resource user or applicant	
5. Prior Informed Consent (PIC) Certificate (1 original or certified true copy)		Resource providers e.g. LGU concerned and PAMB or IP group, private individuals or other agencies having special jurisdiction over the subject/collection areas under existing laws, if applicable (step by step procedures downloadable from PCSD website)	
6. Certification of Com	pliance to Proper	Resource user or applicant and,	



				PCSD	
Procurement of PIC (1 original or certified true copy)		Resource providers e.g. LGU concerned and PAMB or IP group, private individuals or other agencies having special jurisdiction over the subject/collection areas under existing laws, if applicable Form from PCSDS-EZMED (downloadable from			
		www.pcsd.gov.ph)	-EZMED (download	able from	
7. Summary of the agr	eed terms for	Resource user or	• •		
benefit-sharing with res (1 original or certified t	rue copy)	Resource provide or IP group, private special jurisdiction under existing laws	e individuals or othe over the subject/co s, if applicable	r agencies having llection areas	
8. Proof of posting of p of project cost) and/or bond (25% of potential the form of surety bond	rehabilitation damage cost), in 1 1 copy	Bond and surety/r		agencies	
9. Proof of Payment of Fee (1 original)	Bioprospecting	Resource user or	applicant		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBL E	
1. Submit the application including all the requirements to the receiving clerk/front deşk	1.1 Receive the application, check the completeness of all the submitted requirements, transmit all documents received to the Central Registry	None	30 minutes	Chief Administrative Officer PCSDS Main Office - Administrative and Finance Division Permitting Section Chief PCSDS Main Office – EZMED	
	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	Permitting Section Chief PCSDS Main Office – EZMED	
	1.3 Prepare and submit evaluation and recommendation	None	1 day	Permitting Section Chief PCSDS Main Office –	



				PCSD
	to the PCSD, including the BU signed by resource-user and providers, for approval			EZMED Division Chief PCSDS Main Office – EZMED
	1.4 Approve and sign the BU	None	5 days	PCSD Chairman PCSDS Main Office
	1.5 Dry-seal, record, release and notify applicant of the approval	None	1 day	Deputy Executive Director PCSDS Main Office – Office of the Executive Director
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	 US\$3,000-9000 % of the assessed amount, for Filipino resource users with no foreign collaborators (90% shall be paid upon entering into agreements or collaborations with commercial investors) % 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 	15 minutes	Accountant III PCSD Main Office- Administrative and Finance Division



				PCSD
		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
	TOTAL:	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.

Office or Division:	ECAN Zones Manag	ECAN Zones Management and Enforcement Division (EZMED)			
Classification:	Highly Technical				
Type of Transaction:	G2C – Government	to Citizen			
	G2G – Government	to Government			
Who may avail:	All				
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE			
1. Request Letter (1 original)		Applicant			
2. Biodata (1 original)	Applicant				
3. Endorsement of office	e/ organization/	Concerned institution/entity			
cooperative to which the prospective WEO					
belongs, duly signed by	the concerned				



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	taking			
	1.6 Dry-seal, record, release and notify applicant of the approval	None	1 day	Deputy Executive Director PCSDS Main Office – Office of the Executive Director
2. Proceed to the PCSD Main Office Permitting Section and receive the approved Deputation Order together with the corresponding Identification Card (ID) upon filling-up the Client Feedback Form	2.1 Issue the approved Deputation Order and the Identification Card (ID)	None	5 minutes	Permitting Section Chief PCSDS Main Office – EZMED
	TOTAL:	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.

Office/Division:	ECAN ZONES MAN (EZMED)	AGEMENT AND ENFORCEMENT DIVISION	
Classification:	Simple		
Type of	G2C – Government	to Citizen	
Transaction:	G2B – Government to Business entity		
	G2G – Government to Government		
Who may avail:	All		
Checklist OF RE	Checklist OF REQUIREMENTS WHERE TO SECURE		
1. Signed written requ	est (1 original) OR	Requesting party/ client	
signed intra-office memo (1 original)			
stating therein the con			
addresses and other p			
about the individual/s	or entity/ies		



CLIENTS STEPS	AGENCY ACTION	FEES TO	PROCESSING	
		BE PAID	TIME	RESPONSIBLE
1. Submit written	1.1 Receive and	None	10 minutes	Chief Administrative
request and other	record the			Officer
pertinent documents	submitted written			PCSDS Main Office-
to the PCSD Main	request and			Administrative and
Office Front Desk	pertinent			Finance Division
	documents			
	1.2 Forward to the	None	5 minutes	Deputy Executive
	Office of the Executive Director			Director PCSDS Main Office-
				Office of the Executive
				Director
	1.3 Endorse to	None	5 minutes	Deputy Executive
	EZMED-Permitting		• • • • • • • • • • • • • • • • • • • •	Director
	Section			PCSDS Main Office-
				Office of the Executive
	1.4 Verify from	None	10 minutes	Permitting Chief
	records if the PCSD			PCSDS Main Office-
	issued permits to			EZMED
	individuals named			
	in the request and			
	prepare the			
	requested			
	certification	Nama	E un instant	Division Objet
	1.5 Review the	None	5 minutes	Division Chief
	prepared certification			PCSDS Main Office- EZMED
	1.6 Sign the	None	10 minutes	Permitting Chief
	certification	None	10 minutes	PCSDS Main Office-
	Certification			EZMED
2. Pay permit fees at	2 1 Prepare		5 minutes	Permitting Chief
PCSD Main Office-	payment slip		0 111110100	PCSDS Main Office-
Cashier Window 2 by				EZMED
showing the Payment		Certification	10 minutes	Accountant III
Slip	payment and	Fee		PCSDS Main Office-
	issue Official	PHP 50		Administrative and
*Make sure to	Receipt			Finance Division
secure Official Receipt		Legal		
that will be issued upon		Research		
payment		Fund		
		PHP 10	40.1.1	
3. Proceed to the	3.1 Record and	None	10 minutes	Records
PCSD Main Office	release the signed			PCSDS Main Office-
Records Section and	Certification			Office of the Executive
receive the signed				
Certification upon filling-up the Client				
Feedback Form				
	TOTAL:	PHP 60	1 Hour and 10	
	IVIAL.			



	Minutes	

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.

Office/Division:	ECAN ZONES MANAGEMENT AND ENFORCEMENT DIVISION (EZMED)					
Classification:	Complex					
Type of	G2C – Government to Citizen					
Transaction:	G2B – Government to Business entity					
	G2G – Government	to Governme	ent			
Who may avail:	All	1				
Checklist OF RI	EQUIREMENTS		WHERE TO S	SECURE		
Signed written reques			party/ client (the	sis adviser) or		
signed intra-office me	mo	requesting a	igency			
If the data is for resea	rch/thesis proposal:					
a. Notarized Affidavit Affidavit of Non-Disclo	•	Requesting	party/ client			
Affidavit of Undertakir	ng template	PCSDS-EZN	PCSDS-EZMED Legal Section			
b. For students - An e from the concerned U Dean, aside from the written request (1 orig	niversity/College thesis adviser's	Institution/ university/ college concerned				
CLIENTS STEPS	AGENCY ACTION	FEES TO	PROCESSING	PERSON		
		BE PAID	TIME	RESPONSIBLE		
1. Submit written	1.1 Receive and	None	10 minutes	Chief Administrative		
request and other	record the			Officer		
pertinent documents	submitted written			PCSDS Main Office-		
at the PCSD Main	request and			Administrative and		
Officer Front Desk	pertinent			Finance Division		
	documents	NU				
	1.2 Assess the	None	3 days, 3	Division Chief PCSDS Main Office-		
	request and		hours	EZMED		
	Prepare the requested data and					
	draft letter-reply					
	1.3 Review the	None	2 hours	Division Chief		
	prepared data and		2	PCSDS Main Office-		
	the draft letter-reply			EZMED		



	1.4 Approve/sign the letter-reply	None	30 minutes	Executive Director PCSDS Main Office- Office of the Executive Director
2.Proceed to the PCSD Main Office Records Section and receive reply including the requested data upon filling-up the Client Feedback Form	2.1 Record and release the signed letter- reply including the requested data	None	10 minutes	Deputy Executive Director PCSDS Main Office- Office of the Executive Director
	TOTAL:	None	3 Days 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.

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



				PCSD
	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	Deputy Executive Director PCSDS Main Office- Office of the Executive Director
	1.4 Approve/sign the letter incorporating PCSDS' written legal opinion/ comment/ position	None	2 days	Executive Director PCSDS Main Office- Office of the Executive Director
2. Proceed to the PCSD Records Section and receive the requested legal opinion/ comment/ position paper upon filling-up the Client Feedback Form	2.0 Record and release the finalized and approved written legal opinion/ comment/ position paper	None	10 minutes	Deputy Executive Director PCSDS Main Office- Office of the Executive Director
	TOTAL:	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.

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



Transaction:	G2B – Government to Business entity G2G – Government to Government					
Who may avail:	All	enneni				
			WHERE TO	O SECURE		
(1 original)	equest for case evaluation	Requesting party/ client				
2. Other pertinent copy, each)	documents (1 certified true	Reques	ting party/ client			
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE		
1. Submit written request and other pertinent documents to the PCSD Main Office Front Desk	1.1. Receive and record the written request and other documents	None	10 minutes	Chief Administrative Officer PCSD Main Office Deputy Executive Director PCSDS Main Office-		
	1.2. Review/ evaluate the documents submitted by the requesting party/ client	None	2 days	Legal Services Section Chief PCSDS Main Office- OED/EZMED		
	1.3. Conduct investigation, including interview	None	5 days	Legal Services Section Staff PCSDS Main Office-		
	1.4. Consolidate all gathered information and evidence and prepare investigation report with recommendations/ proposed actions	None	3 days	OED/EZMED		
	1.5. Review the Investigator's Case Evaluation Report with recommendations/ proposed actions	None	2 days	Legal Services Section Chief PCSDS Main Office- OED/EZMED Deputy Executive Director PCSDS Main Office- Office of the Executive Director		
	1.6. Approve the Case	None	2 days	Executive Director		



	-			
	Evaluation Report with recommendations/			PCSDS Main Office-
				Office of the Executive
	proposed actions			Director
	1.7. Undertake appropriate action/s as recommended and as	None	5 days	Legal Services Section Chief PCSDS Main Office-
	approved by the ED and prepare letter informing client of			OED/EZMED
O Dession serve	action on investigation	Neree	E rectante e	Dereste Free estima
2. Receive copy	2.1 Record and release	None	5 minutes	Deputy Executive
of Letter				Director
Informing				PCSDS Main Office-
Client of				Office of the Executive
Action on				Director
Investigation				2
investigation	TOTAL:	None	10 Dave 15	
	IUTAL.	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.

Office/Division:	ECAN ZONES MANAGEMENT AND ENFORCEMENT DIVISION (EZMED)					
Classification:	Highly Technical					
Type of	G2C – Government to Cit	izen				
Transaction:	G2G – Government to Go	overnment				
Who may avail:	All					
Checklist OF	REQUIREMENTS		WHERE TO	SECURE		
Signed written reque	est (1 original)	Requestin	g party/ client/ a	igency		
Pertinent copies of s	supporting and/or other	Requestin	g party/ client/ a	igency		
necessary documen	y documents					
CLIENTS STEPS	AGENCY ACTION	FEES TO	PROCESSING	PERSON		
		BE PAID	TIME	RESPONSIBLE		
1. Submit written request including the necessary documentary requirements at PCSD Main Office	1.1 Receive, record and check the completeness of the submitted request and its supporting documents	None	15 minutes	Chief Administrative Officer, PCSDS Main Office		
Front Desk	1.2 Forward to the Office of the Executive Director	None	5 minutes	Deputy Executive Director PCSDS Main Office- Office of the		



				PCSD
				Executive Director
	1.3 Endorse to	None	5 minutes	Deputy Executive
	OED/EZMED-Legal			Director
	Services Section Staff			PCSDS Main Office-
				Office of the
				Executive Director
	1.4 Consolidate and	None	13 days	Legal Services
	study all the necessary			Section Chief
	documents submitted	None	1 days 7	PCSDS Main Office- OED/EZMED
	1.5 Draft the necessary complaint and attached	none	4 days, 7 hours	
	documentary evidence		nouis	
	1.4 Prepare letter of	None	1 day	Legal Services
	response regarding the			Section Chief
	approval/disapproval of			PCSDS Main Office-
	the request and forward			OED/EZMED
	to OED			
	1.5 Approve and sign	None	1 day	Executive Director
	response letter with			PCSDS Main Office-
	attached complaint and			Office of the
2. Proceed to the	documentary evidence 2.1 Record, Release and	None	30 minutes	Executive Director Deputy Executive
PCSDS Main	notify client	NONE	SU Minutes	Deputy Executive Director
Office-EZMED and				PCSDS Main Office-
Receive Response				Office of the
Letter upon filling-				Executive Director
up the Client				
Feedback Form or				
Receive the				
Response Letter				
via email.	TOTAL	NI : :		
	TOTAL:	None	19 days,7 hours, 55	
			minutes	
L			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.

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



Who may avail:	All			
	OF REQUIREMENTS WHERE TO SECURE			
Signed written reque		Requesting party/ client/ agency		
CLIENTS STEPS	AGENCY ACTION		PROCESSING	
1. Out mit no much at	4.4 December and and	BE PAID	TIME	RESPONSIBLE
1. Submit request including the necessary documentary	1.1 Receive, record and check the completeness of the submitted request and its supporting	None	15 minutes	Chief Administrative Officer, PCSDS Main Office
requirements at PCSD Main Office	documents			Deputy Executive Director
Front Desk				PCSDS Main Office- Office of the Executive Director
	1.2 Forward to the OED/EZMED Legal Service Section	None	15 minutes	Deputy Executive Director PCSDS Main Office- Office of the Executive Director
	1.3 Collect all the available documentary evidence	None	5 minutes	Legal Services Section Chief PCSDS Main Office- Office of the Executive Director
	1.4 Prepare criminal and/or administrative complaint with necessary documentary evidence	None	10 hours	Legal Services Section Chief PCSDS Main Office- EZMED
	1.5 File the complaint to the Prosecutor's Office	None	1 day	Legal Services Section Chief 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	Deputy Executive Director PCSDS Main Office- Office of the Executive Director
	TOTAL:	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.

Office/Division:	ECAN Education and Extension Division (EEED)				
Classification:	Simple				
Type of Transaction:	G2C- Government to	Citizen			
	G2B- Business Secto	or			
	G2G- Government to	other Go	vernment agency	and/or employee	
Who may avail:	All				
CHECKLIST OF R	EQUIREMENTS		WHERE TO S	SECURE	
1. Service request form	(1 original)		rontline Staff, PC ducation and Ext	SD Main Building- ension Division	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSIN G TIME	PERSON RESPONSIBLE	
1.Submit service request form at the PCSD Main Office	1.1 Receive service request form	None	5 Minutes		
ECAN Education and Extension Division Frontline Staff	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	<i>Division Chief</i> PCSD Main Building- ECAN Education and Extension Division	



				PCSD
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	
	TOTAL:	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.

Office/Division:	ECAN Education and	Extension Division (EEED)		
Classification:	Simple			
Type of Transaction:	G2C- Government to	G2C- Government to Citizens		
	G2B- Government to Business			
	G2G- Government to Government			
Who may avail:	All			
CHECKLIST OF R	REQUIREMENTS WHERE TO SECURE			
1. Request letter (1 Orig	inal)	Client		



			DDOCESSIN	PCSD PERSON
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSIN G TIME	RESPONSIBLE
1. Submit request letter to PCSDS Main Officer Front Desk	1.1 Receive request letter	None	5 Minutes	Chief Administrative Officer
Officer or email at oed@pcsd.gov.ph eeedpcsd@gmail.com/	1.2 Prepare reply letter and forward to Division Head	None	45 minutes	PCSDS Main Office - Administrative
eeed@pcsd.gov.ph or thru PCSDS Official Facebook page facebook.com/pcsd76	1.3 Review request and reply letter and forward to Executive Director	None	45 minutes	and Finance Division
11				Division Chief
				PCSD Main Building- ECAN Education and Extension Division
	1.2 Approve request	None	2 days	Executive Director
	and sign letter of reply			PCSD Main Building- Office of the Executive Director
2.Receive notification and/or approval of request via letter or email and fill out the	2.1 Record and release reply letter, notify client, and receive the filled	None	1 hour	Deputy Executive Director
Client Feedback form.	out Client Feedback form.			PCSD Main Building - Office of the Executive Director
	TOTAL:	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.

Office/Division:	ECAN Education and Extension Division (EEED)			
Classification:	Simple			
Type of Transaction:	G2C- Government to Citizens			
	G2G- Government to Government			
Who may avail:	Media, Academe and other Researchers			
Checklist OF REG	UIREMENTS		WHERE TO	SECURE
1. For Academe and oth	er Researchers:	Client		
Request letter (1 Origina	al)			
2. For Media:		Client		
Request thru text messa	aging or phone call			
CLIENTS STEPS	AGENCY	FEES	PROCESSIN	PERSON
	ACTION	TO BE PAID	G TIME	RESPONSIBLE
Academe & other Rese	earchers			
1. Submit letter of request to PCSDS Front Desk Officer or email at oed@pcsd.gov.ph eeedpcsd@gmail.com/	1.1 Receive letter of request and forward to the Office of the Executive Director	None	10 minutes	Chief Administrative Officer PCSDS Main Office - Administrative and Finance Division
eeed@pcsd.gov.ph or thru PCSDS Official Facebook page facebook.com/pcsd76 11				<i>Division Chief</i> PCSD Main Building- ECAN Education and
Clients should indicate their contact details for	1.2 Approve request and	None	2 days	Extension Division Executive Director
immediate feedback. (Indicate the name of the interviewer, agency, designation,	forward request to concerned Division/person- in-charge			PCSD Main Building- ECAN Education and Extension Division



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

Office/Division:	ECAN Education and Extension Division (EEED)			
Classification:	Simple			
Type of Transaction:	G2C- Governmen	t to Citizens	;	
	G2G- Government to Government			
Who may avail:	Media, Academe	and other R	esearchers, oth	er partners
Checklist OF REQ	UIREMENTS		WHERE TO	SECURE
1. Request letter (1 Orig	inal)	Client		
CLIENTS STEPS	AGENCY	FEES	PROCESSIN	PERSON
	ACTION	TO BE PAID	G TIME	RESPONSIBLE
1. Submit letter of request to PCSDS	1.1 Receive letter and	None	10 minutes	Chief Administrative Officer
Front Desk Officer or email at oed@pcsd.gov.ph	forward to the Executive Director			PCSDS Main Office- Administrative and Finance Division
eeedpcsd@gmail.com/ eeed@pcsd.gov.ph or thru PCSDS Official				Division Chief
Facebook page facebook.com/pcsd76 11				PCSD Main Building- ECAN Education and Extension
Clients should indicate their contact details for immediate feedback.				Division
	1.2 Review and	None	2 days	Executive Director
	approve request and forward to Division In- charge			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	Division Chief PCSD Main Building- ECAN Education and Extension



				1000
Client Feedback form.	schedule (if approved), notify client and receive the filled-out Client Feedback form.			Division
	TOTAL:	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.

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



				PCSD
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	Executive Director 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	Division Chief PCSD Main Building- ECAN Education and Extension Division
TOTAL:		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.

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



CLIENTS STEPS	AGENCY	FEES	PROCESSIN	PERSON
	ACTION	TO BE PAID	G TIME	RESPONSIBLE
1. Submit letter of request to PCSDS	1.1 Receive letter and	None	15 minutes	Chief Administrative Officer
Front Desk Officer or thru email at oed@pcsd.gov.ph	forward the Office of the Executive Director			PCSDS Main Office- Administrative and Finance Division
eeedpcsd@gmail.com/ eeed@pcsd.gov.ph or thru PCSDS Official Facebook page				Division Chief
facebook.com/pcsd76 11				PCSD Main Building- ECAN Education and Extension Division
Clients should indicate their contact details for	1.2 Review and	None	2 days	Executive Director
immediate feedback.	approve request and forward to Division In- charge			PCSD Main Building- ECAN Education and Extension Division
	1.3 Receive Approved		15 minutes	Division Chief
	request and calendar schedule (if approved)			PCSD Main Building- ECAN Education and Extension Division
2. Receive notification	2.1 Notify client	None	1 hour	Division Chief
and/or approval of request via letter or email and fill out the Client Feedback form.	and receive the filled out Client Feedback form.			PCSD Main Building- ECAN Education and Extension Division
	TOTAL:	None	2 days, 1 hour and 30 minutes	



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.

Office/Division:	ECAN Education and Extension Division (EEED)				
Classification:	Simple				
Type of Transaction:	G2C- Government	to Citizens	5		
	G2G- Government to Government				
Who may avail:	Academe, NGA, LC	GU, other o	concerned stake	holders	
Checklist OF REG	UIREMENTS		WHERE TO	SECURE	
1. Request letter (1 Orig	ginal) Client				
CLIENTS STEPS	AGENCY	FEES	PROCESSIN	PERSON	
	ACTION TO BE G TIME PAID			RESPONSIBLE	
1. Submit letter of	1.1 Receive letter			Division Chief	
request to PCSDS Front Desk Officer or thru email at oed@pcsd.gov.ph	and forward to the Office of the Executive Director	None	15 minutes	PCSD Main Building- ECAN Education and Extension Division	
eeedpcsd@gmail.com/ eeed@pcsd.gov.ph or	1.2 Review and	None	2 days	Executive Director	
thru PCSDS Official Facebook page facebook.com/pcsd76 11	approve request and forward to Division In-charge			PCSD Main Building- ECAN Education and Extension Division	
	1.3 Receive	None	15 minutes	Division Chief	
	approved request and logbook schedule (if approved)	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	Division Chief PCSD Main Building-	



				1000
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.

Office/Division	Administrativa	and Finance Division	accuration Office	1		
Office/Division: Classification:	Administrative and Finance Division – Accounting Office					
	Simple	and the Oitimer				
Type of		ment to Citizen				
Transaction:	G2B – Government to Business G2G – Government to Government					
			II			
Who may avail:		may include any of the fo	5			
		ees of the government or	private sector			
		ment agencies				
		vernment organizations				
	- Acaden - Resear	nic institutions				
	- Genera	1	ving for pormit/ala	oronoo or boing		
		proponents whether apply	ying for permit/cle	arance or being		
	penalized					
CHECKLIS	Permittees whether applying for permit or being penalized WHERE TO SECURE					
REQUIREM	-	VVIILN				
Assessment slip (1	-	District Management Divi	sions (DMDs), or			
	- ····································	ECAN Zones Manageme		ent Division		
		(EZMED), or				
		ECAN Monitoring and Ev	aluation Division	(EMED), or		
		PCSDS Front Desk, or				
		Office of the Executive Di	irector – PCSD Se	ecretariat (for		
		SEP Clearance payments	s), or	·		
		Office of the Executive Di	irector – Records	Office (for SEP		
	Clearance payments), or					
	Office of the Executive Director – PAB (PCSD Adjudication					
	Board) Secretariat (for payment of penalties)					
CLIENT STEPS	AGENCY	FEES TO BE PAID PROCESSING PERSON				
	ACTION	TIME RESPONSIBLE				
1. Submit	1.1 Collecting	None	1 minute	Chief		
Assessment Slip to				Administrative		
Collecting Officer	validate			Officer		



				PCSD
in the Accounting	Assessment			PCSD Main
Office Window or	Slip in terms			Office-
at any branch of	of			Administrative
Palawan Express	completeness			and Finance
Pera	and accuracy			Division
Padala(PEPP)				
	1.2. Notify the			District Manager
	cashier if			District
	payment is			Management
	made at			Office
	PEPP			concerned DMO
				(North, South, or
				Calamian)
2. Pay the fee	2.1 Receive	ISSUANCE OF ECAN	1 hour	Chief
based on	payment	ZONING	THOU	Administrative
	payment	CERTIFICATION		Officer
assessment slip	2.2 Issue	ECAN Zoning		PCSD Main
*Make sure to	Official	Certification – PHP 200		Office-
secure Official		Certification – PHP 200		Administrative
	Receipt or	Drinting of man (antional		
Receipt that will be	Official	Printing of map (optional		and Finance
issued upon	Receipt	upon request) PHP 250		Division
payment	number		<u> </u>	
	<u>TOTAL</u>	PHP 200, additional	<u>1 hour 1 minute</u>	
		PHP per map printing		0111
2. Pay the fee	2.1 Receive	ISSUANCE OF SEP		Chief
based on	payment	CLEARANCE FOR		Administrative
assessment slip		CATEGORY A-D	10 minutes	Officer PCSD
	2.2 Issue	PROEJCTS		Main Office-
	Official	SEP Clearance Fee		Administrative
	Receipt	Category A – PHP 5,000		and Finance
		Category B – PHP 2,000		Division
		Category D – PHP		
		3,000		
		Certification of No		
		Pending Case		
		PHP 50		
		Legal Research Fund		
		PHP 10		
	<u>TOTAL</u>	PHP 5060 (Category A)	<u>11 minutes</u>	
		PHP 2060 (Category B)		
		PHP 3060 (Category D)		
2. Pay the fee	2.1 Receive	Request for Issuance	15 minutes	Chief
based on	payment	of Gratuitous Permit		Administrative
assessment slip				Officer
	2.2 Issue	Gratuitous Permit Fee		PCSD Main
	Official	PHP 100		Office-
	Receipt			Administrative
	-	Certification of No		and Finance
		Certification of No		and Finance



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



	-			PCSD
		I. CITES Species x. Inspection fee: PHP 150 xi. Permit Fee: PHP 250 xii. Certificate of No Pending Case PHP 50 xiii. Legal Research Fee: PHP 10 II.Non-CITES Species xiv. Inspection fee: PHP 150 xv. Permit Fee: PHP 150 xvi. Legal Research Fee: PHP 10 xvii. Reissuance fee for CITES Permit: PHP 250 and Legal Research Fee: PHP 10 Reissuance fee for Non- CITES PHP 150 Legal Research Fund PHP 10		
	TOTAL	Starts at PHP 150 depending on the type	<u>16 minutes</u>	
2. Pay the fee based on assessment slip	2.1 Receive payment 2.2 Issue Official Receipt	of Permit or Certification Issuance of Wildlife Clearance Wildlife Clearance PHP 300 Certificate of No Pending Case PHP50 Legal Research Fund	15 minutes	Chief Administrative Officer PCSD Main Office- Administrative and Finance Division
	TOTAL	PHP 10	10	
2. Pay the fee	2.1 Receive	PHP360 Issuance of Certificate	<u>16 minutes</u> 5 minutes	Chief
based on assessment slip	payment	of Wildlife Registration	5 111110185	Administrative Officer
	2.2 Issue	Certificate of No		PCSD Main



				PCSD
	Official	Pending Case Php50		Office-
	Receipt			Administrative
		Legal Research Fund		and Finance
		PHP 10		Division
		PhP 350/head, for		
		threatened terrestrial		
		and aquatic fauna		
		PhP150/species, for		
		threatened flora species		
		incatched hora species		
		PhP 200/head, for exotic		
		fauna w/c are kept in		
		houses/by private		
		individuals		
		DhD 250/haad of former		
		PhP 350/head of fauna;		
		150/species of flora, for		
		exotic flora and fauna		
		w/c are used for		
		educational purposes		
		and/or commercial-		
		related activities e.g.		
		display in restaurants,		
		etc.		
	TOTAL	Starts at PHP60 plus	<u>6 minutes</u>	
		total number of heads of		
		wildlife/species		
2. Pay the fee	2.1 Receive	Issuance of Wildlife	1 hour	Chief
based on	payment	Special Use Permit for		Administrative
assessment slip		Other Uses		Officer
	2.2 Issue			PCSD Main
	Official	PhP 300 for all wildlife		Office-
	Receipt	for shows/exhibition		Administrative
				and Finance
		PhP 50 for all wildlife for		Division
		educational purposes		
		PhP 300 for all wildlife		
		for documentation for		
		commercial purposes		
		Certificate of No		
		Pending Case PHP50		
		Legal Research Fund		
		PHP 10		
	ΤΟΤΑΙ		1 hour and 1	
	<u>TOTAL</u>	Starts at PHP 110	<u>1 hour and 1</u>	
1		depending on the type	<u>minute</u>	



		of special use for wildlife		
2. Pay the fee	2.1 Receive	Issuance of	15 minutes	Chief
based on	payment	Bioprospecting		Administrative
assessment slip		Undertaking (BU)		Officer
	2.2 Issue			PCSD Main
	Official	Bioprospecting		Office-
	Receipt	Undertaking Fee		Administrative
		PHP 500		and Finance
				Division
		•US\$3,000-9000		
		10 % of the assessed		
		amt, for Filipino		
		resource users with no		
		foreign collaborators		
		(90% shall be paid upon		
		entering into		
		agreements or		
		collaborations with		
		commercial investors)		
		3% of the assessed amt,		
		for resource user who is		
		a Filipino student whose		
		bioprospecting research		
		is in fulfillment of		
		academic requirement in		
		a local institution and is		
		undertaking the research with no foreign		
		collaborator or investors		
		(97% shall be paid upon		
		entering into		
		collaborations or		
		agreements with		
		persons with		
		commercial interests for		
		the use of the		
		specimens or findings of		
		the research) 15 minutes	40	
2 Dov the fee	2 1 Receive	Starts at PHP500	<u>16 minutes</u>	Chiat
2. Pay the fee based on	2.1 Receive payment	Issuance of Wildlife Farm Permit	15 minutes	Chief Administrative
assessment slip	μαγιτιστιί			Officer
	2.2 Issue	Permit Fee:		PCSD Main
	Official	Small Scale PHP 2,300		Office-
	Receipt			Administrative
		Medium Scale		and Finance
		PHP 4,240		Division



				FC3D
		Large Scale PHP 5,460		
	<u>TOTAL</u>	PHP2300 (Small Scale)	<u>16 minutes</u>	
		PHP4240 (Medium		
		<u>Scale)</u>		
		PHP5460 (Large Scale)		
2. Pay the fee	2.1 Receive	Issuance of Wildlife	15 minutes	Chief
based on	payment	Special Use Permit		Administrative
assessment slip				Officer
	2.2 Issue	Permit Fee:		PCSD Main
	Official	RFF (AO 5) PHP 500		Office-
	Receipt			Administrative
		OFP (AO 12) PHP 1,000		and Finance
				Division
		Certification of		
		No Pending Case Fee		
		PHP 50		
		Legal Research Fee		
		PHP 10		
	TOTAL	PHP560 (WSUP for	16 minutes	
		RFF)		
		PHP1060 (WSUP for		
		AO12)		
2. Pay the fee	2.1 Receive	Local Transport Permit	1 hour	Chief
based on	payment	(LTP)		Administrative
assessment slip				Officer
	2.2 Issue	LTP Fee – PHP 200		PCSD Main
	Official			Office-
	Receipt	Charges – PHP		Administrative
		30/head for live reef		and Finance
		fish		Division
				Different
		PHP 15/head for fresh		
		reef fish		
		PHP 10/head for		
		ornamental fish		
	TOTAL	Starts at PHP260	1 hour and 1	
			minute	
2. Pay the fee	2.1 Receive	Issuance of Wildlife	15 minutes	Chief
based on	payment	Collector's Permit for		Administrative
assessment slip	payment	Species under AO12		Officer
assessment silp	2.2 Issue	Opecies under AOTZ		PCSD Main
	Official	Application Fee:		Office-
		PhP 500 for terrestrial		Administrative
	Receipt			
		wildlife		and Finance
		PhP 500 for Aquatic		Division
		wildlife		
		Collection Charges:		



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



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



2.2 Issue Official	Certificate of		PCSD Main
Receipt	Registration PHP 100 (for New Applications) PHP 500 (for Renewal)		Office- Administrative and Finance Division
	Certification of No Pending Case PHP 50		
	Legal Research Fund PHP 10		
TOTAL	PHP160	1 hour and 1 minute	
2.1 Receive payment	Issuance of Permit to Sell	1 hour	Chief Administrative Officer
2.2 Issue Official Receipt	Permit to Sell PHP 500 Certification of No Pending Case PHP 50		PCSD Main Office- Administrative and Finance Division
	Legal Research Fund PHP 10		
TOTAL	PHP 560	1 hour and 1 minute	
2.1 Receive payment 2.2 Issue Official Receipt	Issuance of Special Use Permit Special Use Permit PHP 300 Certification of No Pending Case PHP 50	1 hour	Chief Administrative Officer PCSD Main Office- Administrative and Finance Division
	Legal Research Fund PHP 10		
		minute	
2.1 Receive payment 2.2 Issue Official Receipt	Issuance of Transport Permit Transport Permit PHP 100 Certification of No	1 hour	Chief Administrative Officer PCSD Main Office- Administrative and Finance
	2.1 Receive payment 2.2 Issue Official Receipt 2.1 Receive payment 2.2 Issue Official Receipt 2.2 Issue Official Receipt 2.1 Receive payment 2.2 Issue Official Receipt	PHP 500 (for Renewal)Certification of No Pending Case PHP 50TOTALCertification of No Pending Case PHP 10TOTALPHP1602.1 Receive paymentIssuance of Permit to Sell2.2 Issue Official ReceiptPermit to Sell PHP 500Certification of No Pending Case PHP 502.1 Receive paymentPermit to Sell PHP 5002.2 Issue Official ReceiptPermit to Sell PHP 500Image: Comparison of No Pending Case PHP 102.1 Receive paymentIssuance of Special Use Permit PHP 3002.1 Receive paymentSpecial Use Permit PHP 3002.2 Issue Official ReceiptSpecial Use Permit PHP 300Certification of No Pending Case PHP 50Legal Research Fund PHP 300Certification of No Pending Case PHP 50Legal Research Fund PHP 300Certification of No Pending Case PHP 50Legal Research Fund PHP 10TOTALPHP 3602.1 Receive payment2.2 Issue Official2.1 Receive payment2.2 Issue OfficialTransport Permit PHP 100	PHP 500 (for Renewal)Certification of No Pending Case PHP 50Legal Research Fund PHP 10TOTALPHP1601 hour and 1 minute2.1 Receive paymentIssuance of Permit to Sell2.2 Issue Official ReceiptPermit to Sell PHP 500Certification of No Pending Case PHP 50Legal Research Fund PHP 101 hour and 1 minute2.1 Receive paymentIssuance of Special Use Permit2.1 Receive payment2.1 Receive paymentLegal Research Fund PHP 300PHP 50Certification of No Pending Case PHP 50Legal Research Fund PHP 10PHP 50Legal Research Fund PHP 300Certification of No Pending Case PHP 50Legal Research Fund PHP 300Certification of No Pending Case PHP 50Legal Research Fund PHP 10Certification of No Pending Case PHP 50Legal Research Fund PHP 101 hour and 1 minute2.1 Receive paymentLegal Research Fund PHP 102.1 Receive paymentLegal Research Fund PHP 101 hour and 1 minute2.1 Receive payment2.2 Issue OfficialCase PHP 100TOTALPHP 100



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



			minute	
2. Pay the fee based on assessment slip	2.1 Receive payment2.2 Issue Official Receipt	Issuance of Certification as to Wildlife Conservation Status Certification of No Pending Case PHP 50	15 minutes	Chief Administrative Officer PCSD Main Office- Administrative and Finance Division
		Legal Research Fund PHP 10		
	TOTAL	<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	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	15 minutes	Chief Administrative Officer PCSD Main Office- Administrative and Finance Division
		Certification Fee PHP 50 Legal Research Fund PHP 10		
	TOTAL	<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.

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



		PCSD
Who may avail:	 Employees of PCSDS 	
	 Government agencies 	
	 Non-government orga 	nizations
	- Supplier of goods and	services
	- Academic institutions	
	- Researchers	
	- General public	
CHECKLIST OF	REQUIREMENTS	WHERE TO SECURE
COA Documentary Require		
transaction (COA Circular 2	•	
2012		
2012		
Solony and DEDA		
Salary and PERA A. Individual Claim		
	oved Appointment (1 Original	2 nd Electric luman Descurse Linit
Copy, 1 ph		2 nd Floor Human Resource Unit,
	nt Order, if applicable (1	PCSD Bldg
•	ppy and 1 photocopy)	
6	rue Copy of Oath of Office (1	2nd Floor Human Resource Unit,
	ppy and 1 photocopy)	PCSD Bldg
_	of Assumption (1 Original	
Copy and 2	1 photocopy)	2nd Floor Human Resource Unit,
5. Statement	of Assets, Liability and Net	PCSD Bldg
worth (1 O	riginal Copy and 1	
photocopy)		2nd Floor Human Resource Unit,
6. Approved DTR (1 Original Copy and 1		PCSD Bldg
photocopy)		2nd Floor Human Resource Unit,
	Iding certificates (Forms	PCSD Bldg
	2305) (1 Original Copy and 1	
photocopy)		2nd Floor Human Resource Unit,
-	ormation on New Employee Copy and 1 photocopy)	PCSD Bldg
(S	om the claimant and	
	on documents, if claim by	BIR Office, Rizal Ave., Puerto
	er than payee from the	Princesa City
	ffice (1 Original Copy and 1	
photocopy		2nd Floor Human Resource Unit,
	ox "A" Obligation Request	PCSD Bldg
	Driginal Copy and 1	
photocopy))	
11. Certified Bo	ox "A" Disbursement	Notary Public
Voucher (1	Original Copy and 1	
photocopy)		
B. Transferee		
	from money, property and	
legal accou	untabilities (1 Original Copy	



		PCSD
	and 1 photocopy)	From Division emanating the request
2.	Certified True Copy of pre-audited	
	disbursement of last salary from the	
	previous office (1 Original Copy and 1	From Division emanating the request
	photocopy)	
3.	BIR Form 2316(1 Original Copy and 1	
	photocopy)	
4.	Certificate of Available Leave Credits	2nd Floor Human Resource Unit,
	(1 Original Copy and 1 photocopy)	PCSD Bldg
5.	Service Records (1 Original Copy and	
_	1 photocopy)	
6.	Certified Box "A" Obligation Request	
	Status (1 Original Copy and 1	From Accounting of previous office
_	photocopy)	
7.	Certified Box "A" Disbursement	
	Voucher (1 Original Copy and 1	
	photocopy)	
	(if deleted from payroll)	From Accounting of previous office
1.	Approved DTR (1 Original Copy and 1	
2	photocopy)	From HR of previous office
۷.	Notice of Assumption (1 Original Copy	
2	and 1 photocopy)	From HR of previous office
5.	Approved application for leave, clearances and medical certificate (5	
	days sick leave or more) (1 Original	From Division emanating the request
	Copy and 1 photocopy)	5 1
4	Certified Box "A" Obligation Request	
т.	Status (1 Original Copy and 1	From Division emanating the request
	photocopy)	i form Difficient officiality and requeet
5	Certified Box "A" Disbursement	
0.	Voucher (1 Original Copy and 1	
	photocopy)	and Elear Human Descurse Unit
D. Salary	Differential due to promotion or step	2nd Floor Human Resource Unit,
incren		PCSD Bldg
	CTC of approved appointment for	
	promotion or NOSA for step	2nd Floor Human Resource Unit,
	increment/salary increase (1 Original	PCSD Bldg
	Copy and 1 photocopy)	
2.	Certificate of assumption (1 Original	2nd Floor Human Resource Unit,
	Copy and 1 photocopy)	PCSD Bldg
3.	Approved DTR or certification that	
	employee has not incurred leave	
	without pay (1 Original Copy and 1	From Division emanating the request
	photocopy)	3.4.4.4.4.4.4.4.4.4.4.4.4.4.4.4.4.4.4.4
4.	Certified Box "A" Obligation Request	
	Status (1 Original Copy and 1	From Division emanating the request
	photocopy)	i tem Emolen emandung the request



	PCSD
Certified Box "A" Disbursement	
Voucher (1 Original Copy and 1	
photocopy)	
E. Last Salary	2nd Floor Human Resource Unit,
 Clearance from money, property and 	PCSD Bldg
legal accountabilities (include written	
undertakings) (1 Original Copy and 1	
photocopy)	
2. Approved DTR (1 Original Copy and 1	2nd Floor Human Resource Unit,
photocopy)	PCSD Bldg
3. Certified Box "A" Obligation Request	
Status (1 Original Copy and 1	2nd Elect Human Bassuras Linit
photocopy)	2nd Floor Human Resource Unit, PCSD Bldg
4. Certified Box "A" Disbursement	F COD Bldg
Voucher (1 Original Copy and 1	
photocopy)	
F. Salary due to heirs of deceased employee	From Division and the second
1. Same requirements as those for last	From Division emanating the request
salary (1 Original Copy and 1	
photocopy)	
2. Additional	From Division emanating the request
 Death certificate authenticated 	
by PSA (1 Original Copy and 1	
photocopy)	
Marriage contract authenticated	2nd Floor Human Resource Unit,
by PSA, if applicable (1 Original	PCSD Bldg
Copy and 1 photocopy)	5
Birth certificate of surviving heirs	
authenticated by PSA (1 Original	
Copy and 1 photocopy)	2nd Floor Human Resource Unit,
 Designation of next of kin (1 	
Original Copy and 1 photocopy)	PCSD Bldg
Waiver of right of children 18	
years old and above (1 Original	From Division emanating the request
Copy and 1 photocopy)	
3. Certified Box "A" Obligation Request	From Division emanating the request
Status (1 Original Copy and 1	
photocopy)	
4. Certified Box "A" Disbursement	
Voucher (1 Original Copy and 1	
photocopy)	(see where to secure requirements
G. Claim through ATM Payroll	of Last Salary)
1. Salary Payroll (1 Original Copy and 1	
photocopy)	
2. Payroll register (hard and soft copy) (1	Philippine Statistic Authority, Malvar
Original Copy and 1 photocopy)	Street
3. Letter to the bank to credit employees'	
ı - J	<u> </u>



	PCSD
account (1 Original Copy and 1	
photocopy)	
Validated deposited slip (1 Original	
Copy and 1 photocopy)	Philippine Statistic Authority, Malvar
5. Certified Box "A" Obligation Request	Street
Status (1 Original Copy and 1	oneer
photocopy)	
6. Certified Box "A" Disbursement	
Voucher (1 Original Copy and 1	
photocopy)	Philippine Statistic Authority, Malvar
H. Maternity Leave	Street
1. CTC of approved application for leave	
(1 Original Copy and 1 photocopy)	
2. CTC maternity leave clearance (1	
Original Copy and 1 photocopy)	Notary Public
3. Medical certificate for maternity leave	
(1 Original Copy and 1 photocopy)	
4. Additional requirement for unused	Natan Dublia
maternity leave (upon assumption	Notary Public
before the expiration of the 60-day	
maternity leave)	
Medical certificate that the	
employee is physically fit to work	From Division emanating the request
(1 Original Copy and 1	
photocopy)	
 Certificate of assumption (1 	From Division emanating the request
Original Copy and 1 photocopy)	
Approved DTR (1 Original Copy and 1 photosopy)	
and 1 photocopy)	2nd Floor Human Resource Unit,
5. Certified Box "A" Obligation Request	PCSD Bldg
Status (1 Original Copy and 1	2nd Floor Human Resource Unit,
photocopy)	PCSD Bldg
6. Certified Box "A" Disbursement	FCSD blug
Voucher (1 Original Copy and 1	
photocopy)	2nd Floor Human Resource Unit,
I. RATA	PCSD Bldg
1. Copy of office order/appointment (1 st	
payment) (1 Original Copy and 1	LBP – PPC Branch Rizal Ave.
photocopy)	
2. Certificate of assumption (1 st payment)	
(1 Original Copy and 1 photocopy)	From Division emanating the request
3. Certification that official/employee did	
not use government vehicle and is not	
assigned any government vehicle (1	
Original Copy and 1 photocopy)	From Division emanating the request
4. Certificate or evidence of service	
rendered or approved DTR (1 Original	



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		PCSD
L. Mid-Year and	d Year-end Bonus	
1. Payrol	Il and Register (1 Original Copy	
and 1	photocopy)	
2. Letter	to Bank to credit employees	2nd Floor Human Resource Unit,
accou	nt (1 Original Copy and 1	PCSD Bldg
photod		I COD Didg
3. Valida	ted deposit slips (1 Original Copy	
	photocopy)	Zhu Fibbi Human Resource Unit,
4. Certifi	ed Box "A" Obligation Request	PCSD Bldg
	(1 Original Copy and 1	
photod		
	ed Box "A" Disbursement	From Division emanating the request
Vouch	er (1 Original Copy and 1	
photod		
M. Terminal Lea	137	From Division emanating the request
	clearance (1 Original Copy and 1	
photod		
•	ed photocopy of employees leave	
	is at last date of service duly	
	d by Personnel Officer and	2nd Floor Human Resource Unit,
	Certificate of leave credits issued	PCSD Bldg
	min/HR Office (1 Original Copy	
-	photocopy)	
	ved leave application (1 Original	Accounting from previous office
	and 1 photocopy)	
	lete service record (1 Original	
-	and 1 photocopy)	2nd Floor Human Resource Unit,
	(1 Original Copy and 1	PCSD Bldg
photod		
•	ed photocopy of	2nd Floor Human Resource Unit,
	ntment/NOSA (1 Original Copy	PCSD Bldg
	photocopy)	
	utation of Terminal Leave	
	d/certified by Accountant (1	
	al Copy and 1 photocopy)	LBP PPC Branch Rizal Ave
•	ant authority (in affidavit form) to	
	t all financial obligations with	
	(1 Original Copy and 1	From Division emanating the request
photod		
•	vit of applicant that there is no	
	ng criminal investigation or	From Division emanating the request
•	cution against him/her (RA 3019)	3
	ginal Copy and 1 photocopy)	
· · ·	nation letter duly accepted by	
•	of Agency for resignation (1	2nd Eleor Human Bassures Linit
	al Copy and 1 photocopy)	2nd Floor Human Resource Unit,
•	e of death of claimant	PCSD Bldg
11.11.043		



	PCSD
Death certificate authenticated	
	2nd Floor Human Resource Unit,
photocopy)	PCSD Bldg
Marriage contract authenticated	
by PSA (1 Original Copy and 1	
photocopy)	
Birth certificate of all surviving	
legal heirs authenticated by PSA	
(1 Original Copy and 1	
photocopy)	
Designation of next of kin (1	From Division emanating the request
Original Copy and 1 photocopy)	
Waiver of rights of children 18	
years old and above (1 Original	From Division emanating the request
copy and i photocopy)	Tiom Division emanating the request
12. Certified Box "A" Obligation Request	
Status (1 Original Copy and 1	
photocopy) 13. Certified Box "A" Disbursement	
Voucher (1 Original Copy and 1	and Floor Llumon Descures Linit
photocopy)	2nd Floor Human Resource Unit,
N. Monetization	PCSD Bldg
1. Approved leave application (10 days)	
with leave credit balance certified by	2nd Floor Human Resource Unit,
the HR Officer (1 Original Copy and 1	PCSD Bldg
photocopy)	
2. Request for leave covering more than	LBP PPC Branch Rizal Ave.
ten days duly approved by Head of	
Agency (1 Original Copy and 1	
photocopy)	From Division emanating the request
3. 50% or more	
 Clinical abstract/medical 	From Division emanating the request
procedures to be undertaken in	
case of health, medical and	
hospital needs (1 Original Copy	
and 1 photocopy)	2nd Floor Human Resource Unit,
Barangay certification in case of	PCSD Bldg
need for financial assistance	
brought about by calamities (1	2nd Floor Human Resource Unit,
Original Copy and 1 photocopy) 4. Certified Box "A" Obligation Request	PCSD Bldg
4. Certified Box A Obligation Request Status (1 Original Copy and 1	
photocopy)	
5. Certified Box "A" Disbursement	
Voucher (1 Original Copy and 1	
photocopy)	
P.100000937	



	PCSD
O. Collective Negotiation Agreement	2nd Floor Human Resource Unit,
1. Resolution signed by both parties	PCSD Bldg
incorporating the guidelines/criteria for	
granting of incentive (1 Original Copy	and Elear Lluman Descurse Linit
and 1 photocopy)	2nd Floor Human Resource Unit,
2. Comparative statement of DBM	PCSD Bldg
approved level of operating expenses	2nd Floor Human Resource Unit,
and actual operating expense (1	PCSD Bldg
Original Copy and 1 photocopy)	
3. Copy of agreement (1 Original Copy	2nd Floor Human Resource Unit,
and 1 photocopy)	PCSD Bldg
4. Certificate issued by Head of Agency	
on total amount of unencumbered	2nd Floor Human Resource Unit,
savings generated from cost cutting	PCSD Bldg
measures identified in the agreement	
which resulted from the joint efforts of	
labor and management	
systems/productivity/income	2nd Floor Human Resource Unit,
	PCSD Bldg
improvement (1 Original Copy and 1	
photocopy) 5. Proof that the planned	
programs/activities/projects have been	2nd Floor Human Resource Unit,
	PCSD Bldg
implemented and completed in	
accordance with targets for the year. (1	
Original Copy and 1 photocopy)	
6. Certified Box "A" Obligation Request	
Status (1 Original Copy and 1	2nd Floor Human Resource Unit,
photocopy) 7. Certified Box "A" Disbursement	
	PCSD Bldg
Voucher (1 Original Copy and 1	
photocopy)	
Local Daily Travel Expense (DTE) A. Cash Advance	Philippine Statistic Authority, Malvar
1. Approved Travel Order (1 Original	Street
Copy and 1 photocopy)	
2. Approved Itinerary of Travel (1 Original	
Copy and 1 photocopy)	Philippine Statistic Authority, Malvar
3. Invitation and Program for Seminar,	Street
Meeting and Workshops (1 Original	Sileet
Copy and 1 photocopy)	
4. Previous cash advance is liquidated (1	
Original Copy and 1 photocopy)	
5. Certified Box "A" Obligation Request	Philippine Statistic Authority, Malvar
Status (1 Original Copy and 1	Street
photocopy)	
6. Certified Box "A" Disbursement	
Voucher (1 Original Copy and 1	

L



Г	PCSD
photocopy)	
B. Payment/Reimbursement/Liquidation	
 Approved Travel Order by Head of Agency (1 Original Copy and 1 	Notary Public
photocopy)	
2. Approved Itinerary of Travel (1 Original	
Copy and 1 photocopy)	Notary Public
3. Invitation for Seminar, Meetings and	
Workshops (1 Original Copy and 1	
photocopy)	From Division emanating the request
4. Boarding pass, billing and tickets	
(plane, boat or bus) (1 Original Copy	
and 1 photocopy)	From Division emanating the request
5. Official receipt (OR) for tickets (1	
Original Copy and 1 photocopy)	
6. Certificate of Appearance (1 Original	
Copy and 1 photocopy)	2nd Floor Human Resource Unit,
7. Certificate of Travel Completed (1	PCSD Bldg
Original Copy and 1 photocopy)	
8. Reimbursement/Liquidation Report (1	
Original Copy and 1 photocopy)	
9. Hotel bill and OR for claim of	2nd Floor Human Resource Unit,
accommodation (1 Original Copy and 1	PCSD Bldg
photocopy) 10. Approved Absolute Necessity of	J J
Expense by Head of Agency for related	
expenses incurred (including but not	
limited to accommodation) (1 Original	
Copy and 1 photocopy)	
11. Reimbursement Expense Receipt (1	Certifying Physician
Original Copy and 1 photocopy)	
12. Certification of below Php 300.00 for	
expenses not requiring receipt (1	
Original Copy and 1 photocopy)	
13. Back to Office Report (1 Original Copy	
and 1 photocopy)	
14. Approved DTR (1 Original Copy and 1	Residence's Barangay Hall
photocopy)	
15. Revised Approved TO and IT for	
change in schedule (1 Original Copy	
and 1 photocopy)	From Division opposition the regulat
16. Certified Box "A" Obligation Request	From Division emanating the request
Status (1 Original Copy and 1 photocopy)	
17. Certified Box "A" Disbursement	
Voucher (1 Original Copy and 1	From Division emanating the request
photocopy)	



	PCSD
Foreign Daily Travel Expense (DTE)	
A. Cash Advance	
1. Approved Authority to Travel by	
Secretary or PCSD Chairperson (1	
	PCSDS Employees Association
Original Copy and 1 photocopy)	
2. Approved Itinerary of Travel (1 Original	
Copy and 1 photocopy)	
3. UNDP Index (1 Original Copy and 1	ond Elean Aslasia istrativa and Einen as
photocopy)	2 nd Floor Administrative and Finance
4. Foreign Exchange Rate (1 Original	Division
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
Certified Box "A" Obligation Request	
Status (1 Original Copy and 1	4 th Floor Office of Executive Director
photocopy)	
8. Certified Box "A" Disbursement	
Voucher (1 Original Copy and 1	
photocopy)	
B. Payment/Reimbursement/Liquidation	
 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)	3 rd Floor ECAN Planning, Research
4. Boarding pass, billing and tickets	<u> </u>
	and Policy Division
(plane, boat or bus) (1 Original Copy	
and 1 photocopy)	
5. Official receipt (OR) for tickets (1	
Original Copy and 1 photocopy)	
6. Certificate of Appearance (1 Original	
Copy and 1 photocopy)	
7. Certificate of Travel Completed (1	From Division emanating the request
Original Copy and 1 photocopy)	
o 1 1 1 1 1	
8. Reimbursement/Liquidation Report (1	From Division emanating the request
Original Copy and 1 photocopy)	I Tom 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	From staff amongting the request
expenses incurred (1 Original Copy	From stan emanating the request
and 1 photocopy)	
11. Reimbursement Expense Receipt (1	



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



	PCSD
Original Copy and 1 photocopy)	
Telephone/Internet/Communication Expenses	
1. Statement of account/billing (1 Original Copy	From Office of the hotel or
and 1 photocopy)	accommodated place
2. Invoice/Official Receipt or machine validated	
statement of account/bill (reimbursement) (1	4 th floor Office of the Executive
Original Copy and 1 photocopy)	
3. Authorization from Head of Agency for claim	Director
of communication allowance/expense (1	
Original Copy and 1 photocopy)	
4. Certification by Agency Head or authorized	
representatives that all National Direct Dial	
(NDD), National and international operator	
assisted calls are official. (1 Original Copy and	From staff emanating the request
1 photocopy)	
5. Certified Box "A" Obligation Request Status (1	
Original Copy and 1 photocopy)	
6. Certified Box "A" Disbursement Voucher (1	From staff emanating the request
Original Copy and 1 photocopy)	
Petty Cash Set-Up	
1. Bonding of Accountable Officer (1 Original	From staff emanating the request
Copy and 1 photocopy)	
2. Approved request for petty cash (1 Original	
Copy and 1 photocopy)	2nd Floor Human Resource Unit,
3. Estimate of routinely expenses to be incurred	PCSD Bldg
(1 Original Copy and 1 photocopy)	
4. Certified Box "A" Obligation Request Status (1	From staff emanating the request
Original Copy and 1 photocopy)	I form starr ernanating the request
5. Certified Box "A" Disbursement Voucher (1	
Original Copy and 1 photocopy)	From Division emanating the request
Cultural and Athletic Services	
1. Budget estimates approved by Head of	
Agency (1 Original Copy and 1 photocopy)	From Division emanating the request
2. Same requirements under procurement	
depending on the nature of expense and	
mode of procurement adopted (1 Original	
Copy and 1 photocopy)	
3. Certified Box "A" Obligation Request Status (1	
Original Copy and 1 photocopy)	Office of the Chairman, Provincial
4. Certified Box "A" Disbursement Voucher (1	Capitol, Rizal Ave.
Original Copy and 1 photocopy)	
Human Resource and Development Training Program	
1. Budget estimates approved by Head of	From staff emanating the request
Agency (1 Original Copy and 1 photocopy)	
2. Schedule of training approved by the Head of	
Agency (1 Original Copy and 1 photocopy)	Online at UNDP site
Same requirements under procurement	



	PCSD
depending on the nature of expense and	
mode of procurement adopted (1 Original	Online or national public newspaper
Copy and 1 photocopy)	
4. Certified Box "A" Obligation Request Status	³ (1 From Secretariat of Seminar,
Original Copy and 1 photocopy)	
5. Certified Box "A" Disbursement Voucher (1	Meeting and Workshop to be
Original Copy and 1 photocopy)	attended
Extraordinary and Miscellaneous Expense	
1. Receipts and other document evidencing	2nd Floor Accounting Unit PCSDS
disbursement, if there are available, or in lie	Bldg.
	su c
thereof, certification executed by the officia	
concerned that the expense sought to be	- From Division emenating the request
reimbursed have been incurred for any of t	
purposes contemplated under provisions of	
the GAA in relation to or by reasons of his	
position (1 Original Copy and 1 photocopy)	From Division emanating the request
2. Other supporting documents as are necess	
depending on the nature of expense charge	ed
(1 Original Copy and 1 photocopy)	
3. Certified Box "A" Obligation Request Status	^{6 (1} Office of the Chairman, Provincial
Original Copy and 1 photocopy)	
4. Certified Box "A" Disbursement Voucher (1	Capitol, Rizal Ave.
Original Copy and 1 photocopy)	
Vehicle Insurance (GSIS)/Registration (LTO)	From staff emanating the request
1. Statement of account/billing (1 Original Cor	by
and 1 photocopy)	
2. Invoice/Official Receipt or machine validate	d From Secretariat of Seminar,
statement of account/bill (reimbursement) (
Original Copy and 1 photocopy)	attended
3. Certified Box "A" Obligation Request Status	
Original Copy and 1 photocopy)	· ·
4. Certified Box "A" Disbursement Voucher (1	From Transportation Office used as
Original Copy and 1 photocopy)	mode of transportation
Fidelity Bond Premiums	
1. Special Order (1 Original Copy and 1	From Transportation Office used as
photocopy)	mode of transportation
2. Filled-up Bureau of Treasury Application Fo	brm
(1 Original Copy and 1 photocopy)	From Secretariat or Office of
3. Certified Box "A" Obligation Request Status	
	-
Original Copy and 1 photocopy)	workshop and other offices per
4. Certified Box "A" Disbursement Voucher (1	purpose of travel
Original Copy and 1 photocopy)	
	From staff emanating the request
	From staff emanating the request
L	ı



From Office of the hotel or accommodated place

4th floor Office of the Executive Director

From staff emanating the request

From staff emanating the request

From staff emanating the request

2nd Floor Human Resource Unit, PCSD Bldg From staff emanating the request

Online at UNDP site

Online or national public newspaper

From Division emanating the request

From Division emanating the request

From Office of the Utility Service Provider

From Office of the Utility Service Provider



From Division emanating the request	
-------------------------------------	--

From Division emanating the request

From Office of the Gasoline Provider

From Office of the Gasoline Provider

From Division emanating the request

From Division emanating the request

2nd Floor Procurement Unit, PCSDS Bldg.

From Division emanating the request

From Division emanating the request

From Office of the Service Provider

From Office of the Service Provider

4th Floor Office of the Executive Director, PCSDS Bldg.

4th Floor Office of the Executive Director, PCSDS Bldg.

From Division emanating the request



From Division emanating the request

2nd Floor Cashier, PCSDS Bldg. 4th Floor Office of the Executive Director, PCSDS Bldg. From Division emanating the request

See procurement for reference

From Division emanating the request

See procurement for reference



PCSD
From Division emanating the request
From Division emanating the request
4 th Floor Office of the Executive Director, PCSDS Bldg.
4 th Floor Office of the Executive Director, PCSDS Bldg.
From Division emanating the request
From Division emanating the request
From Office of the Service Provider
From Office of the Service Provider
From Division emanating the request
From Division emanating the request
2 nd floor HR Unit, PCSDS Bldg.



2 nd floor Cashier, PCSDS Bldg.			PCSD SDS Bldg.	
	From Division emanating the		ting the request	
		From I	Division emana	ting the request
CLIENT STEPS	AGENCY ACTION	FEE S TO BE PAID	PROCESSIN G TIME	PERSON RESPONSIBL E
 Submit Obligation Request Status, Disbursement Voucher, and COA documentary requirements 	1.1 Review submitted documents1.2 If documents are complete, record voucher in Online Voucher Tracking and Logbook	None	30 Minutes	Chief Administrative Officer PCSD Main Office - Administrative and Finance Division
	1.3 Obligate the transactions	None	30 Minutes	Chief Administrative Officer PCSD Main Office - Administrative and Finance Division
	1.4 Certify the Disbursement Voucher	None	30 Minutes	Chief Administrative Officer PCSD Main Office - Administrative and Finance Division
	1.5 Filing Clerk to submit voucher to Office of the Executive Director for approval	None	1 Day	Chief Administrative Officer PCSD Main Office - Administrative and Finance Division
	1.6 Filing Clerk to transmit approved Voucher to Cashier	None	15 Minutes	Chief Administrative Officer



				PCSD Main
				Office -
				Administrative
				and Finance
				Division
	1.7 Process Approved	None	15 Minutes	Chief
	Voucher			Administrative
				Officer
				PCSD Main
				Office -
				Administrative
				and Finance
				Division
	1.8 Inform client of	None	5 Minutes	Chief
	successful Advice to			Administrative
	Debit Account			Officer
	(ADA)/Check			PCSD Main
				Office -
				Administrative
				and Finance
				Division
2. Receive payment, 2.	. File original and duplicate	None	5 Minutes	Chief
issue Official pa	aid disbursement voucher			Administrative
Receipt, and sign (D	OV)			Officer
the voucher				PCSD Main
				Office -
				Administrative
				and Finance
				Division
	TOTAL:	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.



	A designistrative and Figure	PCSD
Office/Division:		ce Division – Accounting Office
Classification:	Complex	
Type of Transaction:	G2P – Government to Cit	
	G2B – Government to Bu	
	G2G – Government to Go	
Who may avail:	 Employees of PCS 	
	- Government agend	
	 Non-government o 	
	 Supplier of goods a 	
	- Academic institutio	ons
	- Researchers	
	- General public	
	REQUIREMENTS	WHERE TO SECURE
COA Documentary Requi	•	
•	2012-001 dated June 14,	
2012)		
Field Operating Activity		
A. Cash advance	hity Dand (1 Original Cany	
i. Copy of Flue	enty Bond (T Onginal Copy	2 nd Floor Cashier, PCSDS Bldg.
and 1 photo 2 Approved re	quest for cash advance (1	
• •	y and 1 photocopy)	From staff emanating the request
	stimated expenses to be	
	nature of expenses (1	From staff emanating the request
•	y and 1 photocopy)	
• •	sh advance is liquidated	
(1 Original C	Copy and 1 photocopy)	2 nd Floor Accounting, PCSDS Bldg.
5. Certified Box	x "A" Obligation Request	
	iginal Copy and 1	From Division emanating the request
photocopy)		
	x "A" Disbursement	From Division emanating the request
	Original Copy and 1	
photocopy) B. Reimbursement	t/Liquidation	
	stimated expenses to be	
• •	nature of expenses (1	From Division emanating the request
•	y and 1 photocopy)	
o 1	Fravel Expense (DTE)	
	pproved Travel Order by	From staff emanating the request
	of Agency (1 Original	
	and 1 photocopy)	
	Approved Itinerary of	From staff emanating the request
	el (1 Original Copy and 1	
	copy) nvitation for Seminar,	From Secretariat/Office of the seminar,
2.5.11		



			PCS
Meetings and We Original Copy an	· · ·	meetings and workshop attended	
photocopy) 2.4. Boarding pa (plane, boat or b	us) (1 Original	From Office of the Transportation Company	
Copy and 1 phot 2.5. Official recei tickets (1 Origina	ipt (OR) for	From Office of the Transportation Company	
photocopy) 2.6. Certificate of and Certificate of Completed (1 Or and 1 photocopy	f Travel iginal Copy	From the Secretariat/Office of the attended activity per travel order	
2.7.Reimbursem Report (1 Origina photocopy)	ent/Liquidation	From staff emanating the request	
2.8. Hotel bill and	d OR for claim	From Hotel/Office of the	
of accommodation Copy and 1 phot	· •	accommodated place	
2.9. Approved A Necessity of Exp of Agency for re expenses incurr	pense by Head lated	4 th Floor Office of the Executive Director, PCSDS Bldg.	
but not limited to accommodation Copy and 1 pho 2.10. Reimburs Expense Receip) (1 Original tocopy) ement	From staff emanating the request	
Copy and 1 phot 2.11. Certification 300.00 for expen requiring receipt	ocopy) n of below Php ises not (1 Original	From staff emanating the request	
Copy and 1 phot 2.12. Back to O Original Copy an photocopy)	ffice Report (1	From staff emanating the request	
2.13. Approved Original Copy an photocopy)	•	2 nd Floor HR Unit, PCSDS Bldg.	
2.14. Revised A and IT for chang (1 Original Copy	e in schedule	From staff emanating the request	
photocopy) 2.15. Report of (for liquidation pu Original Copy an	Disbursement urpose) (1	From staff emanating the request	
photocopy) 2.16. Certified E Obligation Reque Original Copy an	est Status (1	From Division emanating the reque	est



	PCSD
photocopy) 2.17. Certified Box "A" Disbursement Voucher (1 Original Copy and 1 photocopy) Utility Expense	From Division emanating the request
1. Statement of account/billing (1 Original	
Copy and 1 photocopy)	
2.Invoice/Official Receipt or machine validated statement of account/bill	From Office of the service provider
(reimbursement) (1 Original Copy and 1 photocopy)	From Office of the service provider
 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) 	From Division emanating the request
	From Division emanating the request
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	From Office of the gasoline provider
(reimbursement) (1 Original Copy and 1 photocopy)	From Office of the gasoline provider
3. Approved Trip Tickets (1 Original Copy and 1 photocopy) 4. Travel Order (1 Original Copy and 1	From Division emanating the request
photocopy) 5. Certified Monthly Consumption Report (1	From Division emanating the request
Original Copy and 1 photocopy) 6. Certified Box "A" Obligation Request	2 nd Floor Procurement Unit, PCSDS
Status (1 Original Copy and 1 photocopy)	Bldg.
7. Certified Box "A" Disbursement Voucher (1 Original Copy and 1 photocopy)	
	From Division emanating the request
Petty Cash Replenishment 1. Petty cash voucher (1 Original Copy and 1. photosopy)	
1 photocopy) 2. Billing/Statement of account (1 Original Copy and 1 photocopy)	From Petty Cash Custodian
 Invoice/Official Receipt or machine validated statement of account/bill (1 	From supplier/service provider
Original Copy and 1 photocopy) 4. Requisition and Issue Slip (supplies and	From supplier/service provider
materials) (1 Original Copy and 1 photocopy)	and Electr Drocurement Linit DOODO
 5. Certification of below Php 300.00 for expenses not requiring receipt (1 Original Copy and 1 photocopy) 	2 nd Floor Procurement Unit, PCSDS Bldg.



			PCSD
	6.	•	From Petty Cash Custodian
		on expense incurred (1 Original Copy and	
	7	1 photocopy) Certified Box "A" Obligation Request	
	7.	Status (1 Original Copy and 1 photocopy)	From Petty Cash Custodian
	8	Certified Box "A" Disbursement Voucher	
	0.	(1 Original Copy and 1 photocopy)	
Fu	ind Trai		From Division emanating the request
		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	From Division emanating the request
		and 1 photocopy)	
	3.	Approved project expenditures or	From Division emanating the request
		estimated expenses indicating the project	
		objective and expected output (for other	From Division emanating the request
		projects) (1 Original Copy and 1	
	4	photocopy)	
	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	2 nd Floor Accounting, PCSDS Bldg.
		Original Copy and 1 photocopy)	
	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
Jo		r Services/Individual Contract of Service	
	1.	Copy of notarized contract (1 Original	From Division emanating the request
	2	Copy and 1 photocopy)	
	Ζ.	Approved DTR/pass slip (1 Original Copy and 1 photocopy)	2 nd Floor HR Unit, PCSDS Bldg.
	2	Certified Accomplishment Report (1	
	5.	Original Copy and 1 photocopy)	2 nd Floor HR Unit, PCSDS Bldg.
	4	Copy of BIR Tax Identification Number	
		annually registered (1 Original Copy and	From JO/ICS
		1 photocopy)	
	5.	Payroll (1 Original Copy and 1	From JO/ICS
		photocopy)	
	6.	Certified Box "A" Obligation Request	2 nd Floor HR Unit, PCSDS Bldg.
		Status (1 Original Copy and 1 photocopy)	
	7.	Certified Box "A" Disbursement Voucher	From Division emanating the request
		(1 Original Copy and 1 photocopy)	
			From Division emanating the request
L			



				PCSD
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
 Submit Obligation Request Status, Disbursement Voucher, and COA Documentary Requirements at 2nd Floor Accounting, PCSDS Bldg. 	 1.1 Review submitted documents 1.2 If documents are complete, record voucher in Online Voucher Tracking and Logbook 	None	1 Day	Chief Administrative Officer PCSD Main Office - Administrative and Finance Division
	1.3 Obligate the transactions	None	1 Day	Chief Administrative Officer PCSD Main Office - Administrative and Finance Division
	1.4 Certify the Disbursement Voucher	None	1 Day	Chief Administrative Officer PCSD Main Office - Administrative and Finance Division
	1.5 Filing Clerk to submit voucher to Office of the Executive Director for approval	None	1 Day	Chief Administrative Officer Office of Executive Director
	1.6 Filing Clerk to transmit Approved Voucher to Cashier	None	15 Minutes	Chief Administrative Officer Administrative and Finance Division
	1.7 Process Approved Voucher	None	15 Minutes	Chief Administrative Officer PCSD Main Office - Administrative and Finance Division



				FUSD
	1.8 Inform client of	None	5 Minutes	Chief
	successful Advice to			Administrative
	Debit Account			Officer
	(ADA)/Check			PCSD Main
				Office -
				Administrative
				and Finance
				Division
2. Receive payment,	2.0 File original and	None	5 Minutes	Chief
issue Official Receipt,	duplicate paid			Administrative
and sign the Voucher at	disbursement voucher			Officer
2 nd Floor Accounting,	(DV)			PCSD Main
0,				Office -
PCSDS Bldg.				Administrative
				and Finance
				Division
	TOTAL:	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.

Office/Division:	Administrative and Finance I	Division – Accounting Office	
Classification:	Highly Technical	, ,	
Type of Transaction:	G2C – Government to Citize	n	
	G2B – Government to Business		
	G2G – Government to Government		
Who may avail:	- Employees of PCSDS		
	- Government agencies		
	- Non-government organizations		
	- Supplier of goods and services		
	- Academic institutions		
	- Researchers		
	- General public		
CHECKLIST OF F	REQUIREMENTS	WHERE TO SECURE	
COA Documentary Requirem	nents for the specific		
transaction (COA Circular 20	12-001 dated June 14,		
2012)			



		PCSD
	ent Through Public Bidding	
A. Infrast		
1.	Bids and Award Committee Process	Bids and Award Committee
	and Requirements (see BAC Citizen	
	Charter) (1 Original Copy and 1	
	photocopy)	
2.	Letter request from contractors for	
	advance/progress/final payment or for	Constructions
	substitution in case of release of	Contractors
	retention money (1 Original Copy and 1	
	photocopy)	
3.	Common to progress/final payments	
•	Statement of work	
	accomplished/progress billing (1	
	Original Copy and 1 photocopy)	
•	Inspection report by the agency	
	authorized engineer (1 Original Copy	Contractors
	and 1 photocopy)	
•	Result of test analysis, if applicable (1	
	Original Copy and 1 photocopy)	
•	Statement of time elapsed (1 Original	Increation and Evoluction
	Copy and 1 photocopy)	Inspection and Evaluation
•	Monthly certificate of payment (1	Committee, AFD 2 nd Floor PCSDS
	Original Copy and 1 photocopy)	Bldg.
•	Contractor's affidavit on payment of	
	laborers and materials (1 Original Copy	
	and 1 photocopy)	Technical Working Group/Experts
•	Pictures, before, during and after	
	construction of items of work especially	
	the embedded items (1 Original Copy	Contractors
	and 1 photocopy)	
•		2 nd Floor Accounting, PCSDS Bldg.
	payments (1 Original Copy and 1	;, · • • • • • • • • • • • • • • • • • •
	photocopy)	
•	Certificate of completion (1 Original	Contractors
	Copy and 1 photocopy)	
•	As built plans (1 Original Copy and 1	
	photocopy)	
	Warranty Security (1 Original Copy and	
	1 photocopy)	Inspection and Evaluation
-	Copy of turn over documents/transfer of	Committee, AFD 2nd Floor PCSDS
	project and facilities such as motor	Bldg.
	vehicle, laptops, other equipment and	
	furniture included in the contract to	
	concerned government agency (1	
	Original Copy and 1 photocopy)	2nd Floor Accounting, PCSDS Bldg.
		.



		PCSD
4.	Advance payments	
•	Letter request from contractors for	
		Inspection and Acceptance, AFD 2 nd
	of the total contract price (1 Original	Floor PCSDS Bldg.
_	Copy and 1 photocopy)	
•	Irrevocable standby letter of credit/security bond/bank guarantee (1	AFD, 2nd Floor PCSDS Bldg.
	Original Copy and 1 photocopy)	
•	Such other documents peculiar to the	Contractors
•	contract and/or to the mode of	
	procurement and considered necessary	AFD, 2nd Floor PCSDS Bldg.
	in audit review and technical evaluation	
	thereof (1 Original Copy and 1	
	photocopy)	
5.	Variation order/change order/extra work	
	order	
•	Copy of approved change order/extra	
	work order (1 Original Copy and 1 photocopy)	
•	Copy of approved original plans (1	Contractora
·	Original Copy and 1 photocopy)	Contractors
•	Copy of agency report establishing the	
	necessity/justification (1 Original Copy	
	and 1 photocopy)	
•	Copy of approved/revised PERT/CPM	
	network diagram (1 Original Copy and 1	Contractors
	photocopy)	
•	Copy of approved detailed breakdown	
	of contract cost for variation order (1	
	Original Copy and 1 photocopy)	Contractors
•	Copy of COA technical evaluation report for the original contract (1	
	Original Copy and 1 photocopy)	
•	Previously reviewed variation order or	
	copy of COA technical evaluation report	
	for previously approved variation order	
	(1 Original Copy and 1 photocopy)	
•	Additional performance security in the	
	prescribed form and amount if variation	Contractors/AFD, 2 nd Floor PCSDS
	order exceeds 10 percent of the original	Bldg.
	contract cost (1 Original Copy and 1	
	photocopy) Such other documents peculiar to the	
•	contract and/or to the mode of	Contractors/AFD, 2nd Floor PCSDS
	procurement and considered necessary	Bldg.
	in audit review and technical evaluation	



			F	PCSD
	6. •	thereof (1 Original Copy and 1 photocopy)Release of Retention Money Any security in the form of cash, bank guarantee, irrevocable standby letter of	AFD, 2nd Floor PCSDS Bldg.	
	•	credit from a commercial bank, GSIS, surety bond callable on demand (1 Original Copy and 1 photocopy) Certification from the end user that the project is completed and inspected (1	AFD, 2nd Floor PCSDS Bldg.	
	7.	Original Copy and 1 photocopy) Certified Box "A" Obligation Request Status (1 Original Copy and 1 photocopy)	AFD, 2nd Floor PCSDS Bldg.	
	8.	Certified Box "A" Disbursement Voucher (1 Original Copy and 1 photocopy)	Residence Auditor, COA	
В.	1. B R	sulting Services ids and Award Committee Process and equirements (see BAC Citizen Charter) (1 priginal Copy and 1 photocopy)	Residence Auditor, COA	
	2. Lo co	etter request for payment from the onsultant (1 Original Copy and 1 hotocopy)		
	3. A re	pproved consultancy progress/final eports and/or output required under ontract (1 Original Copy and 1 photocopy)	Contractors	
	pl 5. C	rogress/final billing (1 Original Copy and 1 hotocopy) ontract of infrastructure projects subject		
	6. C (1 7. C	f project management consultancy ervices (1 Original Copy and 1 photocopy) ertified Box "A" Obligation Request Status Original Copy and 1 photocopy) ertified Box "A" Disbursement Voucher (1 priginal Copy and 1 photocopy)	Contractors	
C.	M 1.	 Supplies and laterials/Equipment/Motor Vehicles Bids and Award Committee Process and Requirements (see BAC Citizen Charter) (1 Original Copy and 1 photocopy) 	Contractors	
	2.	. Original copy of dealers/suppliers' invoices showing the quantity,		



 description of articles, unit and total value duly signed by the dealer or his representatives and indicating receipt by the proper agency official of items delivered (1 Original Copy and 1 photocopy) Result of test analysis, if applicable (1 Original Copy and 1 photocopy) 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) Inspection and Acceptance Report (1 Original Copy and 1 photocopy) Inspection and Acceptance Report (1 Original Copy and 1 photocopy) Inspection and Acceptance Report (1 Original Copy and 1 photocopy) 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) 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) 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) Certified Box "A" Obligation Request Status (1 Original Copy and 1 photocopy) Certified Box "A" Disbursement Voucher (1 Original Copy and 1 photocopy) 			PCSD
 his representatives and indicating receipt by the proper agency official of items delivered (1 Original Copy and 1 photocopy) Result of test analysis, if applicable (1 Original Copy and 1 photocopy) 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) Inspection and Acceptance Report (1 Original Copy and 1 photocopy) Inspection and Acceptance Report (1 Original Copy and 1 photocopy) Inspection and Acceptance Report (1 Original Copy and 1 photocopy) Property Acknowledgment Report (for equipment) (1 Original Copy and 1 photocopy) 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 or a filer acceptance by the procuring entity of the delivered supplies or a filer acceptance by the procuring entity of the delivered supplies (1 Original Copy and 1 photocopy) Authority to Purchase from DBM (in case of mort vehicles) (1 Original Copy and 1 photocopy) 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) Certified Box "A" Obligation Request Status (1 Original Copy and 1 photocopy) Certified Box "A" Disbursement 		description of articles, unit and total	
 receipt by the proper agency official of items delivered (1 Original Copy and 1 photocopy) Result of test analysis, if applicable (1 Original Copy and 1 photocopy) 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) Inspection and Acceptance Report (1 Original Copy and 1 photocopy) Inspection and Acceptance Report (for equipment) (1 Original Copy and 1 photocopy) Property Acknowledgment Report (for equipment) (1 Original Copy and 1 photocopy) Warranty security for 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) Purchase Request duly approved by proper authorities (1 Original Copy and 1 photocopy) 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) Certified Box "A" Disbursement 		value duly signed by the dealer or	
 of items delivered (1 Original Copy and 1 photocopy) Result of test analysis, if applicable (1 Original Copy and 1 photocopy) 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) Inspection and Acceptance Report (for equipment) (1 Original Copy and 1 photocopy) Property Acknowledgment Report (for equipment) (1 Original Copy and 1 photocopy) 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) Purchase Request duly approved by proper authorities (1 Original Copy and 1 photocopy) Such other documents peculiar to the contract and/or to the moded necessary in audit review and technical evaluation thereof (1 Original Copy and 1 photocopy) Certified Box "A" Obligation Request Status (1 Original Copy and 1 photocopy) Certified Box "A" Disbursement 		his representatives and indicating	Inspection and Acceptance
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photocopy)	
C2. General Support Services 1. Bids and Award Committee Process and Requirements (see BAC Citizen Charter) (1 Original Copy and 1	Bids and Awards Committee
photocopy) 2. Accomplishment Report (1 Original Copy and 1 photocopy) 3. Request for payment (1 Original Copy and 1 photocopy)	Supplier
 4. Contractor's bill (1 Original Copy and 1 photocopy) 5. Certificate of Acceptance (1 Original 	
Copy and 1 photocopy) 6. Record of attendance/service (1 Original Copy and 1 photocopy) 7. Proof of remittance to concerned	
government agency and/or GOCCs (1 Original Copy and 1 photocopy) 8. Such other documents peculiar to the contract and/or to the mode of procurement and considered necessary	Technical Working Group/Experts
in audit review and technical evaluation thereof (1 Original Copy and 1 photocopy) 9. Certified Box "A" Obligation Request	Supplier
Status (1 Original Copy and 1 photocopy) 10. Certified Box "A" Disbursement	
Voucher (1 Original Copy and 1 photocopy)	
C3. Rental Contracts 1. Bids and Award Committee Process and Requirements (see BAC Citizen Charter) (1 Original Copy and 1	Procurement Unit, 2 nd Floor PCSDS
Charter) (1 Original Copy and 1 photocopy) 2. List of prevailing comparable property within vicinity (1 Original Copy and 1	Bldg.
photocopy) 3. Vicinity map (1 Original Copy and 1 photocopy)	Property, 2 nd Floor PCSDS Bldg.
 Request for payment (1 Original Copy and 1 photocopy) 	Supplier
 Bill/invoices (1 Original Copy and 1 photocopy) 	



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6.	Certificate of occupancy (space/building) (1 Original Copy and 1		
7.	photocopy) 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)		
8.	Certified Box "A" Obligation Request Status (1 Original Copy and 1 photocopy)	From Division emanating the request	
9.	Certified Box "A" Disbursement Voucher (1 Original Copy and 1 photocopy)		
	epair and Maintenance Bids and Award Committee Process	From Division emanating the request	
	and Requirements (see BAC Citizen Charter) (1 Original Copy and 1 photocopy)		
	Post inspection report (1 Original Copy and 1 photocopy) Warranty certificate (1 Original Copy	Bids and Awards Committee	
	and 1 photocopy) Request for payment (1 Original Copy and 1 photocopy)		
	Bill/invoices (1 Original Copy and 1 photocopy) Certificate of acceptance (1 Original		
	Copy and 1 photocopy) Pre repair inspection reports (1 Original	From Division emanating the request	
8.	Copy and 1 photocopy) 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	From Division emanating the request	
9.	photocopy) Certified Box "A" Obligation Request Status (1 Original Copy and 1 photocopy)	Bids and Awards Committee	
10.	Certified Box "A" Disbursement Voucher (1 Original Copy and 1 photocopy)		
C5. Ac	dvertising/Printing Expense	From Service Provider	



	PCSI
1. Bids and Award Committee Process	
and Requirements (see BAC Citizen	
Charter) (1 Original Copy and 1	From Service Provider
photocopy)	
2. Billing/Statement of Account (1 Original	
Copy and 1 photocopy)	
3. Inspection and Acceptance Report (1	
Original Copy and 1 photocopy)	From Division omanating the
Copy of newspaper clippings	From Division emanating the
evidencing publication and/or CD in	request
case of TV/Radio commercial (1	
Original Copy and 1 photocopy)	
5. Such other documents peculiar to the	From Service Provider
contract and/or to the mode of	
procurement and considered necessary	
	From Service Provider
thereof (1 Original Copy and 1	
photocopy)	
6. Certified Box "A" Obligation Request	
Status (1 Original Copy and 1	Bids and Awards Committee
photocopy)	
7. Certified Box "A" Disbursement	
Voucher (1 Original Copy and 1	
photocopy)	
C6 Catoring Sorvice	
C6. Catering Service 1. Bids and Award Committee Process and	From Division emanating the
Requirements (see BAC Citizen Charter) (1	request
Original Copy and 1 photocopy)	Tequest
2. Billing/Statement of Account (1 Original	
Copy and 1 photocopy)	
3. Allenuarice Sheet (1 Original Copy and	From Division emanating the
i photocopy)	request
4. Coordinator's Report (1 Original Copy	
and 1 photocopy)	
5. Contract of Service (1 Original Copy and	
1 photocopy)	
Such other documents peculiar to the contract and/or to the mode of procurement	Bids and Awards Committee
and considered necessary in audit review	
and technical evaluation thereof (1 Original	
Copy and 1 photocopy)	
7. Certified Box "A" Obligation Request	
Chature (1 Original Conv. and 1 shots any)	From Division emanating the
8 Cartified Box "A" Disbursement Voucher	request
(1 Original Copy and 1 photocopy)	
Procurement Through Alternative Modes	



	_	PCSD
 Bids and Award Committee Process and Requirements (see BAC Citizen 	Service Provider	
Charter) (1 Original Copy and 1 photocopy)	Service Provider	
2. Approved Procurement Plan (1 Original		
Copy and 1 photocopy) 3. Purchase Request (1 Original Copy and	Service Provider	
 1 photocopy) 4. Original copy of dealers/suppliers' 	Service Provider	
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)	Bids and Awards Committee	
 Inspection and Acceptance Report (1 Original Copy and 1 photocopy) 		
 6. Approval of HOPE or authorized representative on the use of the alternative methods of procurement as recommended by BAC (1 Original Copy 	From Division emanating the request	
and 1 photocopy)7. Statement of prospective bidder that it is not blacklisted or barred from bidding by the government or any of its	From Division emanating the request	
agencies, offices, corporations or LGUs (1 Original Copy and 1 photocopy) 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	Bids and Awards Committee	
photocopy) Additional Requirements:		
 9. In case of 2 failed biddings Agency's offer for negotiations 	AFD, 2 nd floor PCSDS Bldg.	
with selected supplier, contractors or consultants (1	Service Provider	
 Original Copy and 1 photocopy) Certification of BAC on the failure of competitive bidding for the assessed time. (1 Original Comp 	Service Provider	
 the second time (1 Original Copy and 1 photocopy) Evidence invitation of observers 	Service Provider	
in all stages of the negotiation (1 Original Copy and 1 photocopy)	Service Provider	
 Eligibility documents in case of 		



		PCSD
infrastructure projects (1 Original Copy and 1 photocopy)	AFD, 2 nd floor PCSDS Bldg.	
10. In emergency cases		
	Bids and Awards Committee	
11. In case of take over contracts		
 Copy of terminated contract (1 Original Copy and 1 photocopy) Reason for termination (1 Original Copy and 1 photocopy) 		
 Negotiation documents with 	From Division emanating the request	
lowest bidder. If negotiation still fails, invitation to at least three eligible contractors (1 Original Copy and 1 photocopy)	From Division emanating the request	
Procuring Entity to negotiate contracts for projects under exceptional cases (1 Original Copy and 1 photocopy)	Bids and Awards Committee	
12. In case of Small Value Procurement		
 Letter/invitation to submit proposal (1 Original Copy and 1 photocopy) 	Service Provider	
13. Adjacent or contagious projects		
	AFD, 2 nd floor PCSDS Bldg.	
bidding (1 Original Copy and 1 photocopy)	Service Provider	
 Scope of work which should related or similar to the scope of work of the original contract (1 		
 Original Copy and 1 photocopy) Latest accomplishment report of the original contract showing that there was no negative 	Bids and Awards Committee	
slippage/delay (1 Original Copy and 1 photocopy)		
14. Such other documents peculiar to the contract and/or to the mode of	From Division emanating the	
	3 • •	



	_	PCS
procurement and considered necessary in audit review and technical evaluation thereof (1 Original Copy and 1 photocopy) 15. Certified Box "A" Obligation Request Status (1 Original Copy and 1	request From Division emanating the request	
Status (1 Original Copy and 1 photocopy) 16. Certified Box "A" Disbursement Voucher (1 Original Copy and 1 photocopy)	Bids and Awards Committee	
	Service Provider	
	From Division emanating the request From Division emanating the request	
	Service Provider	
	Bids and Awards Committee	
	From Division emanating the request	
	From Division emanating the request	
	Bids and Awards Committee	
	From Division emanating the	



	PCS
request	
From Division emanating the request	
Supplier	
AFD, 2 nd Floor PCSDS Bldg.	
4 th Floor, OED, PCSDS Bldg	
Bids and Awards Committee	
Bidder	
Bids and Awards Committee	



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



PCSI
Bids and Awards Committee
Bids and Awards Committee
Bidder
Bidder
Bids and Awards Committee
From Division emanating the request



		From Division emanating the request		
CLIENT STEPS	AGENCY ACTION	FEE S TO BE PAID	PROCESSIN G TIME	PERSON RESPONSIBL E
1. Submit Obligation Request Status, Disbursement Voucher and COA Documentary Requirements	 1.1 Review submitted documents 1.2 If documents are complete, record voucher in Online Voucher Tracking and Logbook 	None	4 Days	Chief Administrative Officer PCSD Main Office - Administrative and Finance
	1.3 Obligate the transactions 1.4 Certify the	None None	4 Days 4 Days	Division
	Disbursement Voucher 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
	TOTAL:	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.

Office/Division:		Bids and Awards Committee (BAC), BAC Secretariat, and Administrative and Finance Divisions (AFD)			
Classification:		Highly Technical			
Type of Transaction	on:	Government to Governme	ent		
Who may avail:		External suppliers/service	e providers		
Che	cklist	OF REQUIREMENTS		WHERE TO	O SECURE
None				-	one
CLIENTS STEPS		AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign the MOA.	of	nter into a Memorandum Agreement (MOA) with he Servicing Agency	None	1 day	Head of the Procuring Entity (HOPE) PCSDS Main Office - Office of the Executive Director (OED)
	1.2 lm	plement the MOA	None	1 day	Chief Administrative Officer PCSDS Main Office - AFD
2. Perform the service required at the venue specified in the TOR and within the scheduled timeframe.	provid	nsure that the service ed is in accordance with ecifications stated in the	None	1 day	End-User Division Head PCSDS Main Office
3. Issue Delivery Receipt/Progress Billing/Statement of Account/Billing	projec constr	spect goods, services or t progress and/or final uction. re inspection acceptance (IAR)	None	1 day	Head of Inspection and Acceptance Committee PCSDS Main Office



				PCSD
	Confirm compliance of			
	procured items to			
	specifications/TOR	NL · ·	0.1	
	3.1. Submit complete copies of	None	3 days	Property and
	procurement documents and			Supply Unit
	Disbursement Voucher and			PCSDS Main
	Obligation Request to			Office - AFD
	Accounting unit for payment			
	processing 3.2. Prepare Property	None	1 day	Droporty
	Acknowledgment Receipt	NULLE	Tuay	Property Custodian
	(PAR) and issue procured item			PCSDS Main
	to End-User and record/input to			Office - AFD
	Property Inventory			
	3.3 Evaluate supplier	None	1 day	End User
	performance/service.	Nono	r day	Division Chief
				PCSDS Main
	Prepare Certificate of			Office - AFD
	Performance Evaluation (CPE)			
	Form and recommend the			Chief
	same to the HOPE			Administrative
				Officer
				PCSDS Main
				Office - AFD
	3.4 Sign and approve CPE	None	2 days	HOPE
				PCSDS Main
				Office - Office
				of the Executive
A leave Official	4.0 Deserve Official Deserve	Nama	4	Director (OED)
4. Issue Official	4.0 Receive Official Receipt	None	1 day	Chief Administrative
Receipt of Delivered				Officer
items/service				PCSDS Main
				Office - AFD
5. Receive	5.0 Process payment			
Payment at the				
Accounting Office				
at the PCSD Main				
Office.				
	TOTAL:	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

Office/Division:		Bids and Awards Committee (BAC), BAC Secretariat, and Administrative and Finance Divisions (AFD)				
Classification:		Highly Technical				
Type of Transaction:		G2C - Government to Citizen G2G - Government to Government G2B - Government to Business				
Who may avail:		External suppliers/se	rvice provi			
Check	list OF R	EQUIREMENTS		WHERE T	O SECURE	
Philippine Contractors photocopy)	Accredit	editation Board (PCAB) License (1 Contractor			tractor	
Net Financial Contract	ing Capa	acity (NFCC) (1 copy)		Con	tractor	
CLIENTS STEPS	ÂĞ	SENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
1. Negotiate with the Bid and Awards Committee during BAC meetings at the PCSD Main Building	Contrac the ongo project o (e.g., so	otiate with the tor or Consultant for oing infrastructure or consulting services cope of work or terms ence, unit price and	None	7 days	PCSDS-BAC Chairperson PCSDS Main Office	



	1 1			PCSD
	other terms and conditions of the contract)			
	1.2. Recommend to the HoPE the award of contract	None	7 days	PCSDS-BAC Chairperson PCSDS Main
	Prepare BAC Resolution recommending award and have it signed by the BAC			Office HOPE
	members and HOPE			PCSDS Main Office - Office of the Executive Director (OED)
2. Sign the NOA and Receive one copy of NOA through the BAC Secretariat at the PCSD Main Office	2.1 Issue and sign the Notice of Award (NOA), otherwise HOPE may disapprove BAC recommendation.	None	1 day	HOPE PCSDS Main Office - Office of the Executive Director (OED) Head of BAC
				Secretariat PCSDS Main Office
	2.2 Prepare the contract in favor of the Contractor or Consultant	None	10 minutes	Head of BAC Secretariat PCSDS Main Office
3. Sign and receive 3 copies of COA through the BAC Secretariat at the PCSD Main Office Notarize the COA.	3.0 Approve and sign the Contract of Agreement (COA)	None	1 day	HOPE PCSDS Main Office - Office of the Executive Director (OED)
Return notarized COA to the BAC Secretariat at the PCSD Main Office.				
4. Submit Performance Security to the BAC Secretariat at the PCSD Main Office	4.0 Accept and verify Performance Security submitted	None	1 day	Head of BAC Secretariat PCSDS Main Office
5. Sign the Notice to Proceed (NTP) and 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	HOPE PCSDS Main Office - Office of the Executive Director (OED)
				Head of BAC



		1		PCSD
				Secretariat
				PCSDS Main
6 Dorform the convice	6.1 Ensure that the service	Nono	1 dov	Office End Lloor
	provided is in accordance	None	1 day	End-User Division Head
required at the venue specified in the TOR	with the specifications stated			PCSDS Main
and within the	in the TOR			Office
scheduled timeframe.	6.2 Prepare the Purchase	None	10 minutes	Head of BAC
	Order (PO) in favor of the	None	To minutes	Secretariat
	Contractor or Consultant			PCSDS Main
				Office
7. Sign the Purchase	7.0 Issue and sign the	None	1 day	HOPE
Order (PO) and	Purchase Order (PO)			PCSDS Main
receive one copy of				Office - Office of
PO through the BAC				the Executive
Secretariat at the				Director (OED)
PCSD Main Office				
				Head of BAC
				Secretariat
				PCSDS Main
				Office
8. Submit warranty	8.0 Accept and verify	None	1 day	Chief
security to the	Warranty Security submitted			Administrative
Property and Supply				Officer
Unit at the PCSD				PCSDS Main
Main Office.		None	1 dov	Office – AFD Head of
9. Issue Delivery Receipt/Progress	9.1 Inspect project progress and/or final construction.	None	1 day	Inspection and
Billing/Statement of				Acceptance
Account/Billing	Prepare inspection			Committee
Statement/Delivery	acceptance report (IAR)			PCSDS Main
Invoice				Office
	Confirm compliance of			
	procured items to			
	specifications/TOR			
	9.2 Submit complete copies	None	3 days	Property and
	of procurement documents			Supply Unit
	and Disbursement Voucher			PCSDS Main
	and Obligation Request to			Office – AFD
	Accounting unit for payment			
	processing			
	9.3 Attach property Number	None	2 days	Property and
	and enter details to Report of			Supply Unit
	Physical Counts of Property			PCSDS Main
	Plants and Equipment	N	A -1-	Office – AFD
	9.4 Prepare Property	None	1 day	Property
	Acknowledgment Receipt			Custodian
	(PAR) and issue procured item to End-User and			PCSDS Main
	record/input to Property			Office – AFD
L	record/input to Froperty			



			1
Inventory			
9.5 Evaluate	None	1 day	End User
contractor/supplier/consultant			Division Chief
performance/service.			PCSDS Main
			Office
•			
			Chief
			Administrative
the same to the HOPE			Officer
			PCSDS Main
			Office – AFD
10.0 Sign and approve CPE	None	2 days	HOPE
			PCSDS Main
			Office - Office of the Executive
			Director (OED)
11.0 Receive Official Receipt	None	1 day	Accountant III
	NONC	T ddy	PCSDS Main
a process payment			Office – AFD
TOTAL:	None	32 days and	
		20 minutes	
	 9.5 Evaluate contractor/supplier/consultant performance/service. Prepare Certificate of Performance Evaluation (CPE) Form and recommend the same to the HOPE 10.0 Sign and approve CPE 11.0 Receive Official Receipt & process payment 	9.5 Evaluate contractor/supplier/consultant performance/service.NonePrepare Certificate of Performance Evaluation (CPE) Form and recommend the same to the HOPENone10.0 Sign and approve CPENone11.0 Receive Official Receipt & process paymentNone	9.5 Evaluate contractor/supplier/consultant performance/service.None1 dayPrepare Certificate of Performance Evaluation

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

Office/Division:			Committee (BAC),		at, and
			d Finance Division	s (AFD)	
Classification:		Highly Technical			
Type of Transaction	on:	G2C - Governme	nt to Client		
		G2G - Governme	ent to Government		
		G2B - Governme	nt to Business		
Who may avail:		External suppliers	s/service providers		
Che	cklist C	OF REQUIREMEN	NTS	WHERE T	O SECURE
Business/Mayor's F	Permit (1 photocopy)		Supplier, Cons Contractor	ultant or
PHILGEPS Registr	ation N	umber (1 copy)		Supplier, Cons Contractor	ultant or
Income / Business copy)	Tax Re	turn (For ABCs at	oove P500K) (1	Supplier, Cons Contractor	ultant or
Certificate of Exclus	sive Dis	tributorship for go	oods (1 copy)	Supplier, Cons Contractor	ultant or
Expertise Certificat	ion (1 c	ору)		Supplier, Cons Contractor	ultant or
Price Quotation/Pro of sale (1 original)	oforma I	nvoice together w	vith the conditions	Supplier, Consultant or Contractor	
CLIENTS STEPS	AGE	NCY ACTION	FEES TO BE	PROCESSING	PERSON
			PAID	TIME	RESPONSIBLE
1. Submit Price Quotation together with applicable Eligibility Documents during BAC Meetings at the PCSD Main Office.	negotia terms a the cor that the technic financia deliver most a price a	nduct simplified ations on the and conditions of atract to ensure a supplier is cally, legally and ally capable to the goods at the dvantageous nd contract for vernment.	None	7 days	PCSDS-BAC Chairperson PCSDS Main Office
	HOPE contract supplie Prepar Resolut recommend and ha	e BAC	None	7 days	PCSDS-BAC Chairperson PCSDS Main Office Head of BAC Secretariat PCSDS Main Office



				PCSD
				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
	2.2 Prepare the contract in favor of the Supplier	None	10 minutes	Office Head of BAC Secretariat PCSDS Main Office
3. Sign and receive 3 copies of COA through the BAC Secretariat at the PCSD Main	Agreement (COA)	None	1 day	HOPE PCSDS Main Office - Office of the Executive Director (OED)
Office Notarize the COA. Return notarized COA to the BAC Secretariat at the PCSD Main Office.	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	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
the scheduled timeframe.	5.2 Prepare the Purchase Order (PO) in favor of the Supplier	None	10 minutes	Head of BAC Secretariat PCSDS Main



				PCSD
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	Office HOPE PCSDS Main Office - Office of the Executive Director (OED) Head of BAC Secretariat PCSDS Main Office
7. Issue Delivery Receipt/Progress Billing/Statement of Account/Billing Statement/Delivery Invoice	Prepare inspection acceptance report (IAR) Confirm compliance of procured items to specifications/TOR	None	1 day	Head of Inspection and Acceptance Committee PCSDS Main Office
	7.2. Submit complete copies of procurement documents and Disbursement Voucher and Obligation Request to Accounting unit for payment processing	None	3 days	Property & Supply Unit Head PCSDS Main Office - AFD
	7.3. Attach property Number and enter details to Report of Physical Counts of Property Plants and Equipment	None	2 days	Property and Supply Unit PCSDS Main Office - AFD
	7.4 Prepare Property Acknowledgment Receipt (PAR) and issue procured item to End-User and record/input to Property Inventory	None	1 day	Property Custodian PCSDS Main Office - AFD
	7.5 Evaluate bidders performance/service. Prepare Certificate of Performance Evaluation (CPE) Form and recommend the	None	1 day	End User Division Chief PCSDS Main Office - AFD Chief Administrative



				FCSD
	same to the HOPE			Officer PCSDS Main Office - AFD
8. Receive Certificate of Performance Evaluation from the Property and Supply Unit at the PCSD Main Office	8. Sign and approve CPE	None	2 days	HOPE PCSDS Main Office - Office of the Executive Director (OED)
 Issue Official Receipt of Delivered items/service and Receive Payment at the Accounting Office at the PCSD Main Office. 	9. Receive Official Receipt and Process payment	None	1 day	Accountant III PCSDS Main Office - AFD
	TOTAL	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.

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



	G2G - Government to G	wornmont		PCSD
	G2B - Government to Bu			
Who may avail:	External suppliers/servic			
	cklist OF REQUIREMENTS			O SECURE
	s Permit (1 photocopy)	Supplier, C	onsultant or Co	
	actors Accreditation Board		onsultant or Co	
(PCAB) License (1				
	ntracting Capacity (NFCC)	Supplier, C	onsultant or Co	ntractor
(For ABCs above P		•••		
4. Income/Business Tax (For ABCs above Supplier, Consultant or Contractor				
P500K) (1 copy)				
	Statement (For ABCs above	Supplier, C	onsultant or Co	ntractor
P500K) (1 original)				
CLIENTS STEPS	AGENCY ACTION		PROCESSING	
1 Negotiete with	1.1. Conduct direct possibilition	BE PAID		RESPONSIBLE
1. Negotiate with the Bid and	1.1 Conduct direct negotiation	None	1 day	PCSDS-BAC
	with the supplier, contractor or consultant with technical, legal			<i>Chairperson</i> PCSDS Main
during BAC	and financial capability to			Office
meetings at the	deliver the goods, execute the			Onice
PCSD Main	works and perform the services			
Building	to address the emergency			
	upon preparation of the			
	appropriate procurement			
	documents.			
	1.2 Recommend to the HoPE	None	1 day	PCSDS-BAC
	through a Resolution award the	•		Chairperson
	contract to the Supplier,			PCSDS Main
	Contractor or Consultant.			Office
				Head of BAC
				Secretariat PCSDS Main
				Office
2. Sign the Notice	2.1 Award the contract to the	None	1 day	HOPE
of Award (NOA)	Supplier, Contractor or	None	Tuay	PCSDS Main
and Receive one	Consultant immediately upon			Office - Office
copy of NOA	confirmation and ascertainmen	t		of the Executive
through the BAC	of such capability to address			Director (OED)
Secretariat at the	the emergency.			· · · · ·
PCSD Main Office				Head of BAC
	Issue and sign the Notice of			Secretariat
	Award (NOA), otherwise HOPE	:		PCSDS Main
	may disapprove BAC			Office
	recommendation.			
	2.2 Prepare the contract in	None	10 minutes	Head of BAC
	favor of the Supplier,			Secretariat
	Contractor or Consultant			PCSDS Main
2 Sign and	2.1 Approve and size the	Nore		Office
3. Sign and	3.1 Approve and sign the	None	1 day	HOPE



				PCSD
receive 3 copies of COA through the BAC Secretariat at the PCSD Main Office.	Contract of Agreement (COA)	None	10 minutes	PCSDS Main Office - Office of the Executive Director (OED) Head of BAC
Return notarized COA to the BAC Secretariat at the PCSD Main Office.	3.2 Prepare the NTP in favor of the Supplier, Contractor or Consultant	None	TO minutes	Secretariat
4. Sign the Notice to Proceed (NTP) and receive one copy of NTP through the BAC Secretariat at the PCSD Main Office	4. Issue and sign the Notice to Proceed (NTP) together with a copy of the approved COA within three CD from the date of the approval	None	1 day	HOPE PCSDS Main Office - Office of the Executive Director (OED) Head of BAC Secretariat PCSDS Main Office
5. Perform the service required at the venue specified in the	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
TOR and within the scheduled timeframe.	5.2 Prepare the Purchase Order (PO) in favor of the Contractor or Consultant	None	10 minutes	Head of BAC Secretariat PCSDS Main Office
6. Sign the Purchase Order (PO) and receive one copy of PO through the BAC Secretariat at the PCSD Main Office	6.1 Issue and sign the Purchase Order (PO)	None	1 day	HOPE PCSDS Main Office - Office of the Executive Director (OED) Head of BAC Secretariat PCSDS Main Office
7. Issue Delivery Receipt/Progress Billing/Statement of Account/Billing Statement/Delivery Invoice	Confirm compliance of procured items to specifications/TOR	None	1 day	Head of Inspection and Acceptance Committee PCSDS Main Office
	7.2 Submit complete copies of procurement documents and Disbursement Voucher and	None	3 days	Property and Supply Unit PCSDS Main



				FC3D
	Obligation Request to			Office - AFD
	Accounting unit for payment			
	processing			
	7.3 Attach property Number	None	2 days	Property and
	and enter details to Report of			Supply Unit
	Physical Counts of Property			PCSDS Main
	Plants and Equipment			Office - AFD
	7.4 Prepare Property	None	1 day	Property
	Acknowledgment Receipt			Custodian
	(PAR) and issue procured item			PCSDS Main
	to End-User and record/input to			Office - AFD
	Property Inventory			
8. Issue Official	8. Receive Official Receipt	None	1 day	Accountant III
Receipt of	and Process payment			PCSDS Main
Delivered				Office - AFD
items/service and				
Receive Payment				
at the Accounting				
Office at the PCSD				
Main Office.				
	TOTAL	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.



Office/Division:		Bids and Awards Commit	· /		at, and
Classification:		Administrative and Finance Divisions (AFD) Highly Technical			
Type of Transactio	on:	G2C - Government to Citizen			
		G2G - Government to Go	vernment		
		G2B - Government to Bus	siness		
Who may avail:		External suppliers/service	e providers		
		OF REQUIREMENTS			O SECURE
1. Mayor's/ Busines	ss Perr	nit (1 photocopy)		External suppli	
	(0		N	providers/Cons	
2. Curriculum vitae	(Cons	ulting Services)1 (original)	External suppli	
3 Professional Lice	neo if	applicable (1 photocopy)		providers/Cons External suppli	
5. FTUIESSIULIAI LICE				providers/Cons	
4 PhilGEPS Regist	tration	Number (1 photocopy)		External suppli	
				providers/Cons	
CLIENTS STEPS		AGENCY ACTION	FEES TO	PROCESSING	
			BE PAID	TIME	RESPONSIBLE
with the attachments listed above, as applicable with justification that the engagement of the individual in accordance with the conditions set	attach Initiall docun verify docun statute requir 1.2 As numb	eceive PR with applicable iments from End-Users. y review the accuracy of nents submitted and completeness of nents as to ory/regulatory ements. ssign and stamp PR er, date received and e Procurement database	None	10 Minutes 20 minutes	Head of BAC Secretariat PCSDS Main Office Head of BAC Secretariat PCSDS Main
forth in the RIRR.	attach of pro the ap Procu If in of HOPE Other to the appro amen) valuate PR with iments and verify mode curement in relation to oproved Annual rement Plan (APP) rder, recommend to E for PR approval. wise, it shall be returned End-User for the priate revision and/or dment or cancellation. on PR	None	5 days 1 day	Office Head of BAC Secretariat PCSDS Main Office Head of the Procuring Entity (HOPE) PCSDS Main



	1			PCSD
				Office - Office
				of the Executive
				Director (OED)
			45	
2. Identify	2.1 Prepare and draft the letter	None	15 minutes	Head of BAC
prospective	of invitation to the identified			Secretariat
consultant based	consultant			PCSDS Main
on the provided				Office
Terms of	Submit the same to the BAC			
Reference	Chairperson for signature			
	2.2 Send letter of invitation to	None	1 day	Chief
Submit the name,	prospective consultant			Administrative
contact information				Officer
and mailing				PCSDS Main
address of the said				Office – AFD
prospective	2.3 Undertake negotiation with	None	7 days	PCSDS-BAC
consultant	the individual consultant based			Chairperson
	on the Terms of Reference			PCSDS Main
	prepared by the End-User.			Office
	Considering the nature of the			
	consultancy work, it is enough			
	that individual's legal, technical			
	and financial capability to			
	undertake and fulfill the			
	consultancy work based on the			
	Terms of Reference is			
	validated.			
	2.4 Recommend to the HoPE	None	7 day	PCSDS-BAC
	the award of contract			Chairperson
	Due and DAO Deschutian			PCSDS Main
	Prepare BAC Resolution			Office
	recommending award and			Lload of DAC
	have it signed by the BAC			Head of BAC
	members and HOPE			Secretariat
				PCSDS Main Office
	2.5 Jacua and sign the Nation	None	1 dov	
	2.5 Issue and sign the Notice	None	1 day	HOPE PCSDS Main
	of Award (NOA), otherwise			
	HOPE may disapprove BAC			Office - Office
	recommendation.			of the Executive
				Director (OED)
	2.6 Prepare the contract in	None	10 minutes	Head of BAC
	favor of the Consultant	140110		Secretariat
				PCSDS Main
				Office
	2.7 Approve and sign the	None	1 day	HOPE
	Contract of Agreement (COA)			PCSDS Main
L			1	



				PCSD
				Office - Office
				of the Executive
				Director (OED)
	2.8 Prepare the NTP in favor of	None	10 minutes	Head of BAC
	the Consultant			Secretariat
				PCSDS Main
				Office
	2.9 Sign the Notice to Proceed	None	1 day	HOPE
	(NTP) together with a copy of			PCSDS Main
	the approved COA within three			Office - Office
	CD from the date of the			of the Executive
	approval			Director (OED)
	approvar			
				Head of BAC
				Secretariat
				PCSDS Main
				Office
	2.10 Ensure that the service	None	1 day	End-User
	provided is in accordance with	None	Tuay	Division Head
				PCSDS Main
	the specifications stated in the			Office
	TOR	None	1 day	
	2.11 Inspect project progress	None	1 day	Head of
	and/or project output.			Inspection and
	Drepare increation accentence			Acceptance
	Prepare inspection acceptance			Committee
	report (IAR)			PCSDS Main
	Confirm compliance of			Office
	Confirm compliance of			
	procured items to TOR	NI	0.1	
3. Issue Delivery	3. Submit complete copies of	None	3 days	Property and
Receipt/Progress	procurement documents and			Supply Unit
Billing/Statement	Disbursement Voucher and			PCSDS Main
of Account/Billing	Obligation Request to			Office - AFD
	Accounting unit for payment			
Invoice	processing			
4. Issue Official	4. Receive Official Receipt /	None	1 day	Accountant III
Receipt of	Acknowledgement Receipt &			PCSDS Main
Delivered	Process payment			Office - AFD
items/service and				
Receive Payment				
at the Accounting				
Office at the PCSD				
Main Office				
	TOTAL:	None	30 days, 1	
			hour and 5	
			minutes	
Submission of Bid f	for Procurement of Consulting Se	rvices Neo	notiated Procure	ament: Highly

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.

Office/Division:		Ride and Awarda Commi	Haa (PAC)		ict and	
Office/Division.		Bids and Awards Commi			ial, anu	
		Administrative and Finan		ns (AFD)		
Classification:		Highly Technical				
Type of Transaction	on:	G2C - Government to Cit	tizen			
		G2G - Government to Go	overnment			
		G2B - Government to Business				
Who may avail:		External suppliers/servic	e provider:	S		
Cheo	klist C	OF REQUIREMENTS		WHERE 1	TO SECURE	
1. Mayor's/ Busines	s Perr	nit (Except for gov't agen	cies as	Contractors, Su	uppliers	
lessors) (1 photocopy)						
2. PhilGEPS Registration Number (Except for gov't agencies		Contractors, Suppliers				
•	as lessors) (1 photocopy)			,		
3. Income/Business	s Tax F	Return (Except for gov't a	gencies	Contractors, Suppliers		
as lessors) (1 photo	copy)					
4. Price Quotation/	Proform	na Invoice/Billing Stateme	ent (1	Contractors, Suppliers		
original)		C				
CLIENTS STEPS		AGENCY ACTION	FEES	PROCESSING	PERSON	
			TO BE	TIME	RESPONSIBLE	
			PAID			
1. Drop Quotation	1.1 Co	ollect sealed Quotation	None	10 minutes	Head of BAC	
Envelope	Envel	ope (containing duly			Secretariat	
(containing duly		up PQF and required			PCSDS Main	
filled up PQF and		lity documents) from the			Office	
required eligibility	bid bo	•			Cinico	
		·^.				



				PCSD
documents) in the bid box located at the front desk, PCSD Main Office.	1.2 Evaluate the Quotations submitted.	None	1 day	PCSDS-BAC Chairperson PCSDS Main Office
	1.3 Prepare Abstract of Quotation (AOQ) and have it signed by the BAC Members who were present during the evaluation	None	1 day	Head of BAC Secretariat PCSDS Main Office
	1.4 Recommend to the HoPE the award of contract Prepare BAC Resolution recommending award and have it signed by the BAC members and HOPE	None	1 day	PCSDS-BAC Chairperson PCSDS Main Office Head of BAC Secretariat PCSDS Main Office
2. Sign the NOA and Receive one copy of NOA through the BAC 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 Lessor	None	10 minutes	Head of BAC Secretariat PCSDS Main Office
3. Sign and receive 3 copies of COA through the BAC Secretariat at the PCSD Main Office	3.1 Approve and sign the Contract of Agreement (COA)	None	1 day	HOPE PCSDS Main Office - Office of the Executive Director (OED)
Notarize the COA. Return notarized COA to the BAC Secretariat at the PCSD Main Office		None	10 minutes	Head of BAC Secretariat PCSDS Main Office
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	HOPE PCSDS Main Office - Office of



				PCSD
copy of NTP through the BAC Secretariat at the	three CD from the date of the approval			the Executive Director (OED)
PCSD Main Office				Head of BAC Secretariat PCSDS Main Office
5. Perform the service required at the venue specified in the TOR and within	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
the scheduled timeframe.	5.2 Prepare the Purchase Order (PO) in favor of the Lessor	None	10 minutes	Head of BAC Secretariat PCSDS Main Office
6. Sign the Purchase Order (PO) and receive one copy of PO through the BAC Secretariat at the PCSD Main Office	6. Issue and sign the Purchase Order (PO)	None	1 day	HOPE PCSDS Main Office - Office of the Executive Director (OED) Head of BAC Secretariat PCSDS Main Office
7. Issue Delivery Receipt/Progress Billing/Statement of Account/Billing Statement/Delivery Invoice	 7.1 Inspect project progress and/or project output. Prepare inspection acceptance report (IAR) Confirm compliance of procured items to TOR 	None	1 day	Head of Inspection and Acceptance Committee PCSDS Main Office
	7.2. Submit complete copies of procurement documents and Disbursement Voucher and Obligation Request to Accounting unit for payment processing	None	3 days	Property and Supply Unit PCSDS Main Office - AFD
8. Issue Official Receipt of Delivered items/service and Receive Payment at the Accounting Office at the PCSD Main Office.	8. Receive Official Receipt / Acknowledgement Receipt and Process payment	None	1 day	Accountant III PCSDS Main Office - AFD



TOTAL:	None	13 days and	
		40minutes	

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 consultants53 with known experience and proven capability on the requirements of the particular contract. This alternative method of procurement may be employed under any of the following conditions:

- a) Procurement of highly specialized types of goods (e.g., sophisticated defense equipment, complex air navigation systems, coal) and consulting services where only a few suppliers or consultants are known to be available, such that resorting to the competitive bidding method will not likely result in any additional suppliers or consultants participating in the bidding; or
- b) Procurement of major plant components where it is deemed advantageous to limit the bidding to known qualified bidders in order to maintain uniform quality and performance of the plant as a whole.

Office/Division:	Bids and Awards Committee (BAC), BAC Secretariat, and Administrative and Finance Divisions (AFD)		
Classification:	Highly Technical		
	G2C - Government to Citizen G2G - Government to Government G2B - Government to Business		
Who may avail:	External suppliers/service providers		
	st OF REQUIREMENTS	WHERE TO SECURE	
First Envelope:			
Registration Certificate t and Copy 2)	from SEC/DTI/CDA (1 original, Copy 1	Supplier, Consultant or Contractor	
	it (1 original, Copy 1 and Copy 2)	Supplier, Consultant or Contractor	
Tax Clearance (1 origina	Supplier, Consultant or Contractor		
PHILGEPS Certificate o	Supplier, Consultant or		
(Platinum Registration)	Contractor		
Joint Venture Agreemer and Copy 2)	nt (JVA) if applicable (1 original, Copy 1	Supplier, Consultant or Contractor	



				PCSD	
Proof of Authority o original, Copy 1 and	f the Bidder's authorized represen d Copy 2)	tative/s (1	Supplier, Cor Contractor	nsultant or	
	atement (1 original, Copy 1 and Co	ору 2)	Supplier, Cor Contractor	nsultant or	
List of Ongoing gov original, Copy 1 and	ernment and private contracts (if a d Copy 2)	any) (1	Supplier, Cor Contractor	nsultant or	
	mance Evaluation from SLCC (1 c	original,	Supplier, Cor Contractor	nsultant or	
Copy 1 and Copy 2)			Supplier, Cor Contractor	nsultant or	
Compliance with Te and Copy 2)	echnical Specifications (1 original,	Copy 1	Supplier, Cor Contractor	nsultant or	
Bid Security (1 orig	inal, Copy 1 and Copy 2)		Supplier, Cor Contractor	nsultant or	
After Sales Stateme	ent (1 original, Copy 1 and Copy 2)	Supplier, Cor Contractor	nsultant or	
Philippine Contractors Accreditation Board (PCAB) License if			Supplier, Cor Contractor	nsultant or	
•			Supplier, Cor Contractor	Supplier, Consultant or Contractor	
Income Tax Return (1 original, Copy 1 and Copy 2)		Supplier, Cor Contractor	Supplier, Consultant or Contractor		
Net Financial Contracting Capacity (NFCC) (1 original, Copy 1 and Copy 2)		Supplier, Cor Contractor			
	(1 original, Copy 1 and Copy 2)		Supplier, Cor Contractor	Supplier, Consultant or Contractor	
	original, Copy 1 and Copy 2)		Supplier, Cor Contractor		
CLIENTS STEPS	AGENCY ACTION	FEES	PROCESSING	PERSON	
		TO BE PAID	TIME	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	2.1 Draft Supplemental bid, if any BAC Chairperson for signature	None	20 minutes	Head of BAC Secretariat PCSDS Main Office	
the pre-bid meeting to the Bids and Awards Committee at the	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	



	1			PUSD
PCSD Main	PhilGEPS website, PCSDS			
Building	website and any conspicuous			
	place within the premises of the PCSDS			
3. Drop sealed Bid		None	10 minutes	Head of BAC
Envelope upon	from the bid box.	NONE	TO ITILIDES	Secretariat
payment of				PCSDS Main
prescribed bid				Office
amount in the bid				
box located at the				
front desk, PCSD				
Main Building				
before the				
deadline of				
submission of bid				
4. Attend Bid	4.Conduct Bid Opening/Bid	None	1 day	PCSDS-BAC
Opening	evaluation.	Nono	T day	Chairperson
(attendance is not				PCSDS Main
mandatory) during				Office
the scheduled				
BAC meeting at				
the PCSD Main				
Building	Co. Notific biddoro who	Nama	1	Line d of DAC
5. Receive notice to bidder from the	5a. Notify bidders who submitted a bid envelope of	None	1 day	Head of BAC Secretariat
BAC Secretariat at				PCSDS Main
the PCSD Main	Evaluation.			Office
Building				Childo
5	b. Inform the LCB or SCB/HRB			
	or SRB of post qualification.			
6. Submit Post-	6.1 Receive Post-Qualification	None	10 minutes	TWG/ Head of
Qualification	documents.	None		BAC Secretariat
documents to the				PCSDS Main
BAC Secretariat				Office
at the PCSD Main	6.2 a. Conduct Post Qualification	None	12 days	TWG/ Head of
Building				BAC Secretariat
	b. Prepare Post-Qualification			PCSDS Main
	Report (PQR) recommending to			Office
	the BAC the declaration of the			
	LCRB or SCRB/HRRB or SRRB	None	1 dov	Head of BAC
	6.3 Prepare Abstract of Bid (AOB) and have it signed by the	none	1 day	Secretariat
	BAC Members who were present			PCSDS Main
	during the evaluation			Office
	6.4 Recommend to the HoPE the	None	1 day	PCSDS-BAC
	award of contract		· J	Chairperson
				PCSDS Main
	Prepare BAC Resolution			Office



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



				PCSD
the venue specified in the	the specifications stated in the TOR			PCSDS Main Office
TOR and within	11.2 Prepare the Purchase	None	10 minutes	Head of BAC
the scheduled	Order (PO) in favor of the Lessor			Secretariat
timeframe.				PCSDS Main
				Office
12. Sign the	12. Issue and sign the Purchase	None	1 day	HOPE
Purchase Order	Order (PO)			PCSDS Main
(PO) and receive				Office - Office
one copy of PO				of the Executive
through the BAC Secretariat at the				Director (OED)
PCSD Main Office				Head of BAC
				Secretariat
				PCSDS Main
				Office
13. Submit	13. Accept and verify Warranty	None	1 day	Chief
warranty security	Security submitted			Administrative
to the Property	, ,			Officer
and Supply Unit at				PCSDS Main
the PCSD Main				Office-AFD
Office.				
14. Issue Delivery	14.1 Inspect goods, services or	None	1 day	Head of
Receipt/Progress	project progress and/or final			Inspection and
Billing/Statement	construction.			Acceptance
of Account/Billing	Propara inspection accontance			Committee PCSDS Main
Invoice	Prepare inspection acceptance report (IAR)			Office
				Onice
	Confirm compliance of procured			
	items to specifications/TOR			
	14.2 Submit complete copies of	None	3 days	Chief
	procurement documents and		2	Administrative
	Disbursement Voucher and			Officer
	Obligation Request to			PCSDS Main
	Accounting unit for payment			Office - AFD
	processing			
	14.3 Attach property Number	None	2 days	Chief
	and enter details to Report of			Administrative
	Physical Counts of Property			Officer
	Plants and Equipment, if			PCSDS Main
	applicable 14.4 Prepare Property	None	1 dov	Office - AFD Chief
	Acknowledgment Receipt (PAR)	NULLE	1 day	Administrative
	and issue procured item to End-			Officer
	User and record/input to			PCSDS Main
	Property Inventory			Office - AFD
	14.5 Evaluate bidders	None	1 day	End User
	performance/service.		• •	Division Chief
	11			



	-					
	Proporo Cortificato of			PCSDS Main Office - AFD		
	Prepare Certificate of Performance Evaluation (CPE)			Office - AFD		
	Form and recommend the same			Chief		
	to the HOPE			Administrative		
				Officer		
				PCSDS Main		
15. Receive	15. Sign and approve CPE	None	2 days	Office - AFD HOPE		
Certificate of		NUNC	2 0033	PCSDS Main		
Performance				Office - Office		
Evaluation from				of the Executive		
the Property and				Director (OED)		
Supply Unit at the						
PCSD Main Office						
16. Issue Official	16. Receive Official Receipt and	None	1 day	Accountant III		
Receipt of Delivered	Process payment			PCSDS Main Office - AFD		
items/service and						
Receive Payment						
at the Accounting						
Office at the PCSD						
Main Office.						
	TOTAL:	None	44 days and 1			
			hour and 30 minutes			
Submission of Did for Dresurement of Coode, Consulting Convises, and Infrastructure						

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.

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



				1 005	
	G2G - Government to Go	overnment			
	G2B - Government to Bu	Isiness			
Who may avail:	External suppliers/servic	e providers			
	OF REQUIREMENTS		WHERE T	O SECURE	
First Envelope:					
	om SEC/DTI/CDA (1 origi	nal Conv 1	Supplier, Cons	ultant or	
Registration Certificate from SEC/DTI/CDA (1 original, Copy 1					
and Copy 2)			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			Supplier, Consultant or		
(Platinum Registration) (1 original, Copy 1 and Copy 2)			Contractor		
	t (JVA) if applicable(1 origi		Supplier, Consultant or		
and Copy 2)		,	Contractor		
		ultant or			
Proof of Authority of the Bidder's authorized			Supplier, Consultant or		
representative/s(1 original, Copy 1 and Copy 2)			Contractor	ultant an	
Omnibus Sworn Statement(1 original, Copy 1 and Copy 2)			Supplier, Cons	uitant or	
			Contractor	•	
	ent and private contracts (if any) (1	Supplier, Cons	ultant or	
original, Copy 1 and Cop			Contractor		
Certificate of Performance	e Evaluation from SLCC(1	original,	Supplier, Cons	ultant or	
Copy 1 and Copy 2)		-	Contractor		
Compliance with the Sch	edule of Requirements(1 of	original,	Supplier, Cons	ultant or	
Copy 1 and Copy 2)	I X	J ,	Contractor		
Compliance with Technical Specifications(1 original, Copy 1			Supplier, Cons	ultant or	
and Copy 2)			Contractor		
Bid Security(1 original, C	Conv 1 and Conv 2)		Supplier, Consultant or		
			Contractor		
After Sales Statement(1	original Copy 1 and Copy	2)		ultant or	
After Sales Statement(1 original, Copy 1 and Copy 2)			Supplier, Cons		
		1	Contractor	11 1	
	ccreditation Board (PCAB)	License if	Supplier, Cons	ultant or	
applicable(1 original, Co	by 1 and Copy 2)		Contractor		
Second Envelope:					
Audited Financial Statem	nents(1 original, Copy 1 an	d Copy 2)	Supplier, Cons	ultant or	
		-	Contractor		
Income Tax Return(1 original, Copy 1 and Copy 2)			Supplier, Cons	ultant or	
			Contractor		
Net Financial Contracting Capacity (NFCC) (1 original, Copy 1			Supplier, Cons	ultant or	
			Contractor		
and Copy 2)			Supplier, Consultant or		
Financial Bid Form(1 original, Copy 1 and Copy 2)			••		
			Contractor	1	
Bill of Quantities(1 original, Copy 1 and Copy 2)			Supplier, Consultant or Contractor		
CLIENTS STEPS	AGENCY ACTION		PROCESSING		
		BE PAID	TIME	RESPONSIBLE	



				PCSD
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	2.1 Draft Supplemental bid, if any BAC Chairperson for signature	None	20 minutes	Head of BAC Secretariat PCSDS Main Office
the pre-bid meeting to the Bids and Awards Committee at the PCSD Main Building	2.2 Post Bid Supplement, if any (within seven Calendar Days before the deadline of submission of bids) in the PhilGEPS website, PCSDS website and any conspicuous place within the premises of the PCSDS	None	20 minutes	Head of BAC Secretariat PCSDS Main Office
3. Drop sealed Bid Envelope upon payment of prescribed bid amount in the bid box located at the front desk, PCSD Main Building before the deadline of submission of bid	3. Collect sealed Bid Envelope from the bid box.	None	10 minutes	Head of BAC Secretariat PCSDS Main Office
4. Attend Bid Opening (attendance is not mandatory) during the scheduled BAC meeting at the PCSD Main Building	4. Conduct Bid Opening/Bid evaluation.	None	1 day	PCSDS-BAC Chairperson PCSDS Main Office
5. Receive notice to bidder from the BAC Secretariat at the PCSD Main Building	5.1 a. Notify bidders who submitted a bid envelope of the Bid Opening/Bid Evaluation.	None	1 day	Head of BAC Secretariat PCSDS Main Office



				PCSD
	b. Inform the LCB or SCB/HRB or SRB of post qualification.			
6. Submit Post- Qualification documents to the BAC Secretariat at	6.1 Receive Post-Qualification documents	None	10 minutes	TWG/ Head of BAC Secretariat PCSDS Main Office
the PCSD Main Building	 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</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	Head of BAC Secretariat PCSDS Main Office
	6.4 Recommend to the HoPE the award of contract Prepare BAC Resolution recommending award and have it signed by the BAC members and HOPE	None	1 day	PCSDS-BAC Chairperson PCSDS Main Office Head of BAC Secretariat PCSDS Main Office
7. Sign the NOA and Receive one copy of NOA through the BAC Secretariat at the PCSD Main Office	7. Issue and sign the Notice of Award (NOA), otherwise HOPE may disapprove BAC recommendation.	None	1 day	HOPE PCSDS Main Office - Office of the Executive Director (OED) Head of BAC Secretariat PCSDS Main Office
8. Submit Performance Security to the BAC Secretariat	8.1 Receive and evaluate submitted Performance Security	None	1 day	Head of BAC Secretariat PCSDS Main Office
at the PCSD Main Office	8.2 Prepare the contract in favor of the winning bidder	None	10 minutes	Head of BAC Secretariat PCSDS Main



				PCSD
				Office
9. Sign and	9.1 Approve and sign the	None	1 day	HOPE
receive 3 copies of	Contract of Agreement (COA)			PCSDS Main
COA through the				Office - Office
BAC Secretariat at				of the Executive
the PCSD Main				Director (OED)
Office	9.2 Prepare the NTP in favor of	None	10 minutes	Head of BAC
	the winning bidder.			Secretariat
Notarize the COA.				PCSDS Main
				Office
Return notarized				
COA to the BAC				
Secretariat at the				
PCSD Main Office.				
	10. Sign the Notice to Proceed	None	1 day	HOPE
to Proceed (NTP)	(NTP) together with a copy of	Nonio	rudy	PCSDS Main
and receive one	the approved COA within three			Office - Office
	CD from the date of the			of the Executive
copy of NTP				
through the BAC	approval			Director (OED)
Secretariat at the				
PCSD Main Office				
11 Darfarmatha	11.1 Engure that the comise	None	1 dov	Endlloor
11. Perform the	11.1 Ensure that the service	None	1 day	End-User
service required	provided is in accordance with			Division Head
at the venue	the specifications stated in the			PCSDS Main
specified in the	TOR			Office
TOR and within	11.2 Prepare the Purchase	None	10 minutes	Head of BAC
the scheduled	Order (PO) in favor of the			Secretariat
timeframe.	Lessor			PCSDS Main
				Office
12. Sign the	12. Issue and sign the	None	1 day	HOPE
Purchase Order	Purchase Order (PO)		-	PCSDS Main
(PO) and receive				Office - Office
one copy of PO				of the Executive
through the BAC				Director (OED)
Secretariat at the				
PCSD Main Office				Head of BAC
				Secretariat
				PCSDS Main
13. Submit	12 Accept and varify Marranty	None	1 dov	Office Chief
	13. Accept and verify Warranty	none	1 day	
warranty security	Security submitted			Administrative
to the Property				Officer
and Supply Unit at				PCSDS Main
the PCSD Main				Office-AFD
Office.				
		N I a to to	4 .1-	
14. Issue Delivery	14.1 Inspect delivery of goods	None	1 day	Head of
Receipt/Progress	and Prepare inspection			Inspection and
Billing/Statement	acceptance report (IAR)			Acceptance



				PCSD
of Account/Billing				Committee
Statement/Delivery	Confirm compliance of			
Invoice	procured items to			
	specifications/TOR			
	14.2. Submit complete copies	None	3 days	Chief
	of procurement documents and			Administrative
	Disbursement Voucher and			Officer
	Obligation Request to			PCSDS Main
	Accounting unit for payment			Office - AFD
	processing			
	14.3 Attach property Number	None	2 days	Chief
	and enter details to Report of	NOTIC	2 uays	Administrative
	Physical Counts of Property			Officer
				PCSDS Main
	Plants and Equipment, if			
	applicable	Nama	4	Office - AFD
	14.4 Prepare Property	None	1 day	Chief
	Acknowledgment Receipt			Administrative
	(PAR) and issue procured item			Officer
	to End-User and record/input to			PCSDS Main
	Property Inventory			Office - AFD
	14.5 Evaluate bidders	None	1 day	End User
	performance/service.			Division Chief
				PCSDS Main
	14.6 Prepare Certificate of			Office - AFD
	Performance Evaluation (CPE)			
	Form and recommend the			Chief
	same to the HOPE			Administrative
				Officer
				PCSDS Main
				Office - AFD
15. Receive	15. Sign and approve CPE	None	2 days	HOPE
Certificate of			, .	PCSDS Main
Performance				Office - Office
Evaluation from				of the Executive
the Property and				Director (OED)
Supply Unit at the				
PCSD Main Office				
16. Issue Official	16.Receive Official Receipt	None	1 day	Accountant III
	10. Receive Official Receipt	NONE	Tuay	PCSDS Main
Receipt of				
Delivered				Office - AFD
items/service	17 Decessor			
17. Receive	17. Process payment			
Payment at the				
Accounting Office				
at the PCSD Main				
Office.				
	TOTAL:	None	44 days and 1	
			hour and 30	
			minutes	



Γ				
Ś	Submission of Bid for the Procurement of Goods. Co	onsultina S	Services, and Inf	rastructure

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.

Office/Division: Bids and Awards Comm Administrative and Finar			•		iat, and	
Classification:		Highly Technical				
Type of Transaction	on:	G2C - Government to C	itizen			
		G2G - Government to G	overnment			
		G2B - Government to B	usiness			
Who may avail:		External suppliers/service providers				
Checklist OF REQUIREMENTS				WHERE TO SECURE		
None				None		
CLIENTS STEPS		AGENCY ACTION	FEES TO	PROCESSING	PERSON	
			BE PAID	TIME	RESPONSIBLE	
1. Sign the NOA		sue and sign the Notice	None	1 day	HOPE	
and Receive one	of Award (NOA), otherwise				PCSDS Main	
copy of NOA	HOPE may disapprove BAC				Office - Office of	
through the BAC	recom	recommendation.			the Executive	
Secretariat at the					Director (OED)	



PCSD Main Office				Head of BAC Secretariat PCSDS Main Office
	1.2 Prepare the contract in favor of the Supplier	None	10 minutes	Head of BAC Secretariat PCSDS Main Office
2. Sign and receive 3 copies of COA through the BAC Secretariat at the PCSD Main	2.1 Approve and sign the Contract of Agreement (COA)	None	1 day	HOPE PCSDS Main Office - Office of the Executive Director (OED)
Office 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	Head of BAC Secretariat PCSDS Main Office
3. Sign the Notice to Proceed (NTP) and receive one copy of NTP through the BAC Secretariat at the PCSD Main Office	3. Sign the Notice to Proceed (NTP) together with a copy of the approved COA within three CD from the date of the approval	None	1 day	HOPE PCSDS Main Office - Office of the Executive Director (OED) Head of BAC Secretariat PCSDS Main Office
4. Perform the service required at the venue specified in the	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
TOR and within the scheduled timeframe.	4.2 Prepare the Purchase Order (PO) in favor of the Lessor	None	10 minutes	Head of BAC Secretariat PCSDS Main Office
5. Sign the Purchase Order (PO) and receive one copy of PO through the BAC Secretariat at the PCSD Main Office	5. Issue and sign the Purchase Order (PO)	None	1 day	HOPE PCSDS Main Office - Office of the Executive Director (OED) Head of BAC
				Secretariat PCSDS Main



6. Issue Delivery Receipt/Progress 6.1 Inspect delivery of goods and Prepare inspection acceptance report (IAR) None 1 day Head of Inspection and Acceptance Committee Statement/Delivery Invoice Confirm compliance of procured items to specifications/TOR None 3 days Property and Supply Unit PCSDS Main Office 6.2. Submit complete copies of procurement documents and Disbursement Voucher and Obligation Request to Accounting unit for payment processing None 3 days Property and Supply Unit PCSDS Main Office – AFD 6.3. Attach property Number and enter details to Report of Physical Counts of Property Plants and Equipment, if applicable None 2 days Property and Supply Unit PCSDS Main Office – AFD 6.4. Prepare Property Acknowledgment Receipt (PAR) and issue procured item to End-User and record/input to Property Inventory (in case of goods) None 1 day Property Custodian 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 Accountant III PCSDS Main Office – AFD					FC3D
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items/service and receive payment TOTAL: None 13 days and	Receipt of	and process payment		-	PCSDS Main
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TOTAL: None 13 days and	items/service and				
	receive payment				
30 minutes		TOTAL:	None		
				30 minutes	

Procurement of Goods Alternative Mode of Procurement: Repeat Order is qualified for multistage 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.

Office/Division:		Bids and Awards Committee (BAC), BAC Secretariat, and			
Administrative and Finance Division					
Classification:		Highly Technical	Division		
Type of Transactio	n:	G2C - Government to Citi	zen		
i jpo or manouour		G2G - Government to Gov			
		G2B - Government to Bus			
Who may avail:		External suppliers/service		;	
	cklist (OF REQUIREMENTS	•		O SECURE
Mayor's/ Business F	Permit	(1 photocopy)		Consultant	
		iculum Vitae (Consulting S	Services)	Consultant	
(1 original)			,		
PhilGEPS Registrat	ion Nu	mber (1 photocopy)		Consultant	
Income/Business Ta	ax Reti	urn (1 photocopy)		Consultant	
CLIENTS STEPS		AGENCY ACTION	_	PROCESSING	
			TO BE	TIME	RESPONSIBLE
			PAID		
1. Negotiate with		Negotiate with a	None	7 days	PCSDS-BAC
the Bid and		nically, legally and			Chairperson PCSDS Main
Awards Committee		cially capable supplier, actor or consultant based			Office - AFD
during BAC meetings at the		e Technical			Office - AFD
PCSD Main		ifications, Scope of Work			
Building		rms of Reference			
Danang		ared by the End-User.			
	P. 9P.				
	1.2.	Recommend to the	None	7 days	PCSDS-BAC
	HoPE	E the award of contract		,	Chairperson
					PCSDS Main
	Prepa	are BAC Resolution			Office - AFD
	recor	nmending award and			
		it signed by the BAC			Head of BAC
	mem	bers and HOPE			Secretariat
					PCSDS Main



			1	PCSD
				Office - AFD
2. Sign the NOA and Receive one copy of NOA through the BAC	2.1 Issue and sign the Notice of Award (NOA), otherwise HOPE may disapprove BAC recommendation.	None	1 day	HOPE PCSDS Main Office - Office of the Executive
Secretariat at the PCSD Main Office				Director (OED) Head of BAC
				Secretariat PCSDS Main Office - AFD
	2.2 Prepare the contract in favor of the supplier	None	10 minutes	Head of BAC Secretariat PCSDS Main Office - AFD
COA through the BAC Secretariat at		None	1 day	Head of BAC Secretariat PCSDS Main Office
the PCSD Main Office Notarize the COA.	3.2 Prepare the NTP in favor of the winning bidder	None	10 minutes	Head of BAC Secretariat PCSDS Main Office
Return notarized COA to the BAC Secretariat at the PCSD Main Office.				
4. Sign the Notice to Proceed (NTP) and receive one copy of NTP through the BAC Secretariat at the PCSD Main Office	4. Sign the Notice to Proceed (NTP) together with a copy of the approved COA within three CD from the date of the approval	None	1 day	HOPE PCSDS Main Office - Office of the Executive Director (OED)
				Head of BAC Secretariat PCSDS Main Office
the venue specified in the	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
TOR and within the scheduled timeframe.	5.2 Prepare the Purchase Order (PO) in favor of the Lessor	None	10 minutes	Head of BAC Secretariat PCSDS Main Office
6. Sign the Purchase Order (PO) and receive	6. Issue and sign the Purchase Order (PO)	None	1 day	HOPE PCSDS Main Office - Office of



	· · · · · · · · · · · · · · · · · · ·		1	PCSD
one copy of PO				the Executive
through the BAC				Director (OED)
Secretariat at the				
PCSD Main Office				Head of BAC
				Secretariat
				PCSDS Main
				Office
7. Issue Delivery	7.1 Inspect good, project	None	1 day	Head of
Receipt/Progress	progress and/or final			Inspection and
Billing/Statement	construction. Prepare			Acceptance
of Account/Billing	inspection acceptance report			Committee
Statement/Delivery	(IAR)			PCSDS Main
Invoice	Confirm compliance of			Office
	procured items to			
	specifications/TOR			
	7.2 Submit complete copies of	None	3 days	Property and
	procurement documents and			Supply Unit
	Disbursement Voucher and			PCSDS Main
	Obligation Request to			Office - AFD
	Accounting unit for payment			
	processing			
8. Issue Official	8. Receive Official Receipt and	None	1 day	Accountant III
Receipt of	process payment			PCSDS Main
Delivered				Office – AFD
items/service and				
receive payment				
	TOTAL:	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).



		Distance de Assesseda Caracesit			et end	
Office/Division:		Bids and Awards Committee (BAC), BAC Secretariat, and Administrative and Finance Divisions (AFD)				
Classification:		Highly Technical		15 (AFD)		
Type of Transaction	on.	G2C - Government to Citi	zen			
	0111	G2G - Government to Go				
		G2B - Government to Bus				
Who may avail:		External suppliers/service		5		
		OF REQUIREMENTS			O SECURE	
Business/Mayor's F				Supplier, Cons Contractor		
PHILGEPS Registr	ation N	umber (1 copy)		Supplier, Cons Contractor	ultant or	
CLIENTS STEPS		AGENCY ACTION		PROCESSING		
			TO BE PAID	TIME	RESPONSIBLE	
1. Sign the NOA and Receive one copy of NOA through the BAC Secretariat at the PCSD Main Office	Award may d	sue and sign the Notice of (NOA), otherwise HOPE isapprove BAC mendation.	None	1 day	HOPE PCSDS Main Office - Office of the Executive Director (OED) Head of BAC Secretariat PCSDS Main Office	
of the		epare the contract in favor er/Contractor/Consultant	None	10 minutes	Head of BAC Secretariat PCSDS Main Office	
receive 3 copies of Contra COA through the BAC Secretariat at the PCSD Main Office 2.2 Pr the			None	1 day	HOPE PCSDS Main Office - Office of the Executive Director (OED)	
		epare the NTP in favor of er/Contractor/Consultant	None	10 minutes	Head of BAC Secretariat PCSDS Main Office	
3.Sign the Notice to Proceed (NTP) and receive one copy of NTP through the BAC Secretariat at the PCSD Main Office	(NTP) the ap	the Notice to Proceed together with a copy of proved COA within three on the date of the al	None	1 day	HOPE PCSDS Main Office - Office of the Executive Director (OED) Head of BAC	



				PCSD
				Secretariat PCSDS Main Office
4. Perform the service required at the venue specified in the	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
TOR and within the scheduled timeframe.	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	<i>Property and Supply Unit</i> 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 	None	1 day	End User Division Chief PCSDS Main Office - AFD Chief Administrative
	to the HOPE 6.5 Sign and approve CPE	None	2 days	Officer PCSDS Main Office - AFD HOPE
				PCSDS Main



				Office - Office of
				the Executive
				Director (OED)
7. Issue Official	7. Receive Official Receipt and	None	1 day	Accountant III
Receipt of	Process payment			PCSDS Main
Delivered				Office - AFD
items/service and				
Receive Payment				
at the Accounting				
Office at the PCSD				
Main Office.				
	TOTAL:	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).

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



		ГГГО	DDOCESSING	
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign the NOA and Receive one copy of NOA through the BAC Secretariat at the PCSD Main Office	1.1 Issue and sign the Notice of Award (NOA), otherwise HOPE may disapprove BAC recommendation.	None	1 day	HOPE PCSDS Main Office - Office of the Executive Director (OED)
				Head of BAC Secretariat PCSDS Main Office
	1.2 Prepare the contract in favor of the Supplier	None	10 minutes	Head of BAC Secretariat PCSDS Main Office
2. Sign and receive 3 copies of COA through the BAC Secretariat at the PCSD Main Office	2.1 Approve and sign the Contract of Agreement (COA)	None	1 day	HOPE 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	Head of BAC Secretariat PCSDS Main Office
3. Sign the Notice to Proceed (NTP) and receive one copy of NTP through the BAC Secretariat at the PCSD Main Office	3. Sign the Notice to Proceed (NTP) together with a copy of the approved COA within three CD from the date of the approval	None	1 day	HOPE PCSDS Main Office - Office of the Executive Director (OED) Head of BAC Secretariat PCSDS Main Office
4. Perform the service required at the venue specified in the	4.1 Ensure that the service provided is in accordance with the specifications stated in the TOR	None	1 day	<i>End-User</i> <i>Division Head</i> PCSDS Main Office
TOR and within the scheduled timeframe.	4.2 Prepare the Purchase Order (PO) in favor of the Supplier	None	10 minutes	Head of BAC Secretariat PCSDS Main Office
5. Sign the Purchase Order	5. Issue and sign the Purchase Order (PO)	None	1 day	HOPE PCSDS Main



				PCSD
(PO) and receive				Office - Office of
one copy of PO				the Executive
through the BAC				Director (OED)
Secretariat at the				,
PCSD Main Office				Head of BAC
				Secretariat
				PCSDS Main
				Office
6. Issue Delivery	6.1 Inspect goods, services or	None	1 day	Head of
Receipt/Progress	project progress and/or final		•	Inspection and
Billing/Statement	construction.			Acceptance
of Account/Billing				Committee
•	Propara inspection accontance			PCSDS Main
-	Prepare inspection acceptance			
Invoice	report (IAR)			Office
	Confirm compliance of procured			
	items to specifications/TOR			
	6.2 Submit complete copies of	None	3 days	Property and
	procurement documents and			Supply Unit
	Disbursement Voucher and			PCSDS Main
				Office – AFD
	Obligation Request to			Office – AFD
	Accounting unit for payment			
	processing			
	6.3 Attach property Number and	None	2 days	Property and
	enter details to Report of			Supply Unit
	Physical Counts of Property			PCSDS Main
	Plants and Equipment, if			Office - AFD
	applicable			
		None	1 dov	Droporty
	6.4 Prepare Property	NONE	1 day	Property
	Acknowledgment Receipt			Custodian
	(PAR) and issue procured item			PCSDS Main
	to End-User and record/input to			Office - AFD
	Property Inventory			
	6.5 Evaluate bidders	None	1 day	End User
	performance/service.			Division Chief
				PCSDS Main
	Droporo Cortificato of			
	Prepare Certificate of			Office - AFD
	Performance Evaluation (CPE)			
	Form and recommend the same			Chief
	to the HOPE			Administrative
				Officer
				PCSDS Main
				Office - AFD
	6.6 Sign and approve CPE	None	2 days	HOPE
	0.0 Sign and approve OFE	NULLE	z uays	
				PCSDS Main
				Office - Office of
				the Executive
				Director (OED)
7. Issue Official	7. Receive Official Receipt and	None	1 day	Accountant III
Receipt of	Process payment		,	PCSDS Main



				1000
Delivered				Office - AFD
items/service and				
Receive Payment				
at the Accounting				
Office at the				
PCSD Main				
Office.				
	TOTAL:	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).

Office/Division:	Bids and Awards Committee (BAC), BAC Secretariat, and			
	Administrative and Finance Divisions (AFD)			
Classification:	Highly Technical			
Type of Transaction:	G2C - Government to Citizen			
	G2G - Government to Government			
	G2B - Government to Business			
Who may avail:	External suppliers/service providers			
Checklist	OF REQUIREMENTS	WHERE TO SECURE		
Mayor's/ Business Permit	(1 photocopy)	Supplier, Consultant,		
		Contractor		
Professional License /Cur	riculum Vitae (Consulting Services)	Consultant		
(1 photocopy)				
PhilGEPS Registration Nu	umber (1 photocopy)	Supplier, Consultant,		
	Contractor			
Philippine Contractors Acc	creditation Board (PCAB) License (1	Contractor		
photocopy)				
Income/Business Tax Ret	Supplier, Consultant,			
photocopy) Contractor				
Omnibus Sworn Statemer	nt (For ABCs above P500K) (1	Supplier, Consultant,		
original)		Contractor		



				PCSD
CLIENTS STEPS	AGENCY ACTION		PROCESSING	
		BE PAID	TIME	RESPONSIBLE
1. Attend the Pre-	1.1Conduct Pre-bid conference	None	1 day	PCSDS-BAC
bid Conference	(at the discretion of the BAC).			Chairperson
				PCSDS Main
		NL	10	Office
2. Drop sealed	2.1Collect sealed Quotation	None	10 minutes	Head of BAC
Quotation	from the bid box.			Secretariat
Envelope in the				PCSDS Main
bid box located at	2.2 Conduct Evaluation of	None	1 dov	Office
the front desk, PCSD Main	2.3Conduct Evaluation of Quotations.	None	1 day	PCSDS-BAC
Building before the	Quotations.			<i>Chairperson</i> PCSDS Main
deadline of				Office
	2.4 Prepare Abstract of Bid	None	1 day	Head of BAC
	(AOB) and have it signed by		Tuay	Secretariat
	the BAC Members who			PCSDS Main
	were present during the			Office
	evaluation			Onioc
	2.5 Recommend to the HoPE	None	1 day	PCSDS-BAC
	the award of contract		, aay	Chairperson
				PCSDS Main
	Prepare BAC Resolution			Office
	recommending award			
	and have it signed by			Head of BAC
	the BAC members and			Secretariat
	HOPE			PCSDS Main
				Office
3. Sign the NOA	3.1 Issue and sign the Notice of	None	1 day	Head of the
and Receive one	Award (NOA), otherwise HOPE			Procuring Entity
copy of NOA	may disapprove BAC			(HOPE)
through the BAC	recommendation.			PCSDS Main
Secretariat at the				Office - Office of
PCSD Main Office				the Executive
				Director (OED)
				Head of BAC
				Secretariat
				PCSDS Main
				Office
	3.2 Prepare the contract in	None	10 minutes	Head of BAC
	favor of the winning bidder	None	To minutes	Secretariat
				PCSDS Main
				Office
4. Sign and	4.1 Approve and sign the	None	1 day	Head of the
•	Contract of Agreement (COA)		,	Procuring Entity
COA through the	č ()			(HOPE)
BAC Secretariat at				PCSDS Main
the PCSD Main				Office - Office of
Office				the Executive



	1		ſ	PCSD
				Director (OED)
	4.2 Prepare the NTP in favor of the winning bidder	None	10 minutes	Head of BAC Secretariat PCSDS Main Office
5. Sign the Notice to Proceed (NTP) and receive one copy of NTP through the BAC Secretariat at the PCSD Main Office	2.6 Sign the Notice to Proceed (NTP) together with a copy of the approved COA within three CD from the date of the approval	None	1 day	Head of the Procuring Entity (HOPE) PCSDS Main Office - Office of the Executive Director (OED) Head of BAC Secretariat PCSDS Main Office
6. Perform the service required at the venue specified in the	6.1 Ensure that the service provided is in accordance with the specifications stated in the TOR	None	1 day	End-User Division Head PCSDS Main Office
TOR and within the scheduled timeframe.	6.2 Prepare the Purchase Order (PO) in favor of the Lessor	None	10 minutes	Head of BAC Secretariat PCSDS Main Office
7. Sign the Purchase Order (PO) and receive one copy of PO through the BAC Secretariat at the PCSD Main Office	7.1 Issue and sign the Purchase Order (PO)	None	1 day	HOPE PCSDS Main Office - Office of the Executive Director (OED) Head of BAC Secretariat PCSDS Main Office
8. Issue Delivery Receipt/Progress Billing/Statement of Account/Billing Statement/Delivery Invoice	 8.1 Inspect goods, services or project progress and/or final construction. Prepare inspection acceptance report (IAR) Confirm compliance of procured items to specifications/TOR 	None	1 day	Head of Inspection and Acceptance Committee PCSDS Main Office
	8.2 Submit complete copies of procurement documents and Disbursement Voucher and	None	3 days	Property and Supply Unit PCSDS Main



				PCSD
	Obligation Request to			Office - AFD
	Accounting unit for payment			
	processing			
	8.3 Attach property Number	None	2 days	Property and
	and enter details to Report of			Supply Unit
	Physical Counts of Property			PCSDS Main
	Plants and Equipment, if			Office - AFD
	applicable			
	8.4 Prepare Property	None	1 day	Property
	Acknowledgment Receipt			Custodian
	(PAR) and issue procured			PCSDS Main
	item to End-User and			Office - AFD
	record/input to Property			
	Inventory			
	8.5 Evaluate bidders	None	1 day	End User
	performance/service.		-	Division Chief
	8.6 Prepare Certificate of			PCSDS Main
	Performance Evaluation (CPE)			Office - AFD
	Form and recommend the			
	same to the HOPE			Chief
				Administrative
				Officer
				PCSDS Main
				Office - AFD
9. Receive	9. Sign and approve CPE	None	2 days	HOPE
Certificate of			-	PCSDS Main
Performance				Office - Office of
Evaluation from				the Executive
the Property and				Director (OED)
Supply Unit at the				· · · ·
PCSD Main Office				
10. Issue Official	10. Receive Official Receipt and	None	1 day	Accountant III
Receipt of	Process payment		-	PCSDS Main
Delivered				Office - AFD
items/service and				
Receive Payment				
at the Accounting				
Office at the PCSD				
Main Office.				
	TOTAL:	None	20 days and	
			40 minutes	
	tation for Producement of Goods	O and a stability		. C

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.

Office/Division:		Bids and Awards Committee (BAC), BAC Secretariat, and Administrative and Finance Divisions (AFD)				
Classification:		Highly Technical				
Type of Transac	ction:	G2C - Governr	nent to Citizen			
		G2G - Governr	ment to Governm	nent		
		G2B - Governr	nent to Business	5		
Who may avail:		External suppli	ers/service prov	iders		
	Checklist	OF REQUIREM	/IENTS		WHEF	RE TO SECURE
Business/Mayor's	s Permit					er, Consultant or Contractor
Professional Lice photocopy)	ense /Curri	culum Vitae (Co	onsulting Service	es) (1	(Consultant
PhilGEPS Regist	tration Nur	nber (1 copy)				er, Consultant or Contractor
Philippine Contra photocopy)	actors Acci	editation Board	I (PCAB) License	∋ (1	(Contractor
Net Financial Co	ntracting C	Capacity (NFCC	;) (1 copy)		Supplier, Consultant or Contractor	
CLIENTS	AGEN	CY ACTION	FEES TO BE	PROC	ESSING	PERSON
STEPS			PAID	Т	IME	RESPONSIBLE
1. Submit Post-	1.1 Post-	qualify and	None	12	day	PCSDS-BAC
Qualification	negotiate	with the				Chairperson
documents to	second lo	west				PCSDS Main
the BAC	calculate	d/highest rated				Office
Secretariat at	bidder for	the project				
the PCSD Main	under cor	nsideration at				
Building	the said b	oidder's own				
original bid price,						
	remaining	g works to be	vorks to be			
	done.					
	(Authority	to negotiate				
	contracts	for projects				



		1	PCSD
under the foregoing			
exceptional cases shall			
be subject to prior			
approval by the HOPE			
concerned, within their			
respective limits of			
approving authority)			
approving autionty)			
• If pagatistion			
 If negotiation fails, then the BAC 			
shall post-qualify and			
negotiate with the			
next lowest			
calculated/highest			
rated bidder at the			
said bidder's own			
original bid price.			
If the negotiation			
fails another time, the			
process is repeated			
until all the bidders			
from the previous			
bidding have been			
considered.			
If the negotiation			
fails and there is no			
bidder left from the			
previous bidding or if			
the original awardee			
is a Single Calculated			
Responsive			
Bidder/Single Rated			
Responsive Bidder,			
the BAC may either			
invite at least three (3)			
suppliers/contractors/			
consultants to submit			
their bids, or resort to			
any other appropriate			
alternative method of			
procurement, in which			
case the appropriate			
procedure for such			
mode shall be			
followed.			
1.2 Recommend to the	None	1 day	PCSDS-BAC
HoPE the award of			Chairperson
contract			PCSDS Main
			Office
Prepare BAC			
· •			



r				PCSD
	Resolution recommending award and have it signed by the BAC members and HOPE			
	2. Issue and sign the Notice of Award (NOA), otherwise HOPE may disapprove BAC recommendation.	None	1 day	HOPE PCSDS Main Office - Office of the Executive Director (OED) Head of BAC Secretariat PCSDS Main Office
3. Submit Performance Security to the BAC Secretariat at the PCSD Main Office	3.1 Receive and evaluate submitted Performance Security	None	1 day	Head of BAC Secretariat PCSDS Main Office
	3.2 Prepare the contract in favor of the next lowest calculated/highest rated bidder	None	10 minutes	Head of BAC Secretariat PCSDS Main Office
4. Sign and receive 3 copies of COA through the BAC Secretariat at the PCSD Main	4.1 Approve and sign the Contract of Agreement (COA)	None	1 day	HOPE PCSDS Main Office - Office of the Executive Director (OED)
Office Notarize the COA.	4.2 Prepare the NTP in favor of the winning bidder	None	10 minutes	Head of BAC Secretariat PCSDS Main Office
Return notarized COA to the BAC Secretariat at the PCSD Main Office.				
5. Sign the Notice to Proceed (NTP) and receive one copy of NTP through the BAC	5.1 Sign the Notice to Proceed (NTP) together with a copy of the approved COA within three CD from the date of the approval	None	1 day	HOPE PCSDS Main Office - Office of the Executive Director (OED)
Secretariat at				Head of BAC



				PCSD
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	<i>End-User Division</i> <i>Head</i> 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/Progres s Billing/Statement of Account/Billing Statement/Deliv ery 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



				PCSD
	Physical Counts of			Office - AFD
	Property Plants and			
	Equipment, if applicable			
	8.4 Prepare Property	None	1 day	Property
	Acknowledgment			Custodian PCSDS
	Receipt (PAR) and			Main Office - AFD
	issue procured item to			
	End-User and			
	record/input to Property			
	Inventory			
	8.5 Evaluate bidders	None	1 day	End User Division
	performance/service.	NONC	rudy	Chief
	performance/service.			PCSDS Main
	Bronara Cortificate of			Office - AFD
	Prepare Certificate of Performance Evaluation			Office - APD
				Chief
	(CPE) Form and			Chief
	recommend the same to			Administrative
	the HOPE			Officer
				PCSDS Main
				Office - AFD
9. Receive	9. Sign and approve	None	2 days	HOPE
Certificate of	CPE			PCSDS Main
Performance				Office - Office of
Evaluation from				the Executive
the Property and				Director (OED)
Supply Unit at				
the PCSD Main				
Office				
10. Issue Official	10. Receive Official	None	1 day	Accountant III
Receipt of	Receipt and Process			PCSDS Main
Delivered	payment			Office - AFD
items/service				
Receive				
Payment at the				
Accounting				
Office at the				
PCSD Main				
Office.				
	TOTAL:	None	31 days and 30	
	IOIAL.		minutes	
			111110105	1

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.

Office/Division:	Bids and Awards Committee (BAC), BAC Secretariat, and Administrative and Finance Divisions (AFD)			
Classification:	Complex			
Type of Transaction:	G2C - Government to Citizen G2G - Government to Governme G2B - Government to Business	nt		
Who may avail:	External suppliers/service provide	ers		
Checklist OF	REQUIREMENTS	WHERE TO SECURE		
First Envelope:				
Registration Certificate from 1 and Copy 2)	n SEC/DTI/CDA (1 original, Copy	Supplier, Consultant or Contractor		
Business/Mayor's Permit(1	original, Copy 1 and Copy 2)	Supplier, Consultant or Contractor		
Tax Clearance(1 original, C	opy 1 and Copy 2)	Supplier, Consultant or Contractor		
PHILGEPS Certificate of Re (Platinum Registration) (1 o	•	Supplier, Consultant or Contractor		
	VA) if applicable(1 original, Copy	Supplier, Consultant or Contractor		
Proof of Authority of the Bid representative/s(1 original, 0	Supplier, Consultant or Contractor			
Omnibus Sworn Statement(Supplier, Consultant or Contractor			
List of Ongoing government original, Copy 1 and Copy 2	Supplier, Consultant or Contractor			
Certificate of Performance E Copy 1 and Copy 2)	Evaluation from SLCC(1 original,	Supplier, Consultant or Contractor		



				PCSD
Compliance with the Copy 1 and Copy 2)	Schedule of Requirements(1 or	iginal,	Supplier, Cons Contractor	ultant or
Compliance with Tec	hnical Specifications(1 original,	Copy 1	Supplier, Cons Contractor	ultant or
and Copy 2) Bid Security(1 origina	al, Copy 1 and Copy 2)		Supplier, Cons	ultant or
			Contractor	
After Sales Statemer	nt(1 original, Copy 1 and Copy 2	Supplier, Cons	ultant or	
Philippine Contractor	s Accreditation Board (PCAB) L	Contractor Supplier Cons	ultant or	
	Copy 1 and Copy 2)		Contractor	
Second Envelope:				
Audited Financial Sta	atements(1 original, Copy 1 and	Copy 2)	Supplier, Cons	ultant or
Income Tay Return(1	original, Copy 1 and Copy 2)		Contractor Supplier, Cons	ultant or
			Contractor	
Net Financial Contra	cting Capacity (NFCC) (1 origin	al, Copy	Supplier, Cons	ultant or
1 and Copy 2)			Contractor	
Price Quotation Form	n(1 original, Copy 1 and Copy 2)	Supplier, Cons	ultant or
Bill of Quantities(1 or	iginal, Copy 1 and Copy 2)		Contractor	ultant or
			Supplier, Consultant or Contractor	
CLIENTS STEPS	AGENCY ACTION		PROCESSING	
		TO BE PAID	TIME	RESPONSIBLE
1. Negotiate with	1. Negotiate with suppliers,	None	7 day	PCSDS-BAC
the Bid and Awards	contractors or consultants and			Chairperson
Committee during	discuss the technical and			PCSDS Main
BAC meetings at	financial requirements of the			Office
the PCSD Main	project to be able to submit a			
Building	responsive quotation or			
2. Submit Best	proposal on a specified 2.1 Receive submitted price	None	1 day	Head of BAC
Offer/ Price	quotation and eligibility	1 torro	, ady	Secretariat
Quotation during the				PCSDS Main
scheduled BAC				Office
Meeting at the	Conduct evaluation of the best			
PCSD Main Office	offer/proposal and the			
	corresponding eligibility documents.			
	2.2 Recommend to the HoPE	None	1 day	PCSDS-BAC
	the award of contract	Nono	ruuy	Chairperson
	Prepare BAC Resolution			PCSDS Main Office
	recommending award and			Unice
	have it signed by the BAC			
	members and HOPE			
3. Sign the NOA	3.1. Issue and sign the Notice	None	1 day	HOPE
3. Sign the NOA and Receive one copy of NOA		None	1 day	HOPE PCSDS Main Office - Office



				PCSD
through the BAC Secretariat at the	recommendation.			of the Executive Director (OED)
PCSD Main Office				Head of BAC Secretariat
				PCSDS Main Office
4. Submit	4.1 Receive and evaluate	None	1 day	Head of BAC
Performance Security to the BAC	submitted Performance Security			Secretariat PCSDS Main
Secretariat at the PCSD Main Office	4.2 Propore contract in four	None	1 dov	Office Head of BAC
PCSD Main Once	4.2 Prepare contract in favor of the winning bidder.	none	1 day	Secretariat PCSDS Main Office
5. Sign and receive	5.1 Approve and sign the	None	1 day	HOPE
3 copies of COA	Contract			PCSDS Main
through the BAC Secretariat at the				Office - Office of the Executive
PCSD Main Office				Director (OED)
Notarize the COA.	5.2 Prepare the NTP in favor of the winning bidder	None	10 minutes	Head of BAC Secretariat PCSDS Main
Return notarized COA to the BAC				Office
Secretariat at the PCSD Main Office.				
6. Sign the Notice to Proceed (NTP) and receive one copy of NTP through the BAC Secretariat at the PCSD Main	6.1Sign the Notice to Proceed (NTP) together with a copy of the approved COA within three CD from the date of the approval	None	1 day	HOPE PCSDS Main Office - Office of the Executive Director (OED)
Office				
7. Perform the service required at the venue specified in the	7.1 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
TOR and within the scheduled timeframe.	7.2 Prepare the Purchase Order (PO) in favor of the Lessor	None	10 minutes	Head of BAC Secretariat 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	HOPE PCSDS Main Office - Office of the Executive Director (OED)



				PCSD
9. Submit warranty	9.1. Accept and verify	None	1 day	Head of BAC Secretariat PCSDS Main Office Chief
security to the Property and Supply Unit at the PCSD Main Office.	Warranty Security submitted	None	Tudy	Administrative Officer PCSDS Main Office
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	Head of Inspection and Acceptance Committee PCSDS Main Office
	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</i> PCSDS Main Office – AFD
	10.3 Attach property Number and enter details to Report of goods, Physical Counts of Property Plants and Equipment, if applicable	None	2 days	Property and Supply Unit PCSDS Main Office – AFD
	10.4 Prepare Property Acknowledgment Receipt (PAR) and issue procured item to End-User and record/input to Property Inventory	None	1 day	Property Custodian PCSDS Main Office – AFD
	10.5 Evaluate bidders performance/service. Prepare Certificate of Performance Evaluation (CPE) Form and recommend the same to the HOPE	None	1 day	End User Division Chief PCSDS Main Office - AFD Chief Administrative Officer PCSDS Main
11. Receive Certificate of	11. Sign and approve CPE	None	2 days	Office – AFD HOPE PCSDS Main



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

Office/Division:	ECAN Monitoring an	d Ev	aluation Divisi	ion (EMED)	
Classification:	Simple				
Type of	G2G -Government to	o Go	vernment		
Transaction:					
Who may avail:	Employees of PCSD	S			
Checklist OF R	EQUIREMENTS		WI	HERE TO SECUP	RE
1. Office ID (1 origin	nal copy)				e ID issued by the
					ision or the Office
				irector, PCSDS	
CLIENTS STEPS	AGENCY ACTIO	Ν		PROCESSING	PERSON
			PAID	TIME	RESPONSIBLE
1. Register in the	1.0 Provide short		None	5 Minutes	Division Chief
-	briefing on library po	licy			PCSDS Main
logbook.	and introduction to				Office- ECAN
	Library Information				Monitoring and
	System.				Evaluation
				_ · .	Division
	2.0 Assist the client.		None	5 minutes	Division Chief
librarian of the data					PCSDS Main
or information he					Office- ECAN
needs.					Monitoring and Evaluation
					Division
3. Browse the	2.0 Deepend to align	.+	None	/The broweing	Division Chief
library materials.	3.0 Respond to clien	IL	None	(The browsing and researching	
Inquire from the	query or provide additional assistance.			time depends	Office- ECAN
Library staff	auuilional assistante	5.		on the client,	Monitoring and
additional				but the library	Evaluation
information or seek				opens from	Division
assistance. Return				8:00AM to	DIVISION
				0.00410110	



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
	TOTAL:	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.

Office/Division:	ECAN Monitoring and Evaluation Division (EMED)		
Classification:	Complex		
Type of	G2G – Governm	ent to Government	
Transaction:			
Who may avail:	Employees of PC	CSDS	
Checklist OF REC	QUIREMENTS	WHERE TO SECURE	
Filled-up GIS Map Re		GIS Unit or Front Desk of PCSDS, PCSD Bldg., Sports	
original copy only)		Complex Rd., Brgy. Sta. Monica, Puerto Princesa City	



CLIENTS	AGENCY ACTION	FEES TO BE	PROCESSING	PERSON
STEPS	AGENOT ACTION	PAID	TIME	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,	1.1 Receive the accomplished or filled-up GIS Map request form and submit for approval of superior, while obtaining more details from the requisitioner, agreeing on the contents of the map being requested.	None	5 Minutes	Division Chief PCSDS Main Office- ECAN Monitoring and Evaluation Division
resolution or scale, etc.	1.2 Approve map request	None	2 minutes	Division Chief PCSDS Main Office- ECAN Monitoring and Evaluation Division Planning Director PCSDS Main Office Executive Director PCSDS Main Office - Office of the Executive Director
	maps or save and export map in digital format.	None	6 hours or less (depending on map complexity)	Division Chief PCSDS Main Office- ECAN Monitoring and Evaluation Division
2. Claim the requested map, sign the receipt form or logbook, and accomplish the Client Feedback Form		None	2 minutes	Division Chief PCSDS Main Office- ECAN Monitoring and Evaluation Division
	TOTAL:	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 building, Ramon V. Mitra Center for Sustainable Development, Brgy. Sta. Monica, Puerto Princesa City

Office/Division:	ECAN Monitoring and Evaluation Division (EMED)			
Classification:	Highly Technical			
Type of	G2G – Government to Government			
Transaction:				
Who may avail:	Divisions and operating units of PCSDS			
Checklist OF REQUIREMENTS		WHERE TO SECURE		
Filled-up EnviLab Services Request		nviLab Unit-EMED or Front Desk of PCSDS		
Form				



Travel order		From the respective supervisors, duly approved by the Office of the Executive Director			
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
1. Staff of other divisions or operating unit fill-up the request for water sampling and analysis form.	1.1. Receive request form and record in logbook.	None	3 Minutes	Division Chief PCSDS Main Office- ECAN Monitoring and Evaluation Division	
	1.2 Schedule with the requisitioner the activity; prepare the logistical requirements including sampling bottles, vehicles, etc.	None	30 minutes to 4 hours	Division Chief PCSDS Main Office- ECAN Monitoring and Evaluation Division	
	1.3 Process Travel Order			Division Chief PCSDS Main Office- ECAN Monitoring and Evaluation Division	
2. Arrange with the site to be sampled; join the EnviLab team in the conduct of water sampling; ortherwise, give specific directions on what and where to obtain the samples.	samples from the site	None	1-2 days	Division Chief PCSDS Main Office- ECAN Monitoring and Evaluation Division Requisitioner	
	3. Conduct laboratory analysis of water samples, recording of results, preparation of laboratory reports and approval of reports		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	Division Chief 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	Division Chief PCSDS Main Office- ECAN Monitoring and Evaluation Division
	TOTAL:	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.

Office/Division:	ECAN Education and Extension Division (EEED)					
Classification:	Simple					
Type of	G2C- Government to Citizen					
Transaction:	G2G- Government to Government					
Who may avail:	PCSD Staff					
Checklist OF RE	WHERE TO SECURE					
1. Service Request For	EEED receiving desk- PCSD Main Building- ECAN Education and Extension Division					
2. Approved copy of material/s for posting (1 printed copy and 1 electronic copy)		Client				
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE		
•	1.1 Receive and forward the request to the EEED Division Head	None	10 minutes	Division Chief PCSDS Main Office- ECAN Education and Extension Division		
	1.2 Review request and approve request	None	1 day	Division Chief 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	Division Chief 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	Division Chief PCSDS Main Office- ECAN Education and Extension Division
3. Receive notification that request has been uploaded to PCSD official social media site/s 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	Division Chief PCSDS Main Office- ECAN Education and Extension Division
	TOTAL:	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.

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



				PCSD
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	Division Chief PCSDS Main Office- ECAN Education and Extension Division
	1.2 Review and	None	1 day	Division Chief
	approve request and forward to Person-in-charge			PCSDS Main Office- ECAN Education and Extension Division
2. Sign in the Client	2.1 Give	None	5 minutes	Division Chief
logbook at the EEED receiving area	approved request slip with tentative date of completion to client (duplicate received copy)			PCSDS Main Office- ECAN Education and Extension Division
	2.2 Process	None	15 days	Division Chief
	request			PCSDS Main Office- ECAN Education and Extension Division
3. Receive draft	3.1 Notify Client	None	1 hour	Division Chief
layout/graphic designs and sign at the logbook for received requests and fill out the Client	of finished material			PCSDS Main Office- ECAN Education and Extension Division
Feedback form.	3.2 Give material/s to client draft layout/graphic design and receive the filled- out Client Feedback form.	None	10 minutes	Division Chief PCSDS Main Office- ECAN Education and Extension Division
	TOTAL:	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.

Office/Division:	ECAN Education an	d Extensior	Division (EEED))
Classification:	Simple		X	/
Type of	G2G- Government t	o Governme	ent	
Transaction:				
Who may avail:	PCSD Staff			
Checklist OF RE	QUIREMENTS		WHERE TO S	SECURE
1. Service Request For	m (1 original)	EEED recei	ving desk- PCS	D Main Building-
		ECAN Educ	cation and Exten	ision Division
2. Approved copy of ma		Client		
production/reproduction	n (1 printed copy			
and 1 electronic copy)				
				DEDOON
CLIENTS STEPS	AGENCY ACTION		PROCESSING	PERSON
4. Fill we the comice		BE PAID	TIME	RESPONSIBLE
1. Fill up the service	1.1 Receive and	None	10 minutes	Division Chief PCSDS Main Office-
request form and submit to EEED	forward the request to the Division			ECAN Education and
person-in-charge	Head			Extension Division
person-in-charge	1.2 Review request	None	10 minutes	Division Chief
	and approve	NONE	TO Minutes	PCSDS Main Office-
	request			ECAN Education and
				Extension Division
2. Sign in the Client	2.1 Give approved	None	5 minutes	Division Chief
logbook at the EEED	request slip to			PCSDS Main Office-
receiving area	client (duplicate			ECAN Education and
	received copy)			Extension Division
	2.2 Process	None	2 days	Division Chief
	request			PCSDS Main Office-
				ECAN Education and
				Extension Division
3. Receive draft	3.1 Notify client	None	15 minutes	Division Chief
layout/graphic designs				PCSDS Main Office-
and sign at the				ECAN Education and
logbook for received	2.2 Cive produced	Nono	10 minutos	Extension Division
requests and fill out the Client Feedback	3.2 Give produced material and	None	10 minutes	Division Chief PCSDS Main Office-
form.	receive the filled			ECAN Education and
	out Client			Extension Division
	Feedback form.			
	TOTAL:	None	2 days,	
			50minutes	
		1		



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.

	Office of the Free C	Director (C		
Office/Division:	Office of the Executiv	e Director (C	JED)	
Classification:	Highly Technical	0.11		
Type of	G2C – Government to			
Transaction:	G2B – Government to		. 1	
	G2G – Government to	o Governme	nt	
Who may avail:	All			
	EQUIREMENTS	-	WHERE TO S	SECURE
1. Signed intra-office			party/ client	
2. Other pertinent doo	cuments (1 certified	Requesting	party/ client	
true copy)				
CLIENTS STEPS	AGENCY ACTION		PROCESSING	
		BE PAID	TIME	RESPONSIBLE
1. Submit written	1.1 Receive and	None	10 minutes	Chief Administrative
request and other	record the submitted			Officer
pertinent documents	written request and			PCSDS Main Office-
	other documents			Administrative and
				Finance Division
	1.2 Assess the	None	8 days ,15	Legal Services
	request/ evaluate		minutes	Section Chief
	the facts and			PCSDS Main Office-
	information			Office of the Executive
	contained in the			Director/ECAN Zones
	request, review			Management and
	laws, statutes, rules,			Enforcement Division
	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			
	1.3 Review the draft	None	2 days	Deputy Executive
	legal opinion/			Director
	comment/ position			PCSDS Main Office -
	paper			Office of the Executive
				Director
	1.4 Approve/sign the	None	2 days	Executive Director
	letter incorporating			PCSDS Main Office -
	PCSDS' legal			Office of the Executive



	opinion/ comment/			Director
	position			
2. Receive the	2.0 Record and	None	10 minutes	Deputy Executive
requested legal	release the finalized			Director
opinion/ comment/	and approved legal			PCSDS Main Office -
position paper	opinion/ comment/			Office of the Executive
	position paper			Director/Records
				Section
	TOTAL:	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.

Office/Division:	ECAN Zones Management and Enforcement Division (EZMED)				
Classification:	Highly Technical				
Type of	G2C – Government to Citize	en			
Transaction:	G2B – Government to Busir	ness			
	G2G – Government to Government				
Who may avail:	All				
Checklist C	OF REQUIREMENTS		WHERE TO	O SECURE	
1. Memo re Reque original-internal)	est for Investigation (1	Reques	ting party/ client		
2. Other pertinent copy, each)	documents (1 certified true	Reques	ting party/ client		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
	1.2 Receive and record the written request and other documents	None	10 minutes	Chief Administrative Officer PCSDS Main Office- Administrative and Finance Division	
Office Front Desk	1.2 Review/ evaluate the documents submitted by the requesting party/ client	None	2 days	Division Chief PCSDS Main Office- EZMED	
	1.3 Conduct investigation, including interview	None	6 days		
	1.4 Consolidate all gathered information and evidence and prepare investigation report with recommendations/ proposed actions	None	5 days		



	1.5 Review the Investigator's	None	3 days	Division Chief PCSDS Main Office-			
	recommendations/ proposed actions			EZMED Deputy Executive			
				Director PCSDS Main Office-			
				Office of the Executive Director			
	1.6 Approve the recommendations/ proposed actions	None	2 days	Executive Director PCSDS Main Office- Office of the Executive Director			
	1.7 Undertake appropriate action/s as recommended and as approved by the ED and prepare letter informing client of action on investigation	None	5 days	Division Chief PCSDS Main Office- EZMED			
2. Receive copy of Letter	2.0 Record and release	None	5 minutes	Deputy Executive Director			
Informing Client of Action on				PCSDS Main Office- Office of the Executive			
Investigation				Director			
	TOTAL:	None	23 days, 15 minutes				
Doguaat far Invaa	Pequest for Investigation gualified for multi-stage processing						

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.

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



			FUSD
in terms of			PCSD Main
completeness			Office-
and accuracy			Administrative
			and Finance
			Division
2.1 Receive	Refund per COA Audit	15 minutes	Chief
payment	Observation		Administrative
			Officer PCSD
2.2 Issue Official	Amount based on Notices		Main Office-
Receipt or OR	issued by		Administrative
number	COA/Accounting		and Finance
	<u> </u>		Division
TOTAL:	Amount based on Notices	20 minutes	
	issued by		
	COA/Accounting		
-	completeness and accuracy 2.1 Receive payment 2.2 Issue Official Receipt or OR number	completeness and accuracyRefund per COA Audit Observation2.1 Receive paymentRefund per COA Audit Observation2.2 Issue Official Receipt or OR numberAmount based on Notices issued by COA/AccountingTOTAL:Amount based on Notices issued by	completeness and accuracyRefund per COA Audit Observation15 minutes2.1 Receive paymentRefund per COA Audit Observation15 minutes2.2 Issue Official Receipt or OR numberAmount based on Notices issued by COA/Accounting15 minutesTOTAL:Amount based on Notices issued by20 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".

Office/Division:	Personnel Development Committee				
	Secretariat: Human Resource Management and Development (HRMD) Unit, Administrative and Finance Division (AFD)				
Classification:	Complex				
Type of Transaction:	G2G – Government to Government				
Who may avail:	PCSD Staff (Perr	manent and	Contract of Ser	vice Workers)	
CHECKLIST OF REQUI	REMENTS		WHERE TO S	ECURE	
Nomination form (1 original)		-	y or HRMD Unit, mplex Road, Pue	PCSDS Bldg. erto Princesa City.	
Letter of invitation (if available)		Learning a	nd Developmen	t Service	
(1 original or photocopy)		Provider/O			
Notice of training (original or pl	notocopy)	Official we	bsite of the train	ing organizer	
CLIENT STEPS	AGENCY		PROCESSING	PERSON	
	ACTION	BE PAID	TIME	RESPONSIBLE	
1. Send request/	1.1 Receive the	None	3 Minutes	PDC Chairperson	
recommendation	requirements			PDC	
letter with letter of					
invitation from the L	Include the				
& D service	request/				
provider/organizer	recommendation in the PDC				
	meeting agenda				
	1.2 Schedule	None	5 Days	PDC Chairperson	
	PDC			PDC	
	deliberation				
	1.3 Meet to	None	2 Hours	PDC Chairperson	
	deliberate and			PDC	
	discuss L & D				
	applications				
	1.4 Prepare	None	1 Hour	PDC Chairperson	
	Assessment			PDC	
	Evaluation				
	Summary for				
	signature of				
	PDC members				
	and for approval				



		of the Executive			
		Director			
2. Re	ceive the	2. Disseminate	None	30 Minutes	PDC Chairperson
cer	rtification from	the result of the			PDC
PD	C Secretariat	PDC			
		Assessment to			
		approved			
		attendees			
		TOTAL:	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.

Office/Division:	Human Resource M	lanagement a	nd Development	t (HRMD) Unit,
	Administrative and Finance Division (AFD)			
Classification:	Simple			
Type of Transaction:	G2G – Government	to Governme	nt	
	G2C – Government	to Citizen		
Who may avail:	PCSD Staff (Perma	nent and Cont	ract of Service \	Workers),
	Resigned/Separate	d Staff, Retired	d personnel	
CHECKLIST OF RI	EQUIREMENTS		WHERE TO SE	CURE
Accomplished HR Requ	uisition Slip Form (1	AFD Lobby or HRMD Unit, PCSDS Bldg. Sports		
original)		Complex Road, Puerto Princesa City		
CLIENT STEPS	AGENCY ACTION	FEES TO BE	PROCESSING	PERSON
		PAID	TIME	RESPONSIBLE
1. Send/Submit	1.1 Check and	None	3 Minutes	HRM Officer
the Accomplished HR	receive the			PCSD Main Office-
Requisition Slip Form	Accomplished HR			Administrative and



				PC3D
	Requisition Slip Form			Finance Division
	1.2 Prepare and print the certification	None	10 Minutes	HRM Officer PCSD Main Office- Administrative and Finance Division
	1.2 Sign the certificate	None	5 Minutes	Chief Administrative Officer PCSD Main Office- Administrative and Finance Division
2. Receive the requested documents	2. Release and record the requested documents	None	5 Minutes	HRM Officer PCSD Main Office- Administrative and Finance Division
	TOTAL:	None	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.

Office/Division:	Human Resource Merit Promotion and Selection Board (HRMPSB)				
	Secretariat: Human R	esource Management and Development			
	(HRMD) Unit, Adminis	trative and Finance Division (AFD)			
Classification:	Highly Technical				
Type of Transaction:	G2G- Government to Government				
	G2C- Government to Citizen				
Who may avail:	All interested applican	ts			
CHECKLIST OF R	EQUIREMENTS	WHERE TO SECURE			
Application Letter (1 origi	nal)	Proponent/Client			
Fully accomplished Perso	onal Data Sheet	PDS and Work Experience Sheet can be			
(PDS) with recent passpo	ort-sized picture (CS	downloaded at <u>www.csc.gov.ph</u>			
Form No. 212, Revised 2	017) (1 original copy				



				PCSD
or scanned/photocopy)				
Work Experience Sheet (,	Proponent/Clie	ent	
(1 original copy or scanne	1 1,2,7			
Performance Rating in th	• • •	Proponent/Clie	ent	
applicable) (1 original cop	by or			
scanned/photocopy)				
Certificate of Eligibility/Ra	ating/License (1	Proponent/Clie	ent	
photocopy or scanned)				
Certificates of training rel	evant to the position (Proponent/Clie	ent	
1 photocopy or scanned)				
Transcript of Records (1	photocopy or	Proponent/Clie	ent	
scanned)				
CLIENT STEPS	AGENCY ACTION	FEES TO BE	PROCESSING	PERSON
		PAID	TIME	RESPONSIBLE
1. Submit the	1.1 Check and	None	10 Minutes	Chief
requirements	receive the			Administrative
prescribed in CS Form	documents			Officer
No. 9 to PCSDS Front				PCSD Main
•	(Note: Applications			Office-
email at	with incomplete			Administrative
oed@pcsd.gov.ph	documents shall not be entertained.)			and Finance Division
(Note: Applications can	1.2 Forward the	None	10 Minutes	Chief
only be submitted (i)	application to the	Nono		Administrative
once the vacant position	Central Registry for			Officer
has been	the appointing			PCSD Main
posted/published at	authority's notation			Office-
CSC, and (ii) on or				Administrative
before the deadline of				and Finance
submission indicated in				Division
the CSC publication.)				Executive
				Director
				PCSD Main
				Office-Office of
				the Executive
				Director
	1.3 Check and	None	10 Days, 2	HRM Officer
	receive the		Hours	PCSD Main
	applications			Office-
	1.4 Prepare the			Administrative and Finance
	applicant's folder and			Division
	profile			
	1.5 Conduct initial			
	assessment if the			
	applicant is qualified			



	1		1	PCSD
	based on the minimum requirements set by the CSC			
	1.6 Disseminate evaluation forms to applicants' immediate supervisors (if internal applicant)			
	1.7 Administer Written Examination to qualified applicants	None	1 Day	HRM Officer PCSD Main Office- Administrative and Finance Division
	1.8 Evaluate the written examinations1.9 Deliberate on the qualifications of applicants	None	1 Day	HRMPSB Chairperson HRMPSB PCSD Main Office- Administrative and Finance Division
	1. 10 Prepare/Fill up the assessment sheet	None	3 Hours	HRM Officer PCSD Main Office- Administrative and Finance Division
	 1.11 Sign on the shortlisted assessment sheet 1.12 Forward to the Central Registry for the Appointing Authority/ Executive Director's approval/appointment 	None	1 Hour	HRMPSB Chairperson HRMPSB PCSD Main Office- Administrative and Finance Division
2. Receive notice of acceptance or letter of regret	2.1 Release of Notice of acceptance or letter of regret	None	1 Day	HRMPSB secretariat PCSD Main Office- Administrative and Finance Division
	TOTAL:	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.

Cla Ty	fice/Division: assification: vpe of Transaction: ho may avail:	 Human Resource Management and Development (HRMD) Unit, Administrative and Finance Division (AFD) Highly Technical G2G – Government to Government PCSDS Permanent Staff 			
	CHECKLIST OF R			WHERE TO SEC	CURE
Gr	ievance Letter (1 origin	,	HRMD Uni		
	CLIENT STEPS	AGENCY ACTION	FEES TO	PROCESSING	PERSON
			BE PAID	TIME	RESPONSIBLE
1.	Discuss the grievance with his/her immediate supervisor through written communication	1. Address the grievance and inform his/her staff through a response letter, within three (3) days of grievance presentation.	None	3 Days	Immediate Supervisor of the complainant/ grievant
	If in case, the object of the grievance is his/her immediate supervisor, the staff may bring the		None	3 Days	Next Higher Supervisor



-		1			PUSD
	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	2. The next Higher Supervisor/Division Head shall address the grievance within 5 working days upon the receipt of the grievance and shall give a response letter	None	10 Days	Next Higher Supervisor/ Division Head
3.	If still not satisfied with the result/ decision, the staff may appeal to the Grievance Committee through submitting the grievance and the results/decisions from the previous actions within 5 working days upon the receipt of the 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	Grievance Committee Chairperson Grievance Committee
	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</i> <i>Director</i> PCSD Main Office - Office of the Executive Director
4.	If still not satisfied with the result/ decision from the Grievance Committee, the staff may appeal to the	4.1 Conduct an investigation and/or hearing Make a decision within 10 working	None	15 Days	<i>Executive</i> <i>Director</i> PCSD Main Office - Office of the Executive



				PCSD
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	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.)			Director
previous results/ decisions to the PCSD Secretariat 5 working days upon the receipt of the response letter from the Grievance Committee	 4.2 Include the grievance to the monthly PCSD meeting agenda Conduct an investigation and/or hearing to solve the grievance Announce the results of the investigation and make the decision in the next PCSD meeting. Send response letter containing results from the investigation and/or hearing to the grievant staff. 	None	44 Days	Executive Director PCSD Main Office - Office of the Executive Director PCSD Chairperson PCSD Chairperson PCSD PCSD Chairperson PCSD
Note: If the staff is not satisfied with the result/decision made by the PCSD, he/she may elevate his/her grievance to the Civil Service Commission 5 working days upon the receipt of the response letter from				



				FC3D
the PCSD.				
	TOTAL:	None	15 Days (if object of the grievance is the Grievance Committee)	
			38 Days (if object of the grievance is the immediate supervisor)	
			44 Days (if object of the grievance is top management)	
rievance Machinery Pro			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.



Office/Division:	Human Resource Management and Development (HRMD) Unit, Administrative and Finance Division (AFD)				
Classification:	Simple	Simple			
Type of	G2G- Government to	G2G- Government to Government			
Transaction:					
Who may avail:	PCSD Staff				
CHECKLIST OF	REQUIREMENTS	۱ ۱	WHERE TO SEC	CURE	
Accomplished and	signed Leave Form	AFD Lobby or H	RMD Unit, PCS	DS Bldg. Sports	
(1 original)		Complex Road,	Puerto Princesa	City	
CLIENT STEPS	AGENCY ACTION	FEES TO BE	PROCESSING	PERSON	
		PAID	TIME	RESPONSIBLE	
 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	HRM Officer PCSD Main Office- Administrative and Finance Division	
	1.2 Certify the remaining leave credits available as of the date of filing	None	5 Minutes	Chief Administrative Officer PCSD Main Office- Administrative and Finance Division	
2. File the accomplished and signed leave form to the Payroll Officer for recording	2. Record and deduct the filed leave credits to the Leave Ledger	None	5 Minutes	HRM Officer PCSD Main Office- Administrative and Finance Division	
	TOTAL:	None	15 Minutes		

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.



Office/Division:	Human Resource Management and Development (HRMD) Unit,			
	Administrative and Finance			, .
Classification:	Simple			
Type of	G2G- Government to Gove	ernment		
Transaction:				
Who may avail:	PCSD Staff			
CHECKLIST C	OF REQUIREMENTS		WHERE TO S	SECURE
Accomplished and si	gned application forms (2	HRMD Un	it	
original copies)				
Letter of justification	(2 original copies)	Proponent		
CLIENT STEPS	AGENCY ACTION	FEES TO	PROCESSING	PERSON
		BE PAID	TIME	RESPONSIBLE
1. Submit 2 copies of accomplished and signed application form and letter of justification	1.1 Receive the accomplished and signed application form and letter of justification	None	5 Minutes	HRM Officer Administrative and Finance Division
	1.2 Check the completeness of the form	None	5 Minutes 15 Minutes	HRM Officer Administrative and Finance Division Chief Administrative
	1.3 Certify the remaining leave credits available as of the date of filing	None	15 Minutes	Officer PCSD Main Office- Administrative and Finance Division
	1.4 Sign the application form and prepare endorsement letter to be signed by the Executive Director for approval	None	30 Minutes	<i>Chief Administrative</i> <i>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	Chief Administrative Officer Administrative and Finance Division
2. Staff to receive the payment and details of his application	2 Keep a duplicate copy of files for recording	None	10 Minutes	HRM Officer Administrative and Finance Division
	TOTAL:	None	1 Hour, 15 Minutes	



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.

Office/Division:	Administrative and Finance Division – Information Technology (IT) Unit			
Classification:	Simple			
Type of Transaction:	G2G – Government	to Governme	ent	
Who may avail:	All PCSD officials an	d employees	6	
Checklist OF RE	QUIREMENTS		WHERE TO S	ECURE
Job Request Form (1			Floor, PCSDS C	entral Office
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill up Job Request Form and submit to IT Unit	1.1 Detect and analyze problem if it is a hardware or software-related and if it is repairable or not (Note: If not repairable, advise client to return equipment to Property and Supply Unit to check if it is covered by warranty.)	None	8 Minutes	IT Unit Head PCSD Main Office - Administrative and Finance Division
	 warranty.) 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.)			
TOTAL:	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.

Office/Division:	Administrative and Finance Division – Information Technology (IT) Unit						
Classification:	Simple						
Type of	G2G – Government	to Governme	ent				
Transaction:							
Who may avail:	All PCSD officials an	d employees	6				
Checklist OF RE	EQUIREMENTS		WHERE TO S	ECURE			
Job Request Form (1	Original)	IT Unit, 2 ND	Floor, PCSDS C	entral Office			
CLIENT STEPS	AGENCY ACTION	FEES TO	PROCESSING	PERSON			
		BE PAID	TIME	RESPONSIBLE			
1. Fill up Job Request Form and submit to IT Unit	1.1 Detect and analyze whether the software or hardware to be installed is basic or specialized	None	8 Minutes	IT Unit Head PCSD Main Office - Administrative and Finance Division			
	1.2 Install the hardware or software	None	1 day	IT Unit Head PCSD Main Office - Administrative and Finance Division			
	TOTAL:						

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.

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



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

65. Website Posting

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

Office/Division:	Administrative and Finance Division – Information Technology (IT) Unit				
Classification:	Simple				
Type of	G2G – Government	to Government			
Transaction:					
Who may avail:	All PCSD officials ar	d employees			
Checklist OF RE	QUIREMENTS	WHERE TO SECURE			
Job Request Form (1	Original)	IT Unit, 2 ND Floor, PCSDS Central Office			
Clearance form signed	d by Designated	Office of the Executive Director			
Data Privacy Officer a	nd PCSDS				
Executive Director or I	his authorized				
representative (1 Orig	inal)				
The following fields	s in the clearance				
form must be filled	out:				
1.Title of the file to	be posted;				
2.Type of the digitation	al content;				
3. Name of the req					
his/her signature;					
4. Name of the head of the requesting					
division and his/he	• •				
5. Printout (hardco	•				
to be posted.	1,7,7,7,7,7,7,7,7,7,7,7,7,7,7,7,7,7,7,7				



				FC3D
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
	TOTAL:	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.

			· · · · · ·			
Office/Division:	Administrative and Fina	ance Div	ision – Property	and Supply Unit		
Classification:	Simple	Simple				
Type of	G2G – Government to	Governn	nent			
Transaction:						
Who may avail:	All PCSD officials and	employe	es			
Checklist OF	REQUIREMENTS		WHERE	TO SECURE		
Request & Issued	Slip (RIS) (1 Original)	Property	/ & Supply Offic	e		
CLIENTS STEPS	AGENCY ACTION	FEES	PROCESSING	PERSON		
		TO BE	TIME	RESPONSIBLE		
		PAID				
1. Fill up	1. Check inventory	None	5 Minutes	Chief Administrative Officer		
Request & Issued	and availability of			PCSD Main Office Admin		
Slip (RIS) and	stocks			and Finance Division		
sign the form						
2. Submit RIS to	2. Receive the	None	10 Minutes	Chief Administrative Officer		
Supply Officer or	approved RIS and			PCSD Main Office -		
assigned staff	prepapre the item/s			Administrative and Finance		
0				Division		
3. Receive the	3.1	None	5 Minutes	Chief Administrative Officer		
item requested	Issue/release the item					
and sign the RIS	requested and sign Administrative and Finance					
form	the RIS form					
4.	3.2 File the RIS	None	5 Minute	Chief Administrative Officer		
4.	S.Z FILE LILE KIS	none	Sivinute			
				PCSD Main Office -		



			Administrative and Finance Division
TOTAL:	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.

Office/Division:	Administrative and Finance Division – Property and Supply Unit					
Classification:	Simple					
Type of	G2G – Government to Government					
Transaction:						
Who may avail:	All PCSD officials a	nd employe				
Checklist OF RE			WHERE TO) SECURE		
1. Property Ackn	•	Property &	Supply Office			
	(3 original copies)	D / 0	0 1 0 11			
2. Inventory Cust	• • •	Property &	Supply Office			
	nd equipment with					
	o15,000) (3 original					
copies) CLIENTS STEPS	AGENCY ACTION		DROCESSING	PERSON		
CLILINIS SILFS	AGENCIACION	BE PAID	TIME	RESPONSIBLE		
1.	1. Prepare the 3	None	15 Minutes	Chief Administrative		
	copies of			Officer		
	Acknowledgement			PCSD Main Office -		
	Receipt			Administrative and		
				Finance Division		
	*PAR, for items					
	above 15,000.00					
	pesos and					
	*ICS (for items					
	below 15,000					
	pesos)	NL				
2. Receive the	2.1. Release/issue	None	10 Minutes	Chief Administrative		
property/equipment and sign the	the property and			Officer PCSD Main Office -		
acknowledgement	sign the acknowledgement			Administrative and		
receipt (PAR/ICS)	receipt (PAR/ICS)			Finance Division		
	2.2	None	5 Minutes	Chief Administrative		
				Officer		
	File the			PCSD Main Office -		
	acknowledgement			Administrative and		
	receipt (PAR/ICS)			Finance Division		
	and update the					
	records					
	TOTAL:		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.

		<u> </u>	· · · · · · · · · · · · · · · · · · ·				
Office/Division:	Administrative and Finance Division – Property and Supply Unit						
Classification:	Simple						
Type of	G2G – Government	G2G – Government to Government					
Transaction:							
Who may avail:	All PCSD officials a	nd employe	ees				
Checklist OF RE			WHERE TO	SECURE			
Turn-in Slip (TIS) 2 or	riginal copies	Property &	Supply Office				
CLIENTS STEPS	AGENCY ACTION	FEES TO	PROCESSING	PERSON			
		BE PAID	TIME	RESPONSIBLE			
1. PrepareTurn-in Slip (TIS)	 Check/verify the item on the record 	None	10 Minutes	Chief Administrative Officer PCSD Main Office - Administrative and Finance Division			
items to the Property	2.1 Check and receive the property	None	30 Minutes	Chief Administrative Officer PCSD Main Office - Administrative and Finance Division			
	2.2 File the TIS and update the records	None	5 Minutes	Chief Administrative Officer PCSD Main Office - Administrative and Finance Division			
	TOTAL:	None	45 Minutes				

69. Request for Fuel of Motor Vehicles

This service pertains to requisition for fuel of the Motor Vehicles

Office/Division:	Administrative ar	nd Finance Division – Property and Supply Unit				
Classification:	Simple					
Type of	G2G – Governm	G2G – Government to Government				
Transaction:						
Who may avail:	All PCSD officials and employees					
Checklist OF RE	QUIREMENTS	WHERE TO SECURE				
Requisition and Is	and Issue Slip (RIS) Property & Supply Office					
for Petroleum Fue	I, Oil, and					



Lubricant (POL) P Original)	roducts (1			
Trip Ticket Form (1 Original)	Property &	Supply Office	
Travel Order or Pa	ass Slip	All divisions	6	
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	Chief Administrative Officer 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	Chief Administrative Officer PCSD Main Office - Administrative and Finance Division
	TOTAL:	None	35 Minutes	

70. Request for Motor Vehicle and Driver Service

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

Office/Division:	Administrative and Finance Division – General Services Office					
Classification:	Simple	Simple				
Type of	G2G – Government	to Govern	ment			
Transaction:						
Who may avail:	All PCSD officials a	nd employe	ees			
Checklist OF RE	QUIREMENTS		WHERE TO) SECURE		
Vehicle Request Forn	<u>ר</u>	General Se	ervices Office			
CLIENTS STEPS	AGENCY ACTION	FEES TO PROCESSING PERSON				
		BE PAID	TIME	RESPONSIBLE		
. Fill-up the Vehicle Request Form	1.1 Receive the Vehicle Request Form	None	5 Minutes	Chief Administrative Officer PCSD Main Office - Administrative and Finance Division		
	 1.2 Check availability of vehicle and driver 1.3 Dispatch the 	None	20 Minutes	Chief Administrative Officer PCSD Main Office - Administrative and Finance Division		



vehicle and the			
driver			
TOTAL:	None	25 Minutes	

71. Request for Service of Messenger

This service pertains to requisition of messenger service

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



Off	ice/Division:		Bids and Awards Committee (BAC), BAC Secretariat, and Administrative and Finance Divisions (AFD)			
	ssification:			DIVISIONS (AFD)	
		tion	Highly Technical G2G – Government to Gov	ornmont		
		tion:			20	
vvn	o may avail:		End-Users (respective PCS	SDS DIVISIO		
	Checklist OF REQUIREMENTS					O SECURE
•			(PR) (3 signed original cop			-Users
•	Approved Ar highlight) (1		Procurement Plan (subject it	em in	End	Users
•			Procurement Management F hlight) (1copy)	Plan	End	Users
•	Attachments	•			End	Users
		pecifica				
			Bid, Price Form, and List of	Goods or		
	-		antities			
	CLIENTS		AGENCY ACTION	FEES TO	PROCESSING	PERSON
	STEPS			BE PAID	TIME	RESPONSIBLE
1	Submit	1.1.	Receive PR with	None	10 Minutes	Head of BAC
	copies of		applicable attachments	None		Secretariat
	PR to the		from End-Users.			PCSDS Main
	BAC		nom End-Oseis.			
			laitially review the			Office
	Secretariat		Initially review the			
	at the PCSD		accuracy of documents			
	Main Office		submitted and verify			
	with the		completeness of			
	attachments		documents as to			
	listed		statutory/regulatory			
	above, as		requirements.			
	applicable					
			Assign and stamp PR	None	20 minutes	Head of BAC
	justification	ทเ	umber, date received and			Secretariat
	that resort		odate Procurement			PCSDS Main
	to Agency	da	atabase (PMR)			Office
	to-Agency is					
	more		clude PR in next			
	efficient and		cheduled BAC Meeting			
	economical		valuate PR with	None	5 days	PCSDS-BAC
	to the	at	tachments and verify mode			Chairperson
	government.	of	procurement in relation to			PCSDS Main
		th	e approved Annual			Office
-	Secure a	Pi	rocurement Plan (APP)			
	certificate					
	from the	lf	in order, recommend to			
	relevant	H	OPE for PR approval.			
	officer of the		therwise, it shall be			
	Servicing		turned to the End-User for			
	Agency that		e appropriate revision			
	the latter		nd/or amendment or			
	complies		ancellation.			
L				I		I]



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



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

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

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

Office/Division:	Bids and Awards Committee (BAC), BAC Secretariat, and		
	Administrative and Finance Divisions (AFD)		
Classification:	Highly Technical		
Type of Transaction:	Government to Government		
Who may avail:	End-Users (respective PCSDS Divisions)		
Checklis	ecklist OF REQUIREMENTS WHERE TO SECURE		
Purchase Request	End-Users		
	ructure or Consulting Contract is		



regulting from	a Compositivo Ridding)			PCSD
resulting from a Competitive Bidding)			End	-Users
 Approved Annual Procurement Plan (subject item in highlight) (1 appl) 			Enu	-05615
highlight) (1 c			End	-Users
	pject Procurement Management F	lan	End	-Users
	in highlight) (1 copy)			
Attachments:			End	-Users
A. Infrastruct				
	ope of work	ficationa		
	ns/Drawings and Technical Spec			
2.1	5 5 5	alions		
2.2	5			
	 Designs; acquisition of right-of-way site or 	location:		
3.1				
0.1	the property owner; or	issued by		
3.2				
3.3		in favor of		
0.0	the government; or			
3.4		a court of		
	competent jurisdiction			
CLIENTS STEPS		FEES TO	PROCESSING	PERSON
		BE PAID	TIME	RESPONSIBLE
1. Negotiate	1.1 Negotiate with the	None	1 day	PCSDS-BAC
with the	Contractor or Consultant			Chairperson
Contractor or	for the ongoing			PCSDS Main
Consultant	infrastructure project or			Office
(Winning	consulting services			
bidder for an				
ongoing	(e.g., scope of work or			
Infrastructure	terms of reference, unit			
or Consulting	price and other terms and			
Service) at	conditions of the contract)			
the				
designated				
meeting				
venue				
	1.3. Recommend to the HoPE	None	1 day	PCSDS-BAC
	the award of contract			Chairperson
	Droporo DAC Deselution			PCSDS Main
	Prepare BAC Resolution			Office
	recommending award and			Hood of DAC
	have it signed by the BAC members and HOPE			Head of BAC Secretariat
				PCSDS Main
				Office
				Unice
				HOPE
				PCSDS Main
				Office - Office of
				the Executive
L				



				PCSD
				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)



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



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

Office/Division:	Bids and Awards Committee (BAC), BAC Secretariat, and		
	Administrative and Finance Divisi	ons (AFD)	
Classification:	Highly Technical		
Type of Transaction:	Government to Government		
Who may avail:	End-Users (respective PCSDS Divisions)		
Checklist O	FREQUIREMENTS	WHERE TO SECURE	
Purchase Request (I	PR) (3 signed original copies)	End-Users	
Approved Annual Procurement Plan (subject item in		End-Users	
highlight) (1 copy)			
Approved Project Projec Project Project Project Project Project Project Project Project P	ocurement Management Plan	End-Users	



(subject item i	n highlight) (1 copy)	PCSD		
Attachments: 2. Goods: 1. Spe		End-Users		
3. For	m of Bid, Price Form, and List Bill of Quantities;			
	y (optional in the absence of C Distributorship)	End User		
CLIENTS STEPS			PROCESSING	
		TO BE PAID	TIME	RESPONSIBLE
 Submit copies of PR to the BAC Secretariat at the PCSD Main Office with the attachments listed above, as applicable Conduct a survey of the industry and determine the supply source; Justify as to the need and to the necessity to procure through the Direct Contracting method Prove that there is no suitable substitute in the market that can be obtained at more 	1.2. Receive PR with applicable attachments from End-Users. Initially review the accuracy of documents submitted and verify completeness of documents as to statutory/regulatory requirements.	None	10 Minutes	Head of BAC Secretariat PCSDS Main Office



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advantageous					
terms to the					
government.					
	numb and u	ign and stamp PR per, date received update Procurement pase (PMR)	None	20 minutes	Head of BAC Secretariat PCSDS Main Office
	In sc M	clude PR in next heduled BAC eeting luate PR with	None	5 days	PCSDS-BAC
	attacl mode relatio Annu Plan If fo of con con con con con con con con con con	hments and verify of procurement in on to the approved al Procurement (APP) in order, commend to HOPE r PR approval. therwise, it shall be turned to the End- ser for the propriate revision			Chairperson PCSDS Main Office
	ca	nd/or amendment or incellation.			
	4.	Sign PR	None	1 day	Head of the Procuring Entity (HOPE) PCSDS Main Office - Office of the Executive Director (OED)
	1.5.	Prepare RFQ or pro-forma invoice together with the terms and conditions of sale,	None	1 days	Head of BAC Secretariat PCSDS Main Office
	1.6.	Send RFQ or pro- forma invoice to the identified direct supplier.	None	1 days	Chief Administrative Officer PCSDS Main Office - AFD
2. Submit Price Quotation together with applicable Eligibility Documents	1.7.	Conduct simplified negotiations on the terms and conditions of the contract to ensure that the supplier is	None	1 day	PCSDS-BAC Chairperson PCSDS Main Office



				PCSD
	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	PCSDS-BAC Chairperson PCSDS Main Office Head of BAC Secretariat PCSDS Main Office HOPE PCSDS Main Office - Office of the Executive Director (OED)
1.9.	Issue and sign the Notice of Award (NOA), otherwise HOPE may disapprove BAC recommendation.	None	1 day	HOPE PCSDS Main Office - Office of the Executive Director (OED) Head of BAC Secretariat PCSDS Main Office
1.10.	Prepare the contract in favor of the Supplier, Contractor or Consultant	None	10 minutes	Head of BAC Secretariat PCSDS Main Office
1.11.	Approve and sign the Contract of Agreement (COA)	None	1 day	HOPE PCSDS Main Office - Office of the Executive Director (OED)
1.12.	Prepare the NTP in favor of the Supplier, Contractor or Consultant	None	10 minutes	Head of BAC Secretariat PCSDS Main Office
1.13.	Sign the Notice to	None	1 day	HOPE



				PCSD
	Proceed (NTP)			PCSDS Main
	together with a			Office - Office of
	copy of the			the Executive
	approved COA			Director (OED)
	within three CD			
	from the date of the			Head of BAC
	approval			Secretariat
				PCSDS Main
				Office
	1.14. Ensure that the	None	1 day	End-User
	service provided is			Division Head
	in accordance with			PCSDS Main
	the specifications			Office
	stated in the TOR			
	1.15. Prepare the	None	10 minutes	Head of BAC
	Purchase Order			Secretariat
	(PO) in favor of the			PCSDS Main
	Contractor or			Office
	Consultant			
	1.16. Issue and sign the	None	1 day	HOPE
	Purchase Order		5	PCSDS Main
	(PO)			Office - Office of
	· · · · ·			the Executive
				Director (OED)
				Head of BAC
				Secretariat
				PCSDS Main
				Office
	1.13. Inspect goods,	None	1 day	Head of
	services or project			Inspection and
	progress and/or final			Acceptance
	construction.			Committee
				PCSDS Main
	Prepare inspection			Office
	acceptance report			
	(IAR)			
	Confirm compliance			
	of procured items to			
	specifications/TOR			
3. Prepare	3.1. Submit complete copies	None	3 days	Property &
Disbursement	of procurement documents		-	Supply Unit
Voucher and	and Disbursement Voucher			Head
Obligation	and Obligation Request to			PCSDS Main
Request and	Accounting unit for payment			Office - AFD
submit to Property	•			
and Supply Unit				
	3.2. Attach property Number	None	2 days	Property and
	and enter details to Report		-	Supply Unit
L				



		cal Counts of Plants and ent			PCSDS Main Office - AFD
4. Receive PAR	A R is to re	repare Property cknowledgment eceipt (PAR) and sue procured item End-User and cord/input to roperty Inventory	None	1 day	Property Custodian PCSDS Main Office - AFD
5. Evaluate bidders performance / service.	5.1.	Evaluate bidders performance/servi ce. Prepare Certificate of Performance Evaluation (CPE) Form and recommend the same to the HOPE	None	1 day	End User Division Chief PCSDS Main Office - AFD Chief Administrative Officer PCSDS Main Office - AFD
	5.2.	Sign and approve CPE	None	2 days	HOPE PCSDS Main Office - Office of the Executive Director (OED)
	5.3.	Receive Official Receipt	None	1 day	Accountant III PCSDS Main Office - AFD
	5.4.	Process payment	TOTAL	26 days	and 1 hour

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

	Bids and Awards Committee (BAC), BAC Secretariat, and Administrative and Finance Divisions (AFD)
Classification:	Simple



T. mart T.	4:				PCSD
Type of Transac	tion:	Government to Business			
Who may avail:		End-Users (respective PCS	DS DIVISIO	· /	
	necklis	t OF REQUIREMENTS		WHERE I	O SECURE
Airline Tickets					
	quest fo	orm (1 original)			Ind-user/AFD
CLIENTS		AGENCY ACTION		PROCESSING	
STEPS			BE PAID	TIME	RESPONSIBLE
1. Fill up ticket	1.1.	Determine the supplier or	None	1 day	The end-user
request		service provider capable			delegated to
form or Trip Ticket and		of delivering the required airline tickets at the most			directly
file to					purchase airline tickets in
delegated		reasonable retail price. They may consider the			accordance with
end-user		following factors in			Part IV (J) the
enu-usei		deciding which			RIRR
		commercial airline or air			PCSD Main
		transport service provider			Office
		to choose in the purchase			Childe
		of airline tickets:			
		a. flight availability a			
		the time of booking;			
		b. travel days;			
		c. preferred time of			
		arrival/departure of			
		the traveling staff;			
		d. stopovers;			
		e. routes;			
		f. additional visa			
		requirements;			
		g. promotional fares;			
		h. comparison of air			
		ticket prices among			
		commercial airlines;			
		i. other reasonable			
		considerations as			
		determined by the			
		end-user			
2. Make direct			None	1 day	End-User
purchase of				. day	Division Head
airline					PCSD Main
tickets from					Office
any					
commercial					
airline at					
fairly					
reasonable					
rates.					
3. Prepare	3.1 Re	ceive documents,	None	1 day	Accountant III



Reimt	ourse determine and review the			PCSD Main
ment	completeness and forward to			Building - AFD
Reque	est, Accounting for processing			
Obliga	Ition			
Reque	est,			
Disbu	rseme			
nt Red	quest,			
Trave				
Order	(if out			
of tow	n)			
4. Recei	ve 4.1 Notify Client that	None	1 day	Accountant III
Reimt	ourse reimbursement is already		-	PCSD Main
ment	deposited in their account/s the	hru		Building - AFD
	ADA			-
		TOTAL	4 days	

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.

Office/Division:		Bids and Awards Committee (BAC), BAC Secretariat, and Administrative and Finance Divisions (AFD)			
Classification:	Simple				
Type of Transac	tion: Government to Governme	nt			
Who may avail:	End-Users (respective PC	SDS Divisio	ns)		
Ch	ecklist OF REQUIREMENTS		WHERE T	O SECURE	
Trip ticket (1 origi	nal copy)		Delegated E	End-user/AFD	
Requisition and Is	ssue Slip for POL Products (1 orig	ginal copy)	Delegated End-user/AFD		
Purchase Order f	or POL Products (1 original copy)		Delegated End-user/AFD		
Drivers Trip Ticke	et (front and back pages) 1 origina	al copy	Delegated End-user/AFD		
CLIENTS	AGENCY ACTION		PROCESSING	PERSON	
STEPS		BE PAID	TIME	RESPONSIBLE	
1. Directly	2.1 Determine the supplier or	None	1 day	End-User	
purchase	service provider capable of		-	Division Head	
	delivering the required POL			PCSD Main	
products	products at retail pump price.			Building	
and/or	- · · ·			-	



				1
airline tickets and				
secure Official				
Receipt				
2. Prepare Reimburse ment Request, Obligation	3.1 Receive documents, determine and review the completeness and forward to Accounting for processing	None	1 day	Accountant III PCSD Main Building – AFD
Request, Disbursem nt Request Travel Order (if ou of town) ar	, it id			
Trip Ticket 3. Receive Reimburse ment	4.1 Notify Client that	None	1 day	Accountant III PCSD Main Building – AFD
		TOTAL	3 days	

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.

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



	PCSD						
		Checklist OF REQUIREMENTS			O SECURE		
•	Purchase	Request (PR) (3 signed original cop	oies)	End-	Users		
•	Approvec highlight)	Annual Procurement Plan (subject (1 copy)	item in	End-	Users		
•				End-	Users		
•		ents: (3 copies)		End-	·Users		
•	3. Goods			End	03013		
	1.	Specifications					
	2.	Scope of work;					
	3.	Form of Bid, Price Form, and List o Bill of Quantities;	f Goods or				
	4. Consu	ultina:					
	1.	Terms of Reference (Objectives, M	ethodology)				
	2.	Scope of work	0,,				
	3.	Checklist of Criteria Qualifications					
	4.	Timeline					
	C Infras						
	5. Infras	Scope of work					
	1. 2.	Plans/Drawings and Technical Spe	cifications:				
		2.1. Detailed engineering investigation					
		2.2. Surveys and	5110				
		2.3. Designs;					
	3.	For acquisition of right-of-way site of	or location:				
	5.3	3.1. Authority or permit to enter is iss					
		property owner; or					
		3.2. Notarized deed of sale; or					
	5.3	3.3. Deed of donation is executed in	favor of the				
		government; or					
	5.3	3.4. Writ of possession issued by a c	court of				
		competent jurisdiction					
	6 Mixed	Dragurament					
	6. IVIIXed	Procurement	or				
	1.	Combination of Goods, Consulting	01				
	Innastructure						
C	LIENTS	AGENCY ACTION	FEES TO	PROCESSING	PERSON		
S	STEPS		BE PAID	TIME	RESPONSIBLE		
1.S	ubmit	1.1 Receive PR with applicable	None	10 Minutes	Head of BAC		
	ies of PR	attachments from End-Users.			Secretariat		
	ne BAC				PCSDS Main		
	retariat at	5			Office		
	PCSD	of documents submitted and					
	n Office	verify completeness of					
	the	documents as to					
	chments	statutory/regulatory					
	d above,	requirements.					
asa	applicable						



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



			1	PCSD
	the contract to the Supplier, Contractor or Consultant.			PCSDS Main Office
				Head of BAC Secretariat PCSDS Main Office
2.3.	Award the contract to the Supplier, Contractor or Consultant immediately upon confirmation and ascertainment of such capability to address the emergency. Issue and sign the Notice of Award (NOA), otherwise HOPE may disapprove BAC	None	1 day	HOPE Head of BAC Secretariat PCSDS Main Office
2.4.	recommendation. Prepare the contract in favor of the Supplier, Contractor or Consultant	None	10 minutes	Head of BAC Secretariat PCSDS Main Office
2.5.	Approve and sign the Contract of Agreement (COA)	None	1 day	HOPE PCSDS Main Office - Office of the Executive Director (OED)
2.6.	Prepare the NTP in favor of the Supplier, Contractor or Consultant	None	10 minutes	Head of BAC Secretariat
2.7.	Issue and sign the Notice to Proceed (NTP) together with a copy of the approved COA within three CD from the date of the approval	None	1 day	HOPE PCSDS Main Office - Office of the Executive Director (OED) Head of BAC Secretariat PCSDS Main Office
2.8.	Ensure that the service provided is in accordance with the specifications stated in the TOR	None	1 day	End-User PCSDS Main Office
2.9.	Prepare the Purchase Order (PO) in favor of the Contractor or Consultant	None	10 minutes	Head of BAC Secretariat PCSDS Main Office



					PCSD
	2.10.	Issue and sign the Purchase Order (PO)	None	1 day	HOPE PCSDS Main Office - Office of the Executive Director (OED) Head of BAC Secretariat PCSDS Main Office
	2.11.	Inspect project progress and/or final construction. 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
 Prepare Disburse ment Voucher and Obligation Request and submit to Property and Supply Unit 	3.1.	Submit complete copies of procurement documents and Disbursement Voucher and Obligation Request to Accounting unit for payment processing	None	3 days	Property and Supply Unit PCSDS Main Office - AFD
	3.2.	Attach property Number and enter details to Report of Physical Counts of Property Plants and Equipment	None	2 days	Property and Supply Unit PCSDS Main Office - AFD
4. Receive PAR	4.1.	Prepare Property Acknowledgment Receipt (PAR) and issue procured item to End-User and record/input to Property Inventory	None	1 day	Property Custodian PCSDS Main Office - AFD
	4.2.	Receive Official Receipt	None	1 day	Accountant III PCSDS Main Office - AFD
	4.3.	Process payment			
			TOTAL	21 days	



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.

Office/Division:		Bids and Awards Committee (BAC), BAC Secretariat, and Administrative and Finance Divisions (AFD)			
Classification:		Highly Technical	,		
Type of Transact		Government to Governmen	t		
Who may avail:		End-Users (respective PCS	DS Division	s)	
Ch	neckli	st OF REQUIREMENTS		WHERE T	O SECURE
Purchase Re	eques	t (PR) (3 signed original cop	oies)	End-	Users
Approved An highlight) (1 (Procurement Plan (subject i	tem in	End-	Users
	•	Procurement Management ghlight) (1 copy)	Plan	End-	Users
3. Sc 4. Ch	erms c cope c	of Reference (Objectives, Me of work st of Criteria Qualifications	ethodology)	End-	Users
CLIENTS STEPS		AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	at U Ir v d st	eceive PR with applicable ttachments from End- lsers. hitially review the accuracy f documents submitted and erify completeness of ocuments as to tatutory/regulatory equirements.	None	10 Minutes	Head of BAC Secretariat PCSDS Main Office



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with justification that the engagement of the individual in accordance with the conditions set forth in the RIRR.					
	1.4. Assign and star number, date re update Procure database (PMR Include PR in scheduled BA	next	None	20 minutes	Head of BAC Secretariat PCSDS Main Office
	 1.5. Evaluate PR attachments a mode of procurelation to the Annual Procu (APP) If in order, rec HOPE for PR Otherwise, it s returned to the for the approp and/or amend cancellation. 	with and verify urement in approved rement Plan commend to approval. shall be e End-User priate revision	None	5 days	PCSDS-BAC Chairperson PCSDS Main Office
	1.6. Sign PR		None	1 day	Head of the Procuring Entity (HOPE) PCSDS Main Office - Office of the Executive Director (OED)
 Identify prospective consultant based on the provided Terms of Reference Submit the 	2.1. Prepare and c of invitation to identified cons Submit the sa BAC Chairper signature	o the sultant ame to the	None	15 minutes	Head of BAC Secretariat PCSDS Main Office



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name, contact information and mailing address of the said prospective consultant				
2	.2. Send letter of invitation to prospective consultant	None	1 day	Chief Administrative Officer PCSDS Main Office - AFD
2	 Undertake negotiation with the individual consultant based on the Terms of Reference prepared by the End-User. Considering the nature of 	None	1 day	PCSDS-BAC Chairperson PCSDS Main Office
	the consultancy work, it is enough that individual's legal, technical and financial capability to undertake and fulfill the consultancy work based on the Terms of Reference is validated.			
2	 Recommend to the HoPE the award of contract Prepare BAC Resolution recommending award and 	None	1 day	PCSDS-BAC Chairperson PCSDS Main Office
	have it signed by the BAC members and HOPE			Head of BAC Secretariat PCSDS Main Office
2	2.5. Issue and sign the Notice of Award (NOA), otherwise HOPE may disapprove BAC recommendation.	None	1 day	HOPE PCSDS Main Office - Office of the Executive Director (OED)
2	2.6. Prepare the contract in favor of the Consultant	None	10 minutes	Head of BAC Secretariat PCSDS Main Office
2	2.7. Approve and sign the Contract of Agreement	None	1 day	HOPE PCSDS Main



(COA) Office - 0 2.8. Prepare the NTP in favor of None 10 minutes Head of	cutive (OED)
Director 2.8. Prepare the NTP in favor of None 10 minutes Head of	(OED)
2.8. Prepare the NTP in favor of None 10 minutes Head of	· · ·
	of BAC
the Consultant Secre	tariat
PCSDS	S Main
Off	се
2.9. Sign the Notice to Proceed None 1 day HO	PE
(NTP) together with a copy PCSDS	S Main
of the approved COA within Office - C	Office of
three CD from the date of the Exe	ecutive
the approval Director	(OED)
	· /
Head of Head o	of BAC
Secre	tariat
PCSDS	S Main
Offi	
2.10. Ensure that the service None 1 day End-	
provided is in accordance Division	
with the specifications PCSDS	
stated in the TOR	
2.11. Inspect project progress None 1 day Hea	
and/or project output.	
Accep	
Prepare inspection Com	
acceptance report (IAR)	
Off	
Confirm compliance of	
procured items to TOR	
3. Prepare 3.1. Submit complete copies of None 3 days Proper	tv and
Disbursem procurement documents Supply	-
ent and Disbursement PCSDS	
Voucher Voucher and Obligation Office	
and Request to Accounting unit	
Request	
and submit	
to Property	
and Supply	
Unit	to pt 111
3.2. Receive Official Receipt / None 1 day Account	
Acknowledgement Receipt PCSDS	
Office Office	- AFD
3.3. Process payment	
TOTAL 18 days, 1 hour and 5 r	ninutes



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.

Office/Divisior		Bids and Awards Committee (BAC), BAC Secretariat, and Administrative and Finance Divisions (AFD)				
Classification	Highly Technical					
Type of	Government to Government					
Transaction:						
Who may avai	I: End-Users (respective PCSDS Divisions)					
	Checklist OF REQUIREMENTS WHERE TO SECURE					
Purchase	Request (PR) (3 signed original copies)	End-Users				
	Approved Annual Procurement Plan (subject item in End-Users highlight) (1 copy)					
Approved						
Attachments: (3 copies) End-Users						
6.	Specifications					
7.	Scope of work;					
	Form of Bid, Price Form, and List of Goods or					
	Bill of Quantities;					



CLIENTS	AGENCY ACTION	FEES TO	PROCESSING	
	AGENCIACTION			
STEPS 1. Submit copies of PR to the BAC Secretariat at the PCSD Main Office with the attachmen ts 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	TIME 10 Minutes	RESPONSIBLE Head of BAC Secretariat PCSDS Main Office
	3.6. Assign and stamp PR number, date received and update Procurement database (PMR) Include PR in next scheduled BAC Meeting	None	20 minutes	Head of BAC Secretariat PCSDS Main Office
	3.7. Evaluate PR with attachments and verify mode of procurement in relation to the approved Annual Procurement Plan (APP) If in order, recommend to HOPE for PR approval. Otherwise, it shall be returned to the End-User for the appropriate revision and/or amendment or cancellation.	None	5 days	PCSDS-BAC Chairperson PCSDS Main Office
	1.4. Sign PR	None	1 day	Head of the Procuring Entity (HOPE) PCSDS Main Office - Office of the Executive Director (OED)
	1.5. Prepare/draft RFQ and PQF	None	1 day	Head of BAC Secretariat PCSDS Main Office
	1.6. Invite at least three (3)	None	1 day	Head of BAC



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



			1	PUSD
				Director (OED)
	1.13. Prepare the NTP in favor of the Lessor	None	10 minutes	Head of BAC Secretariat PCSDS Main Office
	1.14. Sign the Notice to Proceed (NTP) together with a copy of the approved COA within three CD from the date of the approval	None	1 day	HOPE PCSDS Main Office - Office of the Executive Director (OED) Head of BAC Secretariat PCSDS Main Office
	1.15. Ensure that the service provided is in accordance with the specifications stated in the TOR	None	1 day	End-User Division Head PCSDS Main Office
	1.16. Prepare the Purchase Order (PO) in favor of the Lessor	None	10 minutes	Head of BAC Secretariat PCSDS Main Office
	1.17. Issue and sign the Purchase Order (PO)	None	1 day	HOPE PCSDS Main Office - Office of the Executive Director (OED) Head of BAC Secretariat PCSDS Main Office
	 1.18. Inspect project progress and/or project output. Prepare inspection acceptance report (IAR) Confirm compliance of procured items to TOR 	None	1 day	Head of Inspection and Acceptance Committee PCSDS Main Office
 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	Property and Supply Unit PCSDS Main Office - AFD



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

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 consultants53 with known experience and proven capability on the requirements of the particular contract. This alternative method of procurement may be employed under any of the following conditions:

- c) Procurement of highly specialized types of goods (e.g., sophisticated defense equipment, complex air navigation systems, coal) and consulting services where only a few suppliers or consultants are known to be available, such that resorting to the competitive bidding method will not likely result in any additional suppliers or consultants participating in the bidding; or
- d) Procurement of major plant components where it is deemed advantageous to limit the bidding to known qualified bidders in order to maintain uniform quality and performance of the plant as a whole.

Office/Division:	Bids and Awards Committee (BAC), BAC Secretariat, and Administrative and Finance Divisions (AFD)				
Classification:	Complex				
Type of	Government to Government				
Transaction:					
Who may avail:	Who may avail: End-Users (respective PCSDS Divisions)				
Checklist OF REQUIREMENTS WHERE TO SECUR					
Purchase Reque	Purchase Request (PR) (3 signed original copies) End-Users				
Approved Annual Procurement Plan (subject item in End-Users highlight) (1 copy)					
Approved Project Procurement Management Plan End-Users (subject item in highlight) (1 copy)					
 Attachments: (3 7. Goods: 	copies)	End-Users			



	0 10 11			PCSD
1.	Specifications			
2.	Scope of work;			
3.	Form of Bid, Price Form, and List o	f Goods or		
	Bill of Quantities;			
0 Conor	Iting			
8. Consu	-			
1.	Terms of Reference (Objectives, M	ethodology)		
2.	Scope of work			
3.	Checklist of Criteria Qualifications			
4.	Timeline			
CLIENTS	AGENCY ACTION	FEES TO	PROCESSING	PERSON
STEPS		BE PAID	TIME	RESPONSIBLE
	2.2 Bessive DD with			
1. Submit	2.2. Receive PR with	None	10 Minutes	Head of BAC
copies of	applicable attachments			Secretariat
PR to the	from End-Users.			PCSDS Main
BAC				Office
Secretari	Initially review the accuracy			
at at the	of documents submitted			
PCSD	and verify completeness of			
Main	documents as to			
Office	statutory/regulatory			
with the	requirements.			
attachme				
nts listed				
above, as				
applicable				
	3.8. Assign and stamp PR	None	20 minutes	Head of BAC
		NONE	20 minutes	
	number, date received and			Secretariat
	update Procurement database			PCSDS Main
	(PMR)			Office
	Include PR in next scheduled			
	BAC Meeting			
	3.9. Evaluate PR with attachments	None	5 dave	PCSDS-BAC
		NONE	5 days	
	and verify mode of			Chairperson
	procurement in relation to the			PCSDS Main
	approved Annual Procurement			Office
	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.			
		Nana	1 400	Hood of the
1	1.4. Sign PR	None	1 day	Head of the



· · · ·				PCSD
				Procuring Entity (HOPE) PCSDS Main Office - Office of the Executive Director (OED)
1	.5. Conduct Pre-Procurement Conference (except for procurement with ABC below the threshold prescribed under Section 20 of the 2016 RIRR, in which case the holding of the Pre- Procurement Conference is optional.)	None	5 days	PCSDS-BAC Chairperson
	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.	 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. 	None	1 day	<i>TWG/Head, BAC Secretariat</i> PCSDS Main Office
	Submit pre-selected list to HOPE for approval which includes: a. Technical specifications/terms of reference of the project, and b. Specific criteria used by the procuring entity for the evaluation of the preselected suppliers or consultants			
1.6		None	1 day	PCSDS-BAC Chairperson



				PCSD
	 selected list to the GPPB in compliance with Section 49.2 of the IRR of RA 9184 with a certification stating: a. Justifying the recourse to Limited Source Bidding; b. Verifying the compliance with the criteria previously set; c. Certifying that the preselected list is a list of known suppliers or consultants where resort to public bidding will not likely result in any additional d. suppliers or consultants participating in the bidding. 			PCSDS Main Office
1.7		None	1 day	GPPB-TSO
1.6	. Prepare/draft Bidding Documents.	None	5 days	End-User PCSDS Main Office Head of BAC Secretariat Head of Technical Working Group (TWG) if created PCSDS Main Office PCSDS Main PCSDS Main Office
1.8	B. Post the procurement opportunity in the PhilGEPS website, agency website and conspicuous place within the premises od the agency upon receipt of said acknowledgment letter.	None	7 days	BAC Secretariat in coordination with IT unit PCSDS Main Office



				PCSD
	I.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	I.10. Send Notice of Invitation to Pre-selected suppliers and Observers	None	1 day	Chief Administrative Officer PCSDS Main Office-AFD
2. Attend 2 Pre-Bid Conferenc e (attendan ce is not mandator y)	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	2.2. Draft Supplemental bid, if any BAC Chairperson for signature	None	20 minutes	Head of BAC Secretariat PCSDS Main Office
2	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	2.4. Collect sealed Bid Envelope from the bid box.	None	10 minutes	Head of BAC Secretariat PCSDS Main Office
2	2.5. Conduct Bid Opening/Bid evaluation.	None	1 day	PCSDS-BAC Chairperson PCSDS Main Office
2	2.6. a. Notify bidders who submitted a bid envelope of the Bid Opening/Bid Evaluation.	None	1 day	Head of BAC Secretariat PCSDS Main Office
	b. Inform the LCB or			



				PCSD
	SCB/HRB or SRB of post qualification.			
2.7.	Receive Post-Qualification documents.	None	10 minutes	<i>TWG/ Head of</i> <i>BAC Secretariat</i> PCSDS Main Office
2.8.	 a. Conduct Post Qualification b. Prepare Post- Qualification Report (PQR) recommending to the BAC the declaration of the LCRB or SCRB/HRRB or SRRB 	None	12 days	<i>TWG/ Head of BAC Secretariat</i> PCSDS Main Office
2.9.	Prepare Abstract of Bid (AOB) and have it signed by the BAC Members who were present during the evaluation	None	1 day	Head of BAC Secretariat PCSDS Main Office
2.10.	Recommend to the HoPE the award of contract Prepare BAC Resolution recommending award and have it signed by the BAC members and HOPE	None	1 day	PCSDS-BAC Chairperson PCSDS Main Office Head of BAC Secretariat PCSDS Main Office
2.11.	Issue and sign the Notice of Award (NOA), otherwise HOPE may disapprove BAC recommendation.	None	1 day	HOPE PCSDS Main Office - Office of the Executive Director (OED) Head of BAC Secretariat PCSDS Main Office
2.12.	Receive and evaluate submitted Performance Security	None	1 day	Head of BAC Secretariat PCSDS Main Office
2.13.	Prepare the contract in favor of the winning bidder	None	10 minutes	Head of BAC Secretariat PCSDS Main Office
2.14.	Approve and sign the Contract of Agreement	None	1 day	HOPE PCSDS Main



 1				PCSD
	(COA)			Office - Office of
				the Executive
 				Director (OED)
2.15.	•	None	10 minutes	Head of BAC
	the winning bidder			Secretariat
				PCSDS Main
				Office
2.16.	8	None	1 day	HOPE
	(NTP) together with a copy			PCSDS Main
	of the approved COA within			Office - Office of
	three CD from the date of			the Executive
	the approval			Director (OED)
				Head of BAC
				Secretariat
				PCSDS Main
0.1-				Office
2.17.		None	1 day	End-User
	provided is in accordance			Division Head
	with the specifications			PCSDS Main
 0.40	stated in the TOR		40	Office
2.18.	Prepare the Purchase	None	10 minutes	Head of BAC
	Order (PO) in favor of the			Secretariat
	Lessor			PCSDS Main
 0.40			4	Office
2.19.	Issue and sign the	None	1 day	HOPE PCSDS Main
	Purchase Order (PO)			
				Office - Office of
				the Executive
				Director (OED)
				Head of BAC
				Secretariat PCSDS Main
				Office
 2.20.	Accept and verify Warranty	None	1 dov	Chief
Z.ZU.		NULLE	1 day	Administrative
	Security submitted			Officer
				PCSDS Main
				Office-AFD
 2.21.	Inspect goods, services or	None	1 day	Head of
<u></u>	project progress and/or final	110110	i duy	Inspection and
	construction.			Acceptance
				Committee
	Prepare inspection			PCSDS Main
	acceptance report (IAR)			Office



		• • • • •	1		PCSD
		Confirm compliance of procured items to specifications/TOR			
3. Prepare Disbursement Voucher and Obligation Request and submit to Property and Supply Unit	3.1.	Submit complete copies of procurement documents and Disbursement Voucher and Obligation Request to Accounting unit for payment processing	None	3 days	Property and Supply Unit PCSDS Main Office - AFD
	3.2.	Attach property Number and enter details to Report of Physical Counts of Property Plants and Equipment, if applicable	None	2 days	Property and Supply Unit PCSDS Main Office - AFD
4. Receive PAR	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 performan ce / service.	5.1.	Evaluate bidders performance/service. Prepare Certificate of Performance Evaluation (CPE) Form and recommend the same to the HOPE	None	1 day	End User Division Chief PCSDS Main Office - AFD Chief Administrative Officer PCSDS Main Office - AFD
	5.2.	Sign and approve CPE	None	2 days	HOPE PCSDS Main Office - Office of the Executive Director (OED)
	5.3.	Receive Official Receipt	None	1 day	Accountant III PCSDS Main Office - AFD
	5.4.	Process payment			
			TOTAL	72 days	and 2 hours



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.

Office/Division:	Bids and Awards Committee (BAC), BAC Secretariat, and Administrative and Finance Divisions (AFD)			
Classification:	Highly Technical			
Type of Transaction:	Government to Government			
Who may avail:	End-Users (respective PCSDS Division	וs)		
Checkli	st OF REQUIREMENTS	WHERE TO SECURE		
Purchase Reques	t (PR) (3 signed original copies)	End-Users		
 Approved Annual highlight) (1 copy) 	Procurement Plan (subject item in	End-Users		
 Approved Project (subject item in high 	Procurement Management Plan ghlight) (1 copy)	End-Users		
	ations	End-Users		
2. Scope c	st of Criteria Qualifications			
11.2.1. De 11.2.2. Su 11.2.3. De 3. For acq 11.3.1. Au the p	rawings and Technical Specifications; tailed engineering investigations rveys and			



				PCSD
11.3.3	Deed of donation is executed i the government; or	n favor of		
11.3.4. Writ of possession issued by a court of				
	competent jurisdiction			
12. Mixed Pr 1. Co		\r		
	ombination of Goods, Consulting c frastructure)		
CLIENTS	AGENCY ACTION	FEES TO	PROCESSING	PERSON
STEPS		BE PAID	TIME	RESPONSIBLE
1. Submit	1.1 Receive PR with applicable	None	10 Minutes	Head of BAC
	attachments from End-Users.			Secretariat
PR to the BAC	Initially review the appurcay of			PCSDS Main
Secretariat	Initially review the accuracy of documents submitted and verify			Office
with the	completeness of documents as			
attachments	to statutory/regulatory			
listed	requirements.			
above, as				
applicable	1.2 Assign and stamp PR	None	20 minutes	Head of BAC
	number, date received and			Secretariat PCSDS Main
	update Procurement database (PMR)			Office
				Onice
	Include PR in next scheduled			
	BAC Meeting			
	1.3 Evaluate PR with	None	5 days	PCSDS-BAC
	attachments and verify mode of			Chairperson
	procurement in relation to the			PCSDS Main Office
	approved Annual Procurement Plan (APP)			Office
	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.			
	1.4 Sign PR	None	1 day	Head of the
		Nono	i day	Procuring Entity
				(HOPE)
				PCSDS Main
				Office - Office of
				the Executive
	1.5 Conduct Pre-Procurement	None	5 days	Director (OED) PCSDS-BAC
	Conference (except for	NULLE	Juays	Chairperson
	procurement with ABC below the			PCSDS Main
	threshold prescribed under Section			Office
	20 of the 2016 RIRR, in which case			



			PCSD
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
			Head of BAC Secretariat Head of Technical Working Group (TWG) if created PCSDS Main Office
1.7 Post ITB or REI in PhilGEPS Website, PCSD Website and in any conspicuous place within PCSDS premises	None	7 days	BAC Secretariat in coordination with IT unit PCSDS Main Office
1.8 Draft Notice of Invitation to Observers and forward to BAC Chairperson for signature	None	20 minutes	Head of BAC Secretariat PCSDS Main Office
1.9 Sign Notice of Invitation	None	1 day	PCSDS-BAC Chairperson PCSDS Main Office
1.10 Send Notice of Invitation to Observers pursuant to Sec. 13 of the 2016 RIRR.	None	1 day	Chief Administrative Officer PCSDS Main Office
1.11 Evaluate submittedeligibility documents (short listing/ eligibility check for consultingservices)	None	1 day	PCSDS-BAC Chairperson PCSDS Main Office
1.12. Notify shortlisted consultants (for consulting services)	None	1 day	Head of BAC Secretariat PCSDS Main Office



					PCSD
2.	Attend Pre- Bid Conference	2.1 Conduct Pre-Bid Conference (within 12 Calendar Days before the Bid Opening but not earlier than seven Calendar Days from the PhilGEPS posting of Invitation to Bid or Bidding Document pursuant to the threshold amount provided in the RIRR)	None	10 days	PCSDS-BAC Chairperson PCSDS Main Office
		2.2 Draft Supplemental bid, if any BAC Chairperson for signature	None	20 minutes	Head of BAC Secretariat PCSDS Main Office
		2.3 Post Bid Supplement, if any (within seven Calendar Days before the deadline of submission of bids) in the PhilGEPS website, PCSDS website and any conspicuous place within the premises of the PCSDS	None	20 minutes	Head of BAC Secretariat PCSDS Main Office
		2.4 Collect sealed Bid Envelope from the bid box.	None	10 minutes	Head of BAC Secretariat PCSDS Main Office
		2.5 Conduct Bid Opening/Bid evaluation.	None	1 day	PCSDS-BAC Chairperson PCSDS Main Office
		 2.6 a. Notify bidders who submitted a bid envelope of the Bid Opening/Bid Evaluation. b. Inform the LCB or SCB/HRB or SRB of post qualification. 	None	1 day	Head of BAC Secretariat PCSDS Main Office
		2.7 Receive Post-Qualification documents	None	10 minutes	<i>TWG/ Head of</i> <i>BAC Secretariat</i> PCSDS Main Office
		 2.8 a. Conduct Post Qualification. b. Prepare Post-Qualification Report (PQR) recommending to the BAC the declaration of the LCRB or SCRB/HRRB or SRRB 	None	12 days	<i>TWG/ Head of BAC Secretariat</i> PCSDS Main Office



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



				PCSD
	provided is in accordance with			Division Head
	the specifications stated in the			PCSDS Main
	TOR			Office
	2.18 Prepare the Purchase	None	10 minutes	Head of BAC
	Order (PO) in favor of the Lessor	. terte		Secretariat
				PCSDS Main
				Office
	2.19 Issue and sign the	None	1 day	HOPE
	Purchase Order (PO)			PCSDS Main
				Office - Office of
				the Executive
				Director (OED)
				Head of BAC
				Secretariat
				PCSDS Main
				Office
	2.20 Accept and verify Warranty	None	1 day	Chief
	Security submitted		-	Administrative
	5			Officer
				PCSDS Main
				Office-AFD
	2.21 Inspect delivery of goods	None	1 day	Head of
		NONE	ruay	
	and Prepare inspection			Inspection and
	acceptance report (IAR)			Acceptance
				Committee
	Confirm compliance of procured			
	items to specifications/TOR			
3. Prepare	3.1. Submit complete copies of	None	3 days	Property and
Disbursement	procurement documents and			Supply Unit
Voucher and	Disbursement Voucher and			PCSDS Main
Obligation	Obligation Request to			Office - AFD
Request and	Accounting unit for payment			
submit to	processing			
Property and	processing			
Supply Unit	3.2. Attach property Number and	None	2 days	Property and
		None	z uays	
	enter details to Report of			Supply Unit
	Physical Counts of Property			PCSDS Main
	Plants and Equipment, if			Office - AFD
	applicable			
4. Receive PAR	Prepare Property	None	1 day	Property
	Acknowledgment Receipt (PAR)			Custodian
	and issue procured item to End-			PCSDS Main
	User and record/input to			Office - AFD
	Property Inventory			
5. Evaluate	Evaluate bidders	None	1 day	End User
bidders	performance/service.			Division Chief
performance				PCSDS Main
/ service.	Prepare Certificate of			Office - AFD
,			<u> </u>	



		FCSD
		Chief
		Administrative
		Officer
		PCSDS Main
		Office - AFD
None	2 days	HOPE
		PCSDS Main
		Office - Office of
		the Executive
		Director (OED)
None	1 day	Accountant III
	-	PCSDS Main
		Office - AFD
TOTAL	71 days, 2	
	hours and 30	
	minutes	
	None	None 1 day TOTAL 71 days, 2 hours and 30

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.



Office/Division:		Bids and Awards Committe	ee (BAC), E	AC Secretariat.	and	
		Administrative and Finance Divisions (AFD)				
Classification:		Highly Technical				
Type of Transaction:		Government to Government				
Who may avail		End-Users (respective PCSDS Divisions)				
C	heckli	st OF REQUIREMENTS	WHERE TO SECURE			
		st (PR) (3 signed original copies)		End-Users		
Approved A highlight) (*		Procurement Plan (subject item in)		End-Users		
	-	Procurement Management Plan ghlight) (1 copy)		End-Users		
Attachment	•			End-Users		
	•	cations				
		of work;				
		f Bid, Price Form, and List c Quantities;	of Goods of			
CLIENTS		AGENCY ACTION	FFFS TO	PROCESSING	PERSON	
STEPS			BE PAID	TIME	RESPONSIBLE	
 Submit copies of PR to the BAC Secretariat with the attachments listed above Determine the need to replenish the goods earlier 	attac Initia docu verify docu statu requi	Receive PR with applicable hments from End-Users. Ily review the accuracy of ments submitted and y completeness of ments as to tory/regulatory irements. Assign and stamp PR per, date received and te Procurement database	None	10 Minutes 20 minutes	Head of BAC Secretariat PCSDS Main Office Head of BAC Secretariat PCSDS Main Office	
procured through competitive bidding.1.	Inclu BAC 1.3. I attac procu appro Plan If in o HOP Othe to the appro amei	de PR in next scheduled <u>Meeting</u> Evaluate PR with hments and verify mode of urement in relation to the oved Annual Procurement (APP) order, recommend to E for PR approval. rwise, it shall be returned e End-User for the opriate revision and/or ndment or cancellation. Sign PR	None	5 days 1 day	PCSDS-BAC Chairperson PCSDS Main Office Head of the	



				PCSD
				Procuring Entity (HOPE)
	1.5 Recommend to the HoPE the award of contractPrepare BAC Resolution recommending award and have it signed by the BAC members and HOPE	None	1 day	PCSDS BAC Chairperson PCSDS Main Office Head of BAC Secretariat PCSDS Main Office
	1.6 Issue and sign the Notice of Award (NOA), otherwise HOPE may disapprove BAC recommendation.	None	1 day	HOPE PCSDS Main Office - Office of the Executive Director (OED) Head of BAC Secretariat PCSDS Main Office
	1.7 Prepare the contract in favor of the winning bidder	None	10 minutes	Head of BAC Secretariat PCSDS Main Office
	1.8 Approve and sign the Contract of Agreement (COA)	None	1 day	HOPE PCSDS Main Office - Office of the Executive Director (OED)
	1.9 Prepare the NTP in favor of the winning bidder	None	10 minutes	Head of BAC Secretariat PCSDS Main Office
	1.10 Sign the Notice to Proceed (NTP) together with a copy of the approved COA within three CD from the date of the approval	None	1 day	HOPE PCSDS Main Office - Office of the Executive Director (OED)
				Head of BAC Secretariat PCSDS Main Office
	1.11 Ensure that the service provided is in accordance with the specifications stated in the	None	1 day	End-User Division Head PCSDS Main



				PCSD
	TOR			Office
	1.12 Prepare the Purchase	None	10 minutes	Head of BAC
	Order (PO) in favor of the			Secretariat
	Lessor			PCSDS Main
				Office
	1.13 Issue and sign the	None	1 day	HOPE
	Purchase Order (PO)			PCSDS Main
				Office - Office of
				the Executive
				Director (OED)
				Head of BAC
				Secretariat
				PCSDS Main
				Office
	1.14 Inspect delivery of goods	None	1 day	Head of
	and Prepare inspection			Inspection and
	acceptance report (IAR)			Acceptance
				Committee
	Confirm compliance of			PCSDS Main
	procured items to			Office
	specifications/TOR			
	·			
2. Prepare	2.1. Submit complete copies of	None	3 days	Property and
Disbursement	procurement documents and			Supply Unit
Voucher and	Disbursement Voucher and			PCSDS Main
Obligation	Obligation Request to			Office – AFD
Request and	Accounting unit for payment			
submit to	processing			
Property and				
Supply Unit				
	2.3. Attach property Number	None	2 days	Property and
	and enter details to Report of			Supply Unit
	Physical Counts of Property			PCSDS Main
	Plants and Equipment, if			Office – AFD
	applicable			
	2.4. Prepare Property	None	1 day	Property
	Acknowledgment Receipt			Custodian
	(PAR) and issue procured item			PCSDS Main
	to End-User and record/input to			Office – AFD
	Property Inventory (in case of			
	goods)			
	2.5. Receive Official Receipt	None	1 day	Accountant III
				PCSDS Main
				Office - AFD
	2.6. Process payment			
	TOTAL	None	20 days and1	
			hour	



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.

Office/Division	Bids and Awards Committe	Bids and Awards Committee (BAC), BAC Secretariat, and			
	Administrative and Finance	Administrative and Finance Divisions (AFD)			
Classification:	Highly Technical	Highly Technical			
Type of	G2G - Government to Gov	G2G - Government to Government			
Transaction:					
Who may avail	End-Users (respective PCS	End-Users (respective PCSDS Divisions)			
(Checklist OF REQUIREMENTS	cklist OF REQUIREMENTS			
Purchase F	Request (PR) (3 signed original c	est (PR) (3 signed original copies)			
Approved A	Annual Procurement Plan (subjec	ual Procurement Plan (subject item in			
highlight) (1 copy)				
Approved I	Approved Project Procurement Management Plan			End-Users	
(subject ite	em in highlight) (1 copy)				
Attachmen	Attachments: (3 copies)			End-Users	
5.	Terms of Reference (Objectives, Methodology)				
6. 3	Scope of work	of work			
7. (Checklist of Criteria Qualifications	list of Criteria Qualifications			
8.	Timeline	ne			
CLIENTS	AGENCY ACTION		PROCESSING		
STEPS		BE PAID	TIME	RESPONSIBLE	
1. Submit 1	1.2 Receive PR with applicable	None	10 Minutes	Head of BAC	



				PCSD
•	attachments from End-Users.			Secretariat
to the BAC				PCSDS Main
Secretariat	Initially review the accuracy of			Office - AFD
with the	documents submitted and verify			
attachments	completeness of documents as to			
listed above,	statutory/regulatory requirements.			
as applicable				
	1.2 Assign and stamp PR number,	None	20 minutes	Head of BAC
	date received and update			Secretariat
	Procurement database (PMR)			PCSDS Main
				Office - AFD
	Include PR in next scheduled BAC			
	Meeting			
	1.3 Evaluate PR with attachments	None	5 days	PCSDS-BAC
	and verify mode of procurement in			Chairperson
	relation to the approved Annual			PCSDS Main
	Procurement Plan (APP)			Office - AFD
	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.			-
	1.4 Sign PR	None	1 day	Head of the
				Procuring Entity
				(HOPE)
				PCSDS Main
				Office - Office of
				the Executive
	4. E. Identify press estive concultant	None	10 Minutes	Director (OED)
	1.5 Identify prospective consultant	None	TO Minutes	End-User PCSDS Main
	based on the provided Terms of Reference			Office - AFD
	Releience			Office - AFD
	Submit the name, contact			
	information and mailing address of			
	the said prospective consultant			
	1.6 Prepare and draft the letter of	None	15 minutes	Head of BAC
	invitation to the identified	NONE	15 minutes	Secretariat
	consultant			PCSDS Main
	oonsulant			Office - AFD
	Submit the same to the BAC			
	Chairperson for signature			
	1.7 Send letter of invitation to	None	1 day	Chief
	prospective consultant		r day	Administrative
				Officer
				PCSDS Main
				Office - AFD
	1.8 Negotiate with a technically,	None	1 day	PCSDS-BAC
	legally and financially capable		l day	Chairperson
L			1	



	•		PCSD
supplier, contractor or consultant based on the Technical Specifications, Scope of Work or Terms of Reference prepared by			PCSDS Main Office - AFD
the End-User. 1.9 Recommend to the HoPE the award of contract	None	1 day	PCSDS-BAC Chairperson PCSDS Main
Prepare BAC Resolution recommending award and have it signed by the BAC members and HOPE			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



		TOTAL		1 hour and 25 nutes
	2.2 Process payment	TOTAL	10 - 1	4 h a un an al 05
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
	 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
	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
	1.16 Prepare the Purchase Order (PO) in favor of the Lessor	None	10 minutes	PCSDS Main Office Head of BAC Secretariat PCSDS Main Office
	provided is in accordance with the			Division Head

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).

Office/Division:		Bids and Awards Committee (BAC), BAC Secretariat, and Administrative and Finance Divisions (AFD)			
Classification:		Highly Technical		, <u>,</u>	
Type of Transactio	n:	Government to Governme	ent		
Who may avail:		End-Users (respective PC	SDS Divi	sions)	
Chec	klist C	OF REQUIREMENTS		WHERE T	O SECURE
Purchase Requ	iest (P	R) (3 signed original copies	S)	End-	Users
 Approved Annu highlight) (1 cop 		curement Plan (subject iter	n in	End-	Users
	. /	curement Management Pla	n	End-	Users
(subject item in		—	411		00010
Attachments:	ingini			End-	Users
13. Goods:					
	ificatio	ins			
	e of w				
		I, Price Form, and List of G	oods or		
	f Quan				
CLIENTS STEPS		AGENCY ACTION	FEES	PROCESSING	PERSON
			TO BE	TIME	RESPONSIBLE
	4 6		PAID	40.14	
1. Submit copies		Receive PR with	None	10 Minutes	Head of BAC
of PR to the BAC		applicable attachments rom End-Users.			Secretariat PCSDS Main
Secretariat with	11	Iom End-Osers.			Office
the	Ь	nitially review the			Onice
attachments		accuracy of documents			
listed above		submitted and verify			
with an		completeness of			
explanation as		locuments as to			
to the urgency		statutory/regulatory			
of the item in		equirements.			
order to					
address an	2. A	Assign and stamp PR	None	20 minutes	Head of BAC
identified need	n	number, date received and			Secretariat
of the		pdate Procurement			PCSDS Main
Procuring	C	latabase (PMR)			Office
Entity and the					
unforeseen		nclude PR in next			
contingency		cheduled BAC Meeting			
that caused its	3.	Evaluate PR with	None	5 days	PCSDS-BAC



				PCSD
necessity	attachments and verify mode of procurement in relation to the approved Annual Procurement Plan (APP)			<i>Chairperson</i> PCSDS Main Office
	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.			
	4. Sign PR	None	1 day	Head of the Procuring Entity (HOPE)
	5. Prepare RFQ indicating the specifications, quantity, ABC, and other terms and conditions of the contract.	None	1 day	Head of BAC Secretariat PCSDS Main Office
	 Send RFQ directly to the supplier of known technical, legal and financial qualifications. 	None	3 days	Chief Administrative Officer PCSDS Main Office - AFD
	7. Validate immediately the technical, legal and financial capability of the supplier to supply and deliver the goods by requiring the submission of relevant documents or through other verifiable means to prove the capability of the Supplier upon receipt of quotation/proposal, the Committee	None	1 day	PCSD-BAC Chairperson PCSDS Main Office
	 8. Recommend to the HoPE the award of contract Prepare BAC Resolution recommending award and have it signed by the BAC members and HOPE 	None	1 day	PCSDS-BAC Chairperson PCSDS Main Office
	 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



			PCSD
			Director (OED)
			Head of BAC
			Secretariat
			PCSDS Main
			Office
10. Prepare the contract in	None	10 minutes	Head of BAC
favor of the bidder			Secretariat
			PCSDS Main
11 Approve and sign the	Nono	1 dov	Office
11. Approve and sign the	None	1 day	HOPE PCSDS Main
Contract of Agreement (COA)			Office - Office
			of the Executive
			Director (OED)
12. Prepare the NTP in favor	None	10 minutes	Head of BAC
of the bidder			Secretariat
			PCSDS Main
			Office
13. Sign the Notice to Proceed	None	1 day	HOPE
(NTP) together with a copy		j	PCSDS Main
of the approved COA			Office - Office
within three CD from the			of the Executive
date of the approval			Director (OED)
			Head of BAC
			Secretariat
			PCSDS Main
			Office
14. Ensure that the service	None	1 day	End-User
provided is in accordance			Division Head
with the specifications			PCSDS Main
stated in the TOR	Nono	10 minutos	Office
15. Prepare the Purchase Order (PO) in favor of the	None	10 minutes	Head of BAC Secretariat
bidder			PCSDS Main
blader			Office
16. Issue and sign the	None	1 day	HOPE
Purchase Order (PO)		2	PCSDS Main
			Office - Office
			of the Executive
			Director (OED)
			Head of BAC
			Secretariat
			PCSDS Main
			Office
17. Inspect goods.	None	1 day	Head of
			Inspection and



	pro	onfirm compliance of ocured items to ecifications.			Acceptance Committee PCSDS Main Office - AFD
2. Prepare Disbursement Voucher and Obligation Request and submit to Property and Supply Unit	2.1.	Submit complete copies of procurement documents and Disbursement Voucher and Obligation Request to Accounting unit for payment processing	None	3 days	Property and Supply Unit PCSDS Main Office - AFD
3. Receive PAR	3.1.	Prepare Property Acknowledgment Receipt (PAR) and issue procured item to End-User and record/input to Property Inventory	None	1 day	Property Custodian PCSDS Main Office - AFD
 Evaluate bidders performance / service. 	4.1.	Evaluate bidders performance/service. Prepare Certificate of Performance Evaluation (CPE) Form and recommend the same to the HOPE	None	1 day	End User Division Chief PCSDS Main Office - AFD Chief Administrative Officer PCSDS Main Office - AFD
	4.2.	Sign and approve CPE	None	2 days	HOPE PCSDS Main Office - Office of the Executive Director (OED)
	4.3.	Receive Official Receipt	None	1 day	Accountant III PCSDS Main Office - AFD
	4.4.	Process payment	TOTAL		
			TOTAL	26 days	and 1 hour

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).

Office/Division:	Bids and Awards Committ Administrative and Financ	• •		, and
Classification:	Highly Technical			
Type of Transaction:	Government to Governme	nt		
Who may avail:	End-Users (respective PC	SDS Divisi		
	ist OF REQUIREMENTS			O SECURE
	st (PR) (3 signed original copi	,		Users
 Approved Annual highlight) (1 copy) 	Procurement Plan (subject it	em in	End-	Users
 Approved Project (subject item in hi 	Procurement Management P ghlight) (1 copy)	Plan	End-	Users
	-Availability (3 copies)		End-	Users
Attachments: (3 c 14. Goods: 1. Specific			End-	Users
	of work;			
	f Bid, Price Form, and List of	Goods or		
	and List of Quantities	00003 01		
CLIENTS STEPS	AGENCY ACTION	FEES TO	PROCESSING	PERSON
		BE PAID	TIME	RESPONSIBLE
copies of PR to the BACattSecretariatInitwith the attachmentsdolisted above, as applicablestat	Receive PR with applicable achments from End-Users. tially review the accuracy of cuments submitted and rify completeness of cuments as to atutory/regulatory quirements.	None	10 Minutes	Head of BAC Secretariat PCSDS Main Office
nu up	2 Assign and stamp PR mber, date received and date Procurement database MR)	None	20 minutes	Head of BAC Secretariat PCSDS Main Office



			FC3D
Include PR in next scheduled BAC Meeting			
1.3 Evaluate PR with attachments and verify mode of procurement in relation to the approved Annual Procurement Plan (APP)	None	5 days	PCSDS-BAC Chairperson PCSDS Main Office
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.			
1.4 Sign PR	None	1 day	Head of the Procuring Entity (HOPE) PCSDS Main Office - Office of the Executive Director (OED)
1.5 Prepare of RFQ indicating the specifications, quantity, ABC, and other terms and conditions of the contract.	None	1 day	Head of BAC Secretariat PCSDS Main Office
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.	Nana	1. dov	Chief
1.6 Send RFQs to at least three (3) suppliers of known qualifications, and at least three (3) price quotations must be obtained.	None	1 day	Chief Administrative Officer PCSDS Main Office
This, notwithstanding, those who responded through any of the required postings shall be allowed to participate.			
1.7 Prepare Abstract of Quotations (AOQ) setting forth the names of those who	None	1 day	Head of BAC Secretariat PCSDS Main



			PCSD
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	PCSD-BAC Chairperson PCSDS Main Office
1.9 Recommend to the HoPE the award of contract Prepare BAC Resolution recommending award and have it signed by the BAC members and HOPE	None	1 day	PCSD-BAC Chairperson PCSDS Main Office Head, BAC Secretariat PCSDS Main Office
1.10 Issue and sign the Notice of Award (NOA), otherwise HOPE may disapprove BAC recommendation.	None	1 day	HOPE PCSDS Main Office - Office of the Executive Director (OED) Head of BAC Secretariat PCSDS Main Office
1.11Prepare the contract in favor of the bidder	None	10 minutes	Head of BAC Secretariat PCSDS Main Office
1.12 Approve and sign the Contract of Agreement (COA)	None	1 day	HOPE PCSDS Main Office - Office of the Executive Director (OED)
1.13 Prepare the NTP in favor of the winning bidder	None	10 minutes	Head of BAC Secretariat PCSDS Main Office
1.14 Sign the Notice to Proceed (NTP) together with a copy of the approved COA within three CD from the date	None	1 day	HOPE PCSDS Main Office - Office of the Executive



					PCSD
		of the approval			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			Division Head
		the specifications stated in the TOR			PCSDS Main
		1.16 Prepare the Purchase	None	10 minutes	Office Head of BAC
		Order (PO) in favor of the	NULLE	10 minutes	Secretariat
		Lessor			PCSDS Main
					Office
		1.17 Issue and sign the	None	1 day	HOPE
		Purchase Order (PO)			PCSDS Main
					Office - Office of
					the Executive
					Director (OED)
					Head of BAC
					Secretariat
					PCSDS Main
					Office
		1.18 Inspect goods, services or	None	1 day	Head of
		project progress and/or final			Inspection and
		construction.			Acceptance Committee
		Prepare inspection acceptance			PCSDS Main
		report (IAR)			Office
					011100
		Confirm compliance of			
		procured items to			
_		specifications/TOR			
2.	Prepare Disbursement	2.1. Submit complete copies of	None	3 days	Property and
	Voucher and	procurement documents and Disbursement			Supply Unit PCSDS Main
	Obligation	Voucher and Obligation			Office – AFD
	Request and	Request to Accounting			
	submit to	unit for payment			
	Property and	processing			
	Supply Unit	2.2. Attach property Number	None	2 days	Property and
		and enter details to			Supply Unit
		Report of Physical Counts			PCSDS Main
		of Property Plants and Equipment, if applicable			Office - AFD
3.	Receive PAR		None	1 day	Property
		Acknowledgment Receipt		,	Custodian
		(PAR) and issue procured			PCSDS Main
		item to End-User and			Office - AFD



				TOTAL	27 days	and 1 hour
		4.4.	Process payment			
					,	PCSDS Main Office - AFD
		4.3.	Receive Official Receipt	None	1 day	Director (OED) Accountant III
						Office - Office of the Executive
		4.2.	Sign and approve CPE	None	2 days	HOPE PCSDS Main
						PCSDS Main Office - AFD
			recommend the same to the HOPE			Administrative Officer
			Performance Evaluation (CPE) Form and			Chief
	performance / service.		Prepare Certificate of			PCSDS Main Office - AFD
4.	Evaluate bidders	4.1.	Evaluate bidders performance/service.	None	1 day	End User Division Chief
			record/input to Property Inventory			

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).

Office/Division:	Bids and Awards Committee (BAC), BAC Secretariat, and Administrative and Finance Divisions (AFD)			
Classification:	Highly Technical			
Type of Transaction:	Government to Government			
Who may avail:	End-Users (respective PCSDS Division	ns)		
Checkli	st OF REQUIREMENTS	WHERE TO SECURE		
Purchase Request	t (PR) (3 signed original copies)	End-Users		
 Approved Annual highlight) (1 copy) 	Procurement Plan (subject item in	End-Users		
Approved Project	Procurement Management Plan	End-Users		



				PCSD
	n in highlight) (1 copy) s: (3 copies)	End-Users		
	pecifications cope of work;			
3. F	orm of Bid, Price Form, and List of	Goods or		
В	ill of Quantities;			
16. Consulti	-			
	erms of Reference (Objectives, Me cope of work	ethodology)		
3. C	hecklist of Criteria Qualifications			
4. T	imeline AGENCY ACTION	FEES TO	PROCESSING	PERSON
STEPS		BE PAID	TIME	RESPONSIBLE
1. Submit	1.1 Receive PR with applicable	None	10 Minutes	Head of BAC
copies of	attachments from End-Users.			Secretariat
PR to the	haitin ha na sina dha an an an af			PCSDS Main
BAC Secretariat	Initially review the accuracy of documents submitted and verify			Office
with the	completeness of documents as			
	to statutory/regulatory			
listed	requirements.			
above, as				
applicable	1.2 Assign and stamp PR	None	20 minutes	Head of BAC
	number, date received and			Secretariat
	update Procurement database			PCSDS Main
	(PMR)			Office
	Include PR in next scheduled			
	BAC Meeting			
	1.3 Evaluate PR with	None	5 days	PCSDS-BAC
	attachments and verify mode of			Chairperson
	procurement in relation to the			PCSDS Main
	approved Annual Procurement Plan (APP)			Office
	F1011 (AFF)			
	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. 1.4. Sign PR	None	1 day	Head of the
		NONE	Tuay	Procuring Entity
				(HOPE)
				PCSDS Main
				Office - Office of
				the Executive



				PCSD
				Director (OED)
	1.5 Prepare RFQs/RFPs.	None	1 hour	Head of BAC
				Secretariat
				PCSDS Main
				Office
	1.6 Prepare and send the	None	1 day	Chief
	RFQs/RFPs to at least three (3)		-	Administrative
	suppliers, contractors or			Officer
	consultants of known			PCSDS Main
	qualifications.			Office-AFD
	1.7 Post the procurement item in	None	3 days	Head of BAC
	the PhilGEPS website, agency		,	Secretariat in
	website and at any conspicuous			coordination
	place within the premises of the			with the IT unit
	agency.			PCSDS Main
				Office
	(Except for those with ABCs			
	equal to Fifty Thousand Pesos			
	(₱ 50,000.00) and below)			
2. Attend the	2.1 Conduct Pre-bid conference	None	1 day	PCSDS-BAC
Pre-bid	(at the discretion of the BAC).			Chairperson
Conference				PCSDS Main
Comoronoo				Office
	2.2 Collect sealed Quotation	None	10 minutes	Head of BAC
	from the bid box.	i tonio		Secretariat
				PCSDS Main
				Office
	2.3 Conduct Evaluation of	None	1 day	PCSDS-BAC
	Quotations.		1 ddy	Chairperson
				PCSDS Main
				Office
	2.4 Prepare Abstract of Bid	None	1 day	Head of BAC
	(AOB) and have it signed by the	None	T day	Secretariat
	BAC Members who were present			PCSDS Main
	during the evaluation			Office
	2.5 Recommend to the HoPE the	None	1 day	PCSDS-BAC
	award of contract	None	Tudy	Chairperson
	award of contract			PCSDS Main
	Prepare BAC Resolution			Office
	recommending award and have			Onice
	it signed by the BAC members			Head of BAC
	and HOPE			Secretariat
	and hore			PCSDS Main
				Office
	2.6 Issue and sign the Nation of	None	1 dov	
	2.6 Issue and sign the Notice of	none	1 day	Head of the
	Award (NOA), otherwise HOPE			Procuring Entity
	may disapprove BAC			(HOPE)
	recommendation.			PCSDS Main
				Office - Office of
				the Executive



				PCSD
				Director (OED)
				Head of BAC Secretariat PCSDS Main Office
	2.7 Prepare the contract in favor of the winning bidder	None	10 minutes	Head of BAC Secretariat PCSDS Main Office
	2.8 Approve and sign the Contract of Agreement (COA)	None	1 day	Head of the Procuring Entity (HOPE) PCSDS Main Office - Office of the Executive Director (OED)
	2.9 Prepare the NTP in favor of the winning bidder	None	10 minutes	Head of BAC Secretariat PCSDS Main Office
(;;	2.10 Sign the Notice to Proceed (NTP) together with a copy of the approved COA within three CD from the date of the approval	None	1 day	Head of the Procuring Entity (HOPE) PCSDS Main Office - Office of the Executive Director (OED) Head of BAC Secretariat PCSDS Main Office
f t	2.11 Ensure that the service provided is in accordance with the specifications stated in the TOR	None	1 day	End-User Division Head PCSDS Main Office
	2.12 Prepare the Purchase Order (PO) in favor of the Lessor	None	10 minutes	Head of BAC Secretariat PCSDS Main Office
	2.13 Issue and sign the Purchase Order (PO)	None	1 day	HOPE PCSDS Main Office - Office of the Executive Director (OED) Head of BAC Secretariat



				inutes
	5.4 Process payment	TOTAL	30 days 2	hours and 10
	5.3 Receive Official Receipt	None	1 day	Accountant III PCSDS Main Office - AFD
			-	PCSDS Main Office - Office of the Executive Director (OED)
bidders performance / service.	performance/service. Prepare Certificate of Performance Evaluation (CPE) Form and recommend the same to the HOPE 5.2 Sign and approve CPE	None	2 days	Division Chief PCSDS Main Office - AFD Chief Administrative Officer PCSDS Main Office - AFD HOPE
4.Receive PAR	 4.1 Prepare Property Acknowledgment Receipt (PAR) and issue procured item to End- User and record/input to Property Inventory 5.1 Evaluate bidders 	None	1 day 1 day	Property Custodian PCSDS Main Office - AFD End User
	3.2 Attach property Number and enter details to Report of Physical Counts of Property Plants and Equipment, if applicable	None	2 days	Property and Supply Unit PCSDS Main Office - AFD
3. Prepare Disbursement Voucher and Obligation Request and submit to Property and Supply Unit	 project progress and/or final construction. Prepare inspection acceptance report (IAR) 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	Inspection and Acceptance Committee PCSDS Main Office Property and Supply Unit PCSDS Main Office - AFD
	2.14 Inspect goods, services or	None	1 day	PCSDS Main Office Head of



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.

Office/Division:	Bids and Awards Committee (BAC), BAC Secretariat, and Administrative and Finance Divisions (AFD)					
Classification:	Highly Technical					
Type of	Government to Government					
Transaction:						
Who may avail:	End-Users (respective PCSDS Divisions)					
	list OF REQUIREMENTS	WHERE TO SECURE				
(The contract, pr Bidding, has bee	oved Purchase Request (PR) reviously awarded through Competitive en rescinded or terminated for causes ne contract and existing laws) (3 copies: n file	Head, BAC Secretariat				
Approved Annua	al Procurement Plan (subject item in y: use copy of file)	Head, BAC Secretariat				
	t Procurement Management Plan highlight) (1 copy: use copy of file)	Head, BAC Secretariat				
17.Goods: 1. Specif 2. Scope 3. Form	copies: use copies of file) ications of work; of Bid, Price Form, and List of Goods or Quantities;	Head, BAC Secretariat				
2. Scope	of Reference (Objectives, Methodology) of work list of Criteria Qualifications ne					
2. Plans/	e: of work Drawings and Technical Specifications; Detailed engineering investigations					



19.2.2. Surveys and	
19.2.3. Designs;	
3. For acquisition of right-of-way site or location:	
19.3.1. Authority or permit to enter is issued by	
the property owner; or	
19.3.2. Notarized deed of sale; or	
19.3.3. Deed of donation is executed in favor of	
the government; or	
19.3.4. Writ of possession issued by a court of	
competent jurisdiction	
20. Mixed Procurement	
1. Combination of Goods, Consulting or	
Infrastructure	

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



		FEES TO	DDOCESSING	PCSD
CLIENTS STEPS	AGENCY ACTION	BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
SIEFS	authority)			RESPONSIBLE
	autionty			
	If negotiation fails, then			
	the BAC shall post-			
	qualify and negotiate			
	with the next lowest			
	calculated/highest rated			
	bidder at the said			
	bidder's own original bid			
	price.			
	If the negotiation fails			
	another time, the			
	process is repeated			
	until all the bidders			
	from the previous			
	bidding have been			
	considered.			
	If the negotiation fails			
	and there is no			
	bidder left from the			
	previous bidding or if the original awardee			
	is a Single			
	Calculated			
	Responsive			
	Bidder/Single Rated			
	Responsive Bidder,			
	the BAC may either			
	invite at least three			
	(3)			
	suppliers/contractors/			
	consultants to submit			
	their bids, or resort to			
	any other appropriate			
	alternative method of			
	procurement, in which case the			
	appropriate procedure for such			
	mode shall be			
	followed.			
	5. Recommend to the HoPE the	None	1 day	PCSDS-BAC
	award of contract		,	Chairperson
				PCSDS Main
	Prepare BAC Resolution			Office
	recommending award and			
	have it signed by the BAC			
	members and HOPE			



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



		S AGENCY ACTION FEES TO		PROCESSING	PCSD	
		+	AGENCY ACTION	BE PAID		PERSON RESPONSIBLE
	STEPS	14 10014	and sign the Durchase			
			e and sign the Purchase	None	1 day	HOPE PCSDS Main
		Orde	er (PO)			
						Office - Office of
						the Executive
						Director (OED)
						Head of BAC
						Secretariat
						PCSDS Main
						Office
		15 \	ept and verify Warranty	None	1 day	Chief
			irity submitted	NONE	Tuay	Administrative
		Sect	inty submitted			Officer
						PCSDS Main
						Office - AFD
		16 Insn	ect goods, services or	None	1 day	Head of
			ect progress and/or final	None	ruuy	Inspection and
			truction.			Acceptance
		00110				Committee
		Prep	are inspection			PCSDS Main
			eptance report (IAR)			Office
			, , , , , , , , , , , , , , , , , , ,			
		Conf	irm compliance of			
			ured items to			
		spec	ifications/TOR			
1.	Prepare	1.1.	Submit complete copies	None	3 days	Property and
	Disbursem		of procurement			Supply Unit
	ent		documents and			PCSDS Main
1	Voucher		Disbursement Voucher			Office - AFD
	and		and Obligation Request			
	Obligation		to Accounting unit for			
	Request		payment processing			
	and submit					
	to Property					
	and					
	Supply					
	Unit	1 0	Attach property Number	None		Droporty and
1		1.2.	Attach property Number and enter details to	none	2 days	Property and Supply Unit
			Report of Physical			PCSDS Main
			Counts of Property			Office – AFD
			Plants and Equipment, if			
			applicable			
2	Receive	2.1.	Prepare Property	None	1 day	Property
	PAR	<u> </u>	Acknowledgment		, ady	Custodian
			Receipt (PAR) and issue			PCSDS Main
			procured item to End-			Office – AFD
1			User and record/input to			
L				1	l	



PCSD					
CLIENTS		AGENCY ACTION	FEES TO	PROCESSING	PERSON
STEPS			BE PAID	TIME	RESPONSIBLE
		Property Inventory			
3. Evaluate bidders performan ce / service.	3.1.	Evaluate bidders performance/service. Prepare Certificate of Performance Evaluation (CPE) Form and recommend the same to the HOPE	None	1 day	End User Division Chief PCSDS Main Office - AFD Chief Administrative Officer PCSDS Main Office – AFD
	3.2.	Sign and approve CPE	None	2 days	HOPE PCSDS Main Office - Office of the Executive Director (OED)
	3.3.	Receive Official Receipt	None	1 day	Accountant III PCSDS Main Office – AFD
	3.4.	Process payment			
			TOTAL	• •	hour and 30 nutes

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.



Office/Division:	Ride and Awards Committe		C Socratariat	PCSD
Office/Division.	Bids and Awards Committee (BAC), BAC Secretariat, and Administrative and Finance Divisions (AFD)			
Classification:	Highly Technical			
	Government to Government			
,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,				
Who may avail:	End-Users (respective PCS	DS Division	s)	
Checkl	ist OF REQUIREMENTS		WHERE T	O SECURE
Purchase Request (PR) (3 signed original copies)			End-	-Users
Approved Annual Proc	curement Plan (subject item	in highlight)	End-	-Users
(1 copy)				
Approved Project Proc	curement Management Plan	(subject	End-	Users
item in highlight) (1 co				
Attachments: (3 c	opies)		End-	-Users
21. Goods:				
1. Specific				
	of work;			
	f Bid, Price Form, and List of	Goods or		
Bill of C	Quantities;			
22 Consulting				
22. Consulting: 1. Terms	of Reference (Objectives, M	othodology		
2. Scope		ethodology)		
•	st of Criteria Qualifications			
4. Timelin				
1. 11110	0			
23. Infrastructure:				
1. Scope	of work			
-	Drawings and Technical Spe	cifications;		
	etailed engineering investiga			
23.2.2. S				
23.2.3. D				
3. For acc	uisition of right-of-way site c	or location:		
	uthority or permit to enter is i	ssued by		
	property owner; or			
	otarized deed of sale; or			
	eed of donation is executed	in favor of		
	government; or			
	rit of possession issued by a	a court of		
com	competent jurisdiction			
24 Mived Procure	24. Mixed Procurement			
	Combination of Goods, Consulting or Infrastructure			
CLIENTS	AGENCY ACTION		PROCESSING	PERSON
STEPS		BE PAID	TIME	RESPONSIBLE
	Conduct mandatory review	None	1 day	PCSDS-BAC
copies of PR	of the terms, conditions,		,,	Chairperson
to the BAC	specifications, and cost			PCSDS Main
Secretariat	estimates.			Office
with the				_
attachments				End-User



					PCSD
listed above,					PCSDS Main
as applicable					Office
					TWG/ Head of
					BAC Secretariat
					PCSDS Main
					Office
	2. 1	dentify at least three (3)	None	1 day	End-User
		suppliers, contractors or			PCSDS Main
		consultants who may			Office
		participate in the			••••••
	•	procurement project			
		ncluding those previously			
		disqualified.			
	L L	disquaimed.			
	c	Send company names and			
		contact information of the			
+		same to BAC Secretariat. Draft Invitation to	None	20 minutes	Head of BAC
			none	20 minutes	
		Bid/Request for			Secretariat
		Expression of Interest and			PCSDS Main
		orward to BAC			Office
		Chairperson for signature			
		Sign Invitation to	None	1 day	PCSDS-BAC
		Bid/Request for			Chairperson
	E	Expression of Interest			PCSDS Main
					Office
		Send Invitation to	None	1 day	Chief
		Bid/Request for			Administrative
	E	Expression of Interest			Officer
					PCSDS Main
					Office
	6. F	Post the Invitation to	None	1 day	Head of BAC
	E	Bid/Request for			Secretariat
	E	Expression of Interest in			PCSDS Main
	t	he PhilGEPS Website,			Office
	F	PCSD website, and any			
		conspicuous place within			
		he premises o the PCSD.			
		Negotiate with suppliers,	None	1 day	PCSDS-BAC
		contractors or consultants		,	Chairperson
		and discuss the technical			PCSDS Main
		and financial requirements			Office
		of the project to be able to			
		submit a responsive			
		quotation or proposal on a			
		specified			
		Receive submitted price	None	1 day	Head of BAC
		quotation and eligibility	1 10110	i duy	Secretariat
		requirement			PCSDS Main
	•				



ГI	Г			PCSD
	Conduct evaluation of the best offer/proposal and the corresponding eligibility documents.			Office
	 Conduct post-qualification. Prepare Post-Qualification Report. 	None	1 day	TWG/Head of BAC Secretariat PCSDS Main Office
	10. Recommend to the HoPE the award of contract Prepare BAC Resolution recommending award and have it signed by the BAC members and HOPE	None	1 day	PCSDS-BAC Chairperson PCSDS Main Office
	11. Issue and sign the Notice of Award (NOA), otherwise HOPE may disapprove BAC recommendation.	None	1 day	HOPE PCSDS Main Office - Office of the Executive Director (OED) Head of BAC Secretariat PCSDS Main Office
	12. Receive and evaluate submitted Performance Security	None	1 day	Head of BAC Secretariat PCSDS Main Office
	13. Prepare contract in favor of the winning bidder.	None	1 day	Head of BAC Secretariat PCSDS Main Office
	14. Approve and sign the Contract	None	1 day	HOPE PCSDS Main Office - Office of the Executive Director (OED)
	15. Prepare the NTP in favor of the winning bidder	None	10 minutes	Head of BAC Secretariat PCSDS Main Office
	16. Sign the Notice to Proceed (NTP) together with a copy of the approved COA within three CD from the date of the approval	None	1 day	HOPE PCSDS Main Office - Office of the Executive Director (OED)
	17. Ensure that the service	None	1 day	End-User



			1	PCSD
	provided is in accordance			Division Head
	with the specifications			PCSDS Main
	stated in the TOR	None	10 minutes	Office
	18. Prepare the Purchase Order (PO) in favor of the	none	TO minutes	Head of BAC Secretariat
	Lessor			PCSDS Main
	Lesson			Office
	19. Issue and sign the	None	1 day	HOPE
	Purchase Order (PO)			PCSDS Main
	· · · · ·			Office - Office
				of the
				Executive
				Director (OED)
				Head of BAC
				Secretariat
				PCSDS Main
				Office
	20. Accept and verify	None	1 day	Chief
	Warranty Security			Administrative
	submitted			Officer
				PCSDS Main
		None	1 dov	Office Head of
	21. Inspect goods, services or project progress	none	1 day	Inspection and
	and/or final construction.			Acceptance
				Committee
	Prepare inspection			PCSDS Main
	acceptance report (IAR)			Office
	Confirm compliance of			
	procured items to			
	specifications/TOR			
2. Prepare	2.1 Submit complete copies	None	3 days	Property and
Disbursement	of procurement			Supply Unit
Voucher and	documents and			PCSDS Main
Obligation	Disbursement Voucher			Office - AFD
Request and	and Obligation Request			
submit to	to Accounting unit for			
	payment processing	None		Droporty and
	2.2 Attach property Number and enter details to	none	2 days	Property and Supply Unit
	Report of goods,			PCSDS Main
	Physical Counts of			Office - AFD
	Property Plants and			
	Equipment, if applicable			
3. Receive	3. Prepare Property	None	1 day	Property
PAR	Acknowledgment Receipt			Custodian
	(PAR) and issue			PCSDS Main
	procured item to End-			Office - AFD



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

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



District Management Divisions

External Services



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.

Office/Division:	District Management	Office (DMO) North, South, Calamian	
Name of Service	ECAN Zoning Certific		
Classification:	Complex		
Type of Transaction:	G2G - Government to Government		
	G2C - Government to		
		G2B - Government to Business	
Who may avail:		intend to undertake project within the province of	
	Palawan		
Checklist OF RE		WHERE TO SECURE	
1. Application form (1 or	riginal)	Front Desk Officer (PCSDS Main Office, District	
If the client is not name	ally applying for a	Management Offices – North, South, Calamian	
If the client is not person			
notarized Special Power	•	PCSDS website	
authorizing the represen		Client	
and process the EZC an in behalf of the client is r		Chern	
In behall of the client is r	leeded.		
If the client is a Corporat	tion / Cooporativa		
If the client is a Corporation / Cooperative, a			
Board Resolution/Secretary's Certificate authorizing the representative to apply for			
•			
and process the EZC an			
on behalf of the Corpora	lion/Cooperative is		
needed.			
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/			
needed.			
L		1	



	PCSD
 2. Location map with scale of 1:50,000 and technical description that: (1 copy) Specifies only the area to be developed, not the entire property; Uses the Latitude and Longitude format or Provides at least one coordinate in Latitude and Longitude if the Technical Description uses the Distance and Bearing Format 	
 3. Land title In Case the applicant is not the registered owner in the title, any of the ff (1 photocopy) Deed of Absolute Sale Deed of Conditional Sale where the applicant-buyer has beneficial use over the property Deed of Donation Contract of Lease where the Lessee is authorized to engage in the activity applied for Affidavit by the registered owner authorizing the applicant to use the property for the activity applied for Extrajudicial Settlement of Estate or Affidavit of Consent of All Heirs Memorandum of Agreement with IPs for CADT areas 	
 OR any tenurial instrument such as: DENR Certification/Verification of Land Status for purposes of applying for Tenurial Instrument stating that applicant is the only claimant FLAg/FLAgT, PLTP, SPLTP, CBFMA, IFMA, SIFMA and other related tenurial instruments for the specific project 4. Project proposal/description (1 original) Type of Development Project Location Total Project Area Facilities Floor Area per Unit/facility Breakdown of Project Cost 	Client



				PCSD
5.Proof of payment of		PCSDS Cashie		
Certification Fee in the amount of PHP		Office)/ Money Remittance Center/ Landbank		
200.00 (1 photoco	py)	Electronic Payment Portal/ Gcash/Any other		
		PCSD-Authorized Online Payment Portals		
			PROCESSING	
CLIENTS STEPS	AGENCY ACTION	PAID	TIME	RESPONSIBLE
1. Submit	1.1 Check the	None	10 minutes	District Manager
application and	completeness of the			District
supporting	submitted documents, if			Management
documents to the	found appropriate and			Office (North,
concerned PCSDS-	complete, receive the			South, Calamian)
DMD Staff District	documents			
Management Office				
(North, South,		None	1 hour	District Managar
	1.2 Review and process	none	T nour	District Manager
Calamian)	the technical description			District
	of the project location			Management
	with the approved			Office (North,
	municipal ECAN map			South, Calamian)
	and prepare the ECAN			
	zoning certification			
	1.3 Conduct field	None	3 days	District Manager
	validation in case of fault			District
	in the technical			Management
	description provided			Office (North,
				South, Calamian)
	1.4 Review the	None	10 minutes	District Manager
	documents and			District
	recommend			Management
	approval/disapproval			Office (North,
				South, Calamian)
	1.5 Final Review	None	3 days	Director for
				Operations
				Main Office –
				Office of the
				Executive
				Director
	1.6 Sign ECAN Zoning	None	10 minutes	Executive
	Certification			Director
				PCSD Main
				Office – Office of
				the Executive
				Director
2. Proceed to the	2.1 Record and release	None	10 minutes	Records
PCSDS Main	ECAN Zoning			PCSD Main
Office, fill-up the	Certification			Office – Office of
Client Feedback				the Executive
Form and receive				Director
the ECAN Zoning				
Certification				
	TOTAL:		6 days 1 hour	
	IUIAL:		6 days, 1 hour,	



		1 000
	40 minutes	
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
В	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
С	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

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



	PUSD
Report (PEAR) (1 original)	
3. Copy of Resolution of Endorsement	Barangay Council
from Community/Bgy endorsement	Sangguniang Bayan
(mandatory) 1 original or certified copy of	Sangguniang Panlalawigan
the original And from any two of the	
following:	
• Sangguniang Bayan endorsement (1	
original or certified copy of the	
original)	
 Sangguniang Panlalawigan 	
endorsement (if outside municipal	
waters (1 original or certified copy of	
the original)	
4. ECAN Board Endorsement with	Concerned Municipal ECAN Board
evaluation report and project terms and	
conditions (1 original)	
1. Proof of payment of SEP Clearance	PCSDS Cashier or Collecting Officer (Main Office)/
Fee in the amount of PHP 5,000.00 (1	Money Remittance Center/ Landbank Electronic
photocopy)	Payment Portal/ Gcash/Any other PCSD-
	Authorized Online Payment Portals
Category "B"	
1. ECAN Zoning Certification (1 original)	Client
with attachments from application of	
ECAN Zoning Certification	
2. Copy of Resolution of Endorsement	Barangay Council
from Community/Bgy endorsement	Sangguniang Bayan
(mandatory) 1 original or certified copy of	Sangguniang Panlalawigan
the original And from any two of the	
following:	
 Sangguniang Bayan endorsement (1 	
original or certified copy of the	
original)	
Sangguniang Panlalawigan	
endorsement (if outside municipal	
waters (1 original or certified copy of	
the original)	
3. ECAN Board Endorsement with	Concerned Municipal ECAN Board
evaluation report and project terms and	
conditions (1 original)	
4. Proof of payment of SEP	PCSDS Cashier or Collecting Officer (Main Office)/
Clearance Fee in the amount of	Money Remittance Center/ Landbank Electronic
PHP 2,000.00 (1 photocopy)	Payment Portal/ Gcash/Any other PCSD-
	Authorized Online Payment Portals
Categories "D"	
1. ECAN Zoning Certification (1 original)	Client
with attachments from application of	
ECAN Zoning Certification	
2. Project Environmental Assessment	Client
report (PEAR) (1 original)	



				PCSD
	lution of Endorsement	Barangay Counc		
	<pre>v/Bgy endorsement</pre>	Sangguniang Ba	•	
(mandatory) 1 original or certified copy of		Sangguniang Pa	Inlalawigan	
the original And from any two of the				
•	following:			
	Bayan endorsement (1			
•	rtified copy of the			
original)				
Sangguniang Panlalawigan				
endorsement (if outside municipal				
· · ·	ginal or certified copy of			
the original)	Endorcomont with	Concorned Muni		rd
4. ECAN Board Endorsement with evaluation report and project terms and		Concerned Municipal ECAN Board		
conditions (1 original				
	ent of SEP Clearance	PCSDS Cashier	or Collecting Of	icer (Main Office)/
	ount of PHP 3,000.00 (1	Money Remittan	0	· · · · · · · · · · · · · · · · · · ·
photocopy)		Payment Portal/		
[Authorized Onlin		
CLIENTS		FEES TO BE	PROCESSING	PERSON
STEPS	AGENCY ACTION	PAID	TIME	RESPONSIBLE
1. Submit	1.1 Review the	None	1 hour	District Manager
requirements to	documents submitted, if			District
the front desk	found complete the			Management
officer at the	documents is received.			Office (North,
PCSDS Main	Ensure that the applicant			South, Calamian)
Office, District	has no pending case			
Management	before the PCSD. If with			Chief
Office (North,	pending case, reject the			Administrative Officer
South, Calamian)	application.	None		PCSDS Main
Calaman)	1.2 Evaluate the project and prepare an	NONE	7 days	Office-
	evaluation report			Administrative
	1.3 Submit evaluation	None	5 days	and Finance
	report to PCSDS	Nono	0 days	Division
	Operations Director			
	1.4 Approve Category B	None	1 day	Executive
	and D Project			Director
	Applications			PCSDS Main
				Office - Office of
				the Executive
				Director
	1.5 Approve Category A	None	5 days	PCSD Chairman
	Project Applications			PCSDS Main
				Office
	1.6 Prepare the SEP	None	30 minutes	Deputy Executive
	Clearance			Director
				PCSDS Main
				Office - Office of
1	1	1	1	the Executive



	[· · · · · · · · · · · · · · · · · · ·		PCSD
		•-		Director
	1.7 Inform the proponent regarding the approval of the application	None	30 mins	District Manager District Management Office (North,
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		Certification of No Pending Case PHP 50 Legal Research Fund PHP 10	10 mins	South, Calamian) Accountant III PCSD Main Office- Administrative and Finance Division
secure Official Receipt that will be issued upon payment				
3. Proceed to the PCSD Main Office Records Sections and	3.1 Explain the terms and conditions of the SEP Clearance	None	30 mins	<i>Records</i> PCSDS Main Office - Office of the Executive
Receive SEP Clearance and conform with the terms and conditions	3.2 Record the date, time and person claiming and release the same	None	1 Day	Director
	TOTAL:	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.

Office or Division:	District Management Offices (DMD) North, South, Calamian		
Classification:	Complex		
Type of Transaction:	G2C – Government to Citizen G2B – Government to Business G2G – Government to Government		
Who may avail:	All individuals with legal sources of wildlife		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1. 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 onclosuroon				PCSD
tied, description or	d the wildlife is			
materials used to ti	e the same,			
which must not be				
wildlife (1 original c		Employer		
4. Proof of financial certified copy)	capability (1	Employer		
-certificate of employment and		Bank/ Accountant		
compensation				
-bank statement)		DOODO 14 1 (1)		
5. Accomplished as		PCSDS Main office a	•	gement Offices –
as proof of technica original copy)		North, South, Calami	all	
		PCSDS Website		
6. Documents show	ving legal source	Concerned institution	/s, individual/s or	entity/ies
(1 certified copy)		Oliont		
7. For museums a	nd herbaria	Client Client		
only list of specime		Client		
certified copy of the	U			
8.For other gover	nment and	Client		
private agencies/i		Olion		
of species including				
corresponding num	ber (1 certified			
copy of the list)	AGENCY		PROCESSING	PERSON
CLIENT STEPS	ACTION	FEES TO BE PAID	TIME	
				RESPONSIBLE
1. Pay fees at	1.1 Prepare	None	15 minutes	District
partner Money	1.1 Prepare payment slip	None		District Manager
partner Money Remittance	•	None		<i>District</i> <i>Manager</i> District
partner Money Remittance Centers/	•	None		<i>District</i> <i>Manager</i> District Management
partner Money Remittance	•	None		<i>District</i> <i>Manager</i> District
partner Money Remittance Centers/ Landbank Payment Portal/ Gcash/ Any other	payment slip		15 minutes	<i>District</i> <i>Manager</i> District Management Office (North, South, Calamian)
partner Money Remittance Centers/ Landbank Payment Portal/ Gcash/ Any other PCSD-Authorized	payment slip 1.2 Issue Official	Certificate of No		District Manager District Management Office (North, South, Calamian) Accountant III
partner Money Remittance Centers/ Landbank Payment Portal/ Gcash/ Any other PCSD-Authorized Online Payment	payment slip	Certificate of No Pending Case	15 minutes	District Manager District Management Office (North, South, Calamian) Accountant III PCSD Main
partner Money Remittance Centers/ Landbank Payment Portal/ Gcash/ Any other PCSD-Authorized	payment slip 1.2 Issue Official	Certificate of No	15 minutes	District Manager District Management Office (North, South, Calamian) Accountant III
partner Money Remittance Centers/ Landbank Payment Portal/ Gcash/ Any other PCSD-Authorized Online Payment Portals, PCSD Main Office- Cashier Window	payment slip 1.2 Issue Official	Certificate of No Pending Case Php50 Legal Research	15 minutes	District Manager District Management Office (North, South, Calamian) Accountant III PCSD Main Office-
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 1.2 Issue Official	Certificate of No Pending Case Php50	15 minutes	District Manager District Management Office (North, South, Calamian) Accountant III PCSD Main Office- Administrative
partner Money Remittance Centers/ Landbank Payment Portal/ Gcash/ Any other PCSD-Authorized Online Payment Portals, PCSD Main Office- Cashier Window	payment slip 1.2 Issue Official	Certificate of No Pending Case Php50 Legal Research Fund PHP 10	15 minutes	District Manager District Management Office (North, South, Calamian) Accountant III PCSD Main Office- Administrative and Finance
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 1.2 Issue Official	Certificate of No Pending Case Php50 Legal Research Fund PHP 10 PHP 350/head,	15 minutes	District Manager District Management Office (North, South, Calamian) Accountant III PCSD Main Office- Administrative and Finance
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	payment slip 1.2 Issue Official	Certificate of No Pending Case Php50 Legal Research Fund PHP 10	15 minutes	District Manager District Management Office (North, South, Calamian) Accountant III PCSD Main Office- Administrative and Finance
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	payment slip 1.2 Issue Official	Certificate of No Pending Case Php50 Legal Research Fund PHP 10 PHP 350/head, for threatened	15 minutes	District Manager District Management Office (North, South, Calamian) Accountant III PCSD Main Office- Administrative and Finance
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 slip 1.2 Issue Official	Certificate of No Pending Case Php50 Legal Research Fund PHP 10 PHP 350/head, for threatened terrestrial and aquatic fauna	15 minutes	District Manager District Management Office (North, South, Calamian) Accountant III PCSD Main Office- Administrative and Finance
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	payment slip 1.2 Issue Official	Certificate of No Pending Case Php50 Legal Research Fund PHP 10 PHP 350/head, for threatened terrestrial and aquatic fauna PHP150/species,	15 minutes	District Manager District Management Office (North, South, Calamian) Accountant III PCSD Main Office- Administrative and Finance
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 slip 1.2 Issue Official	Certificate of No Pending Case Php50 Legal Research Fund PHP 10 PHP 350/head, for threatened terrestrial and aquatic fauna	15 minutes	District Manager District Management Office (North, South, Calamian) Accountant III PCSD Main Office- Administrative and Finance



				PCSD
2. Submit the duly	2.1 Possiva tha	PHP 200/head, for exotic fauna w/c are kept in houses/by private individuals 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.	5 minutos	District
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 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	5 minutes 2 days	District Manager District Management Office (North, South, Calamian) District Manager District Management Office (North, South, Calamian)
	2.3 Review and submit final validation report to the Office of the Executive Director including recommendation for approval or denial	None	1 day	District Manager District Management Office (North, South, Calamian)



				PCSD
	2.4 Approve the application	None	2 days	Executive Director PCSDS Main Office – Office of the Executive Director
	2.5 Dry-seal, record, release and notify applicant of the approval	None	1 day	Deputy Executive Director PCSDS Main Office – Office of the Executive Director
3. Proceed to the PCSD Main Officer or concerned District Management Office concerned (North, South, Calamian), Fill up the Client Feedback form, conform with the terms and conditions and receive the approved CWR	3.1 Explain terms and conditions and Issue/release the approved CWR	None	30 minutes	District Manager District Management Office (North, South, Calamian) Deputy Executive Director PCSDS Main Office – Office of the Executive Director
	3.2 Attach tag to wildlife if applicable	None	15 mins	Division Chief District Management Office (North, South, Calamian)
	TOTAL:	Threatened fauna- Php 410/head	6 days, 1 hour, 10 minutes	
		Threatened flora – Php 210/head		
		Exotic Fauna – Php 260/head		
		Exotic Flora – Php 210 stration is covered unc		

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.

		District Managema	nt Officers North Couth and Colomian		
O	ffice or Division:		nt Offices – North, South and Calamian		
CI	assification:	Complex			
т	/pe of	G2C – Governmen	t to Citizen		
-	ansaction:	G2B – Governmen	t to Business		
11	ansaction.	G2G – Governmen	at to Government		
W	ho may avail:	All			
	CHECKLIST OF R	EQUIREMENTS	WHERE TO SECURE		
Fo	or Shows and Exhi	bitions:			
1.	Duly accomplished form with recent 2: applicant (1 origina	x2 photo of the	PCSDS Main office and District Management Offices – North, South, Calamian		
			PCSDS Website		
2.	Copy of SEC/CDA BIR Registration, Permit (1 copy)	u	Concerned institution/entity		
3.	Clearance or regis animal shows usin copy)	stration, in case of g wildlife fauna (1	Animal Welfare Division of the Bureau of Animal Industry pursuant to Republic Act 8485 (Animal Welfare Act)		
4.	the animals back t	ne transport cost of	PCSDS – Accounting		
5.	Import/ Re-export after the show/exh imported animals (ibition, in case of	PCSDS		
6.	Proof of Payment Receipt/Payment Receipt Number) ((copy of Official Slip/Official	PCSDS Cashier or Collecting Officer (Main Office)/ Money Remittance Center/ Landbank Electronic Payment Portal/ Gcash/Any other PCSD- Authorized Online Payment Portals		
	or Educational Pur				
	ainings and Conve				
	Letter of intent by t photocopy of any v photograph and sp (1 original)	valid ID, with his becimen signature	Client		
	Copy of the invitational organ	izers (1 copy)	Concerned local or international organizer		
3.	Inventory of specin copy)	nens_to be used (1	Client		



					PCSD
4.	Affidavit of Underta applicant shall sub for inspection by th	mit the specimens	Client		
	Quarantine Officer the foreign country	upon arrival from			
	international event	(1 original)			
5.	Proof of payment of fare and itinerary, f conference/worksh	of E-ticket of plane for international	Travel agency or airline ticketing office		
6	Import/ Re-export		PCSDS Executive	Diroctor	
	after the activity (1	copy)			
7.	Proof of Payment			or Collecting Office	· /
	Receipt/Payment			e Center/ Landbar	
	Receipt Number)	(1 photocopy)	Payment Portal/ C Authorized Online	Gcash/Any other P Pavment Portals	CSD-
Fc	or Documentation	for Commercial			
-	irposes:				
1.		ed application form hoto (1 original)	PCSDS Main offi Offices – North, S DMO	ce and District Ma South, Calamian	nagement
			PCSDS Website		
2.	Copy of SEC/CD/	4/DTI	Concerned entity/	<i>'institution</i>	
	Registration. BIR				
	Registration, TIN				
	Permit (1 photoco				
3.	List of the species		Client		
		n or area subject of			
		s the case may be			
-	(1 copy) Clearances from t	the offected	Indianaua Daanl	an (ID) and (ar pric	r alagrapas of
4.	communities: Fre			es (IP), and/or pric cal Government U	
		t (FPIC) (1 original)		tected areas, clear	. ,
1			Protected Area M		
1				onsent of individua	ls or
				valid tenurial or ot	
			rights to the area		
<u> </u>	5. Proof of Pavme	nt (copy of Official	ŭ	or Collecting Office	er (Main Office)/
	Receipt/Payment			e Center/ Landbar	
	Receipt Number) (•		Grash/Any other P	
1		× i i J/	Authorized Online	•	
		ACENCY			PERSON
	CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING	RESPONSIB
		ACTION	FAID		LE
	Submit	1.1 Receive the	None	30	District
	plication together	application and		minutes	Manager
	th the	requirements,			District
	rresponding	and check for			District Management
re	quirements to the	completeness			Management Office-DMD



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



		Executive Director
TOTAL:	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.

Office/Division:	PCSDS District Mar	nagement Office (North, South, Calamian)	
Classification:	Highly Technical		
Type of	G2C – Government	to Client	
Transaction:	G2B – Government	to Business	
	G2G- Government to Government		
Who may avail:	All		
Checklist OF RE		WHERE TO SECURE	
1. Duly accomplished		PCSDS Main office and District Management	
with two (2) recent 2"	•	Offices – North, South, Calamian	
applicant (1 Original C	Copy)		
		PCSDS Website	
2. In case of corporation		Concerned Government Agencies	
association or cooper	*	- Cooperative Development Authority (CDA),	
copies of the Certifica	5	Securities and Exchange Commission (SEC),	
and its articles of inco		Department of Trade and Industry (DTI), etc.,	
laws, whenever appro		as the case may be	
similar instruments sh			
their capital is owned	by Filipinos (T		
Certified True Copy) 3. Certified true copy		BIR	
registration and Tax		DIK	
Identification Number	(1 conv)		
4. Proof of scientific e		Client	
qualifications of hu	• •	Onerit	
and photocopy of	,		
photo and signatu	•		
Proprietor or the P			
of the cooperative			
medium enterprise			
5. Business and Final			
financial capability	to go into breeding		
(1 copy)	- 0		
6. Management and E	Breeding Plan (1		
original)	_ 、		
7. Proposed facility de	esign (1 copy)		
8. Certified copy of La		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 relevant agencies or institutions 10. Environmental impact study and/or bio-ecology study of the proposed commercial breeding operations (1 copy) 11. Original copy of permit (for application Fee of Php 500.00 Inspection Fee of Php 500.00 Permit Fee of 1,200.00 Certification of No Pending Case Php50 Legal Research Fund Php 10.00 Large Scale Farming Application Fee of Php 2,000.00 Certification Fee of Php					
communities (1 copy): Agency/NCIP/IPs/PAMB 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 areas, clearance from the area concerned, and/or clearance from other relevant agencies or institutions Client 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 fee of Php 500.00 Inspection Fee of Php 500.00 Legal Research Fund Php 10.00 Client Medium Scale Farming Application Fee of Php 500.00 Inspection Fee of Php				(1)	
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 Client 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 22. Proof of Payment of the following Fees (1 copy): Small Scale Farming Application Fee of Php 540.00 Permit Fee of 1,200.00 Certification of No Pending Case Php50 Legal Research Fund Php 10.00 PCSDS Cashier or Collecting Officer (Main Office)/ Money Remittance Center/ Landbank Electronic Payment Portals Medium Scale Farming Application Fee of Php 540.00 Inspection Fee of Php 500.00 Inspection Fee of Php 5,00.00 Inspection Fee of Php 2,500.00 Certification of No Pending Case Php50 Legal Research Fund Php10.00					overnment
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 10. Environmental impact study and/or bio-ecology study of the proposed commercial breeding operations (1 copy) 11. Original copy of permit (for application for renewal of permit) (1 copy) 12. Proof of Payment of the following Fees (1 copy): Small Scale Farming 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 Medium Scale Farming Application Fee of Php 500.00 Inspection Fee of Php 2,400.00 Permit Fee of Php 2,000.00 Certification of No Pending Case Php50 Legal Research Fund Php10.00 Large Scale Farming Application Fee of Php 2,400.00 Permit Fee of Php 2,500.00 Certification of No Pending Case Php50 Legal Research Fund Php10.00			Agency/NCIP/II	PS/PAMB	
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institutions 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): PCSDS Cashier or Collecting Officer (Main Office)/ Money Remittance Center/ Landbank Electronic Payment Portal/ Gcash/Any other PCSD-Authorize Online Payment Portals Inspection Fee of Php 540.00 Permit Fee of 1,200.00 Certification of No Pending Case Php50 Legal Research Fund Php 10.00 Online Payment Portals Medium Scale Farming Application Fee of Php 500.00 Inspection Fee of Php 1,680.00 Permit Fee of Php 2,000.00Certification of No Pending Case Php50Legal Research Fund Php10.00 Image: Common State	to the area concerned,	, and/or clearance			
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): Small Scale Farming PCSDS Cashier or Collecting Officer (Main Office)/ Money Remittance Center/ Landbank Electronic Payment Portal/ Gcash/Any other PCSD-Authorize Online Payment Portals Application Fee of Php 540.00 Permit Fee of 1,200.00 Certification of No Pending Case Php50 Legal Research Fund Php 10.00 Online Payment Portals Medium Scale Farming Application Fee of Php 1,680.00 Permit Fee of Php 2,000.00Certification of No Pending Case Php50Legal Research Fund Php10.00 Online Payment Portals Large Scale Farming Application Fee of Php 500.00 Inspection Fee of Php 500.00 Inspection Fee of Php 500.00 Inspection Fee of Php 500.00 Certification of No Pending Case Php50 Legal Research Fund Php10.00 Definition of No Pending Case Php50 Legal Research Fund Php10.00	from other relevant age	encies or			
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Certification of No Pending Case Php50 Legal Research Fund Php10.00					
Legal Research Fund Php10.00					
	CLIENTS STEPS	AGENCY	FEES TO BE	PROCESSING	PERSON
ACTION PAID TIME RESPONSIBLE	OLILIATO STEPS				
	1 Submit application				Chief Administrative
together with the check the Officer					
	0				PCSD Main Office-
				3 Dave	Administrative and
		•		J Days	Finance Division
front desk officer at accuracy Finance Division		accuracy			
Office, District					



	1			PC3D
Management Office				
(North, South,				
Calamian)	2.1 Conduct field	None		
2. Participate in the conduct of field validation	validation, prepare the evaluation report and forward to Division Chief	None	3 days	District Manager District Management Office- DMD North/ South/Calamian
	2.2 Deliberates and approves the permit and Sign and Issue Permit	None	10 Days	PCSD Chairman PCSD Main Office
	2.3 Dry seal, record and release, notify and transmit to concerned DMDs	None	2 Days	Deputy Executive Director 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	Deputy Executive Director PCSD Main Office – Office of the Executive Director District Manager District Management Office-DMD North/South/ Calamian
	TOTAL:		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.

Office/Division:	PCSDS District Ma	nagement Division (DMD) North, South,			
	Calamian	Valiagement Division (Divid) North, Couth,			
Classification:	Complex				
Type of Transaction:	G2C – Governmen	t to Citizen			
	G2B – Government				
Who may avail:	All				
Checklist OF REQ	UIREMENTS	WHERE TO SECURE			
Species under PCSD A	dministrative Orde	r No. 5 (RFF)			
1. If the applicant is a cor	poration,	Client			
partnership, cooperative	or association, the				
corresponding document	(i.e. articles of				
incorporation) showing th	at 60 % of their				
capital is owned by Filipir	nos must be				
submitted (1 photocopy)					
2. Brief Description of the		Client			
Type and purpose					
. .	olume to be traded				
 Project Cost 					
 Location/areas (si 	tio, barangay,				
municipality) of op	•				
map of area of op					
the name of adjac	ent water bodies				
and landmarks					
	which shall include				
	F to be traded				
()	addresses of				
	catchers as source				
	es to be traded				
. ,	cilities such as				
	and holding tanks				
	of live fishes)				
	tinations/outlets, ansshipment				
points	ansonipment				
•	ansport to be used				
3.Original copy of Written		Form from PCSD			
original)		District Management Office			
4. ECAN Board Endorser	nent (1 copy)	Municipal ECAN Board			
5. In case of caging, Wat		Concerned LGU			
Agreement or Other equi					
LGU (PCSD Reso 19-688	•				
6. Proof of payment -Offic		PCSDS Cashier or Collecting Officer (Main			
photocopy)	· · ·	Office)/ Money Remittance Center/ Landbank			
		Electronic Payment Portal/ Gcash			
7. Certificate of No Pendi	ng Case	PCSDS to issue automatically			



				PCSD
Species under PCS	D Administrative C			
1. List of species to I	be collected indicatir	ng Client		
the quantity for each	and methods of			
collection to be used	l, which must be with	า		
least or no detriment	al effects to existing			
wildlife population ar				
copy)	(
2. For aquatic wildlife	e, in case of incident	al Client		
catches that can no				
the wild, an affidavit	0			
applicant shall subm	0			
incidental catches w	-	s		
after collection (1 ori				
3.Clearances from th			ity IGIL PAMR	BFARMC/MFARMC
communities: Free a			iity, LOO, I Alvid,	
Consent (FPIC) of th				
(IP), and/or prior clea				
Local Government U				
case of protected are		uie		
Protected Area Mana	0			
(PAMB), consent of				
associations with val				
private rights to the a				
4. Names, addresse	• •	of Client		
any valid ID with pho	•			
authorized collectors				- <i>4</i>
5. Proof of payment	it -Official receipt (1		shier or Collectin	. .
photocopy)			•	Center/ Landbank
Permit Fee:			ayment Portal/ C	5
RFF (AO 5) PH	P 500	PCSD-Auth	orized Online Pa	yment Portals
OFP (AO 12) PH	IP 1,000			
Certification of				
No Pending Cas	e Fee			
PHP 50				
Legal Research	Fee			
PHP 10				
6. Certificate of No	Pending Case	PCSDS to i	ssue Automatica	lly
	AGENCY ACTION	FEES TO BE	PROCESSING	PERSON
		PAID	TIME	RESPONSIBLE
1. Log-in at	1.1 Check the	None	30 minutes	District Manager
www.pcsdbrain.com		*		District Management
•	the submitted			Office- DMD North/
Go to the	application. If			South/Calamian
dashboard and	found appropriate			
apply here: click	and complete,			
WILDLIFE	receive the			
SPECIAL USE	application. For			
	application. I O			



				PC3D
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			
	2.1 Process the application and Conduct validation	None	1 day	District Manager District Management Office- DMD North/ South/Calamian
	2.2 Prepare evaluation report	None	1 day	District Manager District Management Office- DMD North/ South/Calamian
	2.3 Review and recommend for approval of ED	None	1 day	District Manager 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	Executive Director PCSDS Main Office – Office of the Executive Director
	TOTAL:		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

Office/Division:	PCSDS District Management Office	
Classification:	Simple	
Type of	G2C – Government to Client	
Transaction:	G2B – Government to Business	
Who may avail:	All	
Checklist OF RE		WHERE TO SECURE
For Species under P	CSD Administrative	Order No. 5 (RFF)
1. Inspection/verification		Main Office and District Management Office -
concerned PCSDS Pe	rsonnel using the	North, South, Calamian
Inspection Report For		
2. Documents support		Client
possession or acquisit		
RFF/Marine Products	•	
(i.e. WCP, WFP, WSU	•	
holders of WFP) (1 co		
3. FIQS-Final Certifica	tion (in areas where	BFAR
required) (1 copy)		· · · · · -
4. Auxiliary invoice (1		Municipal Treasurer
5. Proof of payment of	fees and charges	PCSDS Cashier or Collecting Officer (Main Office)/
(1 photocopy)		Money Remittance Center/ Landbank Electronic
		Payment Portal/ Gcash/Any other PCSD-
		Authorized Online Payment Portals
For Species under P		
1. Inspection/verification		Main Office and District Management Office -
concerned PCSDS Pe		North, South, Calamian
Inspection Report For		Client
Documents support possession or acquisit	U	Client
involved (1 copy)		
3. For terrestrial wildlif	0.	
-phytosanitary certifica		Bureau of Plant Industry of Department of
photocopy);		Agriculture
-veterinary quarantine	certificate (for	Bureau of Animal Industry of Department of
animals) (1 photocopy	,	Agriculture
	/	
For aquatic wildlife, he	alth/veterinarv	Bureau of Fisheries and Aquatic Resources of DA
certificate (1 photocop	•	
4. Proof of Payment of		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	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</i> <i>Manager</i> District Management Office- DMD North/ South/Calamian
requirements and submit application	1.2 Conducts inspection for verification1.3 Process Application	None	1 day 1 hour	District Manager District Management Office- DMD North/ South/Calamian District Manager District Management
	1.4 Review and recommend	None		Office- DMD North/ South/Calamian District Manager
	application for approval.		1 hour	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	Executive Director PCSD Main Office – Office of the Executive Director



TOTAL:	1 day, 5 hours, 40
	minutes

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.

Office or Division:	District Managemer	nt Offices – North, S	South, Calamian	
Classification:	Complex			
Type of	G2C – Government to Citizen			
Transaction:	G2B – Government to Business			
	G2G – Governmen	t to Government		
Who may avail:	All			
CHECKLIST OF R			HERE TO SECUR	
1. Proof of payment (1 photocopy)	PCSDS Cashier o		
		Money Remittance		
		Payment Portal/ G		CSD-Authorized
		Online Payment P	ortais	
2. List of species to be		Client		
collected indicating th and methods of collect				
which must be with le	,			
detrimental effects to				
population and their h	9			
3. For aquatic wildlife.		Client		
incidental catches that can no longer be				
returned to the wild, a	9			
undertaking that the a	applicant shall			
submit an inventory of	f incidental			
catches within fifteen	(15) days after			
collection (1 original c	/			
4. Clearances from th		IP group concerne	ed	
communities (1 origin	1 3 /			
-Free and Prior Inform	ned	LGU concerned/ F	PAMB concerned/	individuals or
Consent (FPIC);		association		
-and/or prior clearance		0"		
5. Names, addresses and photocopies		Client		
of any valid ID with photo and				
signature_of authorized collectors/trappers (1 copy)				
· · · · ·	AGENCY	FEES TO BE	PROCESSING	PERSON
CLIENT STEPS	AGENUT	FEESIUBE	FRUCESSING	FERSUN



				PUSD
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 1.2 Prepare and submit evaluation report for review and recommendation 1.3 Review the	None	30 minutes	District Manager District Management Office- DMD North/ South/ Calamian
	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	Executive Director PCSD Main Office-Office of the Executive Director
	TOTAL:		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-fishfor-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.

0.00				1
Office or	District Management Offices – North, South, Calamian			
Division:				
Classification:	Complex			
Type of	G2C – Government to	o Citizen		
Transaction:				
Who may avail:				
	F REQUIREMENTS		HERE TO SECU	RE
1. Certification the	at the Applicant is a	BFARMC/CFARM	IC/MFARMC	
registered fishe	erman (1 original)			
2. Proof of payme	nt (1 photocopy)	PCSDS Cashier of	or Collecting Office	er (Main Office)/
		Money Remittanc		
		Payment Portal/ C		PCSD-Authorized
		Online Payment F	Portals	
CLIENT STEPS	AGENCY ACTION	FEES TO BE	PROCESSING	PERSON
CLIENT STEPS	AGENCT ACTION	PAID	TIME	RESPONSIBLE
1. Log-in at	1.1. Check the	None	30 minutes	District Manager
www.pcsdbrain.c	completeness of the			District
om and	submitted			Management
register/sign-in.	application. If found			Office – DMD
Go to the	appropriate and			North/South/
dashboard and	complete, receive			Calamian
apply here: click	the application. For			
WILDLIFE	deficient			
COLLECTOR'S	submissions, the			
PERMIT (AO5)	application shall be			
and open	rejected and inform			
application form	the proponent of the			
and complete	deficiency/lacking			
required fields	information/			
and upload	requirement			
requirements	1.2 Process	None	1 day	District



				PCSD
and submit application	application and submit evaluation			<i>Manager</i> District
	report			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	Executive Director PCSDS Main Office-Office of the Executive Director
	TOTAL:		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.

Office/Division:	District Management Divisions (DMDs)
Classification:	Complex
Type of	G2C – Government to Citizen
Transaction:	G2B – Government to Business
	G2G – Government to Government
Who may avail:	 Holder/s of Production Sharing Agreement, Co-Production Sharing Agreement, Private Land Timber Permit (PLTP), Special Private Land Timber Permit (SPLTP), Community-Based Forest Management Agreement (CBFMA), Integrated Forest Management Agreement (IFMA), Socialized Industrial Forest Management Agreement (SIFMA), Philippine Coconut Authority (PCA) issued permits, and other similar tenurial instruments;



	PUSD		
Orchard or Fruit Tre			
Industrial Tree Farm	Industrial Tree Farmer		
Licensed Wood Pro			
 Agencies of the government, such as but not limited to LGU, 			
Protected Area Office	Protected Area Offices (PAO), GOCCs that use chainsaws in some		
aspects of their fund			
Other persons/entities	ies that can show satisfactory proof that the		
	use of chainsaws is for a legal purpose		
Checklist OF REQUIREMENTS	WHERE TO SECURE		
The requirements for Permit to Purchase	e differ from one category to another, which are		
hereunder enumerated as follows:			
	nent, Co-Production Sharing Agreement, PLTP,		
SPLTP, CBFMA, IFMA, SIFMA, PCA iss	ued permits, and other similar tenurial		
instruments			
1. Duly accomplished application form (1	PCSD Main Office, District Management		
original)	Divisions – North, South, Calamian		
	PCSDS Website		
2. Copy of tenurial instrument in the name of			
the applicant or an endorsement from the	Authority		
PCA if the use is for coconut trees (1			
photocopy) 2 Proof of poyment of Pormit Foo in the	PCSDS Coopier or Collecting Officer (Main		
3. Proof of payment of Permit Fee in the amount of PHP 560.00 (1 photocopy of	PCSDS Cashier or Collecting Officer (Main Office)/ Money Remittance Center/ Landbank		
official receipt or transaction receipt)	Electronic Payment Portal/ Gcash/Any other		
	PCSD-Authorized Online Payment Portals		
-Permit to Purchase	1 COD-Adtrionzed Online Payment Portais		
PHP 500.00			
-Certification of No Pending Case			
PHP 50.00			
-Legal Research Fund			
PHP 10.00			
4. Certification of No Pending Case	PCSDS to Issue Automatically		
Orchard or Fruit Tree Farmer			
1. Duly accomplished application form (1	PCSD Main Office, District Management Division		
original)	– North, South, Calamian		
	PCSDS Website		
2. Certificate of tree plantation ownership, or	Municipal Agriculture Office or tax declaration		
similar tenurial instrument (1 photocopy)	from Municipal Assessor's Office		
3. Certification that applicant is an orchard	Concerned Barangay		
farmer (1 original)			
4. Copy of Original Certificate of Title (OCT)	Client		
/ 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)			



	PCSD
5. Proof of Payment of Permit fee	PCSDS Cashier or Collecting Officer (Main
amounting to Php 560.00 (1 photocopy of	Office)/ Money Remittance Center/ Landbank
official receipt or transaction receipt)	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	
6. Certification of No Pending Case	PCSDS to Issue Automatically
Industrial Tree Farmer	DOOD Main Office and District Management
1. Duly accomplished application form (1	PCSD Main Office and District Management
original)	Division – North, South, Calamian
	PCSDS Website
2. Copy of Certificate of tree plantation or	DENR-CENRO/ Municipal Assessor's Office
similar instrument or Tax Declaration (1	
photocopy)	
3. Certification that applicant is an industrial	Concerned Barangay
tree farmer (1 original)	
4. Copy of Original Certificate of title/transfer	Client
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)	DCCDC Costies or Collecting Officer (Main
5. Proof of Payment of Permit fee amounting	PCSDS Cashier or Collecting Officer (Main
to Php 560.00 (1 photocopy of official receipt	Office)/ Money Remittance Center/ Landbank
or transaction receipt)	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	
6. Certification of No Pending Case	PCSDS to Issue Automatically
Licensed Wood Processors	
1.Duly accomplished application form (1	PCSD Main Office and District Management
original)	Division – North, South, Calamian
	Strision Hora, obain, oalaman
	PCSDS Website
2. Copy of Permit to Operate as wood	DENR
processor	
3. Copy of Wood Processing Establishment	Local Government Unit concerned
Permit or similar business permits	Client
4. Notarized Certification of legal source of	Client
raw materials and proof of compliance with	



	PCSD
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	PCSDS Cashier or Collecting Officer (Main
to Php 560.00 (1 photocopy of official receipt	Office)/ Money Remittance Center/ Landbank
or transaction receipt)	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	
6. Certification of No Pending Case	PCSDS to Issue Automatically
.	ut not limited to LGU, Protected Area Offices
(PAO), GOCCs that use chainsaws in so	•
1. Duly accomplished application form (1	PCSD Main Office and District Management
original)	Division – North, South, Calamian
	PCSDS Website
2. Certification that chainsaw is	Concerned Office (e.g. Municipal Disaster Risk
owned/possessed by the office and used	Reduction Management Office/ DPWH/ Protected
for legal purpose (specify) (1 original)	Area Management Office)
3. Proof of Payment of Permit fee amounting	PCSDS Cashier or Collecting Officer (Main
to Php 560.00 (1 photocopy of official receipt	Office)/ Money Remittance Center/ Landbank
or transaction receipt)	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	
4. Certification of No Pending Case	PCSDS to Issue Automatically
	atisfactory proof that the possession and/or
use of chainsaws is for a legal purpose	
1. Duly accomplished application form (1	PCSDS District Management Division – North,
original)	South, Calamian
	PCSDS Website
2. Affidavit that the chainsaw will be used for	
personal and for a legal purpose;	
	Applicant/ DENR-CENRO/ Municipal Agriculture
legality of purpose and permanent	
character of the use of chainsaw unit/s	
applied for	
4. Proof of Payment of Permit fee amounting	PCSDS Cashier or Collecting Officer (Main
to Php 560.00 (1 photocopy of official receipt	Office)/ Money Remittance Center/ Landbank
or transaction receipt)	Electronic Payment Portal/ Gcash/Any other
	PCSD-Authorized Online Payment Portals
L	



				PCSD
-Permit to Purchase PHP 500.00				
-Certification of No Pe PHP 50.00	ending Case			
-Legal Research Fund	b			
PHP 10.00	Danding Casa		Automatica	llv.
5. Certification of No I CLIENTS STEPS			sue Automatica	
CLIENTS STEPS	AGENCIACIÓN	BE PAID	TIME	RESPONSIBLE
1. Submit required	1.1 Receive, check for	None	15 minutes	District Manager
documents to the PCSDS District Management Office concerned (North, South, Calamian)	completeness and record documents with tracking number	None	To minutes	District Management Office- DMD North/ South/Calamian
2. Participate in the field validation	2.1. Conduct field validation	None	1 day	District Manager 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	District Manager District Management Office- DMD North/ South/Calamian
	2.3 Recommend for the approval of Permit to Purchase	None	3 hours	District Manager District Management Office- DMD North/ South/Calamian
	2.4 Forward the documents to OED	None	1 day	District Manager District Management Office- DMD North/ South/Calamian
	2.5 Approve the Permit to Purchase	None	2 days	Executive Director PCSDS Main Office- Office of the Executive Director
	2.6 Dry seal, record and release, notify and transmit to concerned DMOs	None	1 day	Deputy Executive Director PCSDS Main Office- Office of the Executive Director
3. Proceed to the PCSD Main Office or concerned District Management Office (North, South, Calamian), fill up	3.1 Explain the terms and conditions, record the PP, release the PP	None	30 minutes	Records PCSD Main Office – Office of the Executive Director District Manager



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

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.

Office/Division:	District Management Divisions (DMDs)			
Classification:	Complex			
Type of	G2C – Government to Citizen			
Transaction:	G2G – Government to (Government		
Who may avail:	Qualified person to who	m a chainsa	w unit is to be d	onated
	REQUIREMENTS		WHERE TO S	
1. Duly accomplished	Application Form (1			ict Management
original copy)		Division – No	orth, South, Cal	amian
O Como quelification		PCSDS Web		
-	e requirements with the contract (See Service No. 96)	Applicant/Pro	oponent	
5	stration of the Donor (1	Original chai	nsaw owner	
original copy)				0///
4. Proof of Payment o		PCSDS Cashier or Collecting Officer (Main		
	opy of official receipt or	Office)/ Money Remittance Center/ Landbank		
transaction receipt)		Electronic Payment Portal/ Gcash/Any other PCSD-Authorized Online Payment Portals		
-Permit to Transfer by	Donation	FCSD-Autil		Iymeni Fondis
PHP 500.00	Donation			
-Certification of No Pe	ending Case			
PHP 50.00				
-Legal Research Fund	ł			
PHP 10.00				
5. Certification of No F	Pending Case	PCSDS to Is	sue Automatica	lly
CLIENTS STEPS	AGENCY ACTION	FEES TO	PROCESSING	PERSON
		BE PAID	TIME	RESPONSIBLE
1. Submit required	1.1 Receive, check for	None	30 minutes	District Manager
documents to the	completeness and			District Management
PCSDS District	records documents			Office- DMD North/
Management				South/Calamian



L	1 1		1	PCSD
Office concerned (North, South, Calamian)				
2. Participate in the field evaluation	2.1 Conduct field validation	None	1 day	District Manager District Management
	2.2 Prepare evaluation report, Certificate of No Pending Case and Permit to Transfer by Donation and submit to Division Head	None	1 day	Office- DMD North/ South/Calamian
	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	Deputy Executive Director PCSDS Main Office- Office of the Executive Director
3. Proceed to the PCSD Main Office or concerned District Management Office (North, South, Calamian), fill up Client Satisfaction Form, conform with the terms and conditions and receive 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	Records PCSD Main Office – Office of the Executive Director District Manager District Management Office- DMD North/ South/Calamian
	TOTAL:		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

Office/Division:	District Management Di	visions (DME	Ds)	
Classification:	Complex	X		
Type of	G2C – Government to C	Citizen		
Transaction:				
	An heir to the decedent	who is qualif		
	REQUIREMENTS		WHERE TO SE	
1. Duly accomplished original)	Application Form (1		Office and Distr orth, South, Cal	ict Management amian
		PCSDS Web	osite	
	requirements with the (See Service No. 96)	Requesting	party/ proponen	t/ applicant
 Proof of death of the the decent, such as photocopy) 	-	Municipal civ	/il registry	
(1 original)	tration of the Decedent	Original chai	insaw owner	
5. Stencil of Engine original)		South, Calar	mian	nt Division – North,
	by the applicant, such lement or its equivalent			
	photocopy of official	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		PROCESSING	-
		BE PAID	TIME	RESPONSIBLE
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
field validation	2.1 Conduct field validation2.2 Prepare evaluation	None	1 day 1 day	District Manager District Management Office- DMD North/ South/Calamian



	-	1	1	PCSD
	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	Division Chief District Management Office (North, South, Calamian)
	2.4 forward the documents to OED	None	1 day	Division Chief District Management Office (North, South, Calamian)
	2.5 Approve the Permit to Transfer Certificate of Registration		2 days	Executive Director PCSDS Main Office-Office of the Executive Director
	2.6 Dry seal, record and release, notify and transmit to concerned DMOs	None	2 days	Deputy Executive Director PCSDS Main Office-Office of the Executive Director
concerned District	Registration by Succession, release the Permit		30 minutes	Records PCSD Main Office – Office of the Executive Director District Manager District Management Office- DMD North/ South/Calamian
	TOTAL:		7 days and 4 hours	
Lecuance of Permit	t to Transfer Certificate of	L A Degiatratia		in any ared by D A

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.

	ice/Division:	District Management	t Divisions (DMDs)			
Cla	assification:	Complex				
Тур	pe of	G2C – Government	to Citizen			
Tra	ansaction:	G2B – Government t	to Business			
		G2G – Government	to Government			
Wh	no may avail:	• Those who have	secured Permit to Purchase and bought the			
		chainsaw from au	uthorized /registered dealer or from registered			
		chainsaw owner ((New)			
		 Those who still have 	ave the qualification to possess/renew the			
		Certificate of Reg	jistration			
		 Receiver of dona 	ted chainsaw			
		 Heir to the deced 	ent by succession			
	Checklist OF RE	EQUIREMENTS	WHERE TO SECURE			
Nev	w Application					
	For Pure	chase				
1.	Permit to Purchase	e (1 original)	Requesting party/ proponent/ applicant/ PCSDS			
			District Management Division – North, South,			
			Calamian			
			PCSDS Website			
2.	Official Receipt of t	he purchased	PCSD-authorized chainsaw dealer			
	chainsaw from the	authorized dealer or				
		ight from the private				
	registered owner (1 photocopy)					
	Permit to Sell and		Client			
	-	ught from registered-				
	owner (1 original)					
4. 3	Stencil of serial nur	mber (1 original)	PCSDS District Management Division – North, South, Calamian			



Orchard or Fruit Tree Farmer	
	PCSDS to Issue Automatically
transaction receipt) 5. Certificate of No Pending Case	PCSD-Authorized Online Payment Portals
photocopy of official receipt or	Electronic Payment Portal/ Gcash/Any other
amounting to Php 560.00 (1	Office)/ Money Remittance Center/ Landbank
4. Proof of Payment of Renewal fee	PCSDS Cashier or Collecting Officer (Main
4 Droof of Dournant of Denoval for	South, Calamian
3. Stencil of serial number	PCSDS District Management Division – North,
applicant (1 photocopy)	Authority
2. Tenurial instrument in the name of the	Client/ DENR-CENRO/ Philippine Coconut
(1 original)	
SPLTP, CBFMA, IFMA, SIFMA, PCA issue 1. Copy of the Certificate of Registration	ed permits, and other similar tenurial instruments Client
	ement, Co-Production Sharing Agreement, PLTP,
Renewal. The requirements for renewal	differ from one category to another, which are
4. Certificate of No Pending Case	PCSDS to Issue Automatically
official receipt or transaction receipt)	Payment Portal/ Gcash/Any other PCSD- Authorized Online Payment Portals
amounting to Php 560.00 (1 photocopy of	Money Remittance Center/ Landbank Electronic
3. Proof of Payment of Permit fee	PCSDS Cashier or Collecting Officer (Main Office)/
	South, Calamian
2. Stencil of serial number (1 original)	PCSDS District Management Division – North,
Registration by succession (1 original)	
1. Permit to Transfer Certificate of	Client
For Succession	
5. Certificate of No Pending Case	PCSDS to Issue Automatically
	Authorized Online Payment Portals
of official receipt or transaction receipt)	Payment Portal/ Gcash/Any other PCSD-
amounting to Php 160.00 (1 photocopy	Money Remittance Center/ Landbank Electronic
4. Proof of Payment of Permit fee	PCSDS Cashier or Collecting Officer (Main Office)/
3. Stencil of serial number (1 original)	PCSDS District Management Division – North, South, Calamian
	PCSDS District Management Division North
original) 2. Deed of Donation (1 copy)	Notary Public
1.Permit to Transfer by Donation (1	Client
For Donation	
6. Certificate of No Pending Case	PCSDS to Issue Automatically
PHP 10.00	
- Legal Research Fund	
PHP 50.00	
- Certification of No Pending Case	
PHP 100.00 (for new applications)	
-Permit Fee:	
. /	Authorized Online Payment Portals
or transaction receipt)	Payment Portal/ Gcash/Any other PCSD-
Php 160.00 (1 photocopy of official receipt	Money Remittance Center/ Landbank Electronic
Dhe 400.00 /4 ml - +	



		PCSD
	Certificate of Registration (1 original)	Client
2.	Certificate of tree plantation	Municipal Agriculture Office
	ownership, or similar tenurial	
	instrument (1 photocopy)	
3.	Certification from Barangay Captain	Concerned Barangay
	concerned that applicant is an	
	orchard or tree farmer (1 original	
	copy)	
4.	Copy of Original Certificate of Title	Requesting party/ proponent/ applicant / Office of
	(OCT) / Transfer Certificate of Title	the Registry of Deeds
	(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)	
5.	Stencil of serial number	PCSDS District Management Division – North,
		South, Calamian
6.	Proof of Payment of Permit fee	PCSDS Cashier or Collecting Officer (Main Office)/
	amounting to Php 560.00 (1	Money Remittance Center/ Landbank Electronic
	photocopy of official receipt or	Payment Portal/ Gcash/Any other PCSD-
	transaction receipt)	Authorized Online Payment Portals
7.	Certificate of No Pending Case	PCSDS to Issue Automatically
•	Industrial Tree Farmer	
1.	Copy of the Certificate of Registration	Client
	(1 original)	
2.	Certificate of tree plantation or similar	DENR-CENRO/ Municipal Assessor's Office
	instrument or Tax Declaration (1	·
	Photocopy)	
3.	Certification from Barangay Captain	Concerned Barangay
	that applicant is an industrial tree	
	farmer	
4.	Copy of Original Certificate of Title	Requesting party/ proponent/ applicant / Office of
	(OCT) / Transfer Certificate of Title	the Registry of Deeds
	(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)	
5	Stencil of serial number	PCSDS District Management Division – North,
		South, Calamian
6	Proof of Payment of Permit fee	PCSDS Cashier or Collecting Officer (Main Office)/
0.	amounting to Php 560.00 (1 photocopy	Money Remittance Center/ Landbank Electronic
	of official receipt or transaction receipt)	Payment Portal/ Gcash/Any other PCSD-
		Authorized Online Payment Portals
7.	Certificate of No Pending Case	PCSDS to Issue Automatically
<u> </u>	Licensed Wood Processors	
1	Copy of the Certificate of Registration	Client
••		



	· · ·	PCSD
· ·	original)	
	Copy of Permit to Operate as wood	DENR
pro	DCessor	
3	Copy of Wood Processing	Local Government Unit concerned
	tablishment Permit or similar business	
	rmits	
	Notarized Certification of legal source of	DENR
	w materials and proof of compliance	
	h E.O.23 (proof of sustainable use of	
	ally cut logs for a period of at least 5	
	ars)	
5.	Stencil of serial number	PCSDS District Management Division – North,
		South, Calamian
	Proof of Payment of Permit fee	PCSDS Cashier or Collecting Officer (Main Office)/
	nounting to Php 560.00 (1 photocopy of	Money Remittance Center/ Landbank Electronic
off	icial receipt or transaction receipt)	Payment Portal/ Gcash/Any other PCSD-
		Authorized Online Payment Portals
7.	Certificate of No Pending Case	PCSDS to Issue Automatically
•		but not limited to LGU, Protected Area
		saws in some aspects of their functions
1.	Certificate of Registration (1 original)	Client
_	Certification from Head of Office or	Concerned Office
	his/her authorized representative that	
	chainsaws are owned/possessed by	
	the office and used for legal purpose	
	(specify) (1 original)	
3	Stencil of serial number	PCSDS District Management Division – North,
5.	Stench of Senai Humber	South, Calamian
1	Proof of Payment of Renewal fee	PCSDS Cashier or Collecting Officer (Main Office)/
4.		
	amounting to (1 photocopy of official	Money Remittance Center/ Landbank Electronic
	receipt or transaction receipt)	Payment Portal/ GCash/Any other PCSD-
-		Authorized Online Payment Portals
5.	Certificate of No Pending Case	PCSDS to Issue Automatically
		v satisfactory proof that the possession and/or
4	use of chainsaws is for a legal purpo	
Π.	Original Copy of the Certificate of	Client
	Registration	
2.		Notary Public
	used for personal and for a legal	
	purpose	
3.	Other legal documents showing the	Applicant/ DENR-CENRO/ Municipal Agriculture
	legality of purpose and permanent	Office/ PCA
	character of the use of chainsaw	
L	unit/s applied for	
4.	Stencil of engine serial number	PCSDS District Management Division – North,
		South, Calamian
5.F	Renewal fee (1 photocopy of official	PCSDS Cashier or Collecting Officer (Main Office)/
	receipt or transaction receipt)	Money Remittance Center/ Landbank Electronic
		Payment Portal/ GCash/Any other PCSD-
L		



			line Payment Porta	als
6. Certificate of No Pe			ue 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/	None	30 minutes	District Manager District Management Office- DMD North/ South/ Calamian
	requirement 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
	2.2. Prepare evaluation report (for renewal only)	None	1 day	North/ South/Calamian
	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	Executive Director PCSD Main Office-Office



			1005
print approved COR			of the
and conform with			Executive
the terms and			Director
conditions.			
	TOTAL:	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.

Office/Division:	District Management Divisions (DMDs)			
Classification:	Complex			
Type of	G2C – Government to C	Citizen		
Transaction:	G2B – Government to Business			
Who may avail:	Chainsaw owner with va	alid PCSD Ce	ertificate of Regi	stration
Checklist OF F	REQUIREMENTS		WHERE TO SE	ECURE
1. Duly accomplished	Application Form (1	PCSD Main	Office District M	lanagement
original)		Division – N	orth, South, Cala	amian
		PCSDS Web	osite	
2. Certificate of Regis		Client		
3. Payment fee (1			hier or Collectin	
receipt or transacti	on receipt)			Center/ Landbank
- Permit to Sell			•	Scash/Any other
PHP 100		PCSD-Autho	orized Online Pa	yment Portals
- Certification of No P PHP 50	ending Case			
- Legal Research Fun	d			
PHP 10	4			
CLIENTS STEPS	AGENCY ACTION	FEES TO	PROCESSING	PERSON
		BE PAID	TIME	RESPONSIBLE
1. Submit required	1.1 Receive, check for	None	30 minutes	District Manager
documents to the	completeness and			District
PCSDS District	record documents			Management
Management				Office- DMD North/
Office concerned				South/Calamian
(North, South,	1.2. Prepare	None	1 day	District Manager
Calamian)	evaluation report,			District



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

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.



				PCSD
Office/Division:	District Management Divisions (DMDs)			
Classification:	Complex			
Type of	G2C – Government to	o Citizen		
Transaction:	G2B – Government to	o Business		
	G2G – Government to	o Government	t	
Who may avail:	 Person who does n 	ot have chain	saw but has vali	d purpose for the
-	use of chainsaw			
	 Registered chainsa 	w owner who	has valid purpos	se for the use of the
	chainsaw not speci			
Checklist OF R	EQUIREMENTS		WHERE TO SE	
		Client		
	plied for Special Use			
Permit (1 photocop				
2. If trees to be cut are		Client/ Notary	/ Public	
purposes, copy of t				
Memorandum of Ag				
Power of Attorney of				
instrument showing				
between the tree of				
chainsaw owner (w				
applicant) (1 photod				
	applied for is valid and	Permit to cut	from DENR/PC/	
legal (1 photocopy)				
	photocopy of official	PCSDS Cast	hier or Collecting	Officer (Main
receipt or transaction				enter/ Landbank
- Special Use Permit		,	yment Portal/ G	
PHP 300			rized Online Pay	
1111 000				
- Certification of No P	ending Case			
PHP 50	chang dase			
- Legal Research Fun	d			
PHP 10				
CLIENTS STEPS	AGENCY ACTION	FEES TO	PROCESSING	PERSON
	AGENCI ACTION	BEPAID	TIME	RESPONSIBLE
1. Log-in at	1.1 Check the	None	30 minutes	District Manager
www.pcsdbrain.com	completeness of the			District
and register/sign-in. Go	submitted			Management
to the dashboard and	application. If found			Office- DMD
apply here: click	appropriate and			North/ South/
Chainsaw Special Use	complete, receive			Calamian
Permit. Open	•			
application form,	the application. For deficient			
complete required				
fields and upload	submissions, reject			
requirements and	application and			
submit application	inform client of			
	deficiency/lacking			
1	information/			
	requirement			



				PCSD
	2.1. Conduct field validation	None	1 day	District Manager 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	Executive Director PCSD Main Office- Office of the Executive Director
	TOTAL:		5 Days and 45 minutes	
			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".

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



WI	ho may avail:	 Special Use Permittee 9.3 of PCSD Admin C Chainsaw owner who municipality of registration 	Order No. 7) intends to tra		
	Checklist OF F	REQUIREMENTS		WHERE TO SE	FCURF
 Duly accomplished Application Form (1 original) 			Office and Distr rth, South, Calam	ict Management	
2	Certificate of Regis	stration (1 photocopy)	Chainsaw ov		
		lse Permit (For Special	Requesting	party/ proponen rict Managemer	t/ applicant / nt Division - North,
 Payment fee (1 photocopy of official receipt or transaction receipt) 		Office)/ Mon Electronic Pa PCSD-Autho	ey Remittance (ayment Portal/ (prized Online Pa	Center/ Landbank Gcash/Any other ayment Portals	
(CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Submit required documents to the PCSDS District Management Office concerned (North, South,	1 .1 Receive, check for completeness and record documents	None	30 minutes	District Manager District Management Office- DMD North/ South/Calamian
	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	District Manager District Management Office- DMD North/ South/Calamian
		1.5 Forward the documents to OED	None	1 day	District Manager District Management Office- DMD North/ South/Calamian
		1.6. Approve the Transport Permit	None	2 days	Executive Director PCSDS Main Office-Office of the Executive Director
		1.7 Dry seal, record and release, notify and transmit to concerned DMOs	None	1 day	Deputy Executive Director PCSDS Main Office-Office of the



				Executive Director
2. Proceed to the	2.1 Explain the terms	None	30 minutes	Records
PCSD Main	and conditions, record			PCSDS Main
Office or	the Transport Permit,			Office-Office of the
concerned District	releases the Permit			Executive Director
Management				
Office (North,				District Manager
South, Calamian),				District
fill up Client				Management
Satisfaction Form,				Office- DMD North/
Receive the				South/Calamian
Transport Permit				
and conform with				
the terms and				
conditions				
	TOTAL:		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.

Office/Division:	District Management Divisions (DMDs)			
Classification:	Complex			
Type of Transaction:	G2B – Government to Business			
Who may avail:	Person who is engaged	l/intends to engage in the buying and selling		
	chainsaw units and/or t	heir spare parts.		
Checklist OF RE	QUIREMENTS	WHERE TO SECURE		
1. Duly accomplished App	olication Form (1	PCSD Main Office and District Management		
original)		Division - North, South, Calamian		
		PCSDS Website		
2. Business operation per	mit (1 photocopy)	DTI and Local Government Unit (Mayor's		
		Permit)		
3. Payment fee (1 photoc	opy of official receipt or	PCSDS Cashier or Collecting Officer (Main		
transaction receipt)		Office)/ Money Remittance Center/		
- Dealership Permit		Landbank Electronic Payment Portal/		
PHP 1,000		Gcash/Any other PCSD-Authorized Online		
		Payment Portals		
- Certification of No Pend	ling Case			
PHP 50				



- 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	1.1 Receive, check for completeness and record documents	None	30 minutes	<i>District Manager</i> District Management
Management Office concerned (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	Office- DMD North/ South/Calamian
	1.3 Recommend for approval the Dealership/Distribution Permit	None	3 hours	
	1.4 Forward the documents to OED	None	1 day	
	1.5 Approve the Dealership/Distribution Permit	None	2 days	Executive Director PCSDS Main Office-Office of the Executive Director
	1.6 Dry seal, record and release, notify and transmit to concerned DMOs	None	1 day	Deputy Executive Director PCSDS Main Office-Office of the Executive Director
2. Proceed to the PCSD Main Office or concerned District Management Office (North, South, Calamian), fill up	2.1 Explain the terms and conditions, record the Dealership/Distribution Permit, release the Permit	None	30 minutes	Records PCSDS Main Office-Office of the Executive Director
Client Satisfaction Form, Receive the Dealership/ Distribution Permit and conform with the				District Manager District Management Office- DMD North/
terms and conditions	TOTAL:		5 days and 4 hours	South/Calamian

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/repaired. This permit has a validity of one (1) year, renewable for the same period subject to re-evaluation of qualification and compliance of the permittee.

Office/Division:	District Management Divisions (DMDs)			
Classification:	Complex			
Type of	G2B – Government to Business			
Transaction:				
Who may avail:	Person who intends to engage in the business of repairing chainsaw			pairing chainsaw
	units			
	REQUIREMENTS		WHERE TO SE	ECURE
1. Duly accomplished	Application Form (1	PCSD Main	Office and Distr	ict Management
original)		Division - No	rth, South, Calan	nian
		PCSDS Web		
2. Business operation	permit (1 photocopy)		al Government	Unit (Mayor's
		Permit)		
	photocopy of official			
receipt or transaction	on receipt)			Center/ Landbank
Dormit to Operate Ca	milan /Donair Chan			Gcash/Any other
-Permit to Operate Se PHP 500	ervice /Repair Shop	PCSD-Autho	prized Online Pa	ayment Portais
-Certification of No Pe	onding Coop			
PHP 50	case			
	4			
-Legal Research Fund				
PHP 10				
PHP 10	AGENCY ACTION	FFFS TO	PROCESSING	PERSON
CLIENTS STEPS	AGENCY ACTION		PROCESSING	
CLIENTS STEPS		FEES TO BE PAID None	PROCESSING TIME 30 minutes	RESPONSIBLE
-	1.1 Receive, check for	BE PAID	TIME	
CLIENTS STEPS 1. Submit required		BE PAID	TIME	RESPONSIBLE District Manager
CLIENTS STEPS1. Submit required documents to the	1.1 Receive, check for completeness and	BE PAID	TIME	RESPONSIBLE District Manager District
CLIENTS STEPS1. Submit required documents to the PCSDS District	1.1 Receive, check for completeness and record documents	BE PAID None	TIME 30 minutes	RESPONSIBLE District Manager District Management
CLIENTS STEPS1. Submit required documents to the PCSDS District Management	1.1 Receive, check for completeness and record documents 1.2 Prepare evaluation	BE PAID None	TIME 30 minutes	RESPONSIBLE District Manager District Management Office- DMD North/
CLIENTS STEPS1. Submit required documents to the PCSDS District Management Office concerned	 1.1 Receive, check for completeness and record documents 1.2 Prepare evaluation report, Certificate of No Pending Case and Permit to Operate 	BE PAID None	TIME 30 minutes	RESPONSIBLE District Manager District Management Office- DMD North/
CLIENTS STEPS 1. Submit required documents to the PCSDS District Management Office concerned (North, South,	 1.1 Receive, check for completeness and record documents 1.2 Prepare evaluation report, Certificate of No Pending Case and 	BE PAID None	TIME 30 minutes	RESPONSIBLE District Manager District Management Office- DMD North/
CLIENTS STEPS 1. Submit required documents to the PCSDS District Management Office concerned (North, South,	 1.1 Receive, check for completeness and record documents 1.2 Prepare evaluation report, Certificate of No Pending Case and Permit to Operate Service/Repair Shop and forward to Division 	BE PAID None	TIME 30 minutes	RESPONSIBLE District Manager District Management Office- DMD North/
CLIENTS STEPS 1. Submit required documents to the PCSDS District Management Office concerned (North, South,	 1.1 Receive, check for completeness and record documents 1.2 Prepare evaluation report, Certificate of No Pending Case and Permit to Operate Service/Repair Shop and forward to Division Head 	BE PAID None None	TIME 30 minutes 1 day	RESPONSIBLE District Manager District Management Office- DMD North/
CLIENTS STEPS 1. Submit required documents to the PCSDS District Management Office concerned (North, South,	 1.1 Receive, check for completeness and record documents 1.2 Prepare evaluation report, Certificate of No Pending Case and Permit to Operate Service/Repair Shop and forward to Division Head 1.3 Recommend for 	BE PAID None	TIME 30 minutes	RESPONSIBLE District Manager District Management Office- DMD North/
CLIENTS STEPS 1. Submit required documents to the PCSDS District Management Office concerned (North, South,	 1.1 Receive, check for completeness and record documents 1.2 Prepare evaluation report, Certificate of No Pending Case and Permit to Operate Service/Repair Shop and forward to Division Head 1.3 Recommend for approval the Permit to 	BE PAID None None	TIME 30 minutes 1 day	RESPONSIBLE District Manager District Management Office- DMD North/
CLIENTS STEPS 1. Submit required documents to the PCSDS District Management Office concerned (North, South,	1.1 Receive, check for completeness and record documents 1.2 Prepare evaluation report, Certificate of No Pending Case and Permit to Operate Service/Repair Shop and forward to Division Head 1.3 Recommend for approval the Permit to Operate Service/	BE PAID None None	TIME 30 minutes 1 day	RESPONSIBLE District Manager District Management Office- DMD North/
CLIENTS STEPS 1. Submit required documents to the PCSDS District Management Office concerned (North, South,	1.1 Receive, check for completeness and record documents 1.2 Prepare evaluation report, Certificate of No Pending Case and Permit to Operate Service/Repair Shop and forward to Division Head 1.3 Recommend for approval the Permit to Operate Service/ Repair Shop	BE PAID None None	TIME 30 minutes 1 day 3 hours	RESPONSIBLE District Manager District Management Office- DMD North/
CLIENTS STEPS 1. Submit required documents to the PCSDS District Management Office concerned (North, South,	1.1 Receive, check for completeness and record documents 1.2 Prepare evaluation report, Certificate of No Pending Case and Permit to Operate Service/Repair Shop and forward to Division Head 1.3 Recommend for approval the Permit to Operate Service/ Repair Shop 1.4 Forward the	BE PAID None None	TIME 30 minutes 1 day	RESPONSIBLE District Manager District Management Office- DMD North/
CLIENTS STEPS 1. Submit required documents to the PCSDS District Management Office concerned (North, South,	 1.1 Receive, check for completeness and record documents 1.2 Prepare evaluation report, Certificate of No Pending Case and Permit to Operate Service/Repair Shop and forward to Division Head 1.3 Recommend for approval the Permit to Operate Service/Repair Shop 1.4 Forward the documents to OED 	BE PAID None None None	TIME30 minutes1 day3 hours1 day	RESPONSIBLE District Manager District Management Office- DMD North/ South/Calamian
CLIENTS STEPS 1. Submit required documents to the PCSDS District Management Office concerned (North, South,	1.1 Receive, check for completeness and record documents 1.2 Prepare evaluation report, Certificate of No Pending Case and Permit to Operate Service/Repair Shop and forward to Division Head 1.3 Recommend for approval the Permit to Operate Service/ Repair Shop 1.4 Forward the	BE PAID None None None	TIME30 minutes1 day3 hours	RESPONSIBLE District Manager District Management Office- DMD North/



				PUSD
	Repair Shop			Office-Office of the
				Executive Director
	1.6 Dry seal, record	None	1 day	Deputy Executive
	and release, notify and			Director
	transmit to concerned			PCSDS Main
	DMOs			Office-Office of the
				Executive Director
2. Proceed to the	2.1 Explain the terms	None	30 minutes	Records
PCSD Main	and conditions, record			PCSDS Main
Office or	the Permit to Operate			Office-Office of the
concerned	Service/Repair Shop,			Executive Director
District	release the Permit			
Management				District Manager
Office (North,				District
South,				Management
Calamian), fill up				Office- DMD North/
Client				South/Calamian
Satisfaction				
Form, Receive				
the Permit to				
Operate Service/				
Repair Shop and				
conform with the				
terms and				
conditions				
	TOTAL:		5 days and 4	
			hours	
Issuance of Permit to	Operate Service/Repair	Shop is cove	arad undar PCS	D Admin Order No

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.

Office/Division:	District Management Divisions (DMDs)			
Classification:	Complex			
Type of	G2C – Government to C	G2C – Government to Citizen		
Transaction:	G2C – Government to Business			
	G2G – Government to Government			
Who may avail:	Owner of registered chainsaw			
Checklist OF F	REQUIREMENTS	WHERE TO SECURE		
1. Letter of Intent		Client		
2. An affidavit (attestir	ng to the fact of any	Notary Public		
change, alteration, defacement or				
detachment/removal of	of the metal seal from			
the chainsaw unit, the	reasons thereof and			



				PCSD	
the fact that the same					
(registered owner's) intervention)					
3. Temporary surrender of chainsaw unit		Client			
4. Certificate of Regis	tration (1 original	Client	Client		
copy)					
CLIENTS STEPS	AGENCY ACTION	FEES TO	PROCESSING		
1. Submit	1.1 Dessive sheek for	BE PAID	TIME 30 minutes	RESPONSIBLE	
requirements to	1.1 Receive, check for completeness, accept	None	SU minutes	<i>District Manager</i> District	
the PCSDS	the chainsaw unit and				
District	record documents			Management Office- DMD North/	
Management	1.2 Prepare report and	None	1 days	South/Calamian	
Office concerned	transmittal for the re-	INONE	T uays	Court Calamian	
(North, South,	issuance of metal seal				
Calamian)	and forward to Division				
Calamiany	Head				
	1.3 Recommend for re-	None	3 hours		
	issuance of metal seal				
	1.4 Forward to OED	None	1 day		
	1.5 Approves the	None	2 days	Executive Director	
	request and forwards			PCSDS Main	
	to EZMED for Re-			Office-Office of the	
	issuance of metal seal			Executive Director	
	1.6 Issue metal seal	None	30 minutes	Division Chief	
	and mark the COR and			PCSDS Main	
	forward to Central			Office-ECAN	
	Registry			Zones	
				Management and	
				Enforcement	
				Division	
	1.6 Record and	None	1 day	District Manager	
	release, notify and			District	
	transmit to concerned			Management Office- DMD North/	
	DMOs				
2. Proceed to the	2.1 Attach the metal	None	30 minutes	South/Calamian District Manager	
PCSD Main	seal, record the COR,	none	30 minutes	District Manager	
Office or	and release both.			Management	
concerned	and release both.			Office- DMD North/	
District				South/Calamian	
Management				Court Calamian	
Office (North,					
South,					
Calamian), fill up					
Client					
Satisfaction					
Form, receive the					
COR and					
chainsaw unit	1	1			
	TOTAL:	None	5 days, 4		



I COD
hours, 30
minutes

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



VI. Feedback and Complaints

FEEDBACK AND COMPLAINTS MECHANISM				
How to send feedback	Answer the client feedback form and drop it at the designated dropbox in front of the PCSDS Information Desk.			
	Contact info: (048) 434 4235 or oed@pcsd.gov.ph			
How feedbacks are processed	All forms in the feedback box will be collected weekly by the Feedback Management Committee who will record and keep all submitted feedbacks. Feedback requiring answers are forwarded to concerned divisions and they will answer within three (3) days from the receipt of the feedback.			
	The answer of the office is then relayed to the citizen.			
	For inquiries and follow-ups, clients may contact the following telephone number: (048) 434 4235.			
How to file a complaint	Answer the customer complaint form and drop it at the designated drop box installed near customer transaction areas.			
	Complaints may also be submitted in a letter form or can be done via telephone. Make sure to provide the following information:			
	 Name of person being complained Incident Evidence 			
	For inquiries and follow-ups, clients may contact the following telephone number: (048) 434 4235.			
How complaints are processed	The Information Desk Officer will immediately refer all negative feedbacks/complaints to Divisions concerned for corrective action. Concerned division chief/s shall investigate and evaluate the received negative client feedbacks/complaints who shall call the attention of his/her staff identified in the complaints and do the corresponding corrective action.			
	If no particular staff is indicated in the feedbacks/complaints, the concerned division chief and staff shall collectively undertake the			



	 corresponding corrective action. All complaints and corrective actions shall be submitted to the Head of Agency for review and appropriate action. A designated officer will give the feedback to the client. For inquiries and follow-ups, clients may contact the following telephone number: (048) 434 4235.
Contact Information of ARTA, PCC, CCB	ARTA: <u>complaints@arta.gov.ph</u> 1-ARTA (2782) PCC: 8888 CCB: 0908-881-6565 (SMS)



VII. List of Offices

Office	Address	Contact Information
Main Office	PCSD Building Sports Complex Road, Santa Monica, Puerto Princesa City, Palawan	(048) 434 4235 oed@pcsd.gov.ph
District Management Offices		
 District Management Division-Calamian 	PCSD Building, Coron LGU Compound, Barangay 2, Coron, Palawan	oed@pcsd.gov.ph
 District Management Division - North 	Municipal Compound, Barangay 2, Roxas, Palawan	oed@pcsd.gov.ph
 District Management Division -South 	PCSD Building, Alfonso XIII, Quezon, Palawan & PCSD Main Office	oed@pcsd.gov.ph